

RISK ASSESSMENT

SUBJECT: WHISTLE & FLUTE CONCERT, WORKSHOPS & SESSIONS AT THE HEART OF NEWHAVEN COMMUNITY CENTRE

DATE/S OF EVENT: 19 – 21 APRIL 2024

ASSESSMENT CARRIED OUT BY: J D CRAWFORD

DATE ASSESSMENT CARRIED OUT: 19 MARCH 2024

CONCLUSIONS: With the precautions indicated, by the risk assessment, the concert, workshop and sessions can take place with minimal risk.

NOTES:

1. This assessment reflects the full range of risks FluteFling tutors, participants and performers may be exposed to during the event including risks associated with COVID 19 and the precautions required to manage risk to an acceptable level.
2. At the time this risk assessment was prepared the Scottish Government website confirms there are no COVID rules or restrictions in Scotland and that COVID threat levels are not currently in use.
3. Currently the HSE website indicates that the HSE no longer expects every business to consider COVID-19 in their risk assessment or to have specific measures in place.
4. The Public Health Scotland website indicates the estimated prevalence of COVID is **1 in 167 (it was 1 in 40 in w/c 13 March 2023)**

REFERENCES

The following references were used in compiling this risk assessment:

1. [Scottish Government web page "Coronavirus in Scotland"](#)
2. [Scottish Government Events Sector Checklist](#)
3. [Public Health Scotland's COVID-19 dashboard.](#)
4. [Coronavirus \(COVID-19\): distance aware scheme](#)
5. [Guidance for people with a weakened immune system.](#)
6. [NHS Inform: Coronavirus \(COVID-19\)](#)
7. [HSE Managing risks and risk assessment at work](#)
8. [HSE Coronavirus \(COVID-19\) – Advice for workplaces](#)
9. [Musicians' Union Health and Safety for Teachers during Covid-19](#)
10. [Nature Scientific Report - Aerosol emission from playing wind instruments and related COVID-19 infection risk during music performance](#)
11. <https://www.ecdc.europa.eu/en/covid-19/questions-answers/questions-answers-various>



Rev.	Description	Prepared	Reviewed	Notes	Date
01	First draft	J Crawford	N/A	N/A	21.04.2023
02	Second draft	J Crawford	G Turnbull	Rev 01 revised to reflect references on page 1.	22.04.2023
03	Issued for use	J Crawford	N/A	Edits made to reflect comments on Rev 02	23.04.2023
04	Review & update	J Crawford	G Turnbull	Based on review of Scottish Government advice and other sources cited on page 1	19. 04.2023

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips & Trips	Tutor and students may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> Existing venue cleaning and maintenance regime. All areas well lit, including stairs. No trailing leads or cables. 	<ul style="list-style-type: none"> Venue stewards to conduct pre-performance, workshop, session inspection to confirm venues are clear of slip/trip hazards. Venue stewards on hand to assist in cleaning up or removing slip trip hazards during 	Venue stewards Duty HONC staff (if necessary)	19 & 21 April 2024	



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			the event • Venue stewards to contact Duty HONC staff for any issues they are unable to resolve.			
Fire	Tutors and students could suffer fatal injuries from smoke inhalation or burns	Existing controls include: <ul style="list-style-type: none"> • The venue’s fire risk assessment • Housekeeping regime • Chemical storage arrangements • Electrical system maintenance • Rules to control hot work, smoking etc. • Manual break glass fire alarm system • The evacuation procedures indicated on the venue’s fire alarm notices 	Venue stewards to: <ul style="list-style-type: none"> • Enforce no smoking rules inside & outside the venues • Take action to address any fire hazards they identify. • Consult the Duty HONC staff in the event they are unable to deal with a perceived fire hazard • Brief tutors and 	Venue stewards Duty HONC staff	19 & 21 April 2024	



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			<p>students on fire precautions and evacuation procedures before each element of the event</p> <ul style="list-style-type: none"> • Liaise with the HONC Duty staff in the event of a fire alarm evacuation of the premises and confirm the evacuation status • Report completion of workshops to the HONC Duty staff to ensure the venues are locked to prevent intruders 			
Electricity	Tutors and students could	Existing controls include: <ul style="list-style-type: none"> • The venue’s maintenance regime 	Venue stewards to: <ul style="list-style-type: none"> • Make a basic 	Venue Stewards	19 & 21 April 2024	



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	get electrical shocks or burns from faulty fixed, or portable, electrical equipment	for the fixed electrical system <ul style="list-style-type: none"> •The venue’s PAT testing system for portable electrical appliances. •A very limited requirement for use of fixed, or portable, electrical equipment by tutors or students 	visual inspection of fixed and portable electrical equipment in each room before element of the event commences <ul style="list-style-type: none"> •Problems identified by the stewards, tutor or students to be warning signed and/or isolated and reported to the Duty HONC staff 	Duty HONC staff		
Manual Handling (Only limited manual handling is envisaged.)	Tutors/Venue Stewards	<ul style="list-style-type: none"> •Minimal manual handling will be required during the event. •The stewarding will work together to set out, and tidy away tables and chairs in the venue/s 	None	N/A	N/A	N/A



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Asbestos	Risk to Tutors, students and Venue Stewards is negligible .	Existing control regime for Asbestos Containing Materials (ACMs) as implemented by the Venue. No warning signs indicating asbestos is present in either room were noted during the pre-risk assessment inspection. (Asbestos only presents a risk if fibres are released into air and inhaled. The building fabric is in good condition with no exposed insulation that should be a cause for concern. Maintenance workers are potentially at most at risk.)	<ul style="list-style-type: none"> • Tutor & students to report any concerns regarding ACMs to Venue Stewards • Venue Stewards to alert Duty HONC staff to any concerns raised 	Tutor, Stewards Duty HONC staff		
Covid 19 Airborne Transmission	Tutor, Students & Venue Stewards	FluteFling is a partner in the Scottish Government's "Stay Well" Signage scheme. FluteFling has completed the current Scottish Government Event Sector COVID Checklist for this event. All the relevant good practice mitigations have been implemented	Copies of the Stay Well signage will be posted in the venue. Hand sanitisers and other appropriate cleaning materials will be available for use. A copy of the	Venue Stewards	19 & 21 April 2024	



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		<p>Everyone is expected to comply with current Scottish Government “Stay at Home Guidance” in the event they have symptoms of a respiratory infection such as COVID.</p> <p>Health and Safety advice, incorporating Covid, is available on the FluteFling website This advocates people should not attend if they have symptoms of COVID</p> <p>Ticketing page on FluteFling website incorporates a link to our guidelines relating to COVID and other health and safety matters.</p> <p>The Brown Paper Tickets page for the concert and workshops</p>	<p>completed Event Sector Checklist will be available for participants, performers and others to consult.</p> <p>Ventilation is a key precaution. Windows (and doors) will be kept open to maximise air changes. (participants may want to ensure they have suitable warm clothing with them)</p> <p>Separation distance between individuals should be maximised. (Be aware of</p>	<p>Venue Stewards</p> <p>Tutor</p>		



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			<p>tutors will, as far as possible given the limitations of the venue, do what they can to increase separation distances for these individuals</p> <p>Use of face coverings, by participants, when not playing, is generally discretionary. Tutors may ask students to wear masks when not playing. EN 14683: 2019 Type IIR Masks will be available at each workshop.</p>	Tutors/Students		



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<p>Covid 19 surface transmission</p>	<p>Tutor, Students & Venue Stewards</p>	<p>Everyone is expected to comply with current Scottish Government “Stay at Home Guidance”</p> <p>See: https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19 for more information on symptoms that create a stay at home imperative.</p> <p>Current information from the European Centre for Disease Prevention and Control indicates that:</p> <ul style="list-style-type: none"> • transmission of COVID from surfaces plays a very small role and that the risk is considered low. • On most surfaces, infectious virus will disappear within 72 hours. 	<p>Hand sanitisers and other appropriate cleaning materials will be available for use during the workshops.</p> <p>Tutors must not play on students’ instruments, even to diagnose a problem.</p> <p>If a student’s instrument needs attention, disposable gloves should be used whilst this takes place.</p> <p>Individual copies of any handout material should be</p>	<p>Venue Stewards</p> <p>Tutors</p> <p>Tutors</p> <p>Tutors</p>	<p>19 & 21 April 2024</p>	



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	Subsequent users of the rooms	The rooms used by FluteFling will not be used by other HONC until the following day this will assist in dissipation of any potentially harmful aerosols that may be present.	<p>provided. Sharing of printed material during the workshop should be discouraged. Tutors may choose to teach by ear and provide handouts by e-mail on completion of the workshop.</p> <p>Each room will be sanitised on completion of each part of the event and a suitable delay will be implemented to allow aerosol particles to dissipate before the next part of the event commences.</p>	<p>Venue Stewards</p> <p>HONC duty/cleaning Staff</p>	Post 20 April 2024	



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			On completion of the event sanitisation and cleaning of the rooms provided will be carried out by Venue Cleaning staff to ensure the rooms are safe for occupation by other HONC users.			



Appendix 1: Venue Location






@  **19- 21 Apr 2024**

Appendix 2: HONC Rooms Involved in Event



Victoria Hall – Concert & Saturday Evening Session venue



@  **19- 21 Apr 2024**



Anchor East 1 & 2 – Workshop venues. Each of the two rooms measures 60m² and has a maximum capacity of 30.



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Anchor West – Workshop & presentation venue. The room measures 120m² and has a maximum capacity of 80.