

COVID-19 Risk Assessment

Name of Assessor/ Role:	Jackie Chase Music Teacher	Date:	04/07/20]
Time:	1pm	Work Area:	Under the Bridge Studios Brighton
Purpose	To carry out a general assessment of the risks presented by the Under the Bridge 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.		
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>		

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 complete our online pre-registration questionnaire no more than 24 hours before the start of the session, to self-certify that, to the best of their knowledge, they have no symptoms of COVID-19 or come into contact with a known case of COVID-19 in the previous 14 days period.	1	5	5	Completed by Jackie Chase on 04/07/20

Travel to premises: Contamination infection Cross infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	<p>Everybody is asked to avoid public transport if they can when travelling to the premises. This will be included in the booking guidelines which the client must confirm they have received/read.</p> <p>Under the Bridge staff will not use public transport.</p>	1	5	5	Completed by Jackie Chase on 04/07/20
Car Parking: Contamination infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	<p>Use of the ample parking spaces.</p> <p>Staff to encourage people to be mindful of social distancing when going to and from their vehicles.</p> <p>This will be included in the booking guidelines sent by email in advance which the client must confirm they have received/read.</p>	1	5	5	Completed by Jackie Chase on [04/07/20]

<p>Entering premises: Cross infection</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Customers must not come 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.</p> <p>Staff monitoring and coordinating the system will be provided with appropriate PPE.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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<p>All locations on premises: Cross infection</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>We have a low number of personnel anyway that run the sessions but will make sure the cross over is to a minimum.</p> <p>Any staff meetings will take place remotely.</p> <p>Coffee and tea making facilities have been removed from the communal area to discourage it as a place to congregate . Seating in any communal areas has also been removed. This will be monitored by staff for compliance.</p> <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>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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<p>All locations on premises: Contamination infection</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Unnecessary Furniture, furnishing and fittings have been removed from rooms and all rooms have been repainted with washable paint. This will reduce the amount used and it we have established a 30minute cleaning procedure between every booking to allow full wipe down and spray, full floor mopping and steaming of acoustic diffusers..</p> <p>Antibacterial hand gel stations placed throughout the building with signage. Everyone must use it before entering a room and lids have been removed to avoid unnecessary handling. Bins emptied promptly.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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<p>Rehearsal rooms: Contamination infection</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p> <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 day during their building shift clean, 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> <p>Sanitising stations will be placed at main entry points, studio 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, guitar leads, cymbals and drum sticks</p> <p>I</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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<p>Reception/office area: Contamination infection. Cross infection.</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Plexiglass screen to protect staff member working on reception.</p> <p>Floor markings to keep people 2m from reception personnel.</p> <p>Reception staff member to remain on reception where at all possible.</p> <p>All clients to use contactless payments, no cash. Ideally this will be one payment per band as opposed to split payments. Guidelines for bands will indicate this. If pin number is required then clingfilm to be placed on keypad then removed and binned.</p> <p>High contact areas in the office will be cleaned at the start of each shift to limit risk between staff. e.g computer, chairs, counter surfaces.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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<p>Toilets: Cross infection</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Strict single occupant policy to each toilet.</p> <p>Toilet windows always open.</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 cleaned after each use and a checklist in each toilet to be time d and dated.</p> <p>PPE available for staff to conduct these duties.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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<p>Toilets: Contamination infection</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>20</p>	<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.</p> <p>Waste Disposal: Pedal bins provided inside and outside WC.</p> <p>Waste disposed frequently.</p> <p>Staff will deploy enhanced sanitising cleaning measures during their shift clean and throughout the day focusing on high contact areas, including sanitising bathroom door ironmongery, surfaces, fixtures and fittings.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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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 maintained at all times.	1	5	5	Completed by Jackie Chase on 04/07/20
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<p>Rehearsal rooms: Cross infection (proximity).</p>	<p>Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p> <p>Maximum occupancy level set and signage to indicate the maximum allowed in the room.</p> <p>All musician seating to be removed and only provided on request and then removed and cleaned.</p> <p>Clients must maintain a 2m or greater from staff at all times.</p> <p>On occasions where 2m distance is not physically possible then the time spent within 2m must be reduce to the minimum and never exceed 5mins. 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. However, we will have these items for sale at a cost that covers costs.</p> <p>Singers must face away from the band.</p> <p>We will use pop shields for singers attached to microphone stands.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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<p>Rehearsal rooms: Cross infection (proximity).</p>	<p>Staff</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<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> <p>Included in staff guidance and customer guidance documents.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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<p>Rehearsal rooms: Cross infection from equipment</p>	<p>Staff Clients</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p> <p>Only staff may handle the studio equipment at all times when providing for the client. The client must not go and get 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 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 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>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
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Rehearsal rooms: Cross infection (airborne)	Staff Clients	Contracting COVID-19	3	5	15	Rehearsal rooms: Doors opened for ventilation. Remove large fans to avoid spreading aerosols. Leave doors open at the end of the night to air the rooms.	1	5	5	Completed by Jackie Chase on 04/07/20
Rehearsal rooms: Contamination infection from personal items.	Staff Clients Visitors	Contracting COVID-19	2	5	10	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. Any and all items brought into the studio must be removed by their owner when they leave the studio. Everybody will be encouraged to take their own rubbish off-site but bins will be provided. Staff bikes must be placed out the back of the building or chained up outside. Customer bikes must be left outside.	1	5	5	Completed by Jackie Chase on 04/07/20

<p>Rehearsal rooms: Contamination infection from musical instruments or their use.</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>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.</p> <p>d ones will be removed and thoroughly cleaned by staff during the changeover period.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
<p>Rehearsal rooms: Cross infection from musical instruments or their use.</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>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.</p> <p>Vocalists do exhibit a greater distribution of airborne virus. We will provide additional measures including distance and/or masks to mitigate the dispersal.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>

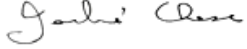
<p>Access corridor: Cross infection (proximity)</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Markings and signage to reinforce social distancing measures. Corridor access doors will be left open to avoid people touching them.</p> <p>Everyone will move promptly to their designated room/area and keep amount of time within the corridor spaces to a minimum. Clients must not leave their equipment in the corridor, narrowing the access.</p> <p>Staff will monitor this with the appropriate PPE in place.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Jackie Chase on 04/07/20</p>
<p>Tea/coffee breaks: Contamination infection. Cross infection.</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>The tea/coffee making facility and area has been removed.</p> <p>Clients must bring their own.</p> <p>We will provide bins but ask that waste be removed off-site by the individual.</p> <p>This will also avoid clients congregating.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Completed by Jackie Chase on 04/07/20</p>

Kitchen: Contamination infection.	Staff	Contracting COVID-19	4	5	20	<ul style="list-style-type: none"> All kitchen facilities have been removed 	1	5	5	Completed by Jackie Chase on 04/07/20
Storage area: Contamination infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	<p>The office is now our only remaining storage place.</p> <p>Sanitiser stations will be provided and must be used before and after accessing stored equipment.</p>	1	5	5	Completed by Jackie Chase on 04/07/20

Storage area: Cross infection (proximity)	Staff Clients Visitors	Contracting COVID-19	2	5	10	A maximum of 2 people at a time allowed in the office storage Social distancing must be observed with signage to reinforce the message.	1	5	5	Completed by Jackie Chase on 04/07/20
Snacks/pro shop: Contamination infection Cross infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	We have no shop or sales. Staff will bring snacks and take them away after shift.	1	5	5	Completed by Jackie Chase on 04/07/20
Backline hire (external use): Contamination infection	Staff Clients	Contracting COVID-19	3	5	15	This is only to be conducted by managers. Due to a ban on gatherings the demand is significantly reduced anyway. Anyone collecting equipment will be required to follow usual guidelines for collection in terms of having arranged a designated collection window. The equipment will be left in a safe location within the building for collection. Staff provided and to use PPE when assisting customers.	1	5	5	Completed by Jackie Chase on 04/07/20

<p>Recording sessions (2 rooms): Contamination infection, Cross infection, Cross infection (proximity), Cross infection (airborne):</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>All other measures outlined in this document for all areas in regards to rehearsal sessions apply to recording sessions as well. Additional measures for a 2 room session:</p> <p>A maximum of 1 person (including the producer) allowed in the control at any one time.</p> <p>Clients will be encouraged to wear facemasks and maintain social distancing.</p> <p>Clients 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 2m distance is not physically possible then the time spent within 2m must be reduce to the minimum and never exceed 5mins.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Complete d by Jackie Chase on 04/07/20</p>
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Recording sessions (1 rooms): Contamination infection, Cross infection, Cross infection (proximity), Cross infection (airborne):	Staff Clients Visitors	Contracting COVID-19	4	5	20	All other measures outlined in this document for all areas in regards to rehearsal sessions and 2 room recording sessions apply to 1 room recording sessions as well. Additional measures for a 1 room session: The Producer must use the plexi screen to separate themselves from the band. Take regular breaks.	1	5	5	Completed by Jackie Chase on 04/07/20
Technical/staff support: Contamination Infection. Cross Infection.	Staff Clients	Contracting COVID-19	3	5	15	Where possible technical support and support to staff will be offered remotely. Requiring management to enter the studio with other personnel will be the last resort. Appropriate PPE will be provided and used in any event.	1	5	5	Completed by Jackie Chase on 04/07/20

Last updated:	04/07/20	Signed:	
Date of next review:	04/08/20		

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.				

<p>3. Fairley likely: Experience shows that events can occur, either frequently or occasionally.</p>	<p>3. Medium: Up to 3 days absence; moderate damage to property or the environment requiring short remedial work.</p>
<p>4. Likely: Experience shows isolated incidents occur.</p>	<p>4. Major: More than 7 days absence, serious damage to property or the environment requiring remedial work.</p>
<p>5. Very Likely: Very likely to happen unless actively prevented, possibility of repeated incidents.</p>	<p>5. Catastrophic: Accident resulting in death(s); destruction of property; irreversible damage to the environment.</p>
<p>Review Date:</p>	<p>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.</p>

