RISK ASSESSMENT – FFABZ 26



SUBJECT: WHISTLE & FLUTE CONCERT, WORKSHOPS & SESSIONS

VENUE: ABERDEEN UNIVERSITY – KING'S PAVILLION & MacROBERT BUILDING (MR055, MR250, MR251 & MR252) **DATE/S OF EVENT:** 06 – 08 NOV 2026

ASSESSMENT CARRIED OUT BY: J D CRAWFORD, FLUTEFLING TRUSTEE **DATE ASSESSMENT CARRIED OUT:** 20 OCT 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 exposed to during the concert and workshops associated with 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), including data up to 25 October 2026 confirms that infections are currently at low or baseline levels.

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

1. Managing an event - HSE
2. Risk assessment: Template and examples - HSE
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
01	First draft	J Crawford	N/A	N/A	20.10.2026
02	Second draft	J Crawford	G Turnbull	Edits made to reflect comments on first draft	27.10.2026

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03	Issued for use	J Crawford	N/A	Edits made to reflect comments on Rev 02. Doc issued for use	02. 11.2026

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.	• Existing venue risk assessment & control regime. • Existing venue cleaning and maintenance regime. • All areas well lit, including stairs. • No trailing leads or cables. • M/C for concert and FluteFling Stewards will liaise with the Elphinstone Rep &/or University duty staff regarding First Aid treatment if required. Concert MC or lead FluteFling steward will act as an "Appointed Person" to ensure casualties receive appropriate treatment and ensure University security staff are briefed	• 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 University or Elphinstone Rep for any issues they are unable to resolve.	FF Venue stewards (Assisted by Duty University Security Staff and /or the event Elphinstone Rep (if necessary)	During 06 to 08 Nov 2026	
Fire	Tutors and	Existing controls include:	Venue stewards to:	FF Venue	During 06	

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	students could suffer fatal injuries from smoke inhalation or burns	• The venue's fire risk assessment • Housekeeping regime • Chemical storage arrangements • Electrical system maintenance • Rules to control hot work, smoking etc. • Fire detection system & manual break glass fire alarm system • Venues inspection and testing regime for fire alarm system, firefighting equipment and emergency exit routes. • The evacuation procedures indicated on the venue's fire alarm notices and the University Fire Evacuation Plan • Limitations on ticket sales to ensure venue capacity is not exceeded, and escape routes remain effective. • M/C for concert and FluteFling Stewards will liaise with Elphinstone Rep & University duty staff regarding First Aid treatment if required.	• 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 Elphinstone Rep and/or the Duty University staff in the event they are unable to deal with a perceived fire hazard • Brief tutors and students on fire	stewards (Assisted by Duty University Security Staff and /or the event Elphinstone Rep (if necessary)	to 08 Nov 2026	

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		• The concert MC or lead FluteFling steward will act as an "Appointed Person" to ensure casualties receive appropriate treatment	precautions and evacuation procedures before each element of the event • Liaise with the Elphinstone Rep & University Duty staff in the event of a fire alarm evacuation of the premises and confirm the evacuation status • Report completion of workshops to the Elphinstone Rep and University Duty staff to ensure the venues are locked to prevent intruders			
Electricity	Performers, tutors and students could get electrical shocks or burns	Existing controls include: • The venue's maintenance regime for the fixed electrical system	Venue stewards to: • Make a basic visual inspection of fixed and portable	FF Venue stewards (Assisted by	During 06 to 08 Nov 2026	

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	from faulty fixed, or portable, electrical equipment	• The venue's PAT testing system for portable electrical appliances. • PAT testing of PA system imported by FluteFling. • A very limited requirement for use of fixed, or portable, electrical equipment by tutors or students. • M/C for concert and FluteFling Stewards will liaise with Elphinstone Rep and/or University duty staff regarding First Aid treatment if required. The concert MC or lead FluteFling steward will act as an "Appointed Person" to ensure casualties receive appropriate treatment	electrical equipment in each room before element of the event commences • Problems identified by the stewards, tutor or students to be warning signed and/or isolated and reported to the Elphinstone Rep and/or Duty University security staff	Duty University Security Staff and /or the event Elphinstone Rep if necessary)		
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	No additional action envisaged. In the event of a member of the audience raising a concern regarding sound levels the FluteFling stewards	FluteFling Venue Stewards	06 Nov 2026	

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	The risk associated with NIHL in the context of workshop activity is zero.	programme are acoustic with negligible risk of NIHL	will liaise with the sound engineer			
Manual Handling (Only limited manual handling is envisaged.)	Tutors/Venue Stewards	• Minimal manual handling will be required during the event (associated with setting up and taking down the PA system and setting out and putting away tables and chairs • 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	06 to 08 Nov 2026	
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 any locations used for the event were noted during the pre-risk assessment inspection. (Asbestos only presents a risk if	• Tutor & students to report any concerns regarding **ACMs** to Venue Stewards • Venue Stewards to alert Elphinstone Rep & University Duty staff to any concerns raised	Tutor, Stewards (Assisted by Duty University Security Staff and /or the event Elphinstone	As required As required	

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		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.)		Rep if necessary)		
Airborne Transmission of Respiratory Viruses (Flue, Covid 19, RSV etc.)	Performers/tutor, Students & Venue Stewards. Flute, or whistle, playing by an infectious person, presents a potential risk of disease transmission to other persons in proximity the same room.	Pre event review of most recent "Viral Respiratory Diseases in Scotland Surveillance Report" and implementation of additional precautions 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. FluteFling has published its own guidance "SAFETY FROM VIRAL RESPIRATORY DISEASES FOR FLUTE & WHISTLE PLAYERS"	If the levels are increasing above baseline/low the further actions indicated below will be implemented: Maintaining ventilation in the spaces used by the event. In the event of increasing base levels of viral respiratory diseases nationally windows (and doors) will be kept open to maximise air changes.	FluteFling Venue Stewards FluteFling Venue Stewards	04 to 08 Nov 2026 06 to 08 Nov 2026	

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		SEE APPENDIX 4 This guidance outlines what FluteFling is 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. Everyone is expected to comply with current Scottish Government "Stay at Home Guidance" and Acute respiratory infections (ARIs) | NHS inform Advice in the event they have symptoms of a respiratory infection such as Flue, COVID or RSV Acute respiratory infections (ARIs) | NHS inform The ticketing page on FluteFling website incorporates a link to our guidelines relating to respiratory diseases and other health and safety matters.	(participants may want to ensure they have suitable warm clothing with them) Monitoring of participants to identify any individuals manifesting clear symptoms of a viral respiratory illness's 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	Tutor & FluteFling Venue Stewards Tutor	06 to 08 Nov 2026	

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		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.	can to increase separation distances for these individuals			
Surface transmission of respiratory viruses	Performers & Tutors, Students & Venue Stewards may come in contact with respiratory viruses via touch and hand to mouth contact	Pre event review of most recent "Viral Respiratory Diseases in Scotland Surveillance Report" and implementation of additional precautions. Everyone is expected to comply with current Scottish Government "Stay at Home Guidance" and Acute respiratory infections (ARIs) | NHS inform Advice in the event they have symptoms of a respiratory infection such as Flue, COVID or RSV See the FluteFling "SAFETY FROM VIRAL RESPIRATORY DISEASES FOR FLUTE & WHISTLE PLAYERS" for symptoms that	If the levels of viral respiratory diseases are increasing above baseline/low the further actions indicated below will be implemented: Maximisation of ventilation in the spaces used Hand sanitisers and other appropriate cleaning materials will be available for use during the workshops.	FluteFling Venue Stewards Tutors & students Tutors & students	06 to 08 Nov 2026 As required As required	

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		should result in participants deciding to stay at home. 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. Tutor resources are distributed to participants before the event. One of the reasons for this is to mitigate the risk of surface transmission of respiratory viruses.	Precautions should be considered in relation to: - Playing instruments someone else has played recently (to diagnose a problem for example). - Situations where a student's instrument needs attention or adjustment. Use of disposable gloves should be considered whilst this takes 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	Tutors Tutors	As required As required	

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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
	Subsequent users of the rooms	The rooms used by FluteFling will not be used by other University or Elphinstone clients until the following day. This will assist in dissipation of any potentially harmful aerosols that may be present.	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 allow aerosol particles to dissipate before the next part of the event commences. On completion of the event cleaning of the rooms provided will be carried out by Venue Cleaning staff to ensure the rooms are safe for occupation by other users.	Venue Stewards University cleaning Staff	06 to 08 Nov 2026 09 Nov 2026	

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Medical Emergency or Security Event	Members of the concert audience, performers & tutors or workshop participants who have a medical emergency during the event. The same group of people in the event of a Security situation requiring evacuation of the venue	FluteFling venue stewards, and concert M/C, briefed on stop event/evacuate and summon Emergency Services protocol. Protocol agreed with Elphinstone staff. Regular contact with Duty University Security Staff and /or the event Elphinstone Rep	None	FF Venue stewards (Assisted by Duty University Security Staff and /or the event Elphinstone Rep as required.)	06 to 08 November 2026	

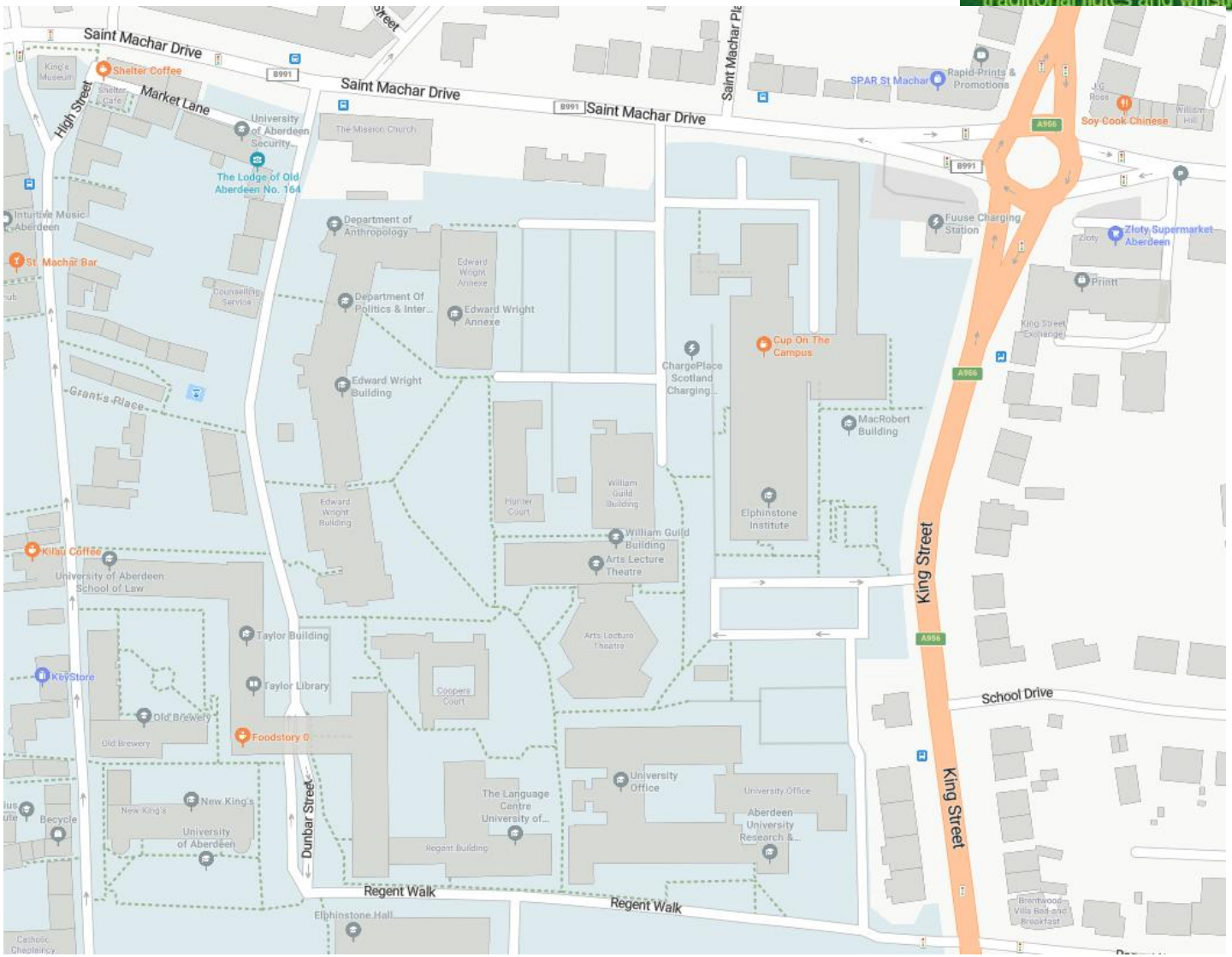
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Appendix 1: Venue Locations

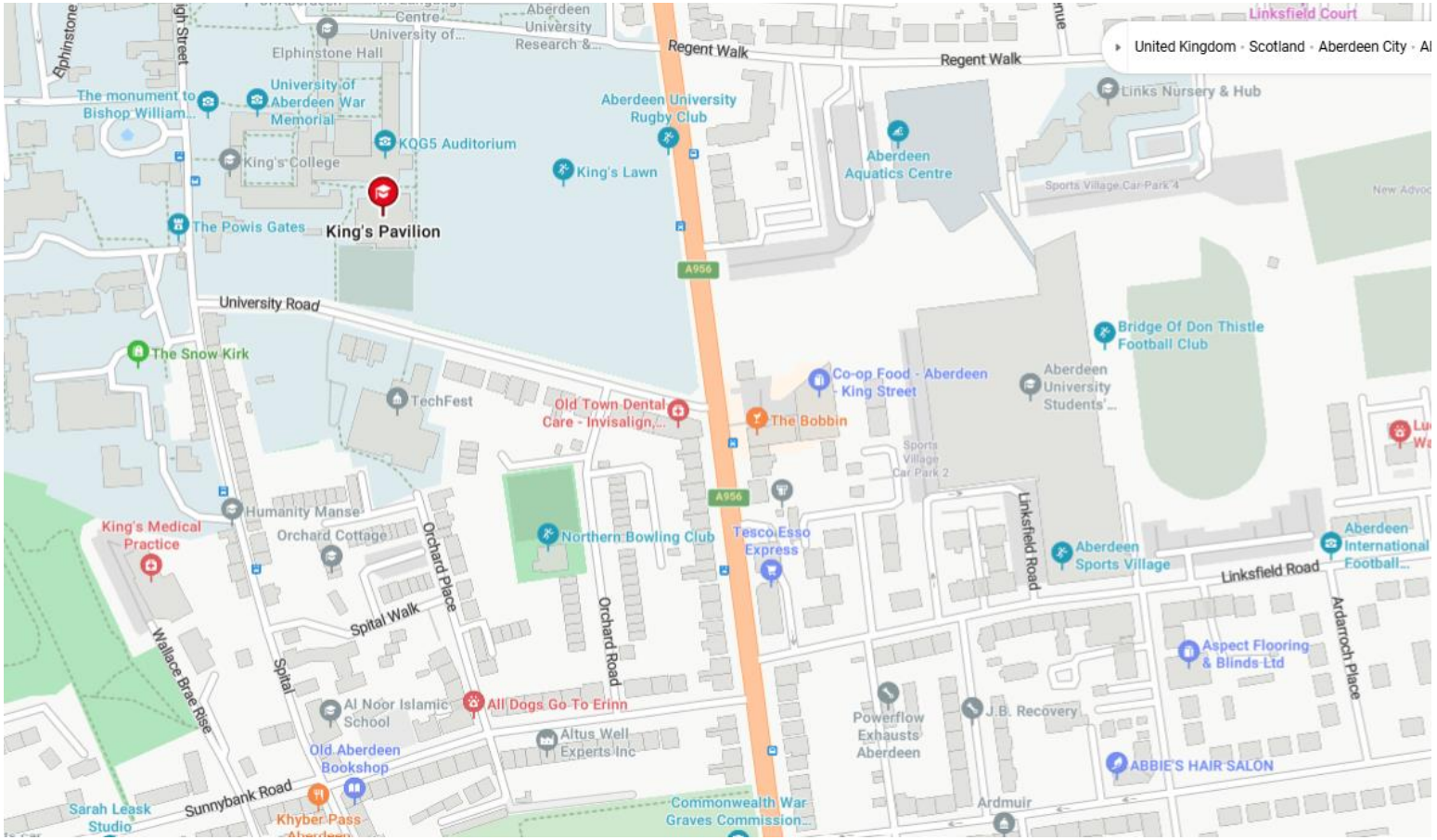
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Appendix 2: King's Pavillion Concert Venue

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EXTRENAL VIEW



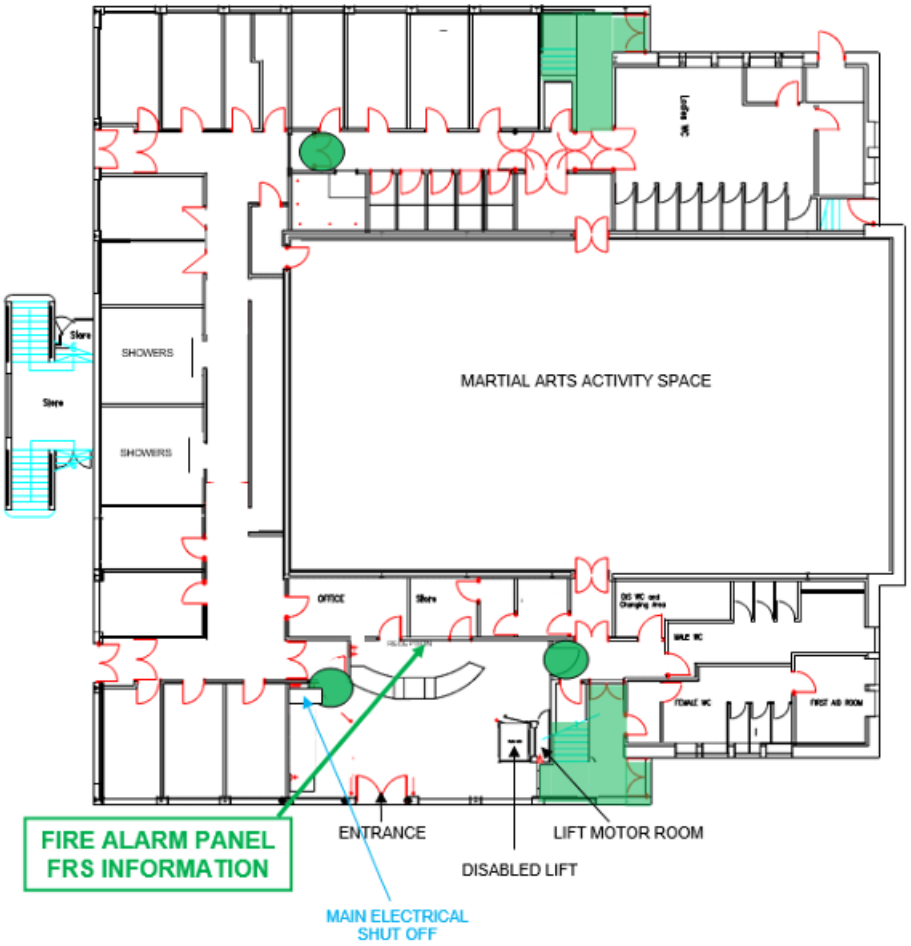
RECEPTION AREA

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KING'S PAVILLION – Concert Space measures 600m² and has a maximum capacity of 100

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SOUTH

PROTECTED STAIR ENCLOSURES

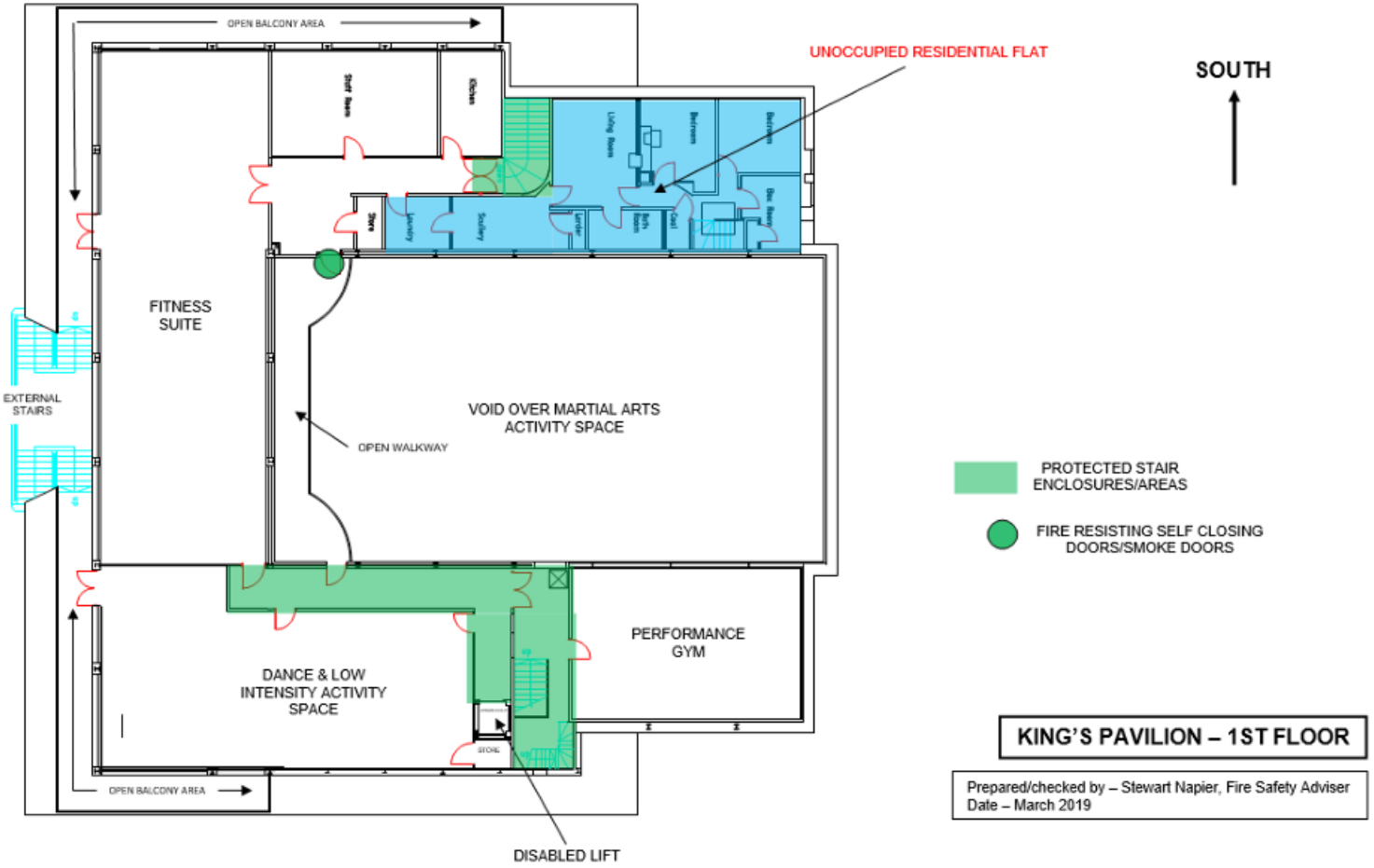
FIRE RESISTING SELF CLOSING DOORS/SMOKE DOORS

KING'S PAVILION – GROUND FLOOR

Prepared/checked by – Stewart Napier, Fire Safety Adviser
Date – March 2019

KING'S PAVILLION GROUND FLOOR PLAN - MARTIAL ARTS ACTIVITY SPACE BECOMES CONCERT SPACE

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KING'S PAVILLION FIRST FLOOR PLAN - MARTIAL ARTS ACTIVITY SPACE BECOMES CONCER

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Appendix 3: MacRobert Building & Rooms MR055, MR250, MR251 & MR252

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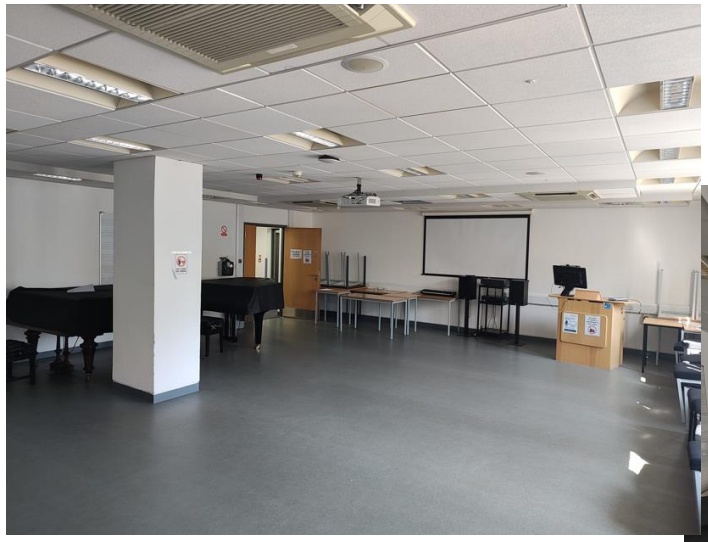




External Views

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MR055







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MR250





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MR251





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MR252



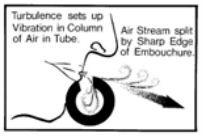




APPENDIX 5 – FLUTEFLING "SAFETY FROM VIRAL RESPIRATORY DISEASES FOR FLUTE & WHISTLE PLAYERS

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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

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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:


Disinfecting


Ventilation


Physical Distancing

- 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 isn'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 forseeable 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.

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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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