



Brixton Sonic Ltd

t/a Brixton Hill Studios
Covid 19 Risk Assessment

Assessor: Stephen
Gilchrist
Position: Director
Date: 15/06/2020
Site: Brixton Hill Studios

Purpose:	To carry out a general assessment of the risks presented by the Brixton Hill Studios standard operating procedures in respect of the presence of COVID-19 in the wider community and the event a asymptomatic case of COVID-19 being present on-site with the aim to protect staff, clients and musicians from contracting COVID-19.
Definitions:	<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>

What are the hazards?	Who might be harmed	L	C	R	Controls Required	L	C	R	Action by who?	Date
Arrival / congregating at the studio: Cross contamination.	Staff Visitors; Including but not restricted to: Production Room Tenants Customers Visitors to the studio Delivery Drivers	4	5	20	<ul style="list-style-type: none"> • Staff members to wear PPE provided by the studio throughout their shifts. • Staff to monitor and control the admission of visitors to and from the studio. • Visitors to arrive at an appointed time. Bookings to be allowed access to the building upon the start of their session and will be required to move to their studio immediately taking all belongings • No items to be left in the in any of the communal areas inside the building. Visitors must wait in the car park area and take equipment straight to their room at the start of their session. • Visitors to the studio to complete an online declaration at time of booking declaring their fitness to attend the session. 	1	5	5	Stephen Gilchrist	29/7/20
Travel to Studio: Contamination infection. Cross Infection	Staff Visitors	2	5	10	<p>Everybody is asked to avoid public transport if they can when travelling to the premises.</p> <p>This will be included in the site guidelines sent by email in advance which the client must confirm they have received/read.</p>	1	5	5	Stephen Gilchrist	29/7/20

What are the hazards?	Who might be harmed	L	C	R	Controls Required	L	C	R	Action by who?	Date
Car Parking: Contamination infection	Staff VISITORS	2	5	10	Use of the ample parking spaces. 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 sent by email in advance which the client must confirm they have received/read.	1	5	5	Stephen Gilchrist	29/7/20
Studio Office: Cross contamination.	STAFF	2	5	10	One member of staff only allowed to be present in the office. No other peoples to be present at any time. Keep perspex window and entrance door closed at all times. Work area, computer and epos system to be sanitised at the start of every shift. Staff will be allowed one small bag of personal effects into the premises. This must be kept with the owner and left in the office.	1	5	5	Stephen Gilchrist	29/7/20
Rehearsal Studios 1, 2 & 3: Cross infection (close proximity)	Visitors	3	5	15	Maximum occupancy level set and signage to indicate the maximum allowed in the room. All musician seating to be removed and only provided on request and then removed and cleaned. Clients must maintain a 2m or greater from staff at all times. On occasions where 2m distance is not physically possible then the time spent within 2m must be reduce to the minimum and never exceed 15mins. Example: A musician going on a toilet break must take the shortest route between the other musicians to exit, do this promptly and not stop whilst traversing the room. 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 Government Guidance.	1	5	5	Stephen Gilchrist	29/7/20

What are the hazards?	Who might be harmed	L	C	R	Controls Required	L	C	R	Action by who?	Date
Rehearsal Studios 1, 2 & 3: Cross infection (close proximit and airbourne)	Customers	3	5	15	<p>A half an hour gap and staggered session times to be put in place to give time to clean and sanitise the studios whilst minimising the traffic at any particular time thus reducing the potential cross contamination.</p> <p>Staff will use enhanced cleaning measures every morning and throughout the shift, focusing on high contact areas including door ironmongery, surfaces and equipment/backline, microphones, office equipment & high contact surfaces.</p> <p>Hand sanitising stations will be positioned throughout the building at all entry points, studios, storage areas and toilets.</p> <p>Air conditioners set to extraction (checked by staff at the start of each session).</p> <p>Rooms to be aired by leaving the doors open over night.</p> <p>Microphone Sanitisation: Vocal / Wind Instrument mics to be limited to 3 in total per session. Only required no. of microphones to be supplied at the start of each session. Microphones to be dispatched to customer in a clean and sealed caddy box. The mics must be sanitised with anti-bacterial alcohol wipes prior to being dispatched to the client. Returned microphones to be sanitised and sealed into a caddy box upon return ready for next client booking. Caddy box must be sanitised also.</p>	1	5	5	Stephen Gilchrist	29/7/20

What are the hazards?	Who might be harmed	L	C	R	Controls Required	L	C	R	Action by who?	Date
Rehearsal Studios 1, 2 & 3: Cross infection (equipment)	Staff Visitors	3	5	15	<p>Only staff may handle the studio equipment at all times when providing for the client. The client must not collect studio equipment.</p> <p>All equipment will have cleaning and replacement procedures to reduce the possibility of cross-infection.</p> <p>Staff 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 own equipment.</p> <p>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 wiped down 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 anti-viral "misting" machine.</p>	1	1	5	Stephen Gilchrist	29/7/20
Rehearsal Studios 1, 2 & 3: Contamination infection from personal items.	Visitors	2	5	10	<p>Any and all items brought into the studio must be removed by their owner when they leave the studio.</p> <p>Everybody will be encouraged to take their own rubbish off-site.</p> <p>Customer bikes must be left outside. Staff bikes can be stored upstairs in the company storage rooms.</p>				Stephen Gilchrist	29/7/20

What are the hazards?	Who might be harmed	L	C	R	Controls Required	L	C	R	Action by who?	Date
Rehearsal Studios 1, 2 & 3: Contamination infection from musical instruments or their use.	Staff Visitors	2	5	10	Any brass instrument players bring with them, use and take away with them a container, towel or cloth to capture the contents of their respective spit valves. Clients will receive a fresh set of boxed, sanitised microphones which they will take charge of. The used ones will be removed and thoroughly cleaned by staff during the changeover period.				Stephen Gilchrist	29/7/20
Rehearsal Studios 1, 2 & 3: Cross infection from musical instruments or their use.	Staff Visitors	2	5	10	Wind and Brass instruments have been shown not to affect exacerbate the distribution of airborne virus. Indeed they may help to contain any virus and so an infected player releases less into the air. The exception here is the flute where we will provide additional measures including distance and/or isolation to mitigate the dispersal. Vocalists do exhibit a greater distribution of airborne virus. We will provide additional measures including distance and/or masks and/or shields/partition to mitigate the dispersal.				Stephen Gilchrist	29/7/20
Session setup: Cross infection. Contamination infection.	Staff Visitors	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 maintained at all times.	1	5	5	Stephen Gilchrist	29/7/20
Long Term Lettings (Production Rooms 1-3, & Studios 4 & 5): Cross infection (close proximity)	Visitors	1	5	5	<i>Tenants will be supplied a copy of the risk assessments and a set of guidelines.</i>	1	5	5	Stephen Gilchrist	29/7/20

What are the hazards?	Who might be harmed	L	C	R	Controls Required	L	C	R	Action by who?	Date
Recording Studio: Cross infection (close proximity)	Staff	3	5	15	<ul style="list-style-type: none"> Up to two people allowed in the control room (including a member of staff) at the discretion of the engineer on shift. No other peoples to be present in the control room at any time. Work area, computer, mixing desk, outboard and any equipment to be sanitised at the start and completion of every session. Studio 1 as tracking venue: 1 person at a time to be present unless an ensemble recording. All ensemble recordings to be set up 2m apart. Studio 1 to be evacuated whilst engineer is present for the set up or any interim set ups or adjustments. 	1	5	5	Stephen Gilchrist	18/08/20
Access corridor: Cross infection (proximity)	Staff Visitors	2	5	10	<p>Markings and signage to reinforce social distancing measures.</p> <p>Corridor access doors will be left open to avoid people touching them.</p> <p>Everyone will move promptly to their designated room/area and keep amount of time within the corridor spaces to a minimum.</p> <p>Clients must not leave equipment in the corridor, narrowing the access.</p> <p>Staff will monitor this with the appropriate PPE in place.</p>	1	5	5	Stephen Gilchrist	29/7/20

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Toilets	Staff Visitors	4	5	20	<p>Complete refurb of toilet block to ensure effective cleaning moving forward.</p> <p>Toilets to be deep-cleaned at the end of every shift with intermittent sanitisation throughout the day where applicable.</p> <ul style="list-style-type: none"> • All surfaces to be cleaned and wiped down using anti bacterial cleaner. • Floors to be washed at the end of the shift. • Walls to be wiped down twice throughout the week. • Toilet bowl to be bleached at the end of the shift. • Toilet stock (paper, hand sanitiser etc.) to be monitored. <p>Strict single occupancy in each toilet.</p> <p>Signage to encourage hand washing.</p>	1	5	5	Stephen Gilchrist	29/7/20
Kitchen	Staff Visitors	3	5	15	**Kitchen out of bounds till further notice**	1	5	5	Stephen Gilchrist	29/7/20
Snack & Pro Shop	Staff Customers	3	5	15	All orders for snacks or pro shop need to be requested at the time of booking. Staff will then contact customers for payment over the phone, in advance of the session	1	5	5	Stephen Gilchrist	29/7/20

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; little or no damage to property or the environment.					
3. Fairley 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 as a result of the introduction of new equipment, processes, hazards or an accident or incident.										