

Risk Assessment for Musicians, Staff and Participants engaging with Britten Pears Arts

Including activity taking place at:

- Snape Maltings Site (both indoors and outdoors)
- The Red House (both indoors and outdoors)
- Any other location used for BPA activity

General Principles

For COVID-19, the fundamental principle is to eliminate or to reduce as far as is possible, the risk of initial infection and to then introduce control measures for any remaining infection sources. This means where reasonably practicable, avoiding any work that could expose people to the risk of infection and implementing risk control measures where the work must be done.

Coronavirus (COVID-19) is a disease which is more likely to lead to severe illness (and even death) in some groups of people. Those who are in these vulnerable groups or live with vulnerable people, should have their participation at work considered and assessed individually to determine whether it is appropriate for them to enter the workplace and, if so, what additional precautions should be applied.

It is important to identify anyone who is vulnerable. Those who are vulnerable should remain in their homes and should not be coming to a place of work. Anyone at increased risk who is unsure if they need to remain at home for health reasons should discuss their participation with advice from their own health professional.

It is important to make sure all contact numbers and emergency contact details are up to date for everyone and that everyone is made fully aware of currently recognised symptoms and when they should not be at work.

It is important to remember that the COVID-19 pandemic poses significant challenges to people's mental health and wellbeing. Those having to travel from their home or other location may be fearful of the risk of becoming infected. It is therefore essential that the way people will be supported is carefully considered and made clear.

Remember to focus on what is safe, not just what is allowed.

For your safety and the safety of others:

- Wash your hands frequently.
- Respect the space of others.
- BPA recommends and encourages the use of face masks.

Anyone with symptoms or sharing a household with someone who has developed symptoms, must remain at home in accordance with current Government instructions.

COVID-19 symptoms:

- New continuous cough
- High temperature or fever
- Loss of sense of taste or smell

What to do if you have symptoms:

- Go home.
- Inform NHS Test & Trace
- Inform ensemble management and / or BPA staff.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

Britten Pears Arts recommends and encourages all BPA staff, visiting musicians, artists and staff to use a Lateral Flow Test in the 24 hours before arriving at Snape and then twice a week if remaining on site.

Britten Pears Arts recommends and encourages all BPA staff, visiting musicians, artists and staff to use the NHS Test and Trace App while working at Snape Maltings.

		Contact Information (if applicable)
Name of Performer, Ensemble or Group:	Celebration 2022	
Performance, Rehearsal or Residency Venue:	Snape Maltings	N/A
Date of Performance, Rehearsal or Residency:	7 th – 12 th March 2022	N/A
Risk Assessment carried out by:	Faye Gosling	fgosling@brittenpearsarts.org
Date of Risk Assessment:	09/12/21	N/A

No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
1	Event Planning	<p>Risk of COVID-19 infection brought by visitors to Snape.</p> <p>Risk of COVID-19 infection taken home by visitors to Snape.</p>	<p>Participants</p> <p>School/group staff</p> <p>Artists and external staff</p> <p>BPA staff</p>	<p>Check and adhere to local area alerts and restrictions - especially those that restrict travel in and out of an area.</p> <p>Collate and record contact details of everyone traveling to Snape for NHS Test & Trace service. Ensure that the contact details are:</p> <ul style="list-style-type: none"> • GDPR compliant • Accessible by other responsible staff members <p>Ensure everyone has read and agrees to visiting ensemble COVID rules and guidelines.</p> <p>Ensure everyone has read and agrees to venue COVID risk assessment.</p> <p>Working alone needs to be carefully considered and risk assessed. Hazards could include accidental injury, physical or verbal abuse, depression. Staff should make sure there is support and assistance for any staff member working alone. Staff can refer to the existing Lone Working Risk Assessment.</p> <p>Encourage all visitors and venue staff to use a Lateral Flow Test in the 24 hours before arriving at the BPA venue.</p>	<p>Distribution of risk assessments, procedures, and guidance before confirmation of a contract or an event.</p> <p>Observe appropriate Britten Pears Arts Guidelines and Risk Assessments</p> <p>Store contact details in Artifax</p>	FG
No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
2	Travel to Snape	<p>Risk of COVID-19 infection while traveling to or from Snape.</p>	<p>Participants</p> <p>School/group staff</p> <p>Artists and external staff</p> <p>BPA staff</p>	<p>Anyone with symptoms or sharing a household with someone who has developed symptoms, must remain at home.</p> <p>Anyone testing positive from a Lateral Flow Test must remain at home and inform NHS Test & Trace.</p> <p>Keep up to date with and adhere to all Government travel rules and guidance – international, national, regional, and local.</p> <p>Encourage and enable individual responsibility for following local area alerts and restrictions.</p> <p>If the venue or area where BPA is hosting activity goes into lockdown or is closed, activity will be immediately cancelled.</p>	<p>BPA staff and visitors should arrive just before the scheduled rehearsal time to minimise the time spent on the premises.</p> <p>All participating schools are local and are only travelling from within Suffolk.</p>	FG

No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
3	Arrival at Snape	Risk of COVID-19 infection to visitors and venue staff.	Participants School/group staff Artists and external staff BPA staff	<p>There will be no access to the backstage areas before the scheduled arrival time.</p> <p>Only venue staff, and touring stage and transport personnel to be in the areas of work during unloading/loading.</p> <p>Restrict backstage and stage access to performers and essential staff.</p> <p>Ensure availability of hand sanitiser, disinfectant wipes, and PPE.</p> <p>BPA recommends and encourages the use of face masks, especially in enclosed or crowded spaces.</p> <p>Ensure all performers and staff are aware of COVID-19 symptoms and what to do if they suspect they may have an infection.</p> <p>All workers to be mindful of those around them and not to take risks.</p>	<p>Hand sanitiser available at all entrances.</p> <p>Signage in place.</p> <p>Distribute guidelines and prevention measures.</p> <p>Control access to the backstage areas.</p> <p>Identify anyone using the backstage areas and their role.</p> <p>Recommended dressing room capacity to allow social distancing.</p> <p>Only one group per dressing room unless there is space to distance the groups from each other.</p>	FG
No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
4	Stage and Room Layout	Risk of COVID-19 infection	Participants School/group staff Artists and external staff BPA staff	<p>Indoor spaces should be fully ventilated – ideally with a forced air system. If this is not possible then windows and doors should be opened (but this must not break fire safety rules).</p> <p>Use large open spaces with good ventilation. Avoid small rooms where possible.</p> <p>Ensure appropriate PPE is available backstage and on stage for all staff.</p> <p>Disinfect chairs, music stands, and other stage equipment before use.</p> <p>Try to avoid sharing chairs, music stands, and other equipment.</p> <p>The piano or harpsichord will be cleaned by the tuner before and after tuning.</p> <p>If possible, avoid changes to the stage layout during the rehearsal or performance.</p>	<p>Venue Risk Assessment</p> <p>Availability of acoustic screens and ‘bio-screens’.</p> <p>You should limit the close contact you have with those you do not usually live with. This includes minimising the number, proximity, and duration of social contacts.</p> <p>Identify anyone using the backstage areas and their role.</p>	FG

				<p>Changes to the set up will be performed by the minimum number of staff possible.</p> <p>You should limit the close contact you have with those you do not usually live with.</p>		
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5	Rehearsal	Risk of COVID-19 infection	<p>Participants</p> <p>School/group staff</p> <p>Artists and external staff</p> <p>BPA staff</p>	<p>Contact between visiting artists and venue staff will be kept to a minimum.</p> <p>Ensure maximum ventilation in the venue.</p> <p>Live stage moves should be avoided if possible. If a live stage move is unavoidable, please see the notes and procedures in Section 13 of this document.</p> <p>Page turners should be avoided if possible. If a page turner is essential and unavoidable, please see the notes and procedures in Section 14 of this document.</p> <p>Try to avoid sharing or passing around instruments, equipment, printed music or other objects.</p> <p>Singers and wind and brass musicians should consider maintaining a safe distance between themselves and other musicians, staff members and audience.</p> <p>Brass instrument water keys should not be vented directly onto the floor. Musicians should bring their own sealable container for emptying liquid from instrument (e.g., Tupperware) and take it home to empty it.</p> <p>Individuals to take responsibility for cleaning their own personal instruments.</p> <p>There will be no access to the stage, backstage and auditorium areas for visitors, guests, or family members.</p>	<p>Venue Guidelines and Risk Assessment</p> <p>Clear signage.</p> <p>Availability of acoustic screens and 'bio-screens'.</p> <p>Identify anyone using the backstage areas and their role.</p> <p>Schools/groups will bring their own equipment and instruments. Any equipment borrowed from BPA (e.g. large percussion) will be cleaned before and after use.</p>	FG

No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
6	Rest Breaks	Risk of COVID-19 infection	Participants School/group staff Artists and external staff BPA staff	Areas should be adapted to allow people to sit or stand apart. Where possible, breaks should be taken outside or in a well-ventilated area. BPA recommends and encourages the use of face masks, especially in enclosed or crowded spaces.	Venue Guidelines and Risk Assessment Clear signage. Identify anyone using the backstage areas and their role. Hand sanitiser available at all entrances. Schools/groups will take their breaks in their allocated dressing rooms, or outside in public areas (e.g. Hepworth lawn) and will not be allowed backstage or in areas where other groups are working.	FG
No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
7	Performance / Event	Risk of COVID-19 infection	Ensemble musicians Touring staff Venue staff Audience	Try to avoid sharing chairs, tables, and other equipment. Live stage moves should be avoided if possible. If a live stage move is unavoidable, please see the notes and procedures in Section 13 of this document. Page turners should be avoided if possible. If a page turner is essential and unavoidable, please see the notes and procedures in Section 14 of this document. Avoid intervals. The audience should not be asked or encouraged to leave their seats or sing. Ensure maximum ventilation in the venue.	Room ventilation systems to be run at maximum where appropriate.	FG
No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
8	After the Final Performance / Event. Leaving the venue	Risk of COVID-19 infection	Participants School/group staff Artists and external staff	There will be no access to the stage or backstage areas for visitors, guests, or family members. The audience must leave the auditorium as soon as possible so the seating and public areas can be thoroughly cleaned.	To avoid gathering in the foyer, audience members who are collecting children will remain seated until a member of the Celebration Team brings their school/group to the auditorium to be collected.	FG

			BPA staff Audience	Performers must leave the stage area as soon as possible and take their belongings and personal equipment with them so the stage equipment can be cleaned. Once musicians and touring staff have left the venue, they should not re-enter.		
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No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
9	First Aid Fire or evacuation	Risk of injury or death Risk of COVID-19 infection	Participants School/group staff Artists and external staff BPA staff Audience	<p>In an emergency people do not have to observe any COVID guidelines. Face masks to be used if possible, but communication is the priority.</p> <p>In the event of an evacuation, all direction flows and restricted access to be disregarded.</p> <p>COVID guidelines will be maintained as far as possible during first aid, including limiting the number of people assisting an injured or unwell person.</p> <p>The location of the first aid kit to be as accessible as possible.</p> <p>If possible, the casualty to administer the necessary first aid themselves under supervision of a trained person (e.g. applying their own plasters etc).</p> <p>First aiders to wear disposable medical gloves, disposable aprons, goggles and fluid resistant surgical masks.</p> <p>Any personnel involved in administering first aid will be required to dispose of PPE and wash their hands and face thoroughly afterwards.</p>	<p>Availability of and access to PPE</p> <p>Accessible first aid kits</p> <p>Schools/groups will be responsible for their own first aid in the first instance.</p>	FG
No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
10	Mental Health	The COVID-19 risk and the response to the pandemic have a potential Mental Health impact for those at work	Participants School/group staff Artists and external staff BPA staff	<p>Provide spaces for people to 'rest' and have down time during the working day as much as possible.</p> <p>Encourage peer group support.</p> <p>Ensure people are aware of how to access support.</p> <p>Managers should have regular conversations with staff, freelancers, and performers.</p> <p>Increase overall awareness of current personal challenges at home and work at this time of COVID-19.</p> <p>Be transparent with plans to manage the COVID-19 risks.</p>		FG

No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
11	Accommodation arranged or provided by BPA	Risk of COVID-19 infection	Artists and external staff BPA staff	<p>Enable and encourage working from home.</p> <p>Encourage people to mix socially outdoors.</p> <p>Avoid the sharing of communal equipment and furniture where possible.</p> <p>Encourage all visitors to use a Lateral Flow Test in the 24 hours before arriving at the BPA accommodation venue and then twice a week if remaining in the accommodation.</p>	Accommodation arranged by Britten Pears Arts will follow all current local and national, rules and guidelines.	FG
No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
12	Non-music activity	Risk of COVID-19 infection	Visitors BPA staff	<p>Encourage people to mix socially outdoors.</p> <p>BPA recommends and encourages the use of face masks.</p> <p>Try to avoid sharing chairs, tables, and other equipment.</p> <p>Try to avoid sharing pens, books, documents etc.</p> <p>Ensure cleaning staff are aware of the times and locations of the activity and have scheduled cleaning before and after the event.</p>	<p>Enable and encourage staff to work at home if possible.</p> <p>Venue Guidelines and Risk Assessment</p> <p>Clear signage.</p> <p>Hand sanitiser available</p>	FG

No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
13	Live stage moves	Risk of COVID-19 infection	Participants School/group staff Artists and external staff BPA staff	Avoid live stage moves if possible. Masks will be worn by stage crew during the stage move. We encourage musicians to wear a face mask during the stage move. The stage crew will wear disposable gloves during the move. The musicians or the ensemble management team will move or collect any sheet music on stage.	Hand sanitiser and disposable gloves provided in the wings. Stage moves to be carried out by the stage crew only. Schools/groups will take all their equipment on and off stage themselves.	FG
No.	Hazard	Risk	Who is at Risk	Planned Prevention and Control Measures	Measures in Place	Actioned by:
14	Page Turner	Risk of COVID-19 infection	Page turner Pianist	Avoid the use of a page turner. If possible, use a page turner from the same household as the pianist (musician). The page turner should wear a face covering during rehearsals and the performance. The pianist (musician) should wear a face covering during rehearsals and, if possible, during the performance. Rehearsal time should be kept to a minimum. The pianist should avoid touching the music. The pianist (musician) must observe social distancing when not in rehearsal or performance. BPA would recommend and encourage the page turner and pianist to use a Lateral Flow Test on the day of the performance and 2 days before the performance. The page turner and pianist must agree to, and follow, the measures and precautions that are put in place.	Hand sanitiser available. Face coverings provided. Schools/groups to provide their own page turners if required.	FG

Face Coverings

Face coverings are no longer required by law, but the government expects and recommends that people should continue to wear them in crowded and enclosed settings, to protect themselves and others. Where worn correctly, this can reduce the risk of transmission.

Individual Lateral Flow Tests

Britten Pears Arts encourages all its staff and visitors to the site to use a Lateral Flow Test in the 24 hours before arriving and then twice a week if remaining on site. Information about ordering and using Lateral Flow Tests can be found on the government web site - <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

NHS Test and Trace App

Britten Pears Arts encourages all its staff and visitors to the site to install and use the NHS Test and Trace App.

Social Distancing

You no longer need to stay 2 metres apart from people you do not live with. Transmission of the virus is now understood to be principally through aerosol transmission, so without any other mitigations in place, a reasonable distance between performers, participants, staff and audience should be considered. With reasonable mitigations in place this distance could be reduced - for example, reducing the length of rehearsal and performance times, performance volume, amplification, testing regimes, vaccinations, social distancing when not on stage, use of screens between performers, use of face coverings etc.

Many of these mitigations are out of the venue's control, so the visiting orchestra/band/performers should do their own risk assessment and put their own mitigations in place following discussions with all the participants and their management. These risk assessments should be distributed to the participants and Britten Pears Arts.

Other Workplace Health and Safety Protocols and Risk Assessments

This Risk Assessment specifically covers COVID-19 risks and mitigations. Other Health & Safety risk assessments, working methods and procedures must be observed and followed as usual.

Non-Music Activity

In general, many of the risks and preventions described in this document apply equally to non-music events, but it would be good practice to delete those sections that don't apply and add any risks and mitigations that may be specific to a particular activity.

If you have been vaccinated against COVID-19

You should continue to follow all government guidance even if you've been vaccinated against COVID-19.

The vaccines have been shown to reduce the likelihood of severe illness in most people. Like all medicines, no vaccine is completely effective, so those who have received the vaccine should continue to take recommended precautions to avoid infection.