



AIR Studios COVID-19 Risk Assessment

Name of assessor	Simon Knee	Date	29/05/20
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Time	01:14	Work Area	AIR Studios - Lyndhurst Hall Premises
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Purpose	To carry out a general assessment of the risks presented by the AIR 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.
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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>
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Activity/Hazard	Who	Harm	Risk Rating			Control Measures	Risk Rating			Action by	Date
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Pre-Session Exposure: Cross Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	All personnel required to complete our online pre-registration questionnaire 24 hours prior to coming to Lyndhurst Hall to self-certify that, to the best of their knowledge, they have not displayed symptoms of COVID-19 or come in contact with a known case of COVID-19 in the previous 14-day period	1	5	5	Simon Knee	Completed 27/5/20

Travel to Premises: Contamination Infection Cross Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	Everybody is asked to avoid public transport, if they can, when travelling to AIR Studios. AIR staff will not use public transport - we will provide cabs if necessary. Extra parking and bike racks will be sort to aid private transport.	1	5	5	Simon Knee	Completed
Car Parking Contamination Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	Car parking will be via the bottom gate. There will be a reduced number of spaces to reduce physical contact with vehicles. We are arranmging to use the Girl Guides car park to facilitate numbers required. Space at the very top of the car park and the top gate will be reserved for a 2m lanes to access reception Space at the bottom of the car park will be reserve for a 2m queuing system utilising an alternative entrance.	1	5	5	Simon Knee	Implement by 1/6/20

<p>Entering Premises: Cross Infection</p>		<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>2m queue system and controlled entry. Marshalls monitoring/enforcing compliance with system.</p> <p>Areas where 2m separation is not possible to be made one-way or "traffic light" system implemented.</p> <p>Staff monitoring and co-ordinating the system will be issued with appropriate PPE inc. face masks and eye protection.</p> <p>OPTIONAL: Medical screening by qualified professional to certify all personnel are fit for work and display no symptoms of COVID-19.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Implement by 1/6/20</p>
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<p>All Locations on Premises: Cross Infection</p>	<p>Staff Clients Musicians</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Reduce the number of personnel on the site to the minimum to run the sessions by:</p> <p>AIR staff will be home working where possible.</p> <p>All meetings to be held remotely via video conferencing.</p> <p>Movement around building is restricted - personnel are requested to stay in the designated room/location when on-site.</p> <p>Communal areas have been closed.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Complete by 1/6/20</p>
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<p>All Locations on Premises: Contamination Infection</p>	<p>Staff Clients Musicians</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Furniture, furnishings and fittings will be kept clean, including telephones and keyboards, etc.</p> <p>All floors, walls and ceilings to be kept clean.</p> <p>Covered pedal bins to be provided and all waste to be is removed quickly and effectively.</p> <p>Antibacterial hand gel stations will be provided and should be used.</p> <p>Paper tissues are available for use where required.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Complete by 1/6/20</p>
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<p>Cleaning: Contamination Infection</p>	<p>Staff Clients Musicians</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Deep cleaning of all studios will take place in between between projects</p> <p>Cleaners will use enhanced cleaning measures every morning during their building shift clean, focusing on high contact areas, including sanitising phones, keyboards, mice, surfaces and door ironmongery.</p> <p>Cleaning team will ensure that all PPE waste removed from the building will be sealed before being placed in external 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, keyboards, mice screens, workstation surfaces and other equipment used during the day.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Complete by 1/6/20</p>
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Reception Area: Contamination Infection Cross Infection	Staff	Contracting COVID-19	4	5	20	<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. Other staff members will attend to other duties such as marshalling.</p> <p>Paper signing in and visitor books have been removed. All personnel use contactless Sign In App system.</p>	1	5	5	Simon Knee	Complete by 1/6/20
Toilets: Cross Infection	Staff Clients Musicians	Contracting COVID-19	4	5	20	<p>Designation: Separate facilities for control room staff and musicians.</p> <p>Strict single occupant policy to entire washroom</p> <p>Toilet air extraction always on.</p>	1	5	5	Simon Knee	Completed 23/5/20

<p>Toilets: Contamination Infection</p>	<p>Staff Clients Musicians</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Entry: Sanitising station provided, outside WC, used before opening door.</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. Waste disposed frequently.</p> <p>Cleaning team will deploy enhanced sanitising cleaning measures every morning 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>Simon Knee</p>	<p>Implement by 1/6/20</p>
<p>Session Setup: Contamination Infection Cross Infection</p>	<p>Staff</p>	<p>Contracting COVID-19</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Aim to achieve a permanent setup that requires minimal alteration from session to session and project to project.</p> <p>Where setup is required this will be performed by the minimum staff that is otherwise safe to perform the job. Social Distancing to be maintained at all times.</p> <p>Control Room setup and Live Area setup is to be performed by different staff members - ideally they will retain these space designations in the course of the sessions.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Implement by 1/6/20</p>

<p>Live Areas (inc. Booths): Cross Infection - proximity</p>	Musicians	Contracting COVID-19	3	5	15	<p>Maximum occupancy level set and signage to indicate the maximum allowed in the room</p> <p>All musician seating to be arranged on 2.5m distant triangular grid.</p> <p>Musicians must maintain a distance of greater than 2m from all other studio personnel at all times when seated or at their designated station.</p> <p>Musicians will only be allowed to leave their seat with permission from a studio marshal.</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>Example: 1. 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.</p> <p>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.</p>	1	5	5	Simon Knee	Implement by 1/6/20
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<p>Live Areas (inc. Booths): Cross Infection - proximity</p>	Staff	Contracting COVID-19	4	5	20	<p>Maximum occupancy level set and signage to indicate the maximum allowed in the room</p> <p>Operational staff should keep the occasions that designated live area staff are called to enter the live area to a minimum. Entry to the live area during occupation by musicians should only occur if the session can no longer continue without an intervention.</p> <p>A designated staff member who needs 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 abandon the task until there are no musicians in the room.</p> <p>Designated staff will be supplied with appropriate PPE.</p>	1	5	5	Simon Knee	implement by 1/6/20
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<p>Live Areas (inc. Booths): Cross infection from equipment</p>	<p>Staff Musicians</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Equipment segregated into Musician and Studio Musicians Equipment (ME): Chair, Headphones, Music Stand, Sheet Music, Instrument. Musicians Shared: Percussion Studio Equipment (SE): everything else</p> <p>Only designated studio staff may handle the studio equipment at all.</p> <p>All equipment - in particular the ME, will have documented cleaning and replacement procedures to reduce the possibility of cross-infection. See H&S Policy</p> <p>Operational staff advised to choose equipment based upon reliability to reduce the need to swap unreliable items.</p> <p>Equipment will be chosen and located such that access is possible whilst maintaining 2m distancing from other personnel in the live area.</p> <p>Musicians must only handle their designated set of ME. Staff should avoid handling any ME. This includes a prohibition on plugging in a phone charger.</p> <p>Designated staff will be considered part of the live area personnel and not permitted entry to the Control Rooms or Offices.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Implement by 1/6/20</p>
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					<p>Designated staff will be supplied with appropriate PPE.</p> <p>OPTIONAL: Inter-project or nightly deep clean of all studio areas by contractors with anti-viral "misting" machine. This may necessitate protecting microphone capsules in advance.</p>						
<p>Live Areas (inc. Booths): Cross Infection - airborne</p>	<p>Staff Musicians</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>HALL: Extraction system set to automatic mode - will extract whenever session not in record.</p> <p>Additionally extraction system will be turned on during recording when volume of music being played masks the noise of the extraction.</p> <p>BOOTHS: Air-conditioning system set to 100% fresh air. No recirculation of air in within the system.</p> <p>STUDIO 1: Air-conditioning system set to 100% fresh air. No recirculation of air in within the system.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Completed</p>

<p>Live Areas (inc. Booths): Contamination infection from personal effects</p>	<p>Staff Musicians</p>	<p>Contracting COVID-19</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>All personnel will be allowed one small bag of personal effects into the premises.</p> <p>This must be kept with the owner or left at their designated seat/station. 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 again. Bins will be provided.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Completed 23/5/20</p>
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Live Areas (inc. Booths): Contamination infection from musical instruments or their use	Staff Musicians Clients	Contracting COVID-19	2	5	10	All 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.	1	5	5	Simon Knee	Completed 23/5/20
Live Areas (inc. Booths): Cross infection from musical instruments or their use	Staff Musicians Clients	Contracting COVID-19	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. Vocalist do exhibit a greater distribution of airborne virus. We will provide additional measures including distance and/or isolation to mitigate the dispersal.	1	5	5	Simon Knee	Completed 23/5/20

Control Rooms: Contamination infection	Staff Clients	Contracting COVID-19	3	5	15	All items of studio equipment in the control are to have a dedicated user for the duration of the session. This includes but is not limited to: Computer Systems Mixing Console Outboard Equipment Patchbay Equipment will be disinfected when there is a change of designated user. Maximum occupancy level set and signage to indicate the maximum allowed in the room OPTIONAL: Inter-project or nightly deep clean of all studio areas by contractors with anti-viral "misting" machine.	1	5	5	Simon Knee	Implement by 1/6/20
Control Rooms & Offices: Cross Infection - airborne	Staff Clients	Contracting COVID-19	3	5	15	Maximum occupancy level set and signage to indicate the maximum allowed in the room Air-conditioning system set to 100% fresh air. No recirculation of air in within the system.	1	5	5	Simon Knee	Completed 23/5/20

Office space (inc. Booths): Cross Infection - proximity Contamination infection - shared equipment	Staff Clients	Contracting COVID-19	3	5	15	Only one person to be designated to each room when using it as an office. Signage to indicate the occupancy level All equipment is designated to the staff or client that is present and is not to be handled by other personnel until it has been disinfected.	1	5	5	Simon Knee	Implement by 1/6/20
Access corridors: Cross Infection - proximity	Staff Clients	Contracting COVID-19	2	5	10	One-way system implemented and/or markings. Some access doors will be restricted	1	5	5	Simon Knee	Implement by 1/6/20

<p>Inter-room access: Cross Infection - proximity</p>	<p>Staff Clients Musicians</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>All personnel will have a designated room. Access to other rooms is prohibited. In particular but not limited to: Control Room to Live Area: No access. Personnel that are required to work in the Live area will have no access to the control room area and vice-versa. Office Spaces: No movement between office space. Personnel will access office space by designated routes. Room Traversal: where access to a room is unavoidably via another room then personnel will move promptly to there designated area and keep amount of time and surface contact within the traversal spaces to a minimum.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Implement by 1/6/20</p>
<p>Tea Breaks: Contamination Infection Cross Infection</p>	<p>Musicians</p>	<p>Contracting COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>There will be no tea breaks and the canteen is closed. Musicians must bring their own food and drink and consume it at their seat or station. We will provide bins but ask that waste be removed off-site by the individual.</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Simon Knee</p>	<p>Implement by 1/6/20</p>

Lunch Breaks: Contamination Infection Cross Infection	Musicians	Contracting COVID-19	5	5	25	<p>There will be no food provided by the studio and the canteen is closed.</p> <p>Musicians are requested to stay on-site and, at the present time, in their seat.</p> <p>Musicians may bring their own food and consume this at their seat on their lunch-break.</p> <p>If personnel do leave the site in the lunch break they must sign out. Whilst leaving and when off-site they should maintain 2m social distancing at all time. They will need to queue up again for entry and sign in.</p> <p>Use of the toilets during lunch-breaks will be marshalled as previously detailed.</p>	1	1	1	Simon Knee	Implement by 1/6/20
Cohorting Contamination Infection Cross Infection	Staff	Contracting COVID-19	2	5	10	Where possible Engineer/Recordist/Assistant cohorts will be maintained across sessions	1	5	5	Simon Knee	Implement by 1/6/20
Technical Support Contamination Infection Cross Infection	Staff Clients Musicians	Contracting COVID-19	3	5	15	<p>Where possible, technical support will be offered remotely. Requiring a member of Technical Support to enter a room with other personnel present will be a last resort.</p> <p>Appropriate PPE will be provided for Technical Support staff.</p>	1	5	5	Simon Knee	Implement by 1/6/20

Copyists: Contamination Infection Cross Infection	Staff Clients Musicians	Contracting COVID-19	3	5	15	Copyists are to work alone - one person to a dedicated room. They will have their own sanitising station. Copyists will be allowed in the control room but for the minimum amount of time and for no more than 5 minutes at a time. At the start of each day and between breaks copyists will lay out the sheet music on tables in the studio area for the musicians to collect. The sheet music once done with will be collected by the copyist once the musicians have vacated the studio. The copyist is responsible for safely disposing of the sheet music or must take it away with them at the end of the project.	1	5	5	Simon Knee	Implement by 1/6/20
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Last Updated	29/05/20	Signed	SJK
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Date of next Review	06/05/2020
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