

CBSO Risk Assessments

Task/Activity	Orchestra Activity – COVID 19
Date Conducted	11.08.20
Date Reviewed	28.08.20
Assessors	Jenny Nicholls – Director of Concerts/ Nicola Longhurst – CBSO Centre Manager
Signed	Stephen Maddock – Chief Executive

Activity/Hazard	Hazard Effect	Persons/Property at Risk	Existing Control Measures	Additional Control Measures Required	Notes & Supporting Materials / Risk Assessments
Infection with coronavirus leading to COVID-19	Spread of Covid 19 amongst staff and Orchestra during rehearsals	All staff and Orchestra	<ul style="list-style-type: none"> • Players identified as clinically extremely vulnerable, who must be socially shielded are not permitted in the workplace • Reasonable natural ventilation levels within workplace; doors and windows open when occupied • Players instructed to cover mouth and nose with a tissue or arm (not hands) when coughing or sneezing • Players instructed to put used tissues in the bin straight away and wash hands afterwards. • Disposable tissues and lidded bins provided for workers. Waste double bagged and stored for minimum of 72 hours before going into general waste. • Catch It – Bin It – Kill It posters displayed in the workplace • Meetings conducted by phone, video call or email, wherever possible. • Reception staff to sign staff and players in on arrival. • Deliveries are dropped off to a specific drop off point at least 2m away from reception staff. No hand to hand deliveries. • Staff to wash their hands after receipt of deliveries • Floor markings in place to demark 2m distances • Physical meetings observe 2m distancing, only necessary participants (virtual attendees to reduce physical presence) no shared pens or resources • Physical meetings held outside or in well ventilated, larger rooms, where possible • Players instructed to maintain Social Distancing minimum of 2m wherever possible. • Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day • PPE and hand gel available to all players at entrance, on arrival to the building. 	<ul style="list-style-type: none"> • Implement temperature checking of workers on arrival to the building using contactless thermometer, or similar. Employee working date, times and temperature records when in the building, will be held for a minimum of 21 days. • Covid 19 screening questionnaire will be taken on arrival. • Investigate replacing any touch bins to non contact replacements. • On arrival in the Centre Face Masks to be made available. Employees advised when moving around the building, these are worn, but can be removed when in the specified orchestral seat or breakout space. Further information about Face Masks to prevent contamination made available in the Centre on posters located at the PPE station and Reception area. • Players to go straight home if symptoms develop <ul style="list-style-type: none"> ○ new continuous cough ○ high temperature (above 37.8°C) ○ Loss of taste and smell. ○ If player falls ill at work, priority to remove individual from the building as soon as possible and rest room on first floor available as holding space, if necessary. ○ Individual assisting person with symptoms to be provided with full PPE. ○ Rest room to be cleaned immediately if used for isolation. • Players isolating with symptoms to request a COVID-19 test as soon as possible by contacting NHS 119. • No personal deliveries allowed to the Centre, to reduce risk to staff and players. 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>

			<ul style="list-style-type: none"> Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day 	<ul style="list-style-type: none"> 1:1 teaching currently not available as an option. Check guidance for updates daily and review controls; Ensure appropriate steps are taken to manage the protection of clinically vulnerable, BAME employees, expectant mothers, following specific assessment recommendations. 	
Orchestra Rehearsals	Spread of Covid 19	Orchestra	<p>Staff to sanitise all stands and equipment before and after use. If players touch stands or equipment, hands must be sanitised.</p> <ul style="list-style-type: none"> Ventilation system in hall to be adjusted to eliminate use of recirculated air. No desk sharing amongst string sections. Cello and bass slats moved by platform only and sanitised after use. Percussion instruments to be sanitised before and after use. Percussionists to wash hands frequently throughout the day. Players do not share pens, pads, tools or music. Each musician will bring their own copy of music. 2 metres distance for all players in all settings on the platform. Rehearsals and repertoire to be planned to fit in with 2 metre distancing rules and to follow any stage plans produced. colleagues provided with regular information and clear communication of changes to rules and practices Open discussion and consultation with the workforce about any changes made NHS / Government Handwashing technique posters displayed in all welfare facilities. Workers do not share pens, pads, tools, etc. Disinfectant wipes issued to each worker PPE and hand gel available to all players at entrance, on arrival to the building. All recording personnel to be sent the guidance regarding working under Covid-19 restrictions All recording equipment to be delivered and set up using PPE at an allocated time with only minimal people on site. Recording engineer to be based in control room separate from the main hall (i.e. Studio 1). No other personnel allowed in those spaces – signs on doors to restrict access. AV camera person to be more than 2m distant from players in the hall. Communication between engineer and the conductor/orchestra/composers to be done via radio comms rather than in person. If required to come into the orchestra space (eg to adjust microphones) whilst players present, engineer required to wear PPE - including gloves and face mask. 	<ul style="list-style-type: none"> Ensure there is a minimum 30mins rehearsal break after 1.5 hours rehearsal. Maintain regular contact with players and support, as required Make available health and well-being support services. Arrival entrance and foyer to be staffed (on the entrance doors and reception) to ensure managed entrance to the building. Sound screens remain available as required for Noise at Work. Keyboard and percussion instruments to be cleaned at the start of each rehearsal and the same player to be allocated to same instrument throughout and wiped down by player at the end. Woodwind and Brass only: All players to clean up any residue on floor after rehearsal. Wipes and gloves will be provided. All players to remain in the same allocated seat throughout the day. These will be individually labelled prior to the first session. Should the layout need to be changed an extended break will be taken so that staff with face masks and gloves can move chairs and stands, and all necessary cleaning can be undertaken before players return to the new set up. Percussion to be provided and cleaned and instruments to be organised so they are only played by one person. For Orchestra Breaks: Hall and rooms on first floor to be allocated to each section for storing personal belongings and to spend breaktimes in. Players will be directed to these rooms on arrival at the Centre and taken to the hall section by section (by a member of management) to manage socially distanced movement around the building. Public transport is advised against and the schedule has been arranged to avoid the busiest times for travel. If public transport is unavoidable, a face covering must be worn as per government guidance from 15 June. Consider a schedule to avoid travel at peak times. 	<p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>HSE</p> <p>The risk of air conditioning spreading coronavirus is extremely low.</p> <p>If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply.</p> <p>You do not need to adjust other types of air conditioning systems.</p> <p>If you're unsure,</p>

			<ul style="list-style-type: none"> If microphones and stands onsite for more than 1 day, they will be cleaned every day before the orchestra arrive. Maintain regular communication with players and support, as required. 	<ul style="list-style-type: none"> The Natural Air Ventilation System has been reviewed by Airtech control and the main hall is full fresh air and full extract. The green saving thermal wheel, travelling between the supply and extract, will be turned off to ensure no risk of recirculated air. Maintaining good ventilation by opening doors and windows where possible. 	<p>speak to your heating ventilation and air conditioning (HVAC) engineers or advisers.</p> <p>Good ventilation is encouraged to help reduce the risk of spreading coronavirus.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>Please refer to room allocation grid attached</p>
Building Entry	Too many people attempting to enter the foyer area at any one time.	All staff and Orchestra	<ul style="list-style-type: none"> Hand gel and PPE station available on arrival to the building. Players to report to reception on arrival, to be signed in by staff. Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day. One way systems in operation throughout the building. 	<ul style="list-style-type: none"> Check guidance for updates daily and review controls. Implement temperature checking of workers on arrival to the building using contactless thermometer, or similar Access cards to be de-activated to allow reception staff full control over access, to ensure safe numbers to the building. Access only via double access doors not via revolving doors. Member of staff on duty on the door to assist with controlling number of players/staff arriving at any one time. Clear signage on all floors regarding social distancing and frequent handwashing. Signage regarding entry and exit systems available clearly on ground floor. <p>Players asked not to arrive any earlier than 0930 on</p>	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>

				either rehearsal day.	
	Too many people entering the foyer area of the building at a time and not allowing for safe social distancing.	All staff and Orchestra	<ul style="list-style-type: none"> Access controlled by reception staff or Duty Manager. 	<ul style="list-style-type: none"> Member of staff on the door to manage numbers arriving at any one time. Only pre-determined personnel permitted access to the building. Email out to all other departments to request no additional office staff working on rehearsal dates in question. Check guidance for updates daily and review controls. Repertoire for reduced number of players to ensure in as few players in at any one time. Entry via access doors not via revolving doors. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres Please refer to room allocation grid attached
	Signing in at reception. In current location a safe distance would not be possible for all staff and Orchestra.	All staff Receptionists Orchestra	<ul style="list-style-type: none"> Reception to sign players and staff in on arrival. Notify all staff and Orchestra in advance Hand gel available at all times Protective screen to be set up at reception desk. Additional PPE eg masks and gloves available from front desk at entrance on arrival. Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day 	<ul style="list-style-type: none"> Sign in sheet and name list produced in advance of each rehearsal date. Check guidance for updates daily and review controls. COVID 19 screening questionnaire to be completed by all personnel due to be in the building sent in advance of arrival to the Centre. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres CBSO COVID-19 screening questionnaire
	Lift use to other floors.	All staff and Orchestra	<ul style="list-style-type: none"> Lift to be limited to single person use and only to be used when necessary (to include disabled access, heavy item transportation, other accessibility issues). Hand gel and wipes to be left outside lift to clean down buttons, on each floor. Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day 	<ul style="list-style-type: none"> Check guidance for updates daily and review controls. Clear signage inside and outside lift. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
Movement around the building	Corridors are narrow and do not allow for users to pass	All staff and Orchestra	<ul style="list-style-type: none"> One-way system to be put in place for all corridors within the building. All orchestra personnel to be allocated set seating in the hall and for break out space. Individual sections will be 	<ul style="list-style-type: none"> Check guidance for updates daily and review controls. Member of staff allocated to each section to assist with safely moving players around the building. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

	each other at a safe distance.		<p>called to and dismissed from the hall separately to manage socially distanced movement around the building.</p> <ul style="list-style-type: none"> Clear floor signage to assist. 		and-contact-centres
Rehearsal breaks	Tea point and kitchen are small areas and allow no room for more than one person at a time to keep a safe social distance.	All staff and Orchestra	<ul style="list-style-type: none"> Tea point and kitchen access to be one in one out only. Clear spaced floor markings for those waiting to adhere to. CBSO will not provide hot water/urn in the short term until risks are further assessed. Advise orchestra to bring in flasks of hot drinks and lunch where possible. Sufficient break time to allow players time to go out and purchase lunch if needed. Water cooler on ground floor still available. Buttons to be cleaned after use. Wipes provided. Bottled water provided on both days, to reduce use of water cooler which is button controlled. Clear signage Floor markings. PPE and hand gel available at all kitchen points Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day 	<ul style="list-style-type: none"> If players choose to stay in the building during break times, they must remain in their allocated areas to eat their lunch, have their drinks. No access to kitchen area. All allocated rooms will be clearly labelled. All breakout spaces to be set up to allow maximum number of users keeping 2m distance apart. Check guidance for updates daily and review controls. 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>Please refer to room allocation grid attached</p>
Toilet access	Toilets on all floors are not big enough to allow the same number of people for the full capacity of cubicles.	All staff and Orchestra	<ul style="list-style-type: none"> Toilet access is limited to a maximum number of people in at a time, on all floors. Clear signage in place. Hand gel, wipes and PPE available in all toilets for user to wipe down surfaces, taps, door handles after use, if necessary. Implement cleaners to be on site for full working day to ensure all surfaces / handles / facilities are cleaned regularly throughout the day. 	<ul style="list-style-type: none"> Member of staff allocated to toilets on each floor to assist with access. Check guidance for updates daily and review controls. 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>Please refer to room allocation grid attached</p>
First Aid, Fire and Emergency	Managing emergencies during Covid-19	Orchestra and staff	<ul style="list-style-type: none"> Appropriate number of trained first aiders and fire marshals on duty at any one time. In the event of an emergency people do not have to social distance if it would be unsafe. 	<ul style="list-style-type: none"> Check guidance for updates daily and review controls. All event support staff to wear masks and gloves when attending to members of the public requiring first aid assistance. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
Application and enforcement of policy		Orchestra and staff	<ul style="list-style-type: none"> The Duty Manager in the building during any activity is responsible for general H&S on the day and will report any H&S concerns to the Centre Manager. 	<ul style="list-style-type: none"> Check guidance for updates daily and review controls. 	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

BRIEFING NOTES

It is the responsibility of the designated staff member to ensure that appropriate Risk Assessments are held and acted upon for their departmental activity.

All assessments should be carried out with a second member of staff.

Risk Assessments should be reviewed annually unless otherwise stated.

Risk Assessments should be sought in advance from contractors, clients etc as and when required.

All relevant personnel need to be made aware of all Risk Assessments and associated Health & Safety policy/procedures.

Any potentially high risk activity must be brought to the attention of the Health & Safety representative for discussion with the Health & Safety Committee.

Severity and likelihood is rated over and above any reasonable everyday activity e.g. pouring tea/coffee is a normal everyday activity and thus we should expect a regular adult to be able to do this safely and in consideration of others and equipment.