

COVID-19 Risk Assessment for Brockley Studios

Name of Assessor/ Role:	Noemi Sadowska – Company Secretary	Date:	5 September 2020
Time:	14:00	Work Area:	Brockley Studios
Purpose	To carry out a general assessment of the risks presented by the Brockley Studios standard operating procedures in respect of the presence of COVID-19 in the wider community and the event an asymptomatic case of COVID-19 being present on-site with the aim to protect staff, clients and visitors from contracting COVID-19.		
Definions	<p>Cross Infection: Person to person infection by any method.</p> <p>Cross Infection - proximity: Person to person infection by large droplets 1-2m range.</p> <p>Cross Infection - airborne: Person to person infection by small particles lasting for several hours.</p> <p>Contamination Infection: Infection through contact with surface and subsequent transfer to mouth or eyes.</p>		

Activity/Hazard	Who	Harm	Risk Rating			Control Measures	Risk Rating			Date/person Completed
			L	C	R		L	C	R	
Pre-session exposure: Cross infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	All personnel to self-certify and communicate to Brockley Studios director that, to the best of their knowledge, they have no symptoms of COVID-19 or have come into contact with a known case of COVID-19 in the previous 14 days period.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Travel to premises: Contamination infection Cross infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	All are asked to minimise their travel exposure risk by either avoiding public transport if possible or taking every precaution recommended by the UK government when travelling to the premises. This will be included in the site guidelines posted on the BS website.	1	5	5	Completed by Noemi Sadowska on 5/09/2020

						Brockley Studios staff will not use public transport when accessing the premises.				
Street Car Parking: Contamination infection	Staff Clients Visitors	Contracting COVID-19	1	5	5	Staff to encourage people to be mindful of social distancing when going to and from their vehicles. This will be included in the site guidelines posted on the BS website.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Entering premises: Cross infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	Customers must not unload their equipment into the reception area until it is confirmed with them that their room is ready for them to go straight into. They must wait near or in their vehicles whilst maintaining social distancing guidelines. This will be monitored by staff for compliance. Staff monitoring and coordinating the system will be provided with appropriate PPE. OPTIONAL: Medical screening by a qualified professional that all personnel are fit for work and display no symptoms of COVID-19.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
All locations on premises: Cross infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	We have low number of personnel that run the sessions and we ensure all precautions are taken when contact is unavoidable. Communal areas have been adapted to discourage it as a place to congregate. Only place available for socially distanced communal interaction is the external garden. This will be monitored by staff for compliance.	1	5	5	Completed by Noemi Sadowska on 5/09/2020

						<p>Staff monitoring and coordinating the system will be provided with appropriate PPE.</p> <p>Customers will be discouraged from moving around any other parts of the building.</p>				
All locations on premises: Contamination infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	<p>Unnecessary furniture, furnishing and fittings removed from rooms and only provided on request. This will reduce the amount used and it will be cleaned after use and put aside.</p> <p>Bin lids removed so they cannot be handled.</p> <p>Antibacterial hand gel stations placed throughout the building with signage. Everyone must use them before entering the room.</p> <p>Sanitising cleaning sprays and paper towels are available for use in the rehearsal rooms as and when required.</p>	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Rehearsal rooms: Contamination infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	<p>Introduce a gap between bookings that allows a thorough cleaning of the room before the next client.</p> <p>Staff will use enhanced cleaning measures every morning, focusing on high contact areas, including sanitising phones, keyboards, mice, surfaces and door ironmongery.</p> <p>Staff will ensure that all PPE waste removed from the building will be sealed before being placed in general commercial waste bins.</p>	1	5	5	Completed by Noemi Sadowska on 5/09/2020

						<p>Sanitising stations will be placed at main entry points, studios entry and toilet entry.</p> <p>Staff are responsible for the daily cleaning of mixing consoles, mics, workstation surfaces and other equipment used during the day.</p> <p>Clients will be asked to bring their own microphones where at all possible. If clients do not have their own microphones then, on arrival, they will receive a set of sanitised microphones and can also ask for mic protective covers which they will take charge of and plug in themselves to reduce contact. The used ones will be removed and thoroughly cleaned by staff.</p>				
<p>Reception: Contamination infection. Cross infection.</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Staff will ensure 1.5m social distancing safe space.</p> <p>Staff will manage flow of bands entering reception area to avoid congestion leading to close contact between bands.</p> <p>Staff will open and close communal doors to avoid cross contact and ensure surfaces and handles are regularly sanitised.</p> <p>All clients are to use contactless payments, unless in agreed circumstances cash will be accepted. Ideally this will be one payment per band as opposed to split payments. Guidelines posted on BS website will indicate this. If pin number is required, then the keypad will be sanitised between each use.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Noemi Sadowska on 5/09/2020</p>

						All clients will refrain from stroking the cats to minimise the animal and person to person risk of exposure as cats cannot be sanitised.				
Toilets: Cross infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	<p>Strict single occupant policy is observed in the toilet and social distancing must be maintained when coming up to the toilet.</p> <p>Hand dryers are switched off to avoid spreading water particles. Paper towels and appropriate bin to be provided instead.</p> <p>Signage to encourage hand washing.</p> <p>Staff to make sure that all toilet stock is always replenished.</p> <p>Toilets to be sanitised periodically throughout the day.</p> <p>PPE available for staff to conduct these duties.</p>	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Toilets: Contamination infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	<p>Entry: Sanitising station provided outside WC.</p> <p>Hand Washing: Use soap and water provided to wash hands before and after using the facilities.</p> <p>Toilet Flushing: Flush with lid closed.</p> <p>Hand Drying: Single use paper towels provided. All air dryers turned off.</p> <p>Waste Disposal: Pedal bins provided inside and outside WC.</p> <p>Waste disposed frequently.</p>	1	5	5	Completed by Noemi Sadowska on 5/09/2020

						Staff will deploy enhanced sanitising cleaning measures throughout the day focusing on high contact areas, including sanitising bathroom door ironmongery, surfaces, fixtures and fittings				
Session set up: Contamination infection. Cross infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	Aim to achieve change overs between clients that require minimal alteration from session to session. Where a different setup is required this will be performed by the minimum staff that is otherwise safe to perform the job. This will be done during a gap between bookings to allow this to happen safely. Social distancing to be always maintained.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Rehearsal rooms: Cross infection (proximity).	Clients Visitors	Contracting COVID-19	3	5	15	Maximum occupancy level set and signage to indicate the maximum allowed number of musicians in the room posted on BS website. All basic musician seating sanitised after each session. Any additional seating cleaned regularly and only provided on request. Clients must maintain 1.5m or greater from staff at all times. On occasions where 1.5m distance is not physically possible then the time spent within 1.5m must be reduce to the absolute minimum and should not exceed 5min. Musicians will be expected to bring appropriate PPE if they require it but it is not mandatory. It is recommended that musicians bring a face covering as per UK	1	5	5	Completed by Noemi Sadowska on 5/09/2020

						Government latest guidance. Singers ideally will face away from the band while performing or ensure other precautions such as PPE to limit exposure.				
Rehearsal rooms: Cross infection (proximity).	Staff	Contracting COVID-19	3	5	15	<p>Maximum occupancy level set and signage to indicate the maximum allowed in the room.</p> <p>Staff should keep the occasions that rehearsal rooms are entered to a minimum. Entry during occupation by musicians should only occur if the session can no longer continue without an intervention.</p> <p>Staff members who need to attend to equipment in the live area whilst musicians are present must do this promptly and if the change cannot be effected within 5 mins then they will ask clients to leave the room to do so.</p> <p>Staff will be supplied with appropriate PPE.</p>	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Rehearsal rooms: Cross infection from equipment	Staff Clients	Contracting COVID-19	2	5	10	<p>Only staff may handle the studio equipment at all times when issuing it to the client. The client must not go and get studio equipment on their own, but use what is already provided in the room and alert staff if they require additional equipment.</p> <p>All equipment will have cleaning and replacement procedures to reduce the possibility of cross-infection.</p>	1	5	5	Completed by Noemi Sadowska on 5/09/2020

						<p>Staff are advised to choose equipment based upon reliability to reduce the need to swap unreliable items. Any replaced equipment to be placed aside for repair.</p> <p>Equipment will be chosen and located as such that access is possible whilst maintaining distancing from others.</p> <p>Musicians must only handle their designated set of equipment. Staff should avoid handling any of the client's personal equipment. This includes items like phone chargers.</p> <p>All desks and stands to be sanitised between each session as per change over guidelines.</p> <p>Staff will be supplied with appropriate PPE.</p> <p>OPTIONAL: Deep clean of all studio areas by contractors with antibacterial 'misting' machine.</p>				
<p>Rehearsal rooms: Cross infection (airborne)</p>	<p>Staff Clients</p>	<p>Contracting COVID-19</p>	3	5	15	<p>Rehearsal rooms: air con system should remain off.</p> <p>Doors opened for ventilation when the music is not played in the room. Large fans are removed to avoid spreading aerosols.</p> <p>Doors are left open at the end of the night to air the rooms.</p>	1	5	5	<p>Completed by Noemi Sadowska on 5/09/2020</p>
<p>Rehearsal rooms: Contamination</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	2	5	10	<p>All items brought into the studio must be removed by their owner when they leave the studio.</p>	1	5	5	<p>Completed by Noemi Sadowska on</p>

infection from personal items.						Everybody will be encouraged to dispose of their rubbish in the provided bins to minimise contact and cross infection. All customer bikes must be left outside at the front of the building to limit exposure to contamination from personal items.				5/09/2020
Rehearsal rooms: Contamination infection from musical instruments or their use.	Staff Clients Visitors	Contracting COVID-19	2	5	10	Any brass instrument players should bring and take away with them a container, towel or cloth to capture the contents of their respective spit valves. Clients will receive a set of sanitised microphones which they will take charge of. The used ones will be removed and thoroughly cleaned by staff during the changeover period. Additional mic covers can be provided on request.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Rehearsal rooms: Cross infection from musical instruments or their use.	Staff Clients Visitors	Contracting COVID-19	2	5	10	Wind and brass instruments have been shown not to affect or exacerbate the distribution of airborne virus. The exception here is the flute where we will be recommended to musicians to take additional precautions such as social distancing, additional sanitisation and facing away from the band. Vocalists do exhibit a greater distribution of airborne virus. We will recommend additional measures including distance and/or masks to mitigate the dispersal.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Access corridor: Cross infection	Staff Clients	Contracting COVID-19	2	5	10	Signage to reinforce social distancing measures. Corridor access doors will be	1	5	5	Completed by Noemi

(proximity)	Visitors					left open to avoid people touching them. Everyone will move promptly to their designated room/area and keep amount of time within the corridor spaces to a minimum. Clients must not leave their equipment in the corridor, narrowing the access. Staff will monitor this with the appropriate PPE in place if needed.				Sadowska on 5/09/2020
Breaks: Contamination infection. Cross infection.	Staff Clients Visitors	Contracting COVID-19	2	5	10	During the breaks, clients must not congregate in larger groups, must observe social distancing, and follow any additional precautionary measures to limit cross infection, such as wearing PPE when appropriate. Bands should take their breaks outside in the garden and ensure that they do not congregate with other bands if appropriate social distancing cannot be observed.	1	1	1	Completed by Noemi Sadowska on 5/09/2020
Kitchen: Contamination infection.	Staff	Contracting COVID-19	3	5	15	Staff may continue to use the kitchen area but must clean it all thoroughly after use. This includes but not exclusively: <ul style="list-style-type: none"> • Sink/draining board; • Microwave interior and exterior; • All surfaces; • Fixtures and fittings. No clients allowed in the area or allowed any use of these facilities. Bins are provided.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Storage area:	Staff	Contracting	2	5	10	Clients needing access to their stored	1	5	5	Completed by

Contamination infection	Clients Visitors	COVID-19				equipment will be advised how to access it safely. Clients are expected to sanitise their hands before and after accessing their stored equipment. It is the client's responsibility to pick up their equipment, but staff will ensure that there is nothing to hinder access. Sanitiser stations will be provided and must be used before and after accessing stored equipment.				Noemi Sadowska on 5/09/2020
Storage area: Cross infection (proximity)	Staff Clients Visitors	Contracting COVID-19	2	5	10	Social distancing must be observed when requesting access to stored equipment.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Snacks/pro shop: Contamination infection Cross infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	We will continue to sell these items as there is little difference between this and supermarket interactions at the checkout. Staff will use hand sanitiser when handling any goods.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Backline hire: Contamination infection	Staff Clients	Contracting COVID-19	2	5	10	Any equipment will be set up in the room previously sanitised and ready for use. Clients are expected to leave the equipment as they found it as staff will attend to it during the changeover period to ensure it is removed and cleaned following appropriate safety procedures. Staff advised to use PPE when assisting customers when appropriate.	1	5	5	Completed by Noemi Sadowska on 5/09/2020
Recording sessions: Contamination infection, Cross infection,	Staff Clients Visitors	Contracting COVID-19	3	5	15	All other measures outlined in this document for all areas in regard to rehearsal sessions apply to recording sessions as well. Additional measures for	1	5	5	Completed by Noemi Sadowska on 5/09/2020

<p>Cross infection (proximity), Cross infection (airborne)</p>						<p>recording room sessions include:</p> <p>A maximum of 3 people (including the producer) allowed in the control room at any one time.</p> <p>Clients will be encouraged to wear facemasks and maintain social distancing.</p> <p>Clients are not to touch Producer's equipment.</p> <p>Producer must self-certify they have no symptoms in advance of the session.</p> <p>On occasions where 1.5m distance is not physically possible then the time spent within 1.5m must be reduce to the absolute minimum and not exceeded 5min.</p>				
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Last updated:	05/09/2020	Signed:	Noemi Sadowska
Date of next review:	05/10/2020	Authorised:	Dave Beauclerr

Risk Matrix:										
Risk rating guidance	Consequence (C)	5	5	10	15	20	25	20-25	STOP	Stop activity and take immediate action
		4	4	8	12	16	20	15-16	URGENT ACTION	Take immediate action, stop activity if necessary and maintain existing controls rigorously
		3	3	6	9	12	15	8-12	ACTION	Improve (if possible) with specified timescale
		2	2	4	6	8	10	3-6	MONITOR	Look to improve at next review or if there is a significant change
		1	1	2	3	4	5	1-2	NO ACTION	No further action, but ensure controls are maintained and reviewed
			1	2	3	4	5			
		Likelihood (L)								
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Establish what hazards are associated with the proposed task. 2. Identify who is at risk, how they might be harmed, and the existing risk control measures. 3. Calculate an initial Risk Rating for the activity. 4. Identify risk control measures that reduce the risks to an acceptable level 5. Calculate a revised Risk Rating – you should consider how much safer the task will be if the additional controls are followed; you should be looking to change the Likelihood (L) and Consequence (C) ratings. 6. Record any required actions, who is responsible for these and when they will be completed by. 									
Note. Ideally, you should look to reduce the risks to as 'low as reasonably practicable'										
<u>Likelihood (L) Classifications</u>						<u>Consequence (C) Classifications</u>				
1. Very Unlikely: Remote or Improbable; past experience shows no known instances of any event occurring.						1. Insignificant: No injury, no damage to property or the environment.				
2. Unlikely: Past experience suggests that event rarely happens.						2. Minor: Minor injury needing first aid, resulting in no loss time; likely or no damage to property or the environment.				
3. Fairly likely: Experience shows that events can occur, either frequently or occasionally.						3. Medium: Up to 3 days absence; moderate damage to property or the environment requiring short remedial work.				

4. Likely: Experience shows isolated incidents occur.	4. Major: More than 7 days absence, serious damage to property or the environment requiring remedial work.
5. Very Likely: Very likely to happen unless actively prevented, possibility of repeated incidents.	5. Catastrophic: Accident resulting in death(s); destruction of property; irreversible damage to the environment.
Review Date:	This risk assessment should be reviewed periodically. Review sooner when conditions change with the regards to the virus and government guidelines as well because of the introduction of new equipment, processes, hazards or an accident or incident.

