



Management Unit:	Harborne Orchestra	Location: (Site/ Building/ Room)	Rehearsal venue: Queen Alexandra College
Assessment Date:	6 July 2021	Review Date:	At each committee meeting, or more frequently if government or orchestra guidance changes
Assessors Name:	Harborne Orchestra Committee	Job Title:	Harborne Orchestra Committee
Task: Risk assessment for the activities associated with Harborne Orchestra returning to rehearsals in summer/autumn 2021			

What are the hazards?	Who might be harmed?	What are the risks	Are the following control measures in place to eliminate or reduce the risks?	Yes/ No	Corrective actions required	Risk Evaluation			Risk Rating
						Consequence (1 – 3)	Likelihood (1 – 3)	Overall risk (C x L)	Low, Medium or High
Proximity of members when arriving/leaving rehearsal venue	Orchestra members	Risk of infection transmission if members are arriving or leaving the rehearsal venue at the same time, using the same entrance	<ol style="list-style-type: none"> Members advised to maintain social distancing upon arrival and departure, in line with government guidance Members advised to stagger arrival and departure times Members advised to wear face coverings when not seated/playing. Recommend strings also wear when seated/playing; wind when seated and not playing for extended period. 	<p>Y</p> <p>Y</p> <p>Y</p>	Communication to members	2	1	2	L

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Proximity of members while playing	Orchestra members	Risk of infection transmission if members are not adequately spaced while playing	1. When setting out chairs, ensure a minimum distance between them, in accordance with government guidance	Y	Accurate spacing of chairs ahead of each rehearsal. Designated members to set out chairs. Communication to members	2	1	2	L
			2. Members advised not to move chairs once placed	Y					
			3. Members advised to wear face coverings when not seated/playing. Recommend strings also wear when seated/playing; wind when seated and not playing for extended period.	Y					
Members attending while unwell	Orchestra members	Risk of infection transmission if members attend despite feeling or appearing unwell	1. Members advised not to attend rehearsal if they feel unwell or have any symptoms that suggest they may have Covid or another infectious illness, no matter how minor	Y	Communication to members	2	1	2	L
			2. Members advised that a Committee member may ask them to leave the rehearsal if they appear to be unwell	Y					
			3. Members encouraged to take a lateral flow test on day of rehearsal	Y					

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Test and Trace requirements	Orchestra members	Risk of infection transmission due to inadequate records of who has attended rehearsals	<ol style="list-style-type: none"> 1. Committee to maintain register of attendees and their phone numbers (to avoid individuals having to sign in). 2. Members advised to let Committee know as soon as possible if they test positive and have recently attended a rehearsal 	Y Y	<p>Create register. Communication to members.</p> <p>Communication to members</p>	2	1	2	L
Ventilation	Orchestra members	Risk of infection transmission if rehearsal venue is not adequately ventilated	<ol style="list-style-type: none"> 1. QAC have confirmed that windows can be opened as long as they are closed before leaving. Open windows on arrival at venue (if not already open) 2. Windows to remain open during rehearsal 3. Any doors that are not fire doors to remain open 	Y Y Y	<p>First committee member to arrive to open windows/doors; last committee member to leave to close them.</p>	2	1	2	L

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Shared toilet facilities	Orchestra members	Risk of infection transmission due to shared facilities	<ol style="list-style-type: none"> 1. Ensure route from rehearsal room to toilets allows adequate distancing from seated players, in line with government guidance 2. Advise members of 'one in, one out' approach to ensure distancing is maintained in corridor and toilets 3. Members advised to wear face coverings when moving to and from the toilets 	Y Y Y	Communication to members	2	1	2	L
Tea break	Orchestra members	<p>Risk of infection transmission while socialising during tea break</p> <p>Risk of infection transmission from use of shared refreshments</p>	<ol style="list-style-type: none"> 1. Shorten or remove break 2. Advise members not to mingle/socialise 3. Do not provide shared refreshments - advise members to bring own refreshments if required 4. Members advised to wear face coverings during break 	Y Y Y	Communication to members	2	1	2	L

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Hygiene measures	Orchestra members	Risk of infection transmission from inadequate hygiene measures	1. Toilets supplied with hot/cold water, soap and towels/driers, and deficiencies reported to the cleaning staff	Y	Addressed by QAC	2	1	2	L
			2. Venue managers are responsible for the majority of control measures, and in paying a hire fee we assume these are in hand. QAC have confirmed that we will need to wipe areas touched regularly e.g. doors, windows before and after rehearsal.	Y	Designated members to wipe areas on arrival and before leaving				
			3. Advise members of requirement to wear face coverings in accordance with government guidance	Y	Communication to members				
			4. Advise members to bring own sanitiser and wipes.	Y	Communication to members. Committee members to bring wipes for door handles etc.				
Stress	Orchestra members	Risk of stress in relation to compliance with Covid-related requirements during rehearsals	1. Advise members that returning to rehearsals is a matter of individual choice depending on how comfortable they feel and their individual risk level	Y	Communication to members	1	1	1	L
			2. Seek feedback from members to evaluate and refine measures in place	Y					

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Safety of vulnerable members	Orchestra members	Members who are clinically vulnerable or clinically extremely vulnerable are at greater risk	1. Advise members that, if they are clinically vulnerable or clinically extremely vulnerable, they should consider carefully before returning to rehearsals	Y	Communication to members	2	1	2	L
Sharing of equipment	Orchestra members	Risk of infection transmission from use of shared music and music stands	1. Decommission orchestra-owned music stands 2. Advise members to bring own stand 3. Provide sufficient scans or copies of music for each member to have own part	Y Y Y	Communication to members	2	1	2	L
Changes to requirements in line with evolving government guidance	Orchestra members	Compliance with changing requirements	Committee members to monitor and update risk assessment and communications accordingly	Y	None	1	1	1	L

1. EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB or WORK ACTIVITY			
Working at Height	Noise	Hand tools	Vibration
Falling objects	Extreme Heat / cold	Confined spaces	Repetitive hand/ arm movement
Slippery/ uneven/ worn floors	Radiation	Poor housekeeping / cleaning	Machine operation
Obstructions/ projections	Lighting	Vehicle movement	Electro Magnet
Manual handling	Compressed air	Fire / explosion	Pressurised systems
Mechanical Lifting	Substances / materials	Electricity	Other (specify on assessment)

2. RISK MATRIX		Potential consequence of harm		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (e.g. hazard can result in serious injury and/or illness, over 3 day absence)	3 – Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme

3. RISK EVALUATION

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

1 to 2 = Low risk

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

3 to 4 = Medium risk

Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period. Risks on the lower end should be reduced if practicable.

6 = High risk

High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.