



RISK ASSESSMENT

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

DATE/S OF EVENT: 04 – 06 APRIL 2024

ASSESSMENT CARRIED OUT BY: J D CRAWFORD

DATE ASSESSMENT CARRIED OUT: 11 MARCH 2025

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 audiences, tutors, participants, volunteers and performers may exposed to during the concert and workshops associated the event. It including risks associated with viral respiratory diseases 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 organisation to consider COVID-19 in their risk assessment or to have specific measures in place.
4. The Public Health Scotland information on viral respiratory diseases (including COVID – 19 and Influenza), published on 06 March 2025 confirms that infections are currently at baseline levels.

REFERENCES

The latest editions of the following references were used in compiling this risk assessment:

1. [HSE Event Safety Guidelines](#)
2. [HSE Managing risks and risk assessment at work](#)
3. [Viral respiratory diseases \(including influenza and COVID-19\) in Scotland surveillance report](#)
4. [Scottish Government web page "Coronavirus in Scotland"](#)
5. [Scottish Government Events Sector Checklist](#)
6. [Public Health Scotland's COVID-19 dashboard.](#)
7. [Coronavirus \(COVID-19\): distance aware scheme](#)
8. [Guidance for people with a weakened immune system.](#)
9. [NHS Inform: Winter Illness Guide](#)



10. [HSE Coronavirus \(COVID-19\) – Advice for workplaces](#)
11. [Musicians' Union Risk Assessment Guide](#)
12. [Nature Scientific Report - Aerosol emission from playing wind instruments and related COVID-19 infection risk during music performance](#)
13. <https://www.ecdc.europa.eu/en/covid-19/questions-answers/questions-answers-various>
14. [Sound advice: Control of noise at work in music and entertainment](#)

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. 04.2024
05	Review & update	J Crawford	G Turnbull	Review of current guidance on viral respiratory diseases. Addition of NIHL controls. Controls on venue capacity clarified. Reference to medical and security emergencies added.	11. 03. 2025

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 further action?	When is the action needed by?	Done
Slips & Trips	Audiences, tutors and students may be injured if they trip over objects or slip on	- Existing venue cleaning and maintenance regime by HONC staff - All areas, including stairs, adequately lit - Management of trailing leads or	Venue stewards to conduct pre-performance, workshop, session inspections to	FluteFling Venue Stewards Duty HONC staff (if	04 to 06 April 2025	



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	spillages.	cables.	confirm venues are clear of slip/trip hazards. • Venue stewards on hand to respond to audience and participant concerns & assist in cleaning up or removing slip/trip hazards during the event • Venue stewards to contact Duty HONC staff for any issues they are unable to resolve.	necessary)		
Fire	Tutors and students could suffer fatal injuries from	Existing controls include: • The venue's fire risk assessment • Housekeeping regime • Chemical storage arrangements	Venue stewards to: • Limit entry to ticket holders to ensure venue	FluteFling Venue stewards	04 to 06 April 2025	



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	smoke inhalation or burns	•Electrical system maintenance •Rules to control hot work, smoking etc. •Manual break glass fire alarm system •Limitations on ticket sales to ensure venue capacity is not exceeded and escape routes remain effective. (See Appendices 2 & 3) •The evacuation procedures indicated on the venue's fire alarm notices and the HONC Armour Fire Evacuation Plan (See Appendix 4)	- capacity is not exceeded. •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 students on fire precautions and evacuation procedures (Appendix 4) before each element of the	Duty HONC staff		



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			event • 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	Performers, tutors and students could get electrical shocks, or burns, from faulty fixed, or portable,	Existing controls include: • The venue's maintenance regime for the fixed electrical system • The venue's PAT testing system for portable electrical appliances. • A very limited requirement for use of fixed, or portable, electrical	Venue stewards to: • Make a basic visual inspection of fixed and portable electrical equipment in each room before	FluteFling Venue Stewards	04 to 06 April 2025	



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	electrical equipment	equipment by tutors or students	element of the event commences • 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		
Noise	Performers & Concert Audience could suffer noise induced hearing loss [NIHL], temporary or permanent	• Use of limited power output PA system during concert component of event. • Control of levels by sound engineer with the aim of not exceeding 87dB • All other elements of the programme are acoustic with negligible risk of NIHL	No additional action envisaged. In the event of a member of the audience raising a concern the FluteFling stewards will liaise with the sound engineer	FluteFling Venue Stewards	04 April 2025 (if required)	
Manual Handling (Only limited)	Tutors/Venue Stewards	• Minimal manual handling will be required during the event.	Use of good manual handling techniques	N/A	N/A	N/A



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manual handling is envisaged.		• FluteFling venue stewards will work together to set out, and tidy away tables and chairs in the venue/s				
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.)	• 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		
Airborne Transmission of COVID 19 and other viral	Tutor, Students & Venue Stewards	Public Health Scotland Surveillance Report on Viral Respiratory Diseases dated 13 March reviewed. This confirms risks are currently baseline.	Review the most recent Surveillance Report on Viral Respiratory Diseases in	FluteFling Venue Stewards	04 to 06 April 2025	



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respiratory diseases		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 Everyone is expected to comply with current NHS Inform Winter Illness Guidance in the event they have symptoms of a respiratory infection such as COVID. Health and Safety advice, incorporating Covid, and other	Scotland. If this indicates risks above baseline implement additional actions as below. 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 completed Event Sector Checklist will be available for participants, performers and others to consult.	FluteFling Venue Stewards		



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		imperative. The size of the venue and the planned levels of occupancy during the concert, sessions and workshops will facilitate social distancing. See Appendices 2 & 3 of this Risk Assessment.	Students and the tutor should be side by side wherever individual tuition is taking place. When facing each other, at least 2m separation distance to be maintained. Where any students are participants in the "Distance Aware" scheme , or have indicated they regard themselves as vulnerable, tutors will, as far as possible given the limitations of the venue, do what they can to increase separation	Tutors/Students		



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			distances for these individuals 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.			
Covid 19 surface transmission	Tutor, Students & Venue Stewards	Everyone is expected to comply with current Scottish Government "Stay at Home Guidance" See: https://www.nhsinform.scot/illnesses-	Review the most recent Surveillance Report on Viral Respiratory Diseases in Scotland. If this	FluteFling Venue Stewards	04 to 06 April 2025	



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		and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19 for more information on symptoms that create a stay at home imperative. Current information from the European Centre for Disease Prevention and Control indicates that: • 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.	indicates risks above baseline implement additional actions as below. Hand sanitisers and other appropriate cleaning materials will be available for use during the workshops. Tutors must not play on students' instruments, even to diagnose a problem. If a student's instrument needs attention, disposable gloves should be used whilst this takes	Tutors Tutors		



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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.	place. Individual copies of any handout material should be 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. Each room will be sanitised on completion of each part of the event and a suitable delay will be implemented to	Tutors Venue Stewards	Post 20 April 2024	



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			allow aerosol particles to dissipate before the next part of the event commences. 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.	HONC duty/cleaning Staff		
Medical or Security Event	Casualty, audience, performers & participants.	M/C & FluteFling venue stewards briefed on stop event/ evacuate protocol. Protocol agreed with HONC staff.	None			



Appendix 1: Venue Location





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Appendix 2: HONC Rooms Involved in Event



Victoria Hall – Concert & Saturday Evening Session venue Capacity: 120 Theatre layout, 48 round table layout.

Adjacent Victoria Atrium has a capacity of 50



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

– 20 Theatre Layout – 15 Group Meeting layout.



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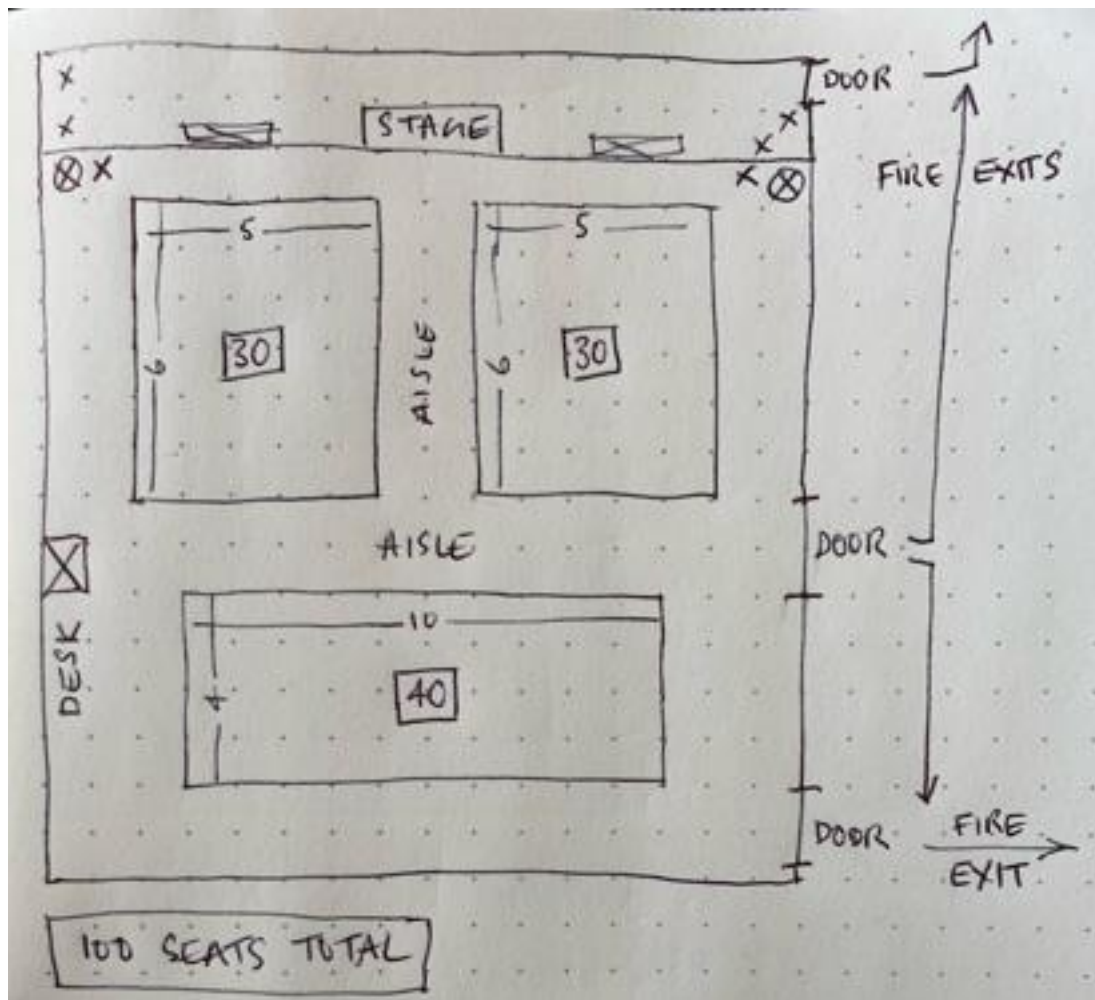


Anchor West – Workshop & presentation venue. The room measures 120m² and has a maximum capacity of 80
Or 60 seated.



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Appendix 3: Victoria Hall Concert Seating Layout



+ FAIRY LIGHTS ACROSS STAGE
& BY WINDOWS

+ ⊗ = SPEAKERS

+ X = SUGGESTED
NON-CABLED LIGHTS



Appendix 4: HONC Fire Evacuation Routes

