

COVID-19 Risk Assessment

Organisation Wymondham Symphony Orchestra

Address Central Hall, Wymondham

This risk assessment is specific to WSO, and all requirements of the Central Hall will also be complied with to ensure that it remains a COVID-secure venue for all users.

Any person entering the building must be free of COVID-19 symptoms (cough, temperature), and must alert the named contact person (Jill Halliday) in the Orchestra if symptoms are felt during or in the 7 days following attendance. Government guidelines on testing must be followed.

Anyone living with someone who has COVID-19 symptoms must stay at home for 14 days; members must follow public health guidelines with respect to those relatives and friends they do not live with. If members have had contact with someone who has COVID-19 symptoms or a positive test, they must stay at home for 14 days.

Hazard	Who is at risk	Aspect of Control	Specific Controls Measures to be Applied	Residual Risk (H/M/L)
Spread of corona virus leading to COVID-19	Orchestra Members and following users of Central Hall	Reducing transmission: General Cleaning	Cleaning of all areas agreed with Central Hall management will be undertaken before and after each rehearsal by the hall management.	Medium
Members travelling to Central Hall and entering and exiting the building	Orchestra Members and following users of Central Hall	Reducing transmission: Building user hygiene	Travel to the venue should avoid public transport wherever possible. Members should not share lifts (against government guidance) unless they are from the same household or within the same social bubble.	Low

			<p>To ensure that limitations on numbers are complied with orchestra members will sign in by email giving contact details any time during the 24 hours prior to the rehearsal, up to 5.00 pm on the rehearsal day. The list will be shared electronically with the hall management within 24 hours. The list will be maintained and managed by (Lindsey Harding). Those attending without having previously signed in by e-mail may be refused entry.</p> <p>Entrance is via the door opposite the library nearest the road and the exit via the door nearest the stage. Vigilance to be used to check no one coming the opposite way.</p> <p>Any person entering the building must immediately use hand sanitiser according to government guidelines. Sanitiser facilities will be available at the entrance.</p> <p>All identified touch points (doors/WCs) will be sprayed by the designated person (Lisa Parkin) using disinfectant at the beginning and at the end of each rehearsal.</p> <p>If anyone becomes unwell with a new continuous cough and/or a high temperature and/or loss of taste/smell, they must go home immediately if able to drive (safely, i.e. wear mask, wash hands, avoid</p>	
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			public transport), or use the designated medical room (Cavick Room or small kitchen) to wait to be collected or for an ambulance to arrive and then to stay at home (14 days) unless a test proves negative for COVID-19. Members who have been in contact with the individual during the previous five days, must also stay at home for 14 days.	
Social distancing	Orchestra Members	Reducing transmission: Social distancing of all building occupants	<p>On entering the building, a distance of minimum 1 metre will be maintained between members as they move around. Members must wear a face mask unless they have been issued with an exemption card. Masks will be worn whenever a member is moving around in the building. Masks will only be removed when the players are seated, socially distanced at 2 metres for playing.</p> <p>Instruments should be removed from their cases at the player's seat, wherever possible. Music bags and cases are to be kept under the players chair wherever possible to reduce contact of members gathering at pinch points in the hall with instrument cases. Members playing larger instruments eg cellos, basses, tuba will space their cases alongside the wall at least 1 metre apart.</p>	Low
Use of toilets	Orchestra Members	Reducing transmission: Avoiding pinch points and risk of	Because of pinch points in the corridors, only one person may use the toilet at a time. The allocated toilets for hall users are the Gents and Accessible toilet. All individuals to spray the toilet flush, taps	Low

		transmission by touch	and door handles with sanitiser after each use. Hand washing must be carried out each time.	
Set up and seating arrangements	Orchestra Members	Reducing transmission: Maintaining social distance throughout the rehearsal	Each member to collect a chair from the designated stack and return it at the end of the rehearsal. Orchestra to be seated with 2 metres between each player. No players will share stands. The conductor will be positioned on a rostrum 3 metres from nearest players.	Low
Moving around the building	Orchestra Members	Reducing transmission: Maintaining social distance and mask wearing when distance necessarily reduced	Players are reminded to socially distance during the break and preferably to remain seated or stand by their chair, unless using the toilets. Face masks will be worn by anyone moving away from their seat and at any time when moving about the building. A minimum distance of 1 metre must be maintained between members as they move around. Percussion instruments, rostrum etc stored at the hall to be collected by 2 designated people (Brian Randall and Ren Cleary) from the store and returned at the end of the rehearsal. Face masks will be worn.	Medium
Rehearsal procedures	Orchestra Members	Reducing transmission: Rehearsal period duration and instrument hygiene	Wind and Brass requirements: disposal of saliva onto absorbent paper in a container then safely disposed of in a black bin bag which will be tied and removed from the hall at the end of the session by (Darran Burch) for disposal. Any person coming into contact with saliva on their instrument to observe extra and thorough hand washing.	Low

			<p>No players will share instruments.</p> <p>The duration of the rehearsal will be shortened from 2 hours to 1½ hours. No refreshments will be provided, and there will be a short break of approximately 5 minutes when members will be able to use the toilet and stand by their chair. Anyone moving away from their chair will be required to wear a mask.</p>	
Ventilation of building	Orchestra Members	Reducing transmission: Maintaining air flow through hall	<p>External doors to be kept open for ventilation when weather conditions allow, minimising contact with doors and preventing people bumping into each other.</p> <p>Windows to be kept open for ventilation as long as weather conditions allow.</p>	Low
Non-compliance with the controls	Orchestra Members	Reducing transmission	The designated person (Vincent Eavis) reserves the right to request members to leave or to close the building to users if the controls identified to reduce the risk to all members are not adhered to.	Low