

Risk area	Possible mitigations and actions	Responsible	Other relevant notes
<b>1. Infection rate in your area high</b> Local restrictions apply with little notice			
National measures must be considered (for UK and in the case of Claus, for Germany). Local Authorities can allow or prohibit organised events from taking place in the local area; however, there are currently no local rules applicable to Leicester currently in force.	Keep up to date with local and national implementation of Covid measures to assess impact on planned activities. Review risk assessment prior to each event and update as necessary for current guidelines. Current DCMS guidance (not law) states that indoors, people can take part in non-professional performing arts activities in a group of up to 6 people, or as a group of 2 households/bubbles. Activities can take place with multiple permitted groups, provided the groups are kept separate throughout the activity, and the event is organised in line with the organised events guidance for local authorities. However, Making Music advise that, both indoors and outdoors, everyone is treated as a sub-group of 1 with no mixing. This is the approach we will take. Ignoring Government guidance means our insurance cover with Making Music is invalid.	Bardi Covid Sub-committee	
<b>2. Risk to/from individuals to/from group</b> High/moderate risk/vulnerable individuals attend			
Higher risk individuals may choose to participate in Bardi activities	Risk assessment to be shared with members on request before all events to enable individuals to make informed decisions about their attendance. Individual players attend at their own risk and make their own decision about involvement in an event. No player will be coerced to participate and there will be no consequences if they are unable, or choose not, to attend. Players will be asked to indicate willingness to be involved in each event, which will not form a binding commitment, and asked to keep the Orchestra Manager informed if plans have to change. Players will be asked to take a lateral flow Covid test before attending and to not attend if positive or required to self-isolate; LF tests are now freely available to all and we will provide details of how to get one. Taking a test cannot be mandated, however.	Bardi committee	Email to members will be sent by Robert
<b>Infectious individual attends rehearsals</b>			
An infectious individual may be unsymptomatic and unaware they are infectious, may be required to self-isolate but not adhering to rules or may not be showing symptoms (with or without confirmed diagnosis)	Individuals will be asked prior to the rehearsal not to attend if they are showing Covid symptoms or required to self-isolate. Emails to players will signpost government guidance. The venue will screen on arrival by way of a questioning and turn people away if necessary. The risk of an infectious person attending is higher for unsymptomatic, undiagnosed cases, but the mitigating factors will be strict adherence to social distancing rules at all times inside and outside the venue	Holy Trinity	This will be handled by the venue
<b>Inability to track &amp; trace when someone falls ill outside meeting</b>			
Government guidelines state compulsory track & trace measures must be place.	Track and trace measures will be adhered to. Sign-posting to the Government app must be displayed at the venue and this is the responsibility of Holy Trinity. A paper list will also be kept of all attendees with contact details so that potentially affected players can be contacted. This list must be kept for 21 days. Players must notify the Orchestra if they have a positive diagnosis within 2 weeks of attending the rehearsal.	Holy Trinity	HT will handle Track and Trace requirements
<b>Inability to deal with person becoming unwell in rehearsals</b>			
Social distancing is not required when administering first aid to individuals in any setting	Players falling unwell will be taken out of the rehearsal space immediately (if practical) and seated in a separate area. First aid will be given as necessary and unwell individuals will be given appropriate assistance to ensure they can get either to a place of treatment (e.g. hospital if serious) or home.	Holy Trinity	HT will have first aiders on site
<b>Non-compliance with measures means risk to other attendees</b>			
Members may forget or ignore mitigating measures during the rehearsal. Members may become complacent during the day.	Players will be reminded before and during the rehearsal that strict adherence to social distancing and other measures is compulsory for the safety of all in attendance. Those not adhering to the rules will be asked to comply and those refusing will be asked to leave immediately.	Bardi committee	Responsibility of all members and committee to ensure players adhere to the requirements.
<b>3. Behaviour of attendees/individual safety measures</b>			
<b>Individuals spread or breathe in virus-laden particles</b>			
Indoor spaces give rise to a higher risk of infectious particles compared to outdoor spaces	Holy Trinity is a large, high-roofed space and therefore may carry a lower risk than other indoor venues. Players and volunteers must wear face coverings (unless exempt) for arrival, moving around and departing and will remove them only when seated in their designated seat. Social distancing will be adhered to at all times and there must be no mingling before, during or after the rehearsal (in the vicinity of the venue).	Bardi members	HT staff will also wear face coverings unless seated at 2m social distance
<b>Individuals spread/pick up virus by touching shared surfaces</b>			
Shared surfaces typically include tables, music stands, chairs, door handles, toilets etc.	Hand gel should be used before and after touching communal surfaces. Doors should be propped open to avoid touching on arrival and departure. Music stands will not be shared. The venue will be deep cleaned between sectional rehearsals. Toilet use will be kept to a minimum (i.e discouraged unless essential). Chairs in Holy Trinity are upholstered and it is noted that these potentially carry a higher risk than wipeable plastic or hard surface chairs; however, chairs will be changed between sessions. Use of handgel will help mitigate risks of transmission for surfaces that can't be easily cleaned.	Holy Trinity	Hand gel will be available throughout the building but players may wish to bring their own.
<b>Volunteers pick up virus in course of their duties</b>			
In practice, most volunteers are also playing members of the orchestra or committee members.	The same rules apply to non-playing volunteers as to playing members of the orchestra and therefore this group of individuals is exposed to the same levels of risk, and the same mitigating factors apply.	Bardi committee	
<b>4. Rehearsal space</b>			
<b>Venue is not Covid-19 secure</b>			
It is intended that Holy Trinity will be used for the rehearsal day	Holy Trinity is a Covid-19 secure venue and has a full risk assessment in place. This has been reviewed to ensure it adheres to national and local guidelines; no modifications appear necessary.	Holy Trinity	

<b>Space not large enough (floor and volume) to be safe</b> Holy Trinity floor space	Holy Trinity is a large church with a flexible space that can be configured as required. The orchestra will be split into 3 groups attending separately throughout the day; the full orchestra will not be in the building at the same time. Each group will contain a maximum of 40 people, spaced 2m apart, which can easily be comfortably accommodated.	Robert Calow	Floor plan confirmed with Holy Trinity
<b>Build-up of aerosols</b> During building use, aerosols will build up due to normal use and in particular the playing of wind and brass instruments	Holy Trinity is a large church with high ceilings which reduces the risk of aerosols hanging around at ground level. Windows and doors will be left open during the rehearsal to prevent the build up of aerosols. These will be left open during the changeover in rehearsal groups whilst the building is deep cleaned. This is covered by the risk assessment done by Holy Trinity.	Holy Trinity	
<b>Build-up of virus on shared surfaces</b> Shared surfaces will include floors, door handles, toilet facilities etc.	The building will be deep cleaned prior to our use, during the break between each rehearsal group and at the end.	Holy Trinity	
<b>Queueing points and traffic flow (applies to all rooms / areas)</b> Queueing points include the entrance, toilets, music collection	Music will be handed out by a designated person to avoid queueing for music and toilet breaks will take place as described elsewhere in this document. Numbers will be limited within each sectional rehearsal. Players will be greeted on arrival, registered and asked to confirm they have no symptoms or should be self-isolating. Queueing will take place in line with the 2m rule. There will be a one way system in place for arriving and departing groups.	Robert Calow	
<b>Contaminated rubbish not disposed of properly</b> Rubbish may include tissues, facemasks, handwipes, drinks bottles, food wrappers etc.	Players will be requested to take their own rubbish home with them. Left over rubbish should be picked up by a delegated individual wearing gloves and placed in a bin designated by Holy Trinity for safe disposal.	Holy Trinity	
<b>Necessary safety measures are not affordable</b> Risk management procedures are split between those that are the responsibility of the venue and those that are the responsibility of the Orchestra	All costs are agreed by the Committee in advance of being committed, after careful deliberation and a full budget being drawn up. If costs are prohibitive, it is anticipated that the event would not go ahead, with little by way of committed expenditure being lost.	Bardi committee	
<b>5. Your musical activity</b>			
<b>Venue cannot accommodate whole group at 2m distancing</b> Holy Trinity cannot accommodate the full orchestra with 2m distancing	The rehearsal day has been broken down into 3 sectionals to ensure that each group is of a suitable size to ensure the 2m distancing can be fully adhered to at all times.	Robert Calow	
<b>Covid-safe placing of individuals during activity</b> This includes the direction players face, as well as the 2m rule	Players will be seated in individual seats 2m apart on arrival; all seats will be facing forwards towards the conductor so that no player is facing another player. Players will keep to the allocated seat and cannot move. A seating plan will be noted for effective Track & Trace to take place in the event of a player subsequently falling ill.	Robert Calow	
<b>Participants cannot hear each other/conductor/vice versa</b> Some members use a hearing loop, face coverings may make hearing difficult, spacing may make hearing difficult and it may be necessary to shout, increasing aerosol distribution.	The conductor will be provided with a head mic if required. Players should be sensitive to the fact that not all players may be able to hear instructions clearly and should be quiet when instructions are being given. If messages need to be passed back, this should be done without moving from the allocated seat and minimising the time spent facing each other; face masks should be worn.	Bardi members	
<b>Substantial numbers cannot attend in person on the day</b> There may be insufficient numbers to make the day viable, which may occur at very short notice	The full orchestra will not meet as a whole group to minimise the numbers attending. If lack of numbers make certain sections unviable, the recording may have to be aborted for that section and reconvened at a later date. We should be flexible in preparing for this eventuality.	Robert Calow	
<b>Conductor cannot attend in person</b> Claus is based in Germany where different restrictions may apply. Travel restrictions may be in force. Flights may be cancelled at short notice. Transport within the UK may be disrupted.	If Claus cannot attend on the day (due for example to UK and German self-isolation restrictions, illness or travel ban), alternative conductors for the activities will be used. These people will need to agree to be available at very short notice. Similarly, alternative section leaders may need to be put on standby in the event designated leaders cannot attend	Bardi committee	
<b>Virus spread through use of band instruments and shared equipment</b> Shared equipment typically includes percussion instruments and music stands.	No percussion will be used during the day. All players are required to use their own music stand, which no one else should touch (unless the player becomes ill during the rehearsal in which case it will be packed up wearing gloves). Music stands and cases should not be left in communal areas but will be kept with players by their chairs.	Bardi members	



<b>Virus spread through sheet music</b>			
Sheet music may need to be handed out on the day	Music will be circulated in advance for players to print at home if they are able. Otherwise, sheet music will be handed out by one designated person wearing gloves. No music will be shared. Players should use handgel at the start of the rehearsal and before touching music. At the end of the rehearsal, music will be collected by the designated person and if required, placed in a quarantine box sorting later.	Robert Calow	
<b>Aerosol transmission through prolonged exposure</b>			
Aerosol transmission is thought to be higher risk the longer people are in contact with one another	Each sectional is limited to 2 hours to reduce the risk of transmission with a 10 minute break. Actual playing time will likely be around 90 mins, allowing for set up time and instructions. High ceilings reduce the risk of aerosol transmission.	Holy Trinity	
<b>Increased aerosols through high volume sound</b>			
Particular risk for high volume brass instruments and wind	Repertoire should be chosen that does not include sustained wind and brass playing at high volumes. Players do not have to wear face coverings during actual playing but will have to follow the rules for face coverings at other times. There is little evidence to confirm the effectiveness (or otherwise) of physical barriers, such as screens, and in some cases it is thought these may create additional hazards by trapping particles and allowing one directional flow. Shower caps etc. on the ends of brass instruments may help but there is a lack of evidence on this at the moment.	Bardi committee	
<b>Aerosol transmission to/from conductor facing the group</b>			
The conductor will be facing the group	There is no practical alternative to the conductor facing the group; thus measures are aimed to reduce risks of infection through the wearing of masks and appropriate distancing from the front row of the group.	Holy Trinity	
<b>Instruments which accumulate spit</b>			
Relevant to wind and brass players	Wind and brass players should bring a towel to absorb accumulated spit and a plastic bag to take it away at the end of the rehearsal. Holy Trinity is a carpeted church and so this is particularly important to avoid spit accumulating that cannot easily be cleaned for subsequent users.	Bardi members	
<b>6. Ancillary activity</b>			
<b>Provision of refreshments is source of transmission</b>			
Bardi rehearsals normally contain breaks where tea and coffee is provided	No refreshments will be provided for players and players should bring their own water (& snacks if necessary for dietary reasons). It is anticipated that food will be provided for Bardi staff in attendance for the whole day; safe provision of this is the responsibility of Holy Trinity. Face coverings may be removed for eating.	Bardi members	
<b>Breaks risk compromising 2m social distancing</b>			
Rehearsals normally contain breaks (as above)	The schedule for the day is broken up into 2 hour chunks each for wind/brass/strings, with breaks for cleaning between each group. All interactions occurring in or around the building will be in line with social distancing rules. A 10 minute break will be made during each rehearsal period. Players should avoid using toilet facilities unless necessary and will be able to use their discretion for visits at convenient breaks in the music. This should naturally stagger use of the facilities to keep bottle-necks where social distancing may be difficult to an absolute minimum.	Bardi members	
<b>Arrival/departure compromises 2m social distancing</b>			
Arrival of one group may coincide with departure of another group, which may increase opportunities to mingle which should be avoided	Group sizes for each section will be such that the 2m rule can be respected in the building; this restricts the numbers in each group that will be arriving and departing. There is a break between each group for deep cleaning and players will be asked to leave the building quickly with no socialising in the environs. Players will be asked to arrive 15 minutes before the start of their sectional for Track & Trace registration. A one way system is in place to minimise the risk of the arriving group mixing with the departing group.	Holy Trinity	HT Stewards will marshal the one way system
<b>7. Transport to/from rehearsals</b>			
<b>Attendees pick up Covid on the way to/from rehearsals</b>			
Public transport or car sharing may lead to attendees picking up Covid on the way to rehearsals	It is unclear whether members would be immediately infectious if Covid is caught on the way to rehearsals and therefore the risk of spread to other players is unclear. Individuals are responsible for their own travel arrangements and should be encouraged to follow government guidelines by travelling alone, walking or cycling, and at all times in respect of social distancing and face coverings etc. Track & trace measures will be in place as noted above	Bardi members	

<b>8. Your organisation</b>			
<b>Necessary risk management measures unaffordable</b>			
	Risk management procedures are time-consuming for volunteers but cost little in financial terms. All costs are agreed by the Committee in advance of being committed, after careful deliberation and a full budget being drawn up.	Bardi committee	
<b>(Too many) volunteers needed to run rehearsals</b>			
The Bardi Orchestra is a charitable organisation and all activities are run by volunteers	Generally a small number of individuals take on the large part of organising Bardi activities. If required, other members could be asked to assist to ensure the smooth running of the day. If insufficient numbers are available to make the day viable, the day can be cancelled with limited financial risk.	Bardi committee	
<b>Loss of income from membership &amp; other subscriptions</b>			
Members pay an annual subscription to be in the Bardi; other donations are received from Principals and Friends. Donors may face financial hardship and be unable to pay subs, or choose not to participate in Bardi activities for a season, reducing income.	The Bardi has extremely limited ongoing financial commitments and maintains a policy of around one year's costs in reserves/cash. Each event will be assessed on its financial merits before proceeding. Cash, financial performance and budget are measured monthly and reported to the Committee bi-monthly. Concert costs typically exceed ticket income and so the cost of not putting on concerts, particularly in De Montfort Hall, is likely to be a saving. Donations would be welcome towards the day but are entirely voluntary.	Bardi committee	