

Ulster Orchestra Society Risk Assessment: Week 31 Rehearsals/Recording

Venue: Waterfront Hall, Belfast

Carried out by: Orchestra Manager and Deputy Orchestra Manager

Date: 13-16 October 2020

Authorised by:  13.10.20

Other than where specified below, responsibility for ensuring the control measures are carried out is with the Orchestra Manager. Actionable measures are shown in bold, for sign off, and will be available to view on SharePoint.

Email Distribution list: Managing Director, Head of Artistic Planning and Operations, Orchestra Manager, Deputy Orchestra Manager, Stage and Transport Supervisor, Platform Attendant, Player Representative from the Health and Safety Committee,

Type of concert: 2 Programmes

Programme 1 - Total orchestration 2222.2200.T.2P.Str

Silvia Colasanti Chaos 10' 2222.2200.T.2P.Str

Silvia Colasanti Tre Notti 15' 0000.0000.Str.(Str4tet + string orchestra)

tbc solo clarinet and piano

Programme 2 – Total orchestration 2222.4230.T.Str 86553

Schubert: Rosamunde Ov. 10' 2222.4230.T.Str.

Cherubini: Symphony in D 28' 1222.2200.T.Str

***Covid-19 Supervisor is Orchestra Manager. Mobile: 07711 672472**

***COVID elements in grey**

No.	Hazard	RISK	Who is at Risk?	Planned Control Measures	Actioned (Orchestra Manager)
1.	Transportation of instruments and equipment in UO Truck	Road traffic accidents	Employees	Orchestral equipment to be carefully loaded and secured where necessary. Stage crew are trained in manual handling and are experienced in moving orchestral equipment. All orchestral flight cases are on wheels to ensure lifting is kept to minimum. Stage crew (Stage and Transport Supervisor and Platform Attendant) are supplied with and must wear gloves and steel toe capped shoes. Additional PPE, including face masks and perspex face masks, as well as disinfectant, has been supplied for stage crew and must be worn/used as necessary.	

				<p>Any transportation of instruments or equipment will be performed by the minimum staff that is otherwise safe to perform the job with stage crew working individually as much as possible. Social Distancing to be maintained at all times. On occasions where 2m distance is not physically possible then the time spent within 2m must be reduced to the minimum and never exceed 5mins.</p> <p>The UO Truck is driven by the Platform Attendant who is C qualified and is scheduled to ensure compliance with EU driving regulations.</p>	
2.	Movement of UO Truck to charge battery	Road traffic accidents	Employees	<p>The UO Truck is driven by the Platform Attendant who is C qualified and is scheduled to ensure compliance with EU driving regulations. They will work individually when moving the truck.</p>	
3.	Access/Egress for vehicles and parking	Vehicular collision	Employees	<p>Load in is via the back entrance to the hall with parking adjacent. A space in the loading bay of the Waterfront Hall has been secured for the UO truck.</p>	
4.	Load in and out/stage setting	Risk of muscular injury caused by poor or excessive manual handling. Risk of infection.	Employees	<p>Stage crew are trained in manual handling and are experienced in moving orchestral equipment. All orchestral flight cases are on wheels to ensure lifting is kept to minimum.</p> <p>Stage crew are supplied with and must wear gloves and steel toe capped shoes. Additional PPE, including face masks and perspex face masks, as well as disinfectant, has been supplied for stage crew and must be worn/used as necessary.</p> <p>We aim to achieve a permanent setup that requires minimal alteration from session to session and project to project. Where setup is required this will be performed by the minimum staff that is otherwise safe to perform the job with stage crew working individually as much as possible. Moving of player desks required between programmes if required will be performed by stage crew. Players will be advised by the Orchestra Manager to clean their workstation before stage crew move it.</p>	

				<p>Orchestra Manager to advise players that they must clean their workstation at the end of each day and remove any personal items (including green waste bags, wipes, drip mats and rags) so that Stage Crew can work safely to perform stage resets.</p> <p>Social Distancing to be maintained at all times. On occasions where 2m distance is not physically possible then the time spent within 2m must be reduced to the minimum and never exceed 5mins.</p> <p>Audio setup is to be performed by external staff (BBC&LSFX) who will have their own designated working areas and are working in their own pods. These external staff will retain these space designations and pods in the course of the sessions. All audio set up in the performance area will be performed in good time before rehearsals begin and when no players are in the performance area.</p> <p>Musicians will be advised to request changes to stage set up or equipment when the stage is empty. Any changes requested while the performance area is not empty will be considered on a case by case basis and either a 2m corridor created for Stage Crew to enter and make the change or the change delayed and made during a break or after the rehearsal when it is safe to do so.</p>	
5.	Lighting	Eye strain may result from insufficient light over time	Employees	<p>Venue lighting will ensure there is house lighting over the orchestra. In addition to this iPads will be in use by musicians which allow individual musicians to set/adjust the backlight on their device to suit their needs.</p> <p>There will be a stand light for the conductor and music stands for musicians can be lit if requested. The need for lit stands should be negated by the use of iPads.</p>	
6.	Performance Area Layout	Risk of noise induced hearing damage	Employees, Artists, Freelancers	<p>Stage layout to be carefully arranged to allow maximum space available between sections. The risk of Covid 19 means special consideration has been given to stage layout,</p>	

				<p>see "spacing between players" below for further information.</p> <p>Stage crew to provide acoustic screens for use on stage as required. Acoustic screens will be marked with individual players' names once they have been designated to a specific player.</p> <p>Contract players are issued with moulded ear plugs. Foam ear plugs are available for freelance players' on request. See below on "Noise Exposure".</p>	
		Risk of injury from poor seating positions, Contribution to RSI / muscular injury from poor seating positions over time.	Employees, Artists	<p>The truck will transport the usual UO chairs, including special provision chairs: Where standard orchestral chairs prove unsuitable for individual players, UO Orchestral Management will, when possible, provide a chair with additional support or capacity for adjustment.</p> <p>Chairs will be marked with individual player's names by stage crew once designated to a specific player.</p>	
		Spacing between players	Employees, Artists	<p>Due to Covid 19 special consideration has been given to the performance area layout and spacing between players. The full floor of the main auditorium will be in use to ensure social distancing can be safely achieved.</p> <p>Stage layout to be carefully arranged to allow 2m between String players and between Percussion players, 3m between each Wind and Brass player and between them and other (non-wind) members of the orchestra. 3m distance to be created between the conductor and musicians.</p> <p>A fixed rota position for string players will operate to avoid cross-contamination and ensure best safety for all string players.</p> <p>Appropriate stands and seating to be used. All stands and chairs to be marked with specific players names by stage crew once designated to a specific player.</p>	
7.	Noise Exposure: concerts and the creation of music can	Potential permanent hearing loss/damage	Employees, freelancers	<p>Wherever possible the players will be given maximum space from each other without upsetting the ensemble. Note: This control will</p>	

	cause sound levels to rise above the maximum levels outlined in Control of Noise at Work regulations (2005)			<p>depend on circumstances as it can cause players and singers to actually perform louder thus increasing the 'noise' levels. Wherever possible the players at the rear of the orchestra should be on risers allowing the sounds to carry out over the heads of the performers in front. All contract players have been issued with personal moulded hearing protection. These should be used whenever required, although some find it difficult to play whilst wearing their ear plugs. Other reusable or disposable ear plugs may be used if preferred by individual performers and are available from platform staff.</p> <p>All UO employed players must attend regular audiometry testing in accordance with the Control of Noise at Work regulations. These will typically be held every four years. The time between rehearsals and performance should be spent in a quiet area to rest the performer's ears. During rehearsals players should leave the platform when they are not required to be there. This will enable their ears to rest.</p>	
8.	Evacuation and emergency procedures	Risk of death or injury from poor management of evacuation and emergency procedures	Employees, freelancers	<p>Fire exits to be kept clear of instruments and excessive cabling at all times. Fire exits well marked, with procedures displayed.</p> <p>At the start of rehearsals a Waterfront Hall member of staff will announce Fire safety procedures, indicate where fire exits are and remind all staff to sign in and out with the Deputy Orchestra Manager when entering or exiting the building to ensure that all staff are accounted for in the event of an emergency.</p>	
9.	Performers' Welfare	Dehydration, exhaustion & stress caused by busy schedules, lack of adequate facilities, Covid 19 and returning to work after a long period of not rehearsing together.	Employees, freelancers	<p>A rest area will be provided for players in the foyer of the building away from the main auditorium. Chairs in this area will be spaced 2m apart and marked with individual players' names. If any players within a family bubble wish to move their chair closer than 2m this must be confirmed with the Orchestra Manager. There will be a safe route back into the main auditorium which will be clearly marked and signposted.</p> <p>Players are scheduled according to the UO / MU agreement which maintains adequate breaks</p>	

				<p>and controls working hours. Due to Covid 19 careful consideration has been given to the orchestral timetable and adjustments made to help reduce the risk of cross-contamination and to avoid exhaustion as musicians return to work after a long period of not rehearsing together.</p> <p>The length of the working day has been shortened to ensure that players are getting adequate breaks in line with MU regulations and to help with the players return to work after a long period not rehearsing together, so as to avoid exhaustion or stress.</p> <p>Administrative staff are encouraged to take sufficient breaks and maintain reasonable working hours.</p> <p>Drinking water and tea/coffee will not be provided due to risk of cross-contamination. Staff will be asked to bring their own refreshments.</p> <p>All staff prior to the return to work have been invited to an All Company Zoom meeting where health and safety measures were shared and discussed. All staff were invited to ask questions and give feedback on the information they had been given or express any concerns they had and these were addressed by Management staff. The Freelance HR consultant has since distributed a return to work PowerPoint with all of the health and safety measures detailed as well as a one-page summary of the information most relevant to staff and players.</p> <p>Freelance HR consultant has circulated by email information on what resources players and staff have available to them and can access to help with their mental and physical health through Medicash.</p>	
10.	Floor conditions	Trip / Slip Hazards Injury caused by slipping or tripping on wet floors, unmarked steps or raised edges, cabling	Employees, freelancers	<p>Orchestra management to liaise with venue staff to ensure that warning signs are put out for any wet floors.</p> <p>All cabling for stand lights to be taped down.</p>	

				<p>All cabling for A/V recording, including BBC/LSFX rig and recording gear to be taped down/secured before musicians arrive.</p>	
11.	First aid provision	Risk of untreated injury	Employees, freelancers	<p>Well-stocked first aid kit, defibrillator and PPE for first aiders is available at all times in the long Orchestra trunk.</p> <p>Orchestra first aiders will be announced to all staff before the rehearsal starts by the Orchestra Manager.</p> <p>Waterfront control room personnel are trained in first aid and a defibrillator is kept in the control room on site. The first point of first aid provision is at the control room, where a defibrillator is also stored.</p>	
12.	Extremes of temperature	Risk of muscular injury	Employees, freelancers	<p>Air Handling system ensures a temperature of 20 degrees C. Additional heaters are available at stage side and will be used if a temperature of 20 degrees C cannot be achieved by venue heating alone.</p> <p>Orchestra manager has ensured that a comfortable working temperature (typically 20 degrees C) is achieved before the rehearsal starts.</p>	
13.	Hand Sanitising	Risk of infection	Employees, freelancers	<p>3 antibacterial (foot operated) hand gel stations will be provided at the main entrance and exit of the venue and at the main entrance to the auditorium. Additional antibacterial hand gel will be provided in bathrooms where posters with guidance on hand washing will also be shown.</p> <p>Air hand dryers will be out of operation in bathrooms due to the risk of cross-contamination and disposable paper hand towels will be in use instead.</p> <p>Orchestra Manager is to monitor antibacterial hand gel stations and advise all staff to use hand sanitising stations and practice good hand hygiene.</p>	
14.	Cleaning of own workstation	Risk of infection	Employees, freelancers	<p>All staff will be provided with disinfectant cleaning wipes and eco waste bags for use when cleaning their own workstation.</p>	

				<p>Orchestra Manager is responsible for putting out and monitoring kit as well as encouraging staff and players to clean their own workstation.</p> <p>Orchestra Manager to advise players to clean their workstation if they require the assistance of stage crew to move it at any time.</p>	
15.	Spit on stage	Risk of infection	Employees, freelancers	<p>All brass and wind instrument players will be provided with spit mats and tea towels to capture the contents of their respective spit valves which they will be asked to take away with them and clean before reuse. UO will provide these spit mats and tea towels.</p> <p>Orchestra Manager is to advise brass and wind players regarding their responsibility to take away and clean their spit mats and tea towels.</p> <p>The main auditorium floor will be deep cleaned by WF Hall cleaning staff at 7am each morning.</p>	
16.	Temperature/Symptom testing for Covid	Risk of infection	Employees, freelancers	<p>All staff and visitors will be asked to enter through the one marked entrance door to the venue. Once inside a one-way flow system will be in operation which is clearly marked by directional arrows and signage.</p> <p>Staff and visitors will be required to join a queue for temperature testing upon their first entry to the building on any working day. These queues will be clearly marked, and floor markings spaced to allow safe social distancing while staff wait to be temperature tested.</p> <p>Staff and visitors will have their temperature taken and asked if they have any Covid 19 symptoms or have been exposed to any other risk factors. Once tested (and if it is deemed the staff member is safe to be at work/presents or discloses no symptoms) they will move through the one marked entrance door to the main auditorium which is again clearly sign posted with directional arrows.</p> <p>If a staff member or visitor presents with a high temperature, they will be directed safely to the designated isolation area (which is screened off)</p>	

				<p>for a 10-minute cool down period before being retested. If after retesting the staff member still has a temperature of 37.8 degrees C or higher, arrangements will be made for them to go home and they will be advised to follow official guidance.</p> <p>Deputy Orchestra Manager and Production Assistant to temperature/symptom test all UO and external staff upon entry to the venue. Staff will be provided with necessary PPE to carry out temperature/symptom testing.</p>	
18.	Stage crew handling of instrument cases and equipment	Risk of infection	Employees, freelancers	<p>Smaller instrument cases will be kept with players at their workstations and larger cases such as cello and double bass cases will be kept in the area behind players. KS is to advise players of this.</p> <p>Players will be asked to move instrument cases and the equipment in their own workstation where possible to avoid cross-contamination and to reduce interaction with stage crew.</p> <p>Stage crew will be provided with disinfectant to wipe down all instrument cases and equipment after handling.</p>	
19.	Paper music/lpads	Risk of infection	Employees, freelancers	<p>All paper music to be distributed at least 72 hours before the rehearsal starts to reduce the risk of cross-contamination.</p> <p>Players will be provided with their own iPad, foot pedal, charger and iPencil to use in place of paper music once these devices arrive from Apple. Training has been provided on how to use these devices. Percussion players will continue to use paper music.</p>	
20.	Wearing of face coverings	Risk of infection	Employees, freelancers	<p>All employees will be provided with a 100% cotton, triple layer, adjustable face covering with disposable face masks available for freelancers and emergencies. Additionally, Perspex masks will be made available for stage crew and staff required to temperature/symptom test.</p> <p>Guidance will be given on how and when to wear face coverings.</p>	

21.	Traffic flow in buildings	Risk of crowding/infection	Employees, freelancers	<p>All staff and visitors will be asked to enter through the one marked entrance door to the venue. Once inside a one-way flow system will be in operation which is clearly marked by directional arrows and signage.</p> <p>Staff and visitors will be required to join a queue for temperature testing upon their first entry to the building on any working day. These queues will be clearly marked, and floor markings spaced to allow safe social distancing while staff wait to be temperature tested.</p> <p>Staff and visitors will have their temperature taken and asked if they have any Covid 19 symptoms or have been exposed to any other risk factors. Once tested (and if it is deemed the staff member is safe to be at work/presents or discloses no symptoms) they will move through the one marked entrance door to the main auditorium which is again clearly sign posted with directional arrows.</p> <p>If a staff member or visitor presents with a high temperature, they will be directed safely to the designated isolation area (which is screened off) for a 10-minute cool down period before being retested. If after retesting the staff member still has a temperature of 37.8 degrees C or higher, arrangements will be made for them to go home and they will be advised to follow official guidance.</p> <p>When exiting the main auditorium staff and visitors will be directed by signage to the one available exit door which maintains the one-way flow system into the foyer of the building where two designated and socially distanced rest areas can be found.</p> <p>Signage and directional arrows will guide staff and visitors either through the one available exit door of the venue to leave the building or back to the one available entrance door to the main auditorium.</p>	
22.	Use of bathrooms	Risk of crowding/infection	Employees, freelancers	Two bathrooms will be available via Door Two and three will be available via Door One.	

				<p>One person at a time will be permitted to use the bathroom and a traffic cone system will be in place to indicate when the bathroom is in use.</p> <p>Antibacterial hand gel will be provided in bathrooms where posters with guidance on hand washing will also be shown.</p> <p>Air hand dryers and cloth towels will be out of operation in bathrooms due to the risk of cross contamination and disposable paper hand towels will be in use instead.</p> <p>Orchestra Manager is to monitor antibacterial hand gel stations and advise all staff to use hand sanitising stations and practice good hand hygiene.</p>	
23.	Orchestral timetable/breaks	Risk of crowding/infection	Employees, freelancers	<p>Players are scheduled according to the UO / MU agreement which maintains adequate breaks and controls working hours. Due to Covid 19 careful consideration has been given to the orchestral timetable and adjustments made to help reduce the risk of cross-contamination and to avoid exhaustion as musicians return to work after a long period of not rehearsing together.</p> <p>To reduce the risk of cross-contamination the orchestra will work in pods initially with strings in one pod and wind, brass and percussion in another pod. Shorter breaks have been removed from the timetable and the lunch break reduced to 30 minutes to reduce the amount of time spent moving inside and outside of the venue and the potential for cross contamination this may cause.</p> <p>The length of the working day has also been shortened to ensure that players are getting adequate breaks in line with MU regulation and to help with the players' return to work after a long period not rehearsing together, so as to avoid exhaustion or stress.</p> <p>Drinking water and tea/coffee will not be provided due to risk of cross-contamination.</p>	

				Staff will be asked to bring their own refreshments.	
24.	Working in pods	Risk of infection	Employees, freelancers	External staff will operate in pods (BBC, LSF, conductors, artists and any other external staff).	
25.	Cleaning of venue	Risk of infection	Employees, freelancers	<p><u>Areas in use: Concourse (to include breakout areas), Main Auditorium, Door 1 and Door 2 Bathrooms</u></p> <p><u>Pre-cleaning:</u></p> <ul style="list-style-type: none"> • A Deep clean will be performed at 0700 every morning • All bathrooms to be cleaned and re-stocked pre 0900 again at 1330 and checked every 2 hours • All bins to be emptied, lids sanitised • Entrance Mats Vacuumed • Stage/revolving door glass cleaned • All Touch Points Sanitised • Sanitisers re-stocked as needed <p><u>During Event:</u></p> <ul style="list-style-type: none"> • All bathrooms to be checked, cleaned, and re-stocked as required every 2 hours • All bins to be emptied, lids sanitised • Break-out areas to be cleaned as required • All Touch Points Sanitised <p><u>Post Event:</u></p> <ul style="list-style-type: none"> • All bathrooms to be checked, cleaned, and re-stocked as required • All bins to be emptied, lids sanitised • Break-out areas to be cleaned as required • All Touch Points Sanitised • Main Auditorium, cleaned as required <p><u>Enhanced Cleaning Measures Bathrooms</u></p> <ul style="list-style-type: none"> • All sinks, taps, toilet pans and seats being cleaned with anti-viricidal cleaner and disposable cleaning roll to avoid cross-contamination. All dispensers also being cleaned using the same method 	

				<ul style="list-style-type: none"> • All floors being cleaned with Chlorine solution • Cloth Towels for hand-drying have been removed and disposable paper towels are in place • Hand Sanitisers are available in ALL bathrooms • Hand Washing Instructions are in place in ALL bathrooms <p>Enhanced Cleaning Measures</p> <p>Touchpoints</p> <ul style="list-style-type: none"> • Touch points will be cleaned twice per day in-line with current government guidelines. Touch Points are being cleaned with viricidal cleaner. <p>Chemical in use for Touchpoint and bathroom cleaning</p> <p>Clean Line Ultra Disinfectant Spray: The Cleanline range of professional cleaning products for the catering and hospitality industry has a timely addition of a 750ml ready to use Ultra Disinfectant (N03147), which is viricidal against enveloped viruses including Coronavirus(BCoV) (as a surrogate for other members of the Coronavirus family including MERS-CoV)</p> <p>Mitie Staff will be observing the 2-metre rule at all times to maintain social distancing.</p>	
26.	Waste	Risk of infection	Employees, freelancers, venue staff	<p>All UO and external staff will be asked to bring home any rubbish they create throughout the day. UO staff will be provided with eco waste bags.</p> <p>Orchestra Manager to put out eco waste bags for staff.</p>	
27.	Ventilation	Risk of infection	Employees, freelancers	<p>The main auditorium air conditioning provides conditions air for the mid and upper tiers of the main auditorium and also forms an integral part of the smoke control system.</p> <p>The auditorium is air conditioned using the principle of displacement ventilation whereby</p>	

slightly cooled air is introduced into the occupied zone at low level with the hot exhaust air being extracted at high level. This principle relies on the fact that the warm thermal currents induced by the occupants are encouraged to rise away from the occupied zone to be replaced by cooler, more comfortable air.

The main auditorium mid to upper seating tiers are served by double deck supply and exhaust air handling unit. This unit operates on 100% fresh air drawn from a fresh air inlet plenum. Air is heated or cooled as required by the air handling unit to a pre-determined temperature which is calculated and controlled by the building management system (BMS). The air is distributed via a combination of sheet metal and builders work ducts to the seating tiers. The seating tiers incorporate an airtight plenum under the seating, and these are utilized to provide conditioned air supply air to the occupied zone via the TRE-C terminals.

The extract air handling unit is connected to a sheet metal ductwork system which is located at Dome level. Warm foul air is extracted from the auditorium at high level and discharged to atmosphere.

A combination of attenuators and acoustic treatment to the ductwork ensures that the strict noise criteria for this area is achieved.

Over the past month all intake and extract air handling units for the main auditorium, concourse and toilets have been stripped down, chemically cleaned and sprayed down the internals of the units and coils and replaced all filters

In the foyer there will be use of more window-driven natural ventilation with having the windows on the concourse open as long as thermal comfort will allow to allow more fresh air circulation in the break-out area