


COVID-19 RISK ASSESSMENT	
SlaithwaitePhilharmonic	

Change Log			
Revision	Date	Description of changes	Name
1.0	09/08/20	Covid 19 Risk Assessment	
1.1	05/09/20	Changes to section 1	
1.2	06/09/20	Changes to section 1, 9	
1.3	17/09/20	Addition of woodwind/brass and canalside	

**COVID 19 HEALTH AND SAFETY RISK ASSESSMENT FORM**

<b>COVID 19 RISK MANAGEMENT MEASURES</b>
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 the Slaithwaite Civic hall</p> <ul style="list-style-type: none"> <li>• Management of Covid 19 situation, this risk assessment must be kept under review and adapted as required.</li> <li>• Up to date guidance is available on the government websites. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>• Daily running of rehearsal will be overseen by an appointed COVID Officer – A member of the committee has been 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</li> </ul>

<b>Area: Civic Hall Communal Spaces including Entrances, Corridors, Stairways, Lifts, Kitchens, and Toilets</b>			
<b>Hazards identified</b>	<b>Risks to health and safety</b>	<b>People at risk</b>	<b>Health and safety risk management measures</b>
Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below	<ul style="list-style-type: none"> <li>• Possibility of contracting infection or passing it on.</li> <li>• Contamination from infected surfaces within the building</li> </ul>	Orchestra members	See below for specific actions
1. Attendees bring COVID-19 into the venue	<ul style="list-style-type: none"> <li>• Possibility of contracting infection or passing it on.</li> </ul>	As above	<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</p>

		<p>Vulnerable members</p>	<p>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"> <li>• A temperature above 37.8 °C</li> <li>• A dry persistent cough that has developed during the week</li> <li>• A loss of taste or smell (anosmia)</li> <li>• or if any member of their household has presented any of the above symptoms within the last 2 weeks:</li> </ul> <p>They <b>must not</b> 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>
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<p>2. Access to the building</p>	<p>Potential for large numbers of visitors to spread the infection</p>	<p>As above</p>	<p>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 Slaithwaite Civic Hall measures as set out in this risk assessment.</p>
<p>3. Entrances &amp; exits</p>	<p>Risk of people congregating and not socially distancing in key access points</p>	<p>As above</p>	<p>Signage on front and side door to remind people to respect social distancing.</p> <p>Tape markers on the ground and side ramp to show 2-metre gaps in the event of queues forming outside.</p> <p><b>Main doors to be used for entry to the building</b> and where there is a risk of groups/tenants mixing as sessions changeover, then hirers are expected to vacate their groups via the rear fire exits from Canalside or the Main Hall (to the right from the stage) – signs will be used to indicate this route.</p> <p>It may be necessary during larger rehearsals 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. During larger</p>

			<p>rehearsals members may be asked to remain seated and to leave in a given order.</p> <p>When both the main hall and canalside are in use start and finish times must be staggered. If both rooms are in use this is two separate events and members should not move between rehearsal rooms.</p>
4. Lifts	Risk of transmission in a small space	As above	Lift use will be limited to one person at a time, or disabled people with carers in their bubble.
5. Stairwells	Risk of transmission as people cross on the main stairs which are less than 2 metres wide	As above	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. Signs will be used to indicate this system.
6. Corridors	Risk of transmission as people cross on the ground floor corridor which is less than 2 metres wide	As above	<p>Members are asked to move swiftly to the rehearsal room, to keep left and avoid gathering in the corridor.</p> <p>Members will be met at the entrance to the main hall by a member of the committee or section leader (wearing face coverings) where they will be allocated a seat.</p>

			Signage will be used to remind users of social distancing protocols.
7. Kitchen	Risk of transmission from shared crockery, surfaces, kettles, fridges and so on.	As above	Access to the kitchen will be 'out of bounds' for hirers, who will be asked to bring their own refreshments if needed.
8. Toilets	Risk of transmission in a small space	As above	<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. For groups, the hirer is responsible for managing the session to enable users to access the toilet and washing facilities without queues forming along corridors or stairs.</p> <p>Members using <b>Canalside</b> should use down stairs toilets</p>
9. Face Coverings	Risk of people congregating and not socially distancing in communal	As above	The Orchestra has chosen to

	areas		make the use of face coverings mandatory for players when entering, leaving and moving around the building, these can be removed once seated. Players can continue to wear if preferred.
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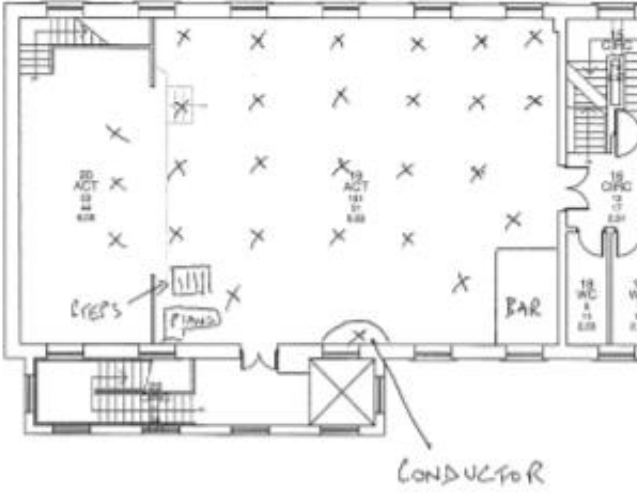
All Areas: Hygiene & Communications			
Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures
Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below	<ul style="list-style-type: none"> <li>• Possibility of contracting infection or passing it on.</li> <li>• Contamination from infected surfaces within the building</li> </ul>	Trustees, Volunteers, Tenants, Hall Hirers and their Staff, Hall Users and other Visitors	See below for specific measures
10. Cleaning	Risk of touching surfaces where the virus may be live (within 72 hours)	As above	<p>Extra cleaning will take place to ensure that the Hall is cleaned between regular hirers, with a particular focus on high touch points including:</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Handrails</li> <li>• Lift buttons and doors</li> <li>• Toilets</li> <li>• Light switches</li> <li>• Seating areas in the Main Hall</li> <li>• Tables and surfaces in meeting spaces</li> <li>• Kitchen facilities (for tenants only)</li> </ul>

11. Hand sanitiser	Risk of touching surfaces where the virus may be live (within 72 hours)	As above	Hand sanitiser will be provided in entrance areas and in the main meeting spaces within the Civic Hall as a supplementary measure, but not to replace handwashing as the main method of infection prevention.
12. Cleaning Responsibilities for Hirers	Risk of touching surfaces where the virus may be live (within 72 hours)	As above	<p>All hirers are expected to take responsibility for extra cleaning in the room they have hired, i.e. cleaning the space following the session, cleaning/sanitising surfaces and equipment where there is a risk of touching. Spray and wipes will be provided by the Orchestra and should be deposited of in the bags provided.</p> <p>Hirers will be allowed an extra 30 minutes following their booking to undertake cleaning without charge.</p>
13. Test & Trace Communications	Possibility of contracting infection or passing it on.	As above	<p>The Orchestra must keep records of all session participants on each date they attend the Hall 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. The hirer must also provide their own contact details to the Chair of the Civic Hall who will act as communications co-ordinator in the event of an outbreak. Players 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>Civic Hall tenants and hirers should inform the Civic Hall Chair(or nominated deputy) if they or their players display any of the Covid19 symptoms within 7 days of attending the Civic Hall:</p> <ul style="list-style-type: none"> <li>• Persistent and new cough</li> </ul>



		<ul style="list-style-type: none"> <li>• High Temperature</li> <li>• Loss of Smell/Taste</li> </ul> <p>If these symptoms develop whilst in the Hall, 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&amp; Trace Guidance  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a></p> <p>In addition, if the affected person has attended the Civic Hall within 7 days, they should inform the hirer or lead tenant who will endeavour to inform other staff, tenants and any visitors with whom the affected person had contact.</p> <p>In the event of an outbreak, the Trustees will arrange appropriate deep cleaning/disinfection measures in the areas used by the infected person. Tenants and regular hirers will be informed and may need to vacate parts of the building whilst this takes place.</p>
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Area: Main Hall and Canalsideduring rehearsal			
Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures
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.	Members	See below for specific measures

	Contaminati on from infected surfaces within the building		
<p>14. Limits on Space in <b>Main Hall</b></p>	<p>Risk of breaching social distancing in meeting spaces</p>	<p><b>Members</b></p>	<ul style="list-style-type: none"> <li>• <b>Main Hall</b>- 28 Member (String players) using 2m distancing. 25 on the floor including conductor, and 3 on the stage.</li> </ul> <p>ON FLOOR 2M SPACING - 25 INCL CONDU ON STAGE 2m SPACING - 3 TOTAL - <u>28</u></p>  <p>Player 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</p>

			<p>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>
15. Limits on Space in <b>Canalside</b>	Risk of breaching social distancing in meeting spaces		<p>Maximum of 10 players using 2m distancing.</p> <p>Player 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>
16. Ventilation	Risk of airborne infection in indoor spaces	<b>Members</b>	<p><u>Main Hall</u></p> <p>Open all doors to the Main Hall. Open all window. The windows overlooking the street and the rear fire escape should be opened to increase natural ventilation upstairs. This is a vital part of minimising any potential transmission regardless of temperature. Players should bring additional layers so that they are comfortable during rehearsal</p> <p>Door-stops may be used for this but all fire doors must be closed following the session for safety reasons.</p> <p><u>Canalside</u></p> <p>All window and doors must remain open during rehearsals This is a vital part of minimising any potential transmission regardless of temperature. Players should bring additional</p>

			<p>layers so that they are comfortable during rehearsal</p> <p>Door-stops may be used for this but all fire doors must be closed following the session for safety reasons.</p>
17. Instruments and equipment	Possibility of contracting infection or passing it on.	<b>Members</b>	<p>No equipment should be shared during rehearsals.</p> <ul style="list-style-type: none"> <li>• Cases should be kept beside/behind members own chairs</li> <li>• Please ensure you have your own pencil, Rosin, Valve oi, etc.</li> <li>• Each player should have their own stand (no desk partners) these should be brought from home (spares willbe available and should be cleaned after use).</li> <li>• Music will be provided for each player and this should be taken home after the rehearsal</li> </ul>
18. Breaks	Possibility of contracting infection or passing it on.	<b>Members</b>	<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>Players may bring their own refreshments but these should not be shared.</p> <p>If 2 separate rehearsals are taking place members must not mix during rehearsals</p>
19. Brass and wind players (in addition to all other measures	Possibility of contracting infection or passing it on.	<b>Members</b>	<p>Players whose instruments produce condensation are to bring a 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 rehearsing.</p> <p>Brass and wind players should not be placed on stage if the floor space is in use.</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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<b>Volunteers, Staff and First Aid/Fire Arrangements</b>			
<b>Covid 19 transmission via airborne person-to-person contact and/or touching contaminated surfaces in the areas or situations set out below</b>	<b>Possibility of contracting infection or passing it on.</b>	<b>Cleaner, trustees and volunteers</b>	<b>See below for specific measures</b>
	<b>Contamination from infected surfaces within the building</b>		
20. Cleaner	Risk of contamination from surfaces whilst cleaning	<b>As above</b>	<p>Suitable PPE will be provided for the Hall cleaner including:</p> <ul style="list-style-type: none"> <li>• Disposable aprons</li> <li>• Disposable gloves</li> <li>• Disposable face covering (in cases where other people are in the Hall).</li> </ul>

			<p>In general, the cleaner will not be expected to work whilst others are in the building, apart from regular tenants and their staff.</p> <p>The cleaner will be provided with additional cleaning materials if required.</p> <p>The cleaner will be provided with a checklist of 'high touch' areas which must be cleaned between every hire and will be asked to sign off the checklist following every cleaning session, for display in the Hall to give visible reassurance of hygiene measures to all tenants, hirers and users.</p>
<p>21. Volunteers &amp; Trustees</p>	<p>Risk of contamination whilst attending the building for maintenance or caretaking purposes</p>	<p>As above</p>	<p>Instructions for furniture moves or other work activities throughout the building:</p> <ul style="list-style-type: none"> <li>• Lifting and carrying equipment where necessary in close proximity should be undertaken whilst facing away from each other</li> <li>• The use of face coverings should be worn where people have to face each other</li> </ul>

			<ul style="list-style-type: none"> <li>When moving around be aware of your surroundings to maintain the 2-metre rule from other users of the building</li> </ul>
22. 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 should vacate the building via fire exits in an orderly way, socially distancing wherever practicable.</p> <p>Hirers and tenants should ensure social distancing whilst waiting in the evacuation area to remind people if they gather too closely together.</p>
23. First Aid	Possibility of contracting infection or passing it on.	First Aiders, Paramedics, Emergency services staff attending	<p>Ensure First Aiders are 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>