



RISK ASSESSMENT REV 06

SUBJECT: WHISTLE & FLUTE CONCERT, WORKSHOPS & SESSIONS

VENUE: HEART OF NEWHAVEN COMMUNITY CENTRE, 4 – 6 NEWHAVEN MAIN ST, EDINBURGH EH6 4HY

DATE/S OF EVENT: 27 – 29 MARCH 2026

ASSESSMENT CARRIED OUT BY: J D CRAWFORD, FLUTEFLING TRUSTEE

DATE ASSESSMENT CARRIED OUT: 20 FEB 2026

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 be exposed to during the concert and workshops associated with the event. It includes 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 19 Feb 2026 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. [Risk assessment: Template and examples - HSE](#)
3. [Viral respiratory diseases in Scotland surveillance report 19 February 2026 - Viral respiratory diseases in Scotland surveillance report - Publications - Public Health Scotland](#)
4. [Coronavirus \(COVID-19\) and other respiratory infections in Scotland - gov.scot](#)
5. [Events+sector+checklist+-+18+April+update.docx](#)
6. [COVID-19 & Respiratory Surveillance](#)
7. [Coronavirus \(COVID-19\): distance aware scheme - gov.scot](#)
8. [Guidance for people with a weakened immune system - Coronavirus \(COVID-19\): advice for people who were on the Highest Risk List - gov.scot](#)
9. [Winter illness | NHS inform](#)

Rev.	Description	Prepared	Reviewed	Notes	Date
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01	First draft	J Crawford	N/A	N/A	20.02.2026
02	Second draft	J Crawford	G Turnbull	Edits made to reflect comments on first draft	TBC
03	Issued for use	J Crawford	N/A	Edits made to reflect comments on Rev 02. Doc issued for use	TBC

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 inspections to confirm venues are clear of slip/trip hazards. Venue stewards on hand to 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. 	Venue stewards Duty HONC staff (if necessary)	27 & 29 March 2026	
Fire	Tutors and	Existing controls include:	Venue stewards to:	Venue	27 & 29	

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	students could suffer fatal injuries from smoke inhalation or burns	<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 • Venues inspection and testing regime for fire alarm system and equipment. • The evacuation procedures indicated on the venue's fire alarm notices and the HONC Armour Fire Evacuation Plan (See Appendix 4) • Limitations on ticket sales to ensure venue capacity is not exceeded and escape routes remain effective. (See Appendices 2 & 3) 	<ul style="list-style-type: none"> • Limit entry to ticket holders to ensure venue capacity is not exceeded • Conduct pre-event inspection to verify fire exits are clear and functioning correctly • 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 	stewards Duty HONC staff	March 2026	

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			<p>procedures (Appendix 4)</p> <ul style="list-style-type: none"> • before each element of the 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, electrical equipment	<p>Existing controls include:</p> <ul style="list-style-type: none"> • 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, 	<p>Venue stewards to:</p> <ul style="list-style-type: none"> • Make a basic visual inspection of fixed and portable electrical equipment in each room before element of the event commences • Problems identified 	FluteFling Venue Stewards	27 & 29 March 2026	

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		electrical equipment by tutors or students	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	<ul style="list-style-type: none"> • 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 regarding sound levels the FluteFling stewards will liaise with the sound engineer	FluteFling Venue Stewards	27 March 2026	
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. • Stewarding will work together to set out, and tidy away tables and chairs in the venue/s 	Use of appropriate manual handling techniques during set up/take down	FluteFling Venue Stewards	N/A	N/A
Asbestos	Risk to Tutors, students and Venue Stewards is negligible .	Existing control regime for Asbestos Containing Materials (ACMs) as implemented by the Venue.	<ul style="list-style-type: none"> • Tutor & students to report any concerns regarding ACMs to Venue Stewards 	Tutor, Stewards	As required As required	

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		<p>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.)</p>	<ul style="list-style-type: none"> • Venue Stewards to alert Duty HONC staff to any concerns raised 	Duty HONC staff		
<p>Airborne Transmission of Respiratory Viruses (Flue, Covid 19, RSV etc.)</p>	<p>Performers/tutor, Students & Venue Stewards. Flute, or whistle, playing by an infectious person, presents a potential risk of disease transmission to other persons in close proximity the same room.</p>	<p>FluteFling has completed the current Scottish Government Event Sector COVID Checklist for this event. Events+sector+checklist+-+18+April+update.docx All the relevant good practice mitigations have been implemented.</p> <p>FluteFling has published its own guidance "SAFETY FROM VIRAL RESPIRATORY DISEASES FOR FLUTE & WHISTLE PLAYERS" This guidance outlines what FluteFling is</p>	<p>Pre event review of most recent "Viral Respiratory Diseases in Scotland Surveillance Report" and implementation of additional precautions If the levels are increasing above baseline</p> <p>Maintaining ventilation in the spaces used by the event. In the event</p>	FluteFling Venue Stewards	27 & 29 March 2026	

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		<p>committed to doing reduce risk of respiratory infections so far as is reasonably practicable. The guidance provides information for participants and venue stewards to help them identify symptoms of viral respiratory infections. It also outlines how participants are expected to play their part in managing the risk.</p> <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 Flue, COVID or RSV</p> <p>The ticketing page on FluteFling website incorporates a link to our guidelines relating to respiratory diseases and other health and safety matters.</p> <p>The Brown Paper Tickets page for the concert and workshops also incorporates a link to the FluteFling guidelines managing</p>	<p>of increasing base levels of viral respiratory diseases nationally 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>Monitoring of participants to identify any individuals manifesting clear symptoms of a viral respiratory illness’s</p> <p>Where any students are participants in the “Distance Aware” scheme , or have indicated they regard themselves as vulnerable, tutors will,</p>	<p>FluteFling Venue Stewards</p> <p>Tutor & FluteFling Venue Stewards</p>		

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		<p>the risk of airborne transmission of respiratory diseases.</p> <p>The size of the venue and the planned levels of occupancy during the concert, sessions and workshops will facilitate a degree of social distancing which will help to mitigate the risk.</p>	<p>as far as possible given the limitations of the venue, do what they can to increase separation distances for these individuals</p>	Tutor		
Surface transmission of respiratory viruses	Performers & Tutors, Students & Venue Stewards may come in contact with respiratory viruses via touch and hand to mouth contact	<p>Everyone is expected to comply with current Scottish Government "Stay at Home Guidance". See the FluteFling "SAFETY FROM VIRAL RESPIRATORY DISEASES FOR FLUTE & WHISTLE PLAYERS" for symptoms that should result in participants deciding to stay at home.</p> <p>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. 	<p>Hand sanitisers and other appropriate cleaning materials will be available for use during the workshops.</p> <p>Precautions should be considered in relation to:</p> <ul style="list-style-type: none"> - Playing instruments someone else has played recently (to diagnose a problem for example). - Situations where a student's instrument needs attention or 	<p>FluteFling Venue Stewards</p> <p>Tutors & students</p> <p>Tutors &</p>	<p>27 & 29 March 2026</p> <p>As required</p> <p>As required</p>	

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		<ul style="list-style-type: none"> On most surfaces, infectious virus will disappear within 72 hours. 	<p>adjustment. Use of disposable gloves should be considered whilst this takes place.</p> <p>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.</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</p>	<p>students</p> <p>Tutors</p> <p>Venue Stewards</p>	<p>As required</p>	

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	Subsequent users of the rooms	The rooms used by FluteFling will not be used by other HONC clients until the following day. This will assist in dissipation of any potentially harmful aerosols that may be present.	to dissipate before the next part of the event commences. On completion of the event sanitisation/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	30 March 2026	
Medical or Security Event	Casualty, audience, performers & participants.	M/C & FluteFling venue stewards briefed on stop event/ evacuate and summon Emergency Services protocol. Protocol agreed with HONC staff.	None			

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Appendix 1: Venue Location



Rooms which are the subject of this risk assessment

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Appendix 2: HONC Rooms Involved in Event



Victoria Hall – Concert & Session venue

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

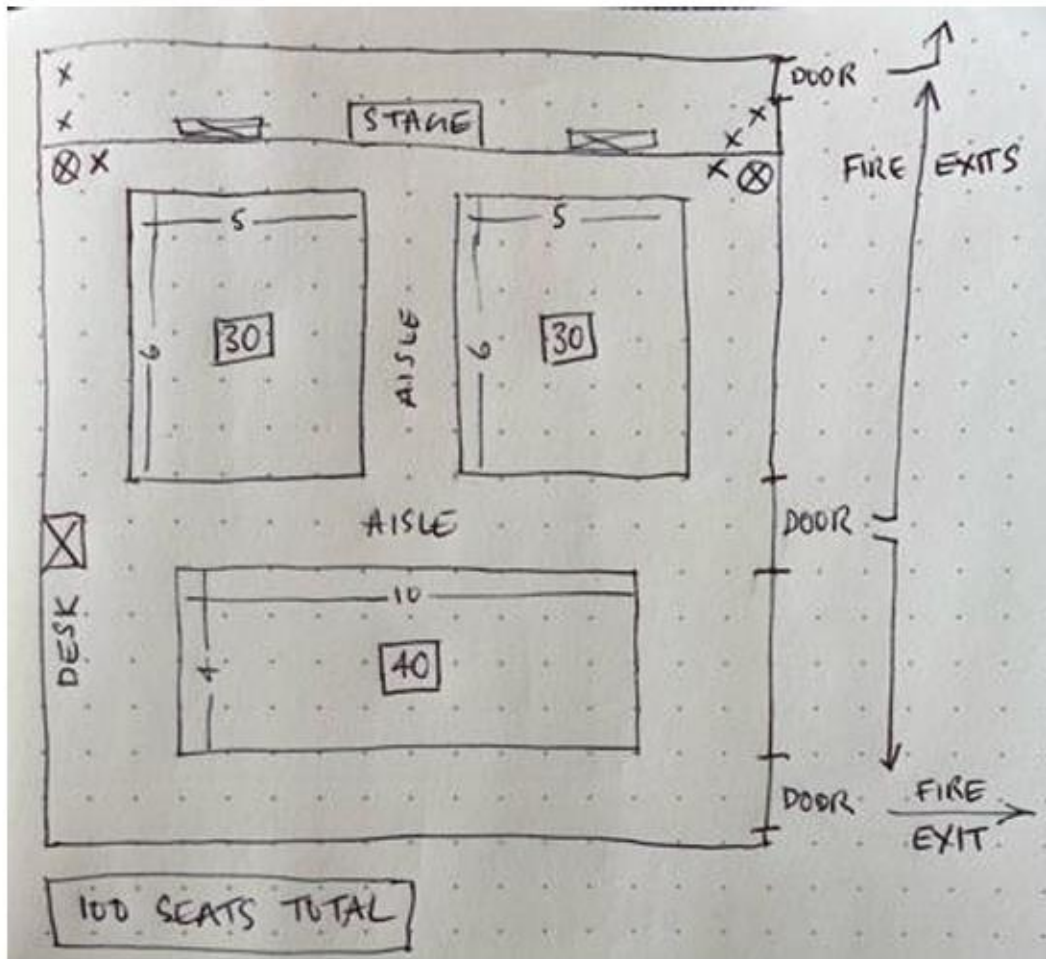
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Anchor West – Workshop & presentation venue. The room measures 120m² and has a maximum capacity of 80.

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Appendix 3: Victoria Hall Concert Seating Layout

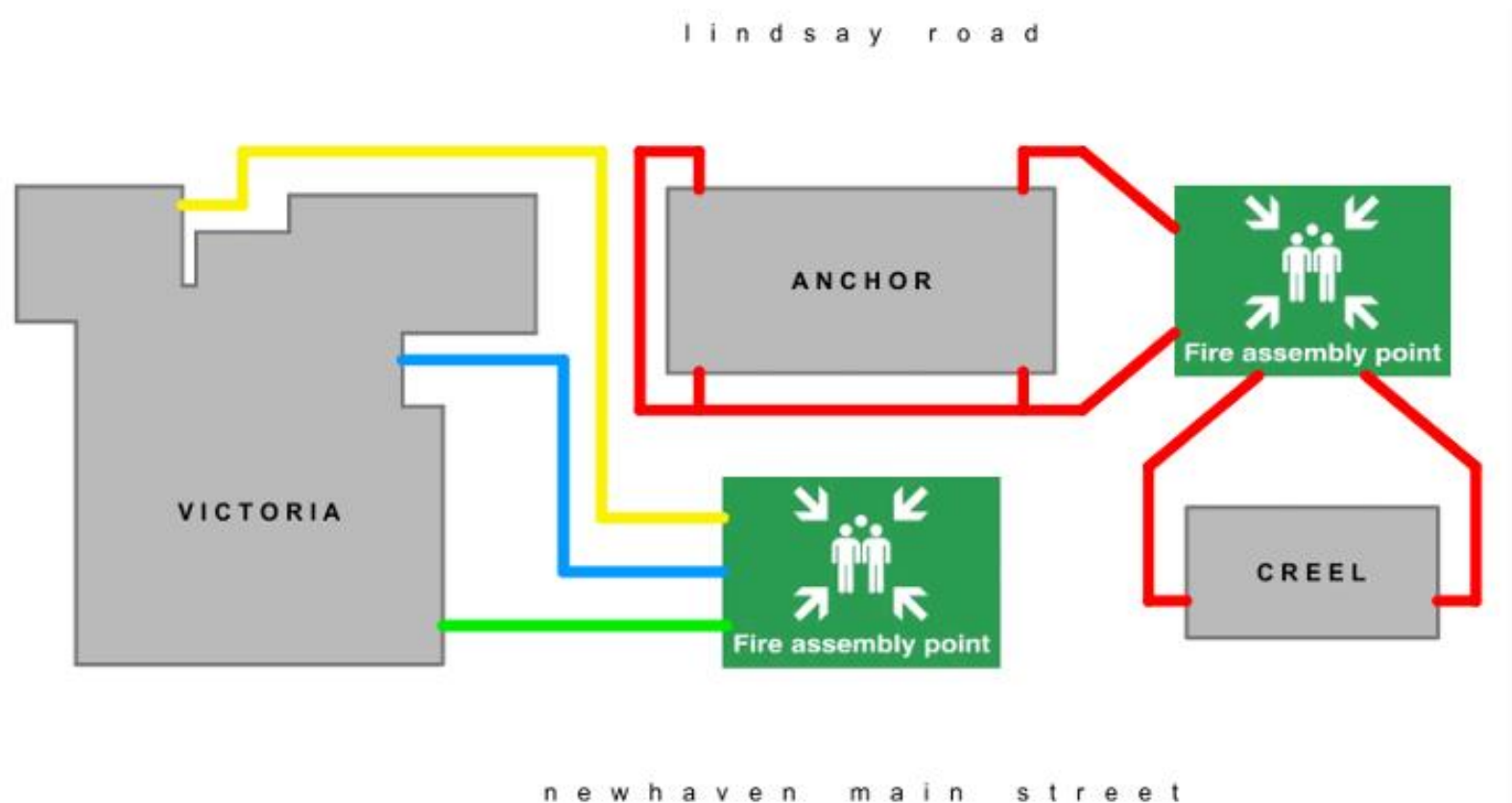


- + FAIRY LIGHTS ACROSS STAGE & BY WINDOWS
- + ⊗ = SPEAKERS
- + X = SUGGESTED RUN-CABLED LIGHTS

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Appendix 4: HONC Fire Evacuation Routes



Heart of Newhaven Fire Evacuation Routes



APPENDIX 5 – FLUTEFLING “SAFETY FROM VIRAL RESPIRATORY DISEASES FOR FLUTE & WHISTLE PLAYERS

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SAFETY FROM VIRAL RESPIRATORY DISEASES FOR FLUTE & WHISTLE PLAYERS

FluteFling is committed to understanding the risk of viral respiratory diseases, such as COVID 19, RSV and influenza, associated with playing flutes and whistles & informing and taking practical steps to protect those who attend events its sponsors.

The way the player's airstream is split over the flute embouchure, and whistle fipple, projects aerosol droplets into the space in front of the player.

Consequently flute or whistle playing, **by an infectious person**, presents a potential risk of disease transmission to other persons in the same room.

Short range transmission occurs close to the source of aerosol where there is still a directional respiratory jet. Concentrations of the virus are likely to be higher because little diffusion has occurred.

Long range transmission refers to transmission occurring after the respiratory jet has dissipated and the aerosol is homogeneously dispersed throughout the environment.

Key Mitigations: FluteFling's strategy for protecting those attending their events covers:

- **Understanding the risk**
- **Managing those who attend**
- **Encouraging performers, tutors and participants to play their part in managing the risk**
- **Manging the Venue**
- **Helping those present to take care of themselves and others**

Understanding the risk

FluteFling monitors [Public Health Scotland's surveillance reports](#) and statistics on viral respiratory diseases prior to each event.

- Where the indicators are at baseline, or reducing, the view taken is that specific precautions and controls are not required.
- In the event of the indicators showing an increasing trend additional controls will be implemented.
- Where FluteFling believe adequate control of the risk can't be achieved or the indicators suggest a pandemic situation may develop planned events will be postponed.

Managing those who attend

FluteFling reaffirms its support for the current Scottish Government advice regarding:

- Vaccination and boosters
- "Stay Home" criteria
- Other precautions individuals can take to protect themselves from respiratory infections including COVID and other viruses.
- Use of the Distance Aware Scheme to help those worried about mixing with others, and who need space and extra care around them

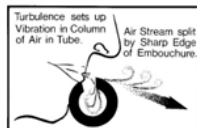
We ask stewards, tutors, performers and participants at FluteFling events to ensure they are familiar with and follow this advice.

The NHS Inform.scot winter illness advice on staying well and protecting others is available [HERE](#)

[Flue Symptoms](#)

[COVID 19 Symptoms](#)

[RSV Symptoms](#)



SAFETY FROM VIRAL RESPIRATORY DISEASES FOR FLUTE & WHISTLE PLAYERS

If you experience symptoms of a respiratory disease, before a FluteFling event, that may result in infection of others please consider whether attending the event is appropriate

If you experience symptoms of a respiratory disease, during a FluteFling event, that may result in infection of others please consider whether your continued attendance at the event is appropriate and /or whether you should wear a well fitting face covering

FluteFling will always take a sympathetic view of refund requests associated with respiratory conditions that make attending an event inappropriate.

Manging the Venue

FluteFling recognises its responsibility when planning & running events and has:

- Used the Scottish Government COVID 19 Event Sector Checklist to confirm arrangements are satisfactory.
- Planned a cleaning regime that reduces the risk of infection by contact.
- Ensured the venue has adequate natural, or mechanical, ventilation to extract aerosol particles in the atmosphere.
- Ensured the venue is n't overcrowded and has sufficient space to facilitate social distancing for the number of participants expected to be present.
- Made a suitable risk assessment, including foreseeable viral respiratory diseases, for the venue and planned event.

Helping those present to take care of themselves and others

FluteFling will:

- Monitor and make the results of current research into playing wind instruments and respiratory infection available to tutors & participants.
- Ensure tutors are aware of their role in mitigating risk by:
 - a) Maximising ventilation
 - b) Encouraging social distancing
 - c) Asking anyone participating in the Distance Aware Scheme to make themselves known
 - d) Providing individual copies of handout material
- Take suitable action to meet the needs of Distance Aware and other vulnerable participants in FluteFling events.
- Provide masks & hand sanitiser for those who feel this is appropriate.



Disinfecting



Ventilation



Physical Distancing

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COVID SAFETY FOR FLUTE & WHISTLE PLAYERS

Play Your Part

Your participation and cooperation is essential to our aim to protect you, and others present at our events.

To protect yourself, and keep others safe, please ensure you're aware of Government guidelines on avoiding respiratory illness :

- If you have symptoms of a virus, cold or flu, try to stay at home and avoid contact with others – if you do need to go out, wear a well-fitting face covering
- Get your vaccines and boosters, if offered, to ensure you are fully protected
- Follow the latest NHS guidance if you are feeling unwell – and know how to get the right care in the right place
- Wash your hands and clean surfaces regularly
- Cover your nose and mouth if coughing or sneezing - dispose of used tissues in the bin.

If the news/ media indicate increased levels of respiratory disease in the community consider:

- Wearing a face covering in indoor public places and on public transport
- Socialising in well-ventilated spaces where possible
- Trying to maintain at least 1 metre physical distancing and give more space and take care around those using the Distance Aware scheme
- How many people are gathered in spaces; try to avoid overcrowded areas

For research on the topic of Aerosol emission from playing wind instruments and related infection risk during music performance see:

<https://www.nature.com/articles/s41598-022-12529-2.pdf>

<https://www.sciencedirect.com/science/article/pii/S0021850222001070>

<https://pmc.ncbi.nlm.nih.gov/articles/PMC9252563/>

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