



## Stratford-upon-Avon Symphony Orchestra - Covid-19 Rehearsal Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
		<p><b>Cleaning</b> Cleaning and disinfecting door handles, light switches and chair backs using appropriate cleaning products and methods.</p>	<p><b>Before rehearsal:</b> The nominated COVID-19 co-ordinator or deputy will clean high contact areas such as doors and seat back with Nilco Nilbac 'Dry touch sanitiser' or equivalent. Disposable bacterial wipes will be used for light switches and collected in a waste bin after use.</p> <p><b>After rehearsal:</b> Percussion equipment will be returned to the storage area on the stage and wiped/sprayed clean before re-closing the stage curtains.</p> <p>2 cannisters of 'Safe2Stay' will be set off and left in the hall at the end of rehearsal by the COVID-19 coordinator or deputy. This will disinfect all hard surfaces in the room including chair top rails, light switches, window catches etc. As these cannisters take 20mins to work during which time the room must be unoccupied, the cannisters will still be on the floor the following day for the next user to pick up safely and put in the bin.</p> <p>Collected waste cleaning materials will be removed and placed in the large waste bin outside.</p>	<p>#1</p> <p>#1 Co-ordinators</p> <p>#1 Janine purchase. Co-ordinators</p> <p>#1 Co-ordinators</p>	<p>28/8/20</p> <p>3/9/20 Each week</p> <p>28/8/20 28/8/20</p> <p>Each week</p> <p>28/8/20 Each week</p>	<p>28/8/20</p> <p>3/9/20</p> <p>28/8/20</p> <p>28/8/20</p>

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		<p><b>Social Distancing</b> Social Distancing -Reducing the number of persons in any hall area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Taking steps to review rehearsal schedules to reduce number of members in hall at any one time. Redesigning rehearsal processes to ensure social distancing in place.</p>	<p>High contact areas in the entrance hall will again be sprayed with 'Dry Touch Sanitiser' on leaving the hall as will be the keys after locking up.</p> <p>Rigorous checks will be carried out by nominated rehearsal COVID-19 co-ordinator or deputy at start and end of rehearsals to ensure that the necessary procedures are being followed.</p> <p>Members to be reminded at start of each rehearsal of the importance of social distancing both in the hall and outside of it.</p> <p>Members' chairs to be set out at start of rehearsal by the nominated COVID-19 co-ordinator or deputy to ensure 2m social distancing (chairs laid out on the basis that no music stands are shared). Seating layout and safe hall capacity is shown in Appendix A.</p> <p>Rehearsals to be limited to strings only or wind/brass/percussion only. A COVID-19 co-ordinator and deputy to be nominated for each of the two rehearsal groups.</p> <p>Rehearsals to be limited to the capacity of the hall with 2m social distancing (25 + conductor</p>	<p>#1 Co-ordinators</p> <p>#1 Co-ordinators</p> <p>#1 Dan</p> <p>#1 Coordinators</p> <p>#1</p> <p>#1 Committee</p> <p>David A</p>	<p>28/8/20 Each week</p> <p>28/8/20 Each week</p> <p>28/8/20 Each week</p> <p>28/8/20 Each week</p> <p>28/8/20</p> <p>28/8/20</p> <p>24/8/20</p>	<p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p>

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		<p>Ensure social distancing respected in travel to/from rehearsals.</p>	<p>based on hall dimensions of 50' x 40'). The proposed layout gives everyone access to their chair position while respecting 2m distancing.</p> <p>Separate exit to be made available (end of back corridor) at start/end of rehearsals to enable percussion to make multiple trips without 2-way traffic in doorways.</p> <p>Members will be asked to store all their instrument cases and other belongings/clothing by their chair. Those with bulky cases should ensure they are adequately spaced out at the edge of the hall.</p> <p>Members will be asked to bring their own drinks for mid-rehearsal break and to respect strict social distancing rules. The tea-room will not be used.</p> <p>No music to be shared (every member will be handed their own copy of music at the first rehearsal by the nominated COVID-19 co-ordinator or deputy).</p> <p>Members will be advised to avoid public transport or sharing vehicles in travelling to/from rehearsals. If this cannot be avoided then they are advised to wear face-coverings when travelling.</p>	<p>Gab</p> <p>#1</p> <p>#1</p> <p>#1</p> <p>#1</p>	<p>14/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p>	<p>14/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p>

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		<p><b><u>Minimising risk to audience.</u></b></p> <p><b><u>Ventilation</u></b></p> <p><b><u>PPE</u></b>  <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> <p><b><u>Symptoms of Covid-19</u></b>                      If anyone becomes unwell with a new continuous cough or a high temperature during the rehearsal, they will be sent home and</p>	<p>There will be no end of term concert but instead recorded performances with no audience.</p> <p>Entrance door to be left open and hall windows to be opened before the start of rehearsals and closed at the end (hall heaters to be used to compensate).</p> <p>The conductor will wear a face visor.</p> <p>String members are asked to wear face coverings in the hall. Wind/brass should also wear face coverings when not rehearsing.</p> <p>Members to be advised they should not to come to rehearsals if they:</p> <ul style="list-style-type: none"> <li>• are in a support bubble with someone who has symptoms</li> </ul>	<p>#1</p> <p>#1</p> <p>#1</p> <p>#1</p> <p>#1</p>	<p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p>	<p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p> <p>28/8/20</p>

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		<p>advised to follow the stay at home guidance.</p> <p>If advised that a member or member of the public has developed Covid-19 and were recently in the hall the Committee will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b><u>Mental health</u></b></p>	<ul style="list-style-type: none"> <li>• are feeling unwell themselves</li> <li>• have had a continuous cough or a high temperature or a change to their sense of taste/smell in the previous 10 days.</li> </ul> <p>Members who are clinically vulnerable or extremely vulnerable are advised not to come to rehearsals. All members are asked to weigh the risks very carefully before deciding to attend a rehearsal.</p> <p>A register of attending members will be taken by the conductor at the start of every rehearsal so we have a clear record of who has attended. This record will be retained for at least 21 days.</p> <p>Members will be kept abreast of the rapidly changing situation with regular e-mail updates from the chairman.</p> <p>Members unable or unwilling to attend rehearsals will be able to watch the end of term</p>	<p>#1</p> <p>#1 Dan</p> <p>David A</p> <p>Dan/Val</p>	<p>28/8/20</p> <p>28/8/20 Each week</p> <p>2-weekly updates</p> <p>Start Dec 2020</p>	<p>28/8/20</p> <p>28/8/20</p>

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			<p>recorded performances via the orchestra website.</p> <p>Committee members will offer support to members who are affected by Coronavirus or have a family member affected.</p>	David A	As required	

### NOTES

#1 David A to include details in Covid-19 rehearsal procedure and circulate to members and Gab.

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## APPENDIX A- PROPOSED SEATING LAYOUT

