



## NATIONAL BRASS BAND CHAMPIONSHIPS OF GREAT BRITAIN 2022

### REGIONAL CHAMPIONSHIPS

### COVID-19 SPECIFIC RISK ASSESSMENT

Kapitol Promotions Ltd, along with the regional qualifying contest committees, will facilitate the development and best practice of Health and Wellbeing for all participating at the event. We will liaise with venue management, ensuring they understand the specific needs of the Brass Band community, relating to Covid-19. We aim to provide and maintain a safe environment for all Bands, their supporters, audiences, volunteers and stewards/staff, attending the event.

AREA OF CONCERN	WHO MAY BE HARMED	IDENTIFIED HAZARDS	LEVEL OF RISK	GUIDANCE/MEASURES TO CONTROL
Identifying active Covid-19 infections	Staff, Volunteers, performers Stewards and Audience	The possible spread and transmission of the coronavirus from external environments	High	Recommend Bands check their own members' Negative Covid status within 48 hours of the event via LFT. Ensure that all are aware of Covid 19 symptoms. NHS Covid Passes are no longer legally required for attendance at venues and events. Status certification in domestic settings is removed on 1 April 2022 Recommend volunteers test before leaving home
Managing suspected cases of Covid-19	Staff Volunteers performers Stewards and audience	To minimise the risk of infection to others	High	Ensure the positive case leaves the venue Identify close contacts and advise to self-isolate in line with the NHS guidelines Advise to take a PCR test Identify areas that the person may have been, isolate and initiate cleaning Record positive test details appropriately Inform Venue Management
Travel to the event	Bands and their guests	Close contact transmission whilst using coach travel	High	Advise the use of Face coverings. Maintain a reasonable level of social distancing. Advise the best practice of good hygiene. Consider the use of private travel Follow the coach company policy/guidance in relation to Covid-19

Entrance /Exit to/from the venues	Bands Volunteers performers Stewards and audience	Close contact transmission	High	<p>Ensure band bubbles arrive at their allotted time</p> <p>Discourage 'mingling' at entry and exit points</p> <p>Encourage the wearing of face covering</p> <p>Encourage Social distancing</p> <p>Initiate clear entry and exit routes/ Identify pinch points and increase stewards as required</p> <p>Ensure the safe use of volunteers/stewards at entrance and exit points</p>
Band Holding and Green room	Bands Volunteers Stewards and performers	Close contact transmission	Medium to High	<p>Enforce strict control of no more that the allotted number of bands in the green room. (6)</p> <p>Encourage the use of face coverings</p> <p>Encourage good Hygiene and social distancing</p> <p>Ensure personal affects and uniforms are kept in a suitable safe place/Bag</p> <p>Identify any spillages concerns and implement cleaning disposing safely any cleaning implements</p> <p>Discourage blowing of instruments</p>
Contest Draw	Bands, Stewards Volunteers and delegates	Close contact Transmission	Medium to High	<p>Only allow one delegate per band in the draw room</p> <p>Consider social distancing arrange seating accordingly</p> <p>Encourage to wearing of face masks</p> <p>Encourage the practice of Good Hygiene, provide sanitiser</p> <p>Reduce eliminate any documentation on paper.</p> <p>Only allow appointed stewards to conduct the draw using sanitised equipment.</p> <p>Increase ventilation with open windows</p>
Warm up area	Bands Stewards Volunteer Performers	Close contact transmission. Surface Transmission	Medium to High	<p>Encourage the wearing of face coverings when not blowing</p> <p>Do not take into the room instrument cases</p> <p>Catch any droplets on a disposable towel or cloth and discard after use.</p> <p>Bands are encouraged to blow quietly reducing risk of droplet transmission</p> <p>Consider appropriate social distancing</p> <p>Check the room after each band and initiate cleaning as appropriate</p> <p>Ensure adequate ventilation</p> <p>Enforce strict time on warm up use</p> <p>If music stands are used, wipe down between bands'</p> <p>Advise use hand sanitising on entry and exit</p>
Band Registration	Bands Stewards Volunteers	Close contact transmission and surface transmission	High	<p>Ensure 'Band Bubble' is maintained</p> <p>Enforce a strict 'NO BLOW' rule</p>

				<p>Encourage Social Distancing</p> <p>Encourage the use of Face Coverings</p> <p>Minimise handling of registration cards</p> <p>Wipe down any equipment such as pens etc</p> <p>Increase ventilation as appropriate</p> <p>Increase time spent in this area to minimise time backstage</p>
Backstage - pre performance	Bands Stewards Volunteers Performers	Close contact Transmission	High	<p>Ensure appropriate social distancing</p> <p>Ensure appropriate social distancing with volunteers</p> <p>Strictly enforce a 'no blowing rule'</p> <p>Encourage the use of face coverings</p> <p>Clean any spillages/areas where contact with liquids happens</p> <p>Minimise time spent backstage</p> <p>Ensure clear identification of entry and exit routes</p> <p>Use hand sanitising</p> <p>Ensure clear and concise instructions/communication with bands</p>
Stage/performance preparation	Bands Volunteers Stewards performers	Close contact transmission	Medium to High	<p>Ensure safety of performers entering and exiting the performance area</p> <p>Identify vulnerable performers and assist as appropriate</p> <p>Clean any area as required</p> <p>Wipe down music stands /seat if required</p> <p>Ensure clear and identifiable entry and exit points</p> <p>Encourage bands to clear any items such as water bottles/towels into bag on exit</p> <p>Provide wipes and gloves for stewards/volunteers as requires</p> <p>Ensure adequate ventilation</p> <p>Stewards/Volunteers advised to wear face coverings</p> <p>Encourage hand sanitising/good hygiene</p>
Stage percussion	Bands performers volunteers	Close contact transmission	Medium	<p>Ensure percussion plans are provided and set up as required</p> <p>Ensure effective dialogue happens pre performance minimising movement of instruments on stage</p> <p>Once set percussion not to be moved or at least very minimal movement, Ensure any specific instructions are followed</p> <p>Wipe down items between performances as required.</p> <p>Ensure bands use their own sticks/beaters</p> <p>Set large items of percussion i.e., Timpani and others as identified and don't move.</p> <p>Ensure good Hygiene</p>

				<p>Encourage the use of face covering</p> <p>Ensure appropriate social distancing</p> <p>Follow any instructions/policies/guidance as stated by percussion providers</p>
Auditorium	<p>Bands Performers</p> <p>Audience</p> <p>Volunteers</p> <p>stewards</p>	Close contact transmission	Medium	<p>Ensure entry and exit routes are clearly signed and direct audience as per guidance</p> <p>Ensure ventilation systems are set appropriately</p> <p>Open entry and exit doors between performances</p> <p>Ensure audience are seated during performance</p> <p>Discourage shouting</p> <p>Encourage the use of Face coverings</p> <p>Encourage good/appropriate social distancing</p> <p>Identify 'Pinch points' increasing steward if required</p> <p>Encourage bands to remain in 'bubbles'</p> <p>Minimise audience bringing drinks etc into auditorium</p> <p>Identify areas of concern re hygiene</p> <p>Initiate good hygiene/cleaning as required</p> <p>Consider the use of Carbon Dioxide (CO2) monitors. These would identify any build-up of CO2 indicating the ventilation needs improving.</p>
Trade Stands/retail and information area	<p>Bands performers</p> <p>volunteers</p> <p>Stewards</p> <p>audience</p>	Close contact transmission	High	<p>Encourage the use of face coverings</p> <p>Ensure good Hygiene</p> <p>Encourage appropriate social distancing</p> <p>Ensure 'traders' Have appropriate measures/procedure re preventing Covid-19 transmission</p> <p>Encourage minimum mingling</p> <p>Identify possible 'pinch points' and manage with more stewards</p> <p>Identify clear routes through area to and from the entrance to the auditorium. Ensure clear signage</p>
All areas in the venue	<p>Bands performers</p> <p>volunteers</p> <p>Stewards</p> <p>audience</p>	Surface transmission	Medium to High	<p>Ensure good Hygiene.</p> <p>Encourage hand washing and sanitising</p> <p>Regular cleaning of high traffic 'touch' surfaces such as music stands, seats.</p> <p>Provide additional hand washing/sanitising facilities in higher risk areas</p> <p>Liaise with venue staff/management regarding good hygiene</p>
All areas in Venue	<p>Bands performers</p> <p>volunteers</p>	Aerosol and droplet transmission	Medium to High	<p>Ensure any identified individual case of Covid-19 does not enter the venue</p> <p>Ensure maximum ventilation using mechanical and natural flow, ensuring passive flow.</p>

	Stewards audience			<p>Identify any poorly ventilated space and along with the venue management take steps to increase appropriate ventilation</p> <p>Consider restricting numbers of people if area poorly ventilated</p> <p>Consider the possible use of a CO2 Monitor</p> <p>Consider the use of screens in high contact/traffic areas</p> <p>Ensure volunteers have enough breaks</p> <p>Partner up volunteers</p> <p>Encourage good appropriate social distancing</p> <p>Encourage face coverings</p>
Bar Catering facilities	Bands performers volunteers Stewards audience	Close contact transmission	High	<p>Ensure any Covid-19 measures, initiated by venue management are communicated to all bands and their guest by way of verbal and written instructions</p> <p>Ensure Good Hygiene</p> <p>Encourage the wearing of Face coverings</p> <p>Encourage people to sit at tables</p> <p>Discourage mingling</p> <p>Encourage good social distancing</p>
Volunteer crew steward rest areas	Bands performers volunteers Stewards audience	Close contact transmission	Medium to High	<p>Ensure Good Hygiene</p> <p>Encourage the use of face coverings</p> <p>Ensure seating and tables are provided</p> <p>Discourage mingling</p> <p>Ensure a regular cleaning regime</p> <p>Consider restricting the number of people in the area at any one time</p> <p>Ensure appropriate social distancing</p> <p>Ensure good communication of matters relating to Covid-19</p> <p>Provide hand sanitising</p> <p>Ensure good ventilation</p>
Congested Areas	Bands performers volunteers Stewards audience	Close contact and surface transmission	Medium to High	<p>Discourage Mingling</p> <p>Ensure band bubbles arrive at their allotted time</p> <p>Discourage 'mingling' at entry and exit points</p> <p>Encourage the wearing of face cover</p> <p>Encourage Social distancing</p> <p>Initiate clear entry and exit routes</p> <p>Ensure the safe use of volunteers/stewards at entrance and exit points</p> <p>Identify pinch points and increase stewards as required</p> <p>Ensure good Hygiene and hand sanitising is available</p>

				<p>Ensure Bands behave responsibly</p> <p>Ensure Bands follow instructions as per their own risk assessments</p>
Free Movement of People	Bands performers volunteers Stewards audience	Close contact transmission	Medium to <b>High</b>	<p>Encourage Face Coverings</p> <p>Ensure good Social Distancing</p> <p>Ensure Good Hygiene</p> <p>Encourage hand sanitising</p> <p>Discourage mingling</p> <p>Encourage responsible behaviour</p> <p>Give clear concise instructions to avoid any issues</p> <p>Identify any pinch points</p> <p>Increase stewarding if required</p> <p>Ensure appropriate ventilation</p> <p>Keep people moving between destinations</p> <p>Observe and report any issues that require additional cleaning</p> <p>Clearly identify routes, entrances and exits.</p> <p>Maintain good Housekeeping</p>
Crowd Density and large numbers of people attending	Bands performers volunteers Stewards audience	Close contact transmission	Medium to <b>High</b>	<p>Encourage Face Coverings</p> <p>Ensure good Social Distancing</p> <p>Ensure Good Hygiene</p> <p>Encourage hand sanitising</p> <p>Discourage mingling</p> <p>Encourage responsible behaviour</p> <p>Give clear concise instructions to avoid any issues</p> <p>Identify any pinch points</p> <p>Increase stewarding if required</p> <p>Consider temporary zoning</p> <p>Ensure appropriate ventilation</p> <p>Keep people moving between destinations</p> <p>Observe and report any issues that require additional cleaning</p> <p>Clearly identify routes, entrances and exits.</p> <p>Maintain good Housekeeping</p>
Adjudicator Boxes and rest areas	Adjudicator Volunteers	Close contact and surface transmission	<b>High</b>	<p>Ensure appropriate social distancing</p> <p>Encourage the use of Face coverings</p> <p>Ensure adequate ventilation, providing extra units as required</p> <p>Ensure areas are cleaned between changeover of Adjudicators</p> <p>Ensure effective, good housekeeping</p>

				Encourage the use of personal pens etc Provide specific bathroom facilities where possible Initiate effective communication with adjudicators Encourage them to provide an up-to-date LFT Discuss any issues of policy as required with the AoBBA Provide a designated member of the contest team as point of contact
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All issues and guidance within this assessment will be subject to change and review in line with any up-to-date guidance given by the relevant government departments.

Kapitol as managers and presenters of this event, along with the regional qualifying committees will ensure effective and open communication with all who participate, attend the event through pre-event communication. We will encourage all bands and their guests to agree to any guidance given in good faith to help reduce the transmission of Covid-19. We will ask bands to undertake.

- Their own or individual risk assessment, considering age, health conditions and vulnerabilities
- Liaise and follow any guidance on travel with their chosen mode of travel to the event
- Check for any symptoms of Covid-19
- Not attend the event if they need to self-isolate
- Adhere to all covid measures and guidance identified and communicated

<b>EVENT</b>	Regionals 2022
<b>VENUE</b>	Centaur Cheltenham
<b>DATE</b>	2 <sup>nd</sup> /3 <sup>rd</sup> April 2022

Risk Assessment compiled by:

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