

COVID-19 RISK ASSESSMENT

Slaithwaite Philharmonic Orchestra
 Rehearsals at Huddersfield Town Hall



Change Log			
Revision	Date	Description of changes	Name
1.0	2/5/2021	Covid 19 Risk Assessment	LM

COVID 19 HEALTH AND SAFETY RISK ASSESSMENT FORM

COVID 19 RISK MANAGEMENT MEASURES
Health and safety risk management measures appropriate to all aspects of the activity being assessed
<p>This document has been produced in line with the risk assessment produced by Huddersfield Town Hall.</p> <ul style="list-style-type: none"> • Management of Covid 19 situation, this risk assessment must be kept under review and adapted as required. • Up to date guidance is available on the government websites. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 • Daily running of rehearsal will be overseen by an appointed COVID Officer – A member of the committee will be nominated as the COVID Officer for each rehearsal to ensure that the procedures identified in this document and the risk assessments are being adhered to and relevant information is collected

1 - Area: Huddersfield Town Hall Communal Spaces including Entrances, Corridors, Stairways, Lifts and Toilets

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures
1. Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below	Possibility of contracting infection or passing it on. Contamination from infected surfaces within the building	Orchestra members	See below for specific actions
2. Attendees bring COVID-19 into the venue	Possibility of contracting infection or passing it on.	Orchestra members	<p>Members are asked to not attend if they have any likelihood of having the disease.</p> <p>All participating members are asked to complete Covid-19 Rehearsal consent form prior to each rehearsal.</p> <p>If a member has had a positive COVID-19 test within the last 2 weeks, or if the member has experienced any of the following symptoms within the last week:</p> <ul style="list-style-type: none"> • A temperature above 37.8 °C • A dry persistent cough that has developed during the week • A loss of taste or smell (anosmia) • or if any member of their household has presented any of the

		Vulnerable members	<p>above symptoms within the last 2 weeks: Vulnerable members must not attend Rehearsals and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p> <p>High-risk members and those with a high-risk person in their household must identify themselves on the consent form.</p>
3. Access to the building	Potential for large numbers of visitors to spread the infection	Orchestra members	Access will be limited to tenants and regular hirers, who have provided a satisfactory risk assessment for their proposed activities and who have committed to upholding the Huddersfield Town Hall measures as set out in this risk assessment.
4. Entrances & exits	Risk of people congregating and not socially distancing in key access points	Orchestra members	<p>Single entrance – Corporation Street - to be used for entry to the building.</p> <p>It may be necessary to stagger arrival times by section. This will be communicated via email and we ask players to arrive as close to this time as possible. At the end of rehearsals members may be asked to remain seated and to leave in a given order.</p> <p>Members are asked to move swiftly to the rehearsal space, to keep distanced and avoid gathering in the foyer and entrance area.</p> <p>Members will be met at the entrance to the hall by a member of the committee or section leader (wearing face coverings) where they will be allocated a seat.</p>
5. Lift	Risk of transmission in a small space	Orchestra members	Lift use will be limited to one person at a time, or disabled people with carers in their bubble.
6. Stairwells	Risk of transmission as people cross on the main stairs which are less than 2 metres wide	Orchestra members	A give-way system will be used with priority for those going upstairs, keeping left. Those coming down should give-way and wait on the landing to allow those coming up to pass at a safe distance.
7. Rehearsal Spaces	Risk of infecting areas of HTH not being used for rehearsal.	Orchestra members	Members may only enter the Foyer, Stairs, Hall and Toilets at the foyer inside HTH. Other areas – crush, meeting rooms etc – are

			strictly out of bounds.
8. Toilets	Risk of transmission in a small space	Orchestra members	<p>The toilets at the Corporation St entrance are the only ones to be used.</p> <p>A maximum of one person in each toilet area at any one time will be allowed. Social distancing should be maintained if waiting is required.</p> <p>Signage will be posted on toilet doors.</p> <p>Paper towels are provided and frequent handwashing is encouraged.</p>
9. Face Coverings	Risk of people congregating and not socially distancing in communal areas	Orchestra members	The use of face coverings is mandatory for members when entering, leaving and moving around the building, these can be removed once seated. Players can continue to wear if preferred.

2 - All Areas: Hygiene & Communications

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures
1. Cleaning	Risk of touching surfaces where the virus may be live (within 72 hours)	Orchestra members	<p>Extra cleaning will be provided by the HTH staff to ensure that the Hall is cleaned between hirers, with a particular focus on high touch points including:</p> <ul style="list-style-type: none"> • Door handles • Handrails • Toilets • Light switches • Seating areas • Tables and surfaces in meeting spaces
2. Hand sanitisers	Risk of touching surfaces where the virus may be live (within 72 hours)	Orchestra members	<p>Hand sanitisers will be provided in entrance areas by HTH. The Orchestra will provide additional sanitisers in the main rehearsal spaces within the hall as a supplementary measure, but not to replace handwashing as the main method of infection prevention.</p>
3. Cleaning Responsibilities for the Orchestra	Risk of touching surfaces where the virus may be live (within 72 hours)	Orchestra members	At rehearsals, the Orchestra will clean/sanitise surfaces any equipment which are used by more than person. Otherwise no cleaning is necessary.

4. Test & Trace Communications	Possibility of contracting infection or passing it on.	Orchestra members	<p>The Orchestra will keep records of all session participants on each date they attend HTH along with contact details in the event they need to be contacted following an outbreak, to be kept for 21 days before they are securely destroyed. This will be completed by the nominated Covid officer to reduce possible risk of transition.</p> <p>NHS QR posters will be displayed for use of Members with the NHS app.</p> <p>Members will be asked to confirm that they have read the Orchestra risk assessment at their first rehearsal attendance. Individual paper copies will be available for players who have not received via email.</p> <p>The Orchestra should inform HTH Officers if any members display any of the Covid19 symptoms within 7 days of attending the Civic Hall:</p> <ul style="list-style-type: none"> • Persistent and new cough • High Temperature • Loss of Smell/Taste <p>If these symptoms develop whilst in HTH, affected individuals should return home immediately and follow the government 'Stay at Home' guidance including taking a Covid 19 test.</p> <p>If the test is positive they will be supported by the NHS track and trace team as per Test& Trace Guidance https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p>

3 - Area: Huddersfield Town Hall interior during rehearsal			
Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures

1. Limits on space in HTH	Risk of breaching social distancing in meeting spaces	Orchestra members	<p>Correct social distancing limits the number of players. The seating plan is included at the end of this document.</p> <p>Players must make their way swiftly to their allocated chair and not gather socially prior to rehearsal.</p> <p>Chairs will be in place prior to the opening of the rehearsal room to all members. Disposable gloves should be used.</p> <p>No guest may attend rehearsal until further notice or without permission of the committee. Orchestra members must not come to the hall unless they are required for the rehearsal.</p>
2. Instruments and equipment	Possibility of contracting infection or passing it on.	Orchestra members	<p>No equipment should be shared during rehearsals.</p> <ul style="list-style-type: none"> • Cases should be kept beside/behind members own chairs • Each player must use their own pencil, Rosin, Valve oil, etc. • Each player should have their own stand (no desk partners) these should be brought from home (spares will be available and should be cleaned after use). • Music will be provided for each player and this should be taken home after the rehearsal
3. Breaks	Possibility of contracting infection or passing it on.	Orchestra members	<p>Breaks will be limited. Social distancing should be maintained at all time during breaks and outdoor areas should be used when possible.</p> <p>Face coverings should be used when moving around HTH.</p> <p>Players may bring their own refreshments but these should not be shared.</p>
4. Brass and wind players (in addition to all other measures)	Possibility of contracting infection or passing it on.	Orchestra members	<p>Players whose instruments produce condensation are to bring towels to absorb anything that may be deposited. This should be stored in a plastic bag at all time.</p> <p>Water should not be blown out of the instrument with force</p> <p>Wipes will be available to clean areas around seats after</p>

			<p>rehearsing. Water should not be blown out of the instrument with force. Wipes will be available to clean areas around seats after rehearsing.</p> <p>Chair should be set up side by side and not facing each other. Where possible, players should angle bells away from other players</p>
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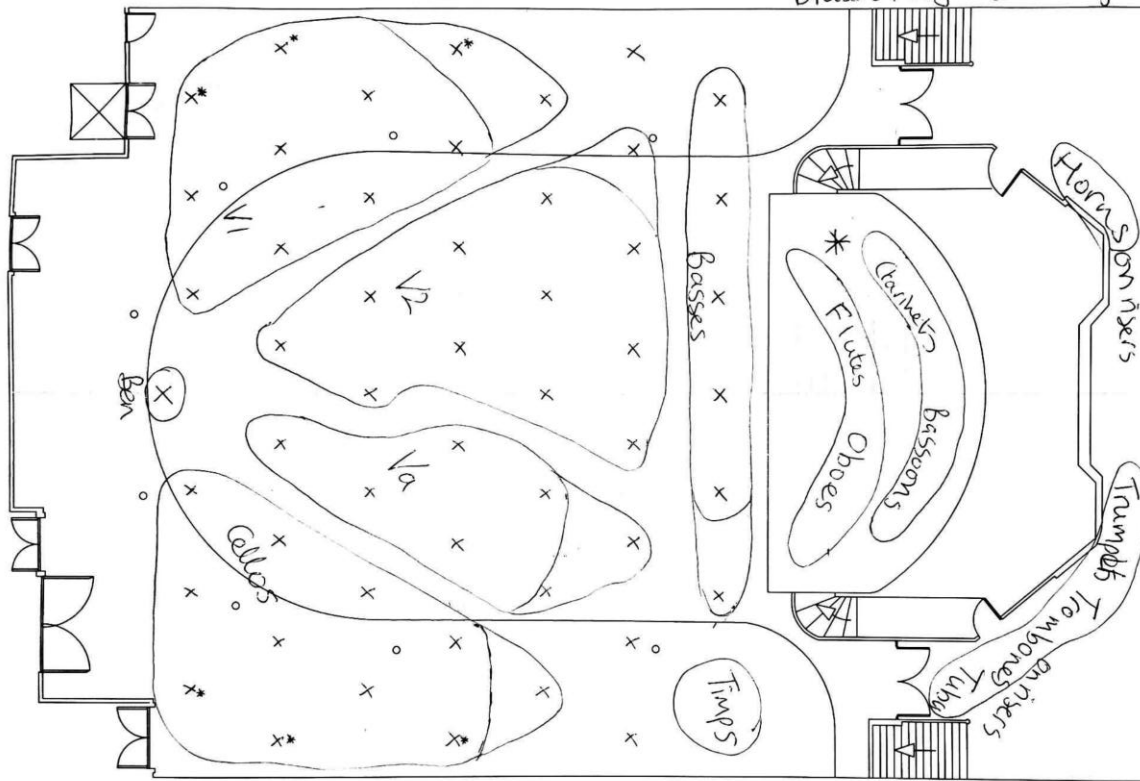
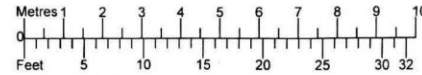
4 - Volunteers, Staff and First Aid/Fire Arrangements			
1. Cleaner	Risk of contamination from surfaces whilst cleaning	Orchestra members	HTH will generally be cleaned by HTH staff. Members who perform cleaning after rehearsals will be provided with suitable PPE – disposable aprons, gloves and face masks.
2. Setting up/moving furniture	Risk of contamination whilst attending the building for maintenance or caretaking purposes	Orchestra members	<p>Instructions for furniture moves or other work activities throughout the building:</p> <ul style="list-style-type: none"> • Lifting and carrying equipment where necessary in close proximity should be undertaken whilst facing away from each other • Face coverings should be worn where people have to face each other • When moving around the 2-metre rule from other users of the building should be observed
3. Fire Evacuation procedure	Possibility of contracting infection or passing it on.	All building users	<p>Ensure new arrangements should not cause any confusion or conflict in the event of an evacuation</p> <p>Safe escape from the building is the overriding priority and users</p>

			<p>should vacate the building via fire exits in an orderly way, socially distancing wherever practicable.</p> <p>Social distancing should be observed while people are waiting in the evacuation area.</p>
4. First Aid	Possibility of contracting infection or passing it on.	First Aiders, Paramedics, Emergency services staff attending	<p>First Aiders should be up to date with the relevant risks associated with treating possible Covid-19 individuals, for example no mouth-to-mouth resuscitation to be used during CPR – instead use compression techniques throughout.</p>

Seating Plan

SPO
Town Hall
layout

*Violin I and cellos to use edge seats for late arrivals to allow easier movement for others.



Brass at organ level or higher sitting on risers using level below for music stand
Suggestion to bring cushions!!

All seats (or cushions) must be at least 2.5m apart to allow full 2m when seated

*Woodwind will be a tight fit and back row
Key may need to go on
 Ring Intercom first tier
 Single 13A Socket
 Twin 13A Socket
 Followspot Power

Technical Information	
Stage Width	10134mm
Stage Depth (Stage edge to Rostra)	5564mm
Stage Height	SR 1485mm SL 1460mm

There is a space available for every current string player including the few who have said 'no' and 3 prospective new Violins

Basses need space behind them to protect scrolls and give the wind more flexibility
suggestion 1m so cases can go behind.

Kirklees	
VENUE	Huddersfield Town Hall
PRODUCTION	
DIRECTOR	
SET DESIGN	
LX DESIGN	
TITLE	Area Level
DRWG NO	HTH 1 DRAWN BY DR
SCALE	1:100 DATE Nov 09
REVISIONS	