

# Health & Safety Risk Assessment

Reviewed by Sarah B and H Tyler: November 2019



| <b>Hazard</b>   | <b>Risk</b>   | <b>Action to reduce risk</b>  |
|---|---|---|
| Fire  | Death or burns  | <p>Understand and follow the safe fire escape procedures for rehearsal or concert venues.</p> <p>Carry out safety audit of rehearsal and concert venues to verify fire safety provisions are in place.</p> <p>Keep 'roll call' records for orchestra attendees at rehearsal and concert venues in event of evacuation (attendance sheets).</p> <p>Record audience numbers at concerts.</p>  |
| Carrying, lifting & moving heavy instruments or equipment.<br>(e.g. Music stands) | <p>Back problems</p> <p>Muscle strain</p> <p>Injury from falling over / tripping up</p> | <p>Carrying kept to a minimum by storage being close to area of use</p> <p>Bend knees not back when picking up heavy instruments/equipment.</p> <p>No load &gt;25kg to be lifted by any individual – additional help to be requested.</p> <p>Trolley to be used for heavy boxes.</p> <p>Players are responsible for their own safety. Those with known back/muscular problems to ask for help.</p>  |
| Making hot drinks   | <p>Scalding / burns</p> <p>Slips</p>  | <p>Children not allowed in kitchen at rehearsal or concert venues.</p> <p>Tea urns &amp; kettles are not to be carried if they contain boiling water.</p> <p>Tea and coffee pots to be carried with lids on and with care.</p> <p>No hot drinks to be made in disposable plastic cups.</p> <p>Spillages to be mopped up immediately.</p> <p>Individuals are responsible for their own safety and sensible behaviour is required and encouraged.</p> |

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| Tripping hazards<br>(e.g. trailing cables,<br>instrument cases, steps) | Injury from falling over or<br>tripping up   | Trailing cables to be avoided or covered to prevent<br>hazard.<br><br>Instrument cases and other items to be stored<br>away from access routes.<br><br>Steps at concert venues to be clearly identified and<br>orchestra members to be alert to these.   |
| Car Park   | Slips / trips<br><br>Pedestrian injury<br><br>Insufficient access for<br>emergency vehicle   | Rehearsal and concert venues to be checked for<br>adequate car park surface, lighting and pedestrian<br>access in safety audit.<br><br>Orchestra members must maintain emergency<br>vehicle access to rehearsal and concert venues by<br>not parking inconsiderately.  |
| Players hitting each other,<br>i.e. with bows or elbows                | Physical injuries, eye<br>damage etc.  | Players spaced as far apart as practicable for<br>playing.<br><br>Individuals are responsible for their own safety and<br>sensible behaviour is required and encouraged.   |
| Repetitive Motion  | Repetitive strain injury is a<br>general term for pain felt in<br>muscles or tendons while<br>carrying out an activity<br>regularly. | This is a medical condition, well known to affect<br>musicians. It is imperative that players take a<br>break after 1½ hours. Warming up before heavy<br>playing is also recommended.<br><br>Players are responsible for their own welfare and<br>must understand if they have a predisposition for<br>the condition. Strenuous musical parts can be<br>discussed with the Musical Director and all playing<br>is voluntary. |
| Noise  | Risk to hearing  | The musical director will manage the source<br>volume in a range of ways and space instruments<br>as practicable as part of this management.<br><br>Players are responsible for their own welfare.<br>Those feeling affected by noise should consider<br>noise reduction measures such as earplugs and<br>should indicate to the conductor if the volume is<br>reaching uncomfortable levels.                                |
| Electrical Safety  | Electrocution  | Rehearsal and concert venues are responsible for<br>electrical safety certification of buildings and<br>equipment therein.   |

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|---------------|-------------|---|
|               |             | <p>No temporary electrical equipment is needed for rehearsals.</p> <p>If orchestra members bring electrical equipment they are responsible for checking electrical safety regularly and before use.</p> <p>Any temporary electrical devices required to be used by the orchestra for concerts shall be advised to the Concert Manager who will check that an inspection has been carried out.</p> |

| <b>Noise level information for members</b>  |
|---|
| <p>We are all exposed to sound everyday including common high-noise level sources such as audio and video equipment, concerts, cinemas, clubs, sporting events, power tools, noisy hobbies.</p> <p>The following booklet 'Sound Advice' has been prepared for control of noise for those who work in music and entertainment and provides comprehensive information on the risks and measures to reduce them <a href="http://www.hse.gov.uk/pUbns/priced/hsg260.pdf">http://www.hse.gov.uk/pUbns/priced/hsg260.pdf</a>. JMCO members may find this a useful source of in-depth information on the range of issues involved including instrument-specific details. <b>However the length of time JMCO players are exposed to high levels of orchestral noise is likely to be very much shorter than those who work in orchestras.</b></p> <p>This is a complex area and participation in JMCO is a voluntary activity. Those involved in music-making in any form need to take personal responsibility to think about their own noise exposure and take reasonable care not to damage their own hearing or that of other people.</p> |

## Risk Assessment regarding indoor rehearsals with reference to Covid 19

| <b>Hazard</b>                         | <b>Risk</b>            | <b>Action</b>  |
|---------------------------------------|------------------------|--|
| Numerous people entering and leaving. | Transmitting infection | <p>Staggered arrival and departure times of the 3 orchestras.</p> <p>Separate entrance and exit.</p> <p>Only previously registered members can attend thus controlling numbers.</p> <p>Wearing of face masks obligatory.</p> |

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|--|---|---|
| Infected person attending.             | Transmitting infection                          | <p>Sign at entry point that all members have to read asking 4 questions;</p> <p>1 Have you had any symptoms of covid 19 in the last 7 days? eg Temperature.</p> <p>Persistent cough</p> <p>Loss of sense of taste and smell.</p> <p>2 Have you been in close contact with anyone displaying symptoms within the last 14 days?</p> <p>3 Been contacted by Test and trace and told to isolate in the last 14 days</p> <p>4 Returned from abroad and told to quarantine for 14 days.</p> <p>If yes to any member not allowed to attend</p> |
| Aerosol Dispersal                      | Transmitting infection from wind/brass playing. | 3m social distancing, side by side positioning. Number of players limited to space needed to accommodate these regulations.   |
| Sharing of music and equipment.        | Transmitting infection                          | Not allowed, All players bring their own chair, music stand and any other equipment needed.   |
| Carrying, lifting moving instruments   | Mentioned in R/A above                          | Mentioned in R/A above  |
| Person infected between rehearsals     | Contamination                                   | Member informs the Chair who has a record of all members contact details for Test and Trace   |
| Distribution of music                  | Contamination                                   | <p>Music to be downloaded.</p> <p>If not possible individual's music will be placed in envelope and left for 72 hours before being collected by individual.</p>   |
| Conductor exposed to aerosol particles | Transmission of infection                       | Conductor to be at least 3m away from front row of string players who will be wearing masks.  |

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| Payment of fees. | Contamination | Members pay by cash only which is individually placed in container and left for 1 week.<br>No change given,<br>Members pay by Standing Order'<br>Pay total at the end of each term |
|------------------|---------------|--|