**Risk Assessment for Djanogly Community Orchestra (DCO) Rehearsals**

**Produced by:** the DCO Committee

**Date Approved**: 19 October 2026

**Scope**: To minimise the risk to the health and well-being of orchestra members and others engaged in rehearsals. **Applicability**: To apply to rehearsals from 23 October 2023 onwards

**Responsibilities:** Unless otherwise stated, the Chair is responsible for promulgating the rules, and the committee and orchestra members generally for ensuring they are followed.

1. The unguarded stairs to the retracted Audience Seats should be used only by orchestra members, and only with good reason. When doing so they should take extra care and use the side adjacent to the wall.

2. In the event of fire, members are to exit by one of the marked exits and gather at the Assembly Point, which is the area of the upper car park nearest the road. Two fire wardens are nominated, one to check the toilets and foyer, the other to check that the hall has been evacuated.

3. In the event of a minor accident or a member becoming unwell, treatment will be provided by the nominated first aider, assisted, if necessary, by one of a number of medically qualified orchestra members.

**First Aiders: Dr Chris Bignell (1st Violin) and Cath Lovatt (Clarinet)**

**Risks and their mitigation**

**1. Covid-19 and other Infectious Disease Risks**

a. Anyone who feels unwell must not attend. In particular, but not limited to, anyone who has symptoms of COVID-19 (as defined in https://www.nhs.uk/conditions/coronavirus-covid 19/symptoms/main-symptoms/ ) must not attend.

b. Ventilation – the Djanogly Academy Theatre that is the regular rehearsal space has a high ceiling and mechanical ventilation which has been demonstrated to give adequate ventilation. In other venues the committee member making the booking will be responsible for ensuring that there is adequate ventilation.

c. Cleaning – the orchestra operates within the Djanogly Learning Trust (DLT) guidelines, and DLT is responsible for the cleanliness of the facilities provided.

d. Spacing – in rehearsals the seating shall allow any player who feels the need to have increased social distancing.

e. Wind/brassinstruments –

i. Any player coming into contact with saliva/ secretions/the inside of their instrument should observe thorough hand hygiene.

ii. Any potentially contaminated condensation should not be emptied on to the floor, but caught with absorbent material then disposed of safely by the user

iii. ideally cleaning should take place outside/ away from the rehearsal room

**2. Manual Handling**

a. Members involved in moving chairs/equipment etc are to take care to avoid injury and to ensure an adequate number of people move any heavy items.

**3. Refreshment Break**

b. If kettles are used, these must be PAT tested, and care needs to be taken that power leads do not create a trip or hand hazard.

c. Care is also needed pouring hot drinks (whether from flasks or kettles).

**4. Car Parking**

Members are asked to take extra care when manoeuvring in the DLT car park as other people will be in the parking area and it may be dark.

**5. Trip Hazards**

Instrument cases and other personal possessions must be placed so as not to cause a trip hazard during

rehearsals. In particular fire exits must always be clear.

**6. Unguarded stairs**

The unguarded stairs to the retracted Audience Seats in the DLT theatre should be used only by orchestra members, and only with good reason. When doing so they should take extra care and use the side adjacent to the wall.

**7. Fire**

a. In the event of fire, members are to exit by one of the marked exits and gather at the Assembly Point, which is the area of the upper car park nearest the road. Two fire wardens are nominated, one to check the toilets and foyer, the other to check that the hall has been evacuated. 8. Minor Accident/Illness

b. In the event of a minor accident or a member becoming unwell, treatment will be provided by the nominated first aider, assisted, if necessary, by one of a number of medically qualified orchestra members.

**8. First Aiders**

Designated first aiders are Cath Lovatt (clarinet) and Dr Chris Bignell (1st violin)