



## Bedfordshire Woodwind Academy Flute Ensemble

### Covid – 19 Risk Assessment

Bedfordshire Woodwind Academy Flute Ensemble

This risk assessment has been undertaken by Hilary Holt and Nicky Murray on 29<sup>th</sup> August 2020

The purpose of this risk assessment is to protect BWAFA members from harm when they are attending rehearsals, to protect their households and the wider community and especially to eliminate risks of COVID-19 transmission

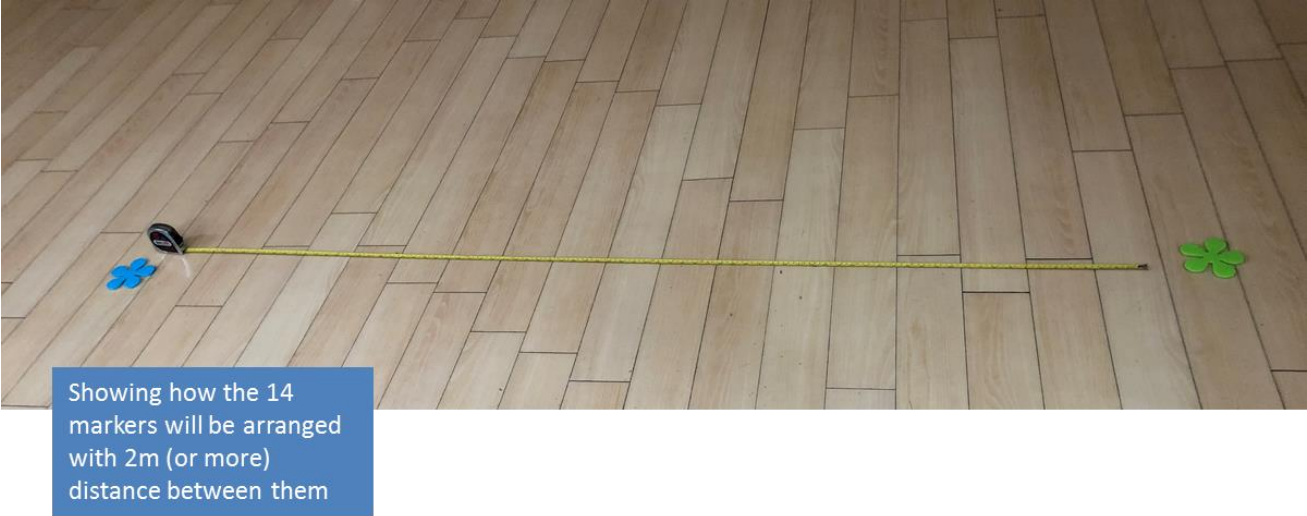
This assessment does not currently include rehearsals for our junior members

Area of Risk	Who is at Risk	Level of Risk (without action)	Control measure	Preventative Action	Reviewed Risk Level
Entry to the hall	Members	High	Maintain two metre distance	There should be no socialising in the car park.  Members to remain in their car until advised they can enter.  Members will wear a mask when entering the hall.  Members will be advised, in advance, of their access point according to where they will stand within the hall and on entry must go straight to that position. Floor markings will be set out as per photographs attached.  Members will be asked to sanitise their hands before entering the hall with their own hand sanitiser.	Low

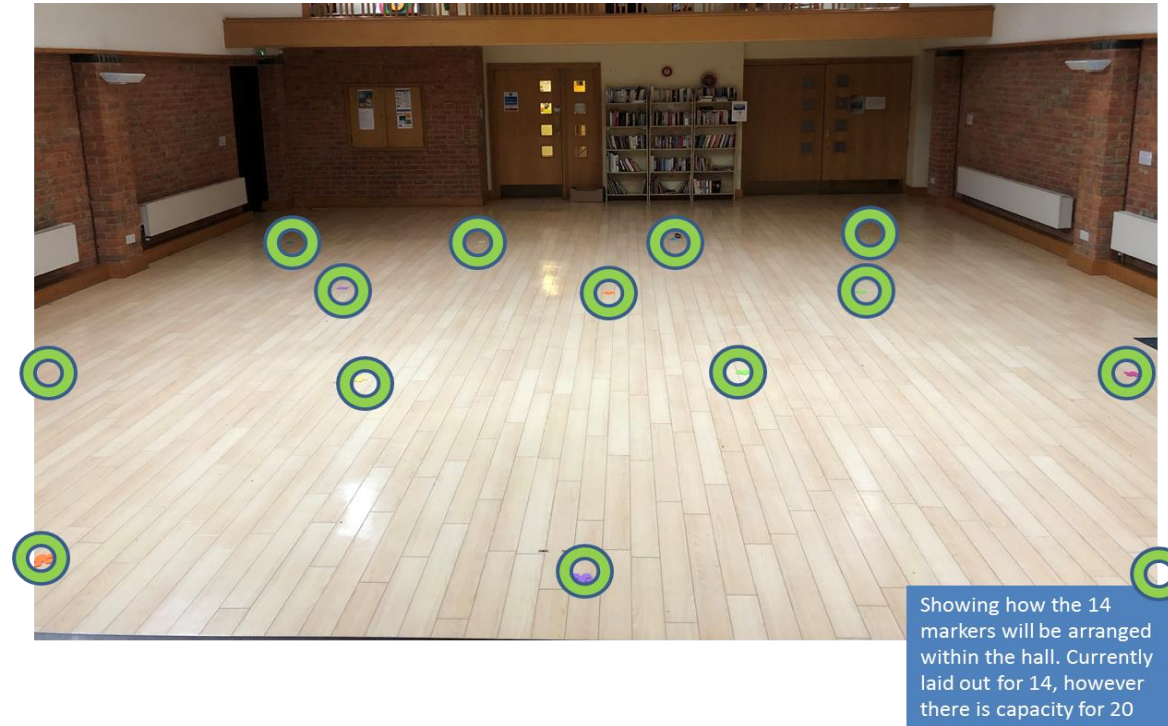
Infection Protection and Control - contact with someone with symptoms	Members	Medium	Possible virus transmission - No contact with anyone unwell with symptoms  Track and trace	Prior to each rehearsal each member must confirm that they and no-one in their household has symptoms. This will be done via electronic survey.  A register of attendees will be kept.	Low
Infection Protection and Control – within the hall	Members	High	Only the room(s) hired may be entered.  Virus transmission via handles and flat surfaces          Maintain two metre distance          Regular cleaning of the hall	Advise members via Covid-Safe Rehearsals – Instructions for Members  Doors will be left open. If necessary, only a designated person will touch handles, which will be wiped immediately afterwards. Windows and doors remain open to enable clear airflow  All members to bring their own instrument, stand, music, pencil and rubber. There will be no sharing.  Instruments should be put away immediately on completion of rehearsal and cleaned at home.  Members should bring small towel to ensure any drips from the instrument are captured.  Personal items to be kept to a minimum and to remain within the space allocated to each member via a marker on the floor.  Whilst there may be a short rest period, there will be no official break and no refreshments. Members may bring water.  Arranged by St Nicholas in accordance with their risk assessment.	Low

			Use of toilets	Ladies and gents toilets will be accessible. Only 1 person permitted at any time – see instruction sheet on door for use. A copy of the instruction is attached. Each member will be responsible to leave clean after use.	
Infection Protection and Control – if a member becomes unwell	Members	High	Use church Hall First Aid Kit if necessary, as per Church Hall Risk Assessment. BWAFE owned PPE will also be available.	Person administering First Aid to wear Perspex Face shield, disposable gloves and disposable apron if required. Patient to wear disposable face mask. Helpers (if needed) to wear disposable face mask and disposable gloves	Medium
Infection Protection and Control – Against Airborne transmission	Members	Medium	Wear face masks and visors  No cleaning of instrument	Visor / Perspex shield to be used by musical director as necessary.  Members to wear face mask when moving about the hall and on entry and exit.  Musical Director will use voice amplification to avoid shouting.  When finished member should put instrument away and clean at home ensuring by using a towel that there are no drips from the instrument.	Low
Transfer of Infection through exchange of documents, money or equipment	Members	Medium	Avoid sharing or transfer of papers	If necessary then gloves should be worn. Music should not be shared.	Low
Exit from the hall	Members	High	Maintain two metre distance	Members should exit, keeping 2m apart via designated door and go straight to their vehicle ensuring they take all belongings with them.	Low

*Fig 1: Showing 2 meter distance between each player's marker*



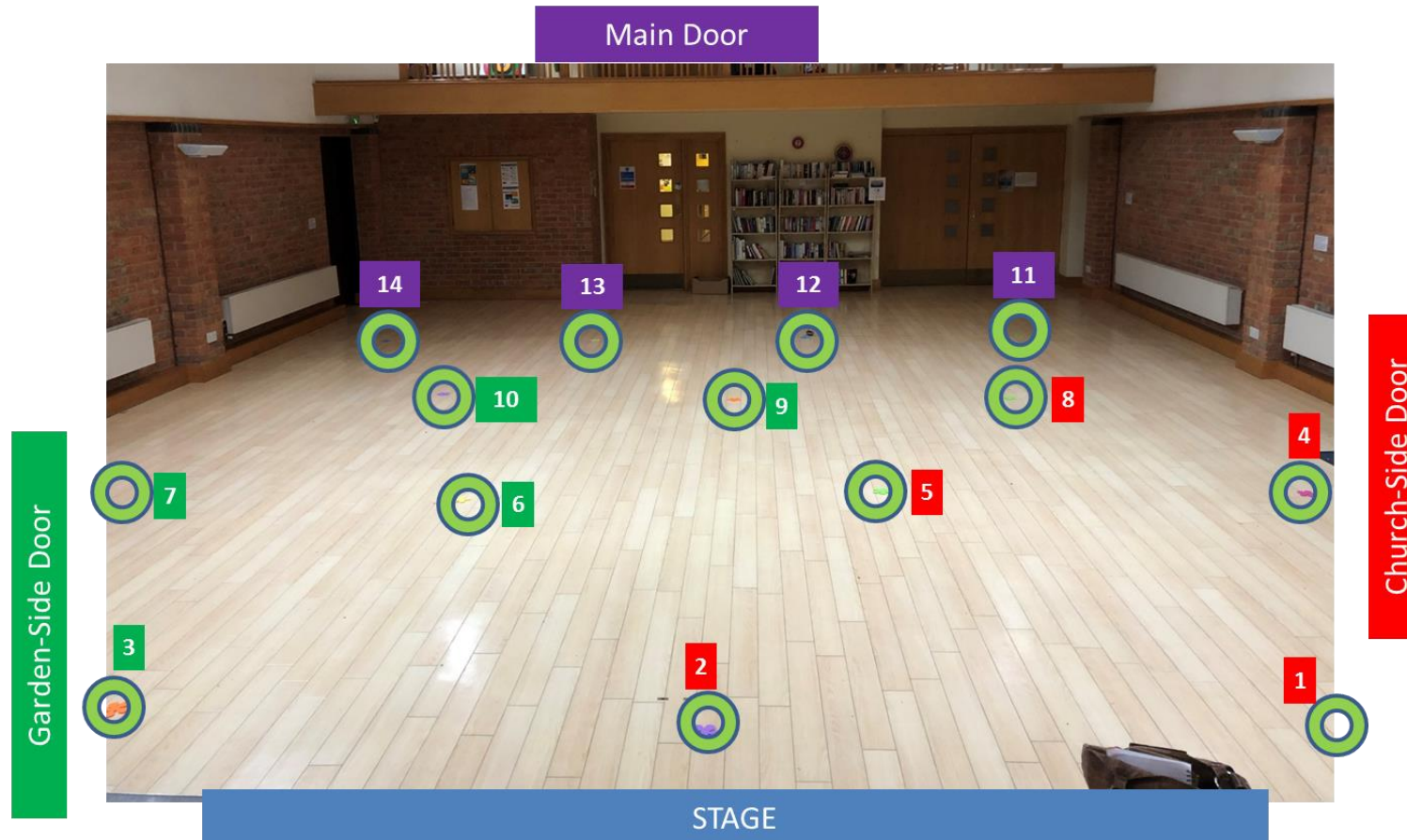
*Fig 2: Showing safe positioning of 14 players*



*Fig 3: Showing entry and exit doors for players*

Players on markers 1, 2, 4, 5 and 8 should enter and exit through the church-side door (colour-coded red)

Players on markers 3, 6, 7, 9 and 10 should enter and exit through the garden-side door (Colour-coded green)



Players on markers 11, 12, 13 and 14 should enter and exit through the Main Door (colour-coded purple)

The Musical Director should enter via the church-side door.

Copy of sign on toilet doors.

