

## Arco Iris General Risk Assessment Form

<b>Date:</b> 18/06/2020 <sup>†</sup>	<b>Assessed by:</b> Ahu Gumrah Parry Catherine Leslie	<b>Checked / Validated* by:</b> Melanie Rose Maureen Eckersley Janet Macleod Nell Bailey	<b>Location:</b> Location 1-Local Venue to Bathhouse Location 2- Distant Venue to Bathhouse that needs car transport	<b>Review date:</b> <b>01/08 2021</b>
<p><b>Managing of a large group of participants for samba practices and/or performances due to COVID-19 ***</b></p> <ol style="list-style-type: none"> <li>1. This risk assessment template is designed to take all reasonable measures to cover different scenarios and risk mitigations in running a rehearsal in a way that ensures that the activity meets the standards of being COVID-19 secure as set out in guidance from the Government and, in particular, the Department for Digital, Culture, Media and Sport</li> <li>2. Please also note that this deals specifically with the risks associated with COVID-19 and not items that should be covered under usual risk assessments, such as slips trips and falls</li> <li>3. There is further information related to transferring of the instruments (please refer to the instrument transport RA), personal protective equipment and general information about the venue</li> <li>4. Arco Iris committee members and practice session managers should cross-reference this generic risk assessment with relevant pre-existing local risk assessments to confirm their compliance.</li> <li>5. Large group numbers are defined as max 20 for an indoors practice (due to the social distancing measures) and up to a maximum of 30 participants for an outdoors practice.</li> </ol> <p>This document aims to limit the risk of transmission of Coronavirus during a band rehearsal/practice for all members of the group and to limit possible cause of infection as well as to fulfil the expectations around the continuation of playing activities, delivering face-to-face practice sessions, ensuring that the rehearsal takes place under COVID-19 secure regulations.</p> <p>Band expectations for safe notification of COVID cases;</p> <p>We expect if a member has had a positive COVID-19 test within the last 2 weeks, or if the member has experienced any of the following symptoms within the last week:</p> <ul style="list-style-type: none"> <li>- A temperature above 37.8°C</li> <li>- A dry persistent cough, unusual fatigue and breathing problems that has developed during the week</li> <li>- For the COVID 19 delta variant sneeze, runny nose and severe head-ache</li> </ul> <p>Or if any member of your household has presented any of the above symptoms within the last 2 weeks: They <b>must not</b> attend Arco Iris practice session and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p> <p>Furthermore, if any of the members develop these symptoms shortly after joining a practice session (within 2 weeks) they should notify the committee.</p> <p>Links to further guidelines are provided at the end of this documents, Please see Appendix 1</p> <p>*** This risk assessment and the appendix is prepared according to Government’s roadmap to the ease lockdown restrictions which will be in place from 14<sup>th</sup> of June and are subject to change following government’s advice.</p>				

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating
Pre-session planning			<ol style="list-style-type: none"> <li>1. All Arco Iris members will send a completed and signed self-declaration form to attend a practice session or a performance (the band will use google forms for the sign-up to practice sessions with a self-declaration statement attached).</li> <li>2. If feasible the players should avoid public transport. When/if using public transport, mandatory face coverings should be worn as advised by the government's guidance.</li> <li>3. All players that attend to the practice session must receive a confirmation from the committee via email (the selection will be made by the committee to allow a balanced band and fair access to the practice sessions).</li> <li>4. When possible (and as long as it is applied), Arco Iris members will be advised to use the NHS test and trace app.</li> <li>5. Arco Iris members should inform the committee members and the practice session managers if they display symptoms of COVID-19 or have been in close contact with someone who displays symptoms and follow government guidelines on 'test and trace' and self-isolation guidelines.</li> <li>6. All players will be given specific instructions about the playing venue (with clear maps) and the instrument they will play and where the toilets areas are</li> <li>7. The practice session managers will be given a short documentation on session management, the list of the band members that will attend the session and how to form a bloco formation using side by side playing</li> <li>8. Appropriate signage will be prepared for the band members to find their way easily, set themselves prior to the session and follow the circulation flow of the building.</li> </ol>	

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Site preparation	Transmission of COVID-19	Anyone present  COVID-19, through close contact or the contact with surfaces which may have been contaminated	<p>Site preparation should be done by the practice session organizers (selected/volunteered on a weekly basis). This part of the Risk Assessment covers 3 different scenarios A. Taking the drums from the bath-house B. Setting the practice format in a venue distant to the Bathhouse and C. Setting the practice a venue local to the Bathhouse</p> <p><b>General rules</b></p> <ol style="list-style-type: none"> <li>1. All practice managers must maintain 2 m social distancing wherever possible (entry to the building, bringing and setting up the instruments)</li> <li>2. Face coverings must be worn during all the site preparation activities</li> <li>3. The members should follow any circulation system specified by the venue and at entry and exit points. Please see the Appendix 2.</li> <li>4. All practice managers, should use hand sanitiser and continue to sanitise regularly on the entry to the building and before leaving the building.</li> </ol> <p><b>A. Bath-house entry and taking the drums</b></p> <ol style="list-style-type: none"> <li>i. Practice session managers (2 or 3 members) enter the Bathhouse maintaining social distance and following the sanitizing advice.</li> <li>ii. One of the session managers will unload the prepacked bloco set from the closet inside the main hall in the bath-house</li> <li>iii. Accompanying session managers will take the drums outside of the Bathhouse</li> <li>iv. The drums will be either uploaded to cars (in case of the practice session takes place in a venue needs car transportation) or will be set up according to social distancing measures outside of the Bathhouse so the Arco Iris members can take the instruments in a socially distanced manner and take them to the practice venue on foot (in case of the practice session takes place in a venue local to the Bathhouse)</li> </ol>	<b>Med</b>

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Site preparation	Transmission of COVID-19	Anyone present  COVID-19, through close contact or the contact with surfaces which may have been contaminated	<p><b>B. Setting up the session in a venue distant to Bathhouse and involves car transport (This practice also covers a performance management scenario when we have to use car transport)</b></p> <ul style="list-style-type: none"> <li>i. The drums will be unloaded from the cars by the practice session managers</li> <li>ii. Practice session managers (2 or 3 members) enter the practice venue maintaining social distance and following the sanitizing advice.</li> <li>iii. Practice managers unload the cars and members take their drums or boxes of the drums into the venue and place the drums inside the venue following the socially distancing guidelines. The drums will get a wipe-off if multiple players have been in contact with the same drum set.</li> <li>iv. The straps, beaters, sticks and the ear protection plugs will be hanging/placed at the entry to the building and players will take their preferred accessories (straps, sticks or beaters which will be laid separately) as well as their ear safety plugs before entering the room. The players will not touch each item laid out to avoid surface contamination.</li> <li>v. The instruments will be set to form a band formation before the session started by the session managers. Side-to-side positioning will be used whilst rehearsing following the band formation guidelines and face-to-face placement will be avoided.</li> <li>vi. The players will be provided with spare sticks or beaters which will be placed more than 2 metres away from the rehearsal formation</li> </ul> <p><b>C. Setting up the session in a local venue to the Bathhouse (drum transports will be made via walking)</b></p> <ul style="list-style-type: none"> <li>i. Practice session managers (2 or 3 members) enter the practice venue maintaining social distance and following the sanitizing advice.</li> <li>ii. Arco Iris members can take the instruments to the practice venue on foot members take their drums or boxes of the drums into the venue and place the drums inside the venue following the socially distancing guidelines. The drums will get a wipe-off if multiple players have been in contact with the same drum set.</li> <li>iii. The straps, beaters, sticks and the ear protection plugs will be hanging/placed at the entry to the building and players will take their preferred accessories (straps, sticks or beaters will be laid separately) as well as their ear safety plugs before entering the room. The players will not touch each item laid out to avoid surface contamination.</li> <li>iv. The instruments will be set to form a band formation before the session started by the session managers.</li> <li>v. Side-to-side positioning will be used whilst rehearsing following the band formation guidelines and face-to-face placement will be avoided.</li> </ul> <p>The players will be provided with spare sticks or beaters which will be placed more than 2 metres away from the rehearsal formation.</p>	Med

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Rehearsal session	Transmission of COVID-19	Anyone present  COVID-19, through close contact-aerosol transmission or the contact with surfaces which may have been contaminated	<ol style="list-style-type: none"> <li>1. All members must maintain 2 m social distancing wherever possible during the practice session</li> <li>2. The members should follow any circulation system specified by the venue and at entry and exit points.</li> <li>3. Signage and instructions displayed around the building should be followed.</li> <li>4. All members, on entry to the building, will use hand sanitiser or wash their hands and continue to wash or sanitise regularly and before leaving the building.</li> <li>5. A short safety briefing will be given at the beginning of the session reminding players of protocols and procedures. It will be undertaken regularly and will include reminders around hand washing and good respiratory hygiene ('catch it, bin it, kill it!').</li> <li>6. The restrooms are labelled in the venues, the members should follow the venue guidelines in entering the restrooms.</li> <li>7. In case the players need to share instruments then they need to thoroughly sanitize their hands and wipe the drums with sanitizing wipes.</li> <li>8. Individuals' arrival and departure from the building will be logged using the band sign-up sheet and checking the player's attendance.</li> <li>9. All players must wear face coverings at all times as agreed on the Google form sign up</li> <li>10. Players will be asked to limit the duration of social interaction before, during and after rehearsals.</li> <li>11. Band leaders should wear a face covering at all times and will use alternative signaling codes than whistles while directing the group and maintain 2m distance from players.</li> </ol>	<b>Med</b>

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Performance sessions	Transmission of COVID-19	Anyone present  COVID-19, through close contact-aerosol transmission or the contact with surfaces which may have been contaminated	<ol style="list-style-type: none"> <li>1. All members must maintain 2 m social distancing wherever possible (entry to the venue, during playing and exiting the venue) in a playing for an audience scenario.</li> <li>2. The members should follow any circulation system specified by the venue and at entry and exit points.</li> <li>3. The band members will maintain the distance with the audience suggested by the social distancing guidelines (entry to the venue, during playing and exiting the venue)</li> <li>4. If band members need to swap instruments they need to sanitize their hands and their drums immediately</li> <li>5. No members of the audience can touch any parts of our drum sets or spare instruments</li> </ol>	<b>Med</b>
Packing away after the rehearsal	Transmission of COVID-19	Anyone present  COVID-19, through close contact or the contact with surfaces which may have been contaminated	<ol style="list-style-type: none"> <li>1. Band members should take their sticks and straps in the straps and sticks boxes provided and the practice session manager will use sterilizing sprays (if needed) on the drums, sticks and straps before they are packed in boxes using gloves</li> <li>2. The players will carry the drums out of the practice venue using the circulation system specified by the venues</li> <li>3. All members must maintain 2 m social distancing wherever possible leaving the building, and taking the instruments out of the building.</li> <li>4. Face coverings must be worn whilst inside the venue and packing away the drums and bags</li> <li>5. The drums need to be taken out following the any circulation system specified by the venues.</li> </ol> <p><b>A. Packing away the drums from a venue distant to the Bathhouse</b></p> <ul style="list-style-type: none"> <li>- The drums will be carried to the cars by the band members, will be sanitized using sanitizing wipes and uploaded to the cars by the practice session managers and driven to the Bath-house</li> </ul> <p><b>B. Packing away the drums from a venue local to the Bathhouse</b></p> <ul style="list-style-type: none"> <li>- Arco Iris members will be asked to take the drums back via walking to the bath-house while keeping social distance</li> </ul>	<b>Med</b>

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Storing the drums back in the Bathhouse	Transmission of COVID-19	Anyone present  COVID-19, through close contact or the contact with surfaces which may have been contaminated	<ol style="list-style-type: none"> <li>1. The drums are either driven back (by the practice session managers) or carried back ( by the practice session participants) to the bath-house using social distancing</li> <li>2. The drums will be assembled in front of the bath-house</li> <li>3. Practice session managers (2 or 3 members) enter the Bath-house maintaining social distance and following the sanitizing advice.</li> <li>4. The drums will be taken inside the main hall in the bath-house by the practice session organizers using social distancing.</li> <li>5. One of the session managers will load and organize the used bloco set in the closet inside the main hall in the bath-house.</li> </ol>	
Leaving the venues	Transmission of COVID-19	Anyone present  COVID-19, through close contact or the contact with surfaces which may have been contaminated	<ol style="list-style-type: none"> <li>1. Upon leaving, the practice managers will disinfect door handles and high contact points.</li> <li>2. All members must maintain 2 m social distancing wherever possible leaving the building</li> <li>3. Players will be kindly reminded of current social interaction rules according to current Government guidelines</li> </ol>	

## Appendix 1-Associated guidance

### Government guidance:

DCMS Performing Arts guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Meeting people from outside your household

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

Guidance for the safe use of multi-purpose community facilities

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

‡ First version of the RA – 11/11/2020

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**Changes were made 18/06/2021**