



# AIR Studios COVID-19 Risk Assessment

<b>Name of assessor</b>	Simon Knee	<b>Date</b>	19/08/21
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<b>Time</b>	10:00	<b>Work</b>	AIR Studios - Lyndhurst Hall Premises
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<b>Purpose</b>	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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<b>Definitions</b>	<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 susequent transfer to mouth or eyes.</p>
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Implemented 1/6/20	Who	Harm	Risk Rating			Control Measures	Risk Rating			Action by	Date
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<b>Pre-Session Exposure:</b> 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 10-day period	1	5	5	Simon Knee	Implemented 27/5/20 Reviewed 8/9/20 Updated 5/1/21 Updated 19/08/21
<b>Travel to Premises:</b> Contamination Infection Cross Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	All personnel required to follow current GOV.UK & TfL guidance when using public transport  Extra parking and bike racks will be sort to aid private transport.	1	5	5	Simon Knee	Implemented 27/5/20 Updated 8/9/20 Reviewed 5/1/21 Updated 19/08/21

<b>Car Parking</b> Contamination Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	There will be a reduced number of spaces to reduce physical contact with vehicles.  We are arranging to use the Girl Guides car park to facilitate numbers required.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21
<b>Entering Premises:</b> Cross Infection		Contracting COVID-19	4	5	20	Staff monitoring and co-ordinating entry will be issued with appropriate PPE inc. face masks and eye protection.  OPTIONAL: Medical screening by qualified professional to certify all personnel are fit for work and display no symptoms of COVID-19.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21
<b>All Locations on Premises:</b> Cross Infection	Staff Clients Musicians	Contracting COVID-19	3	5	15	Reduce the number of personnel on the site to the minimum to run the sessions by:  AIR staff will be home working where possible.  All meetings to be held remotely via video conferencing.  Movement around building is restricted - personnel are requested to stay in the designated room/location when on-site.  Communal areas have been closed.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21

<b>All Locations on Premises:</b> Contamination Infection	Staff Clients Musicians	Contracting COVID-19	3	5	15	<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>	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21
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<p><b>Cleaning:</b> 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>UV-C sanitising light systems installed with timed nightly operation</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Implemented 1/6/20 Reviewed 8/9/20 Updated 5/1/21 Reviewed 19/08/21</p>
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<b>Reception Area:</b> Contamination Infection Cross Infection	Staff	Contracting COVID-19	4	5	20	Plexiglass screen to protect staff member working on reception.  Reception staff member to remain on reception where at all possible. Other staff members will attend to other duties such as marshalling.  Paper signing in and visitor books have been removed. All personnel use contactless Sign In App system.	1	5	5	Simon Knee	Implemented 1/6/20 Updated 8/9/20 Updated 5/1/21 Updated 19/08/21
<b>Toilets:</b> Cross Infection	Staff Clients Musicians	Contracting COVID-19	4	5	20	Designation: Separate facilities for control room staff and musicians.  Strict single occupant policy to entire washroom  Toilet air extraction always on.	1	5	5	Simon Knee	Implemented 23/5/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21

<b>Toilets:</b> Contamination Infection	Staff Clients Musicians	Contracting COVID-19	4	5	20	Entry: Sanitising station provided, outside WC, used before opening door.  Hand Washing: Use soap and water provided to wash hands before and after using the facilities.  Toilet Flushing: Flush with lid closed.  Hand Drying: Single use paper towels provided. All air dryers turned off.  Waste Disposal: Pedal bins provided inside and outside WC. Waste disposed frequently.  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.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21
<b>Session Setup:</b> Contamination Infection Cross Infection	Staff	Contracting COVID-19	2	5	10	Where setup is required this will be performed by the minimum staff that is otherwise safe to perform the job.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21
<b>Live Areas (inc. Booths):</b> Cross Infection - proximity	Musicians	Contracting COVID-19	3	5	15	Maximum occupancy level set and signage to indicate the maximum allowed in the room  Musicians will only be allowed to leave their seat at permitted times  Musicians are required to wear a face mask at all time except when playing an instrument makes this impossible.	1	5	5	Simon Knee	Implemented 1/6/20 Updated 8/9/20 Updated 5/1/21 Updated 19/08/21

<p><b>Live Areas (inc. Booths):</b> 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>Operational staff should keep the occasions that designated live area staff are called to enter the live area to a minimum.</p> <p>Designated staff will be supplied with appropriate PPE. Face masks to be worn at all times.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Implemented 1/6/20 Reviewed 8/9/20 Updated 5/1/21 Updated 19/08/21</p>
<p><b>Live Areas (inc. Booths):</b> 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</p> <p>Musicians Equipment (ME): Chair, Headphones, Music Stand, Sheet Music, Instrument.</p> <p>Musicians Shared: Percussion</p> <p>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&amp;S Policy</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 supplied with appropriate PPE. Face masks to be worn at all times.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Simon Knee</p>	<p>Implemented 1/6/20 Reviewed 8/9/20 Updated 5/1/21 Updated 19/08/21</p>

	Staff Musicians	Contracting COVID-19	3	5	15	<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 max fresh air.</p> <p>STUDIO 1: Air-conditioning system set to max fresh air..</p>	1	5	5	Simon Knee	Completed 23/5/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21
<b>Live Areas (inc. Booths):</b> Contamination infection from personal effects	Staff Musicians	Contracting COVID-19	2	5	10	<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>	1	5	5	Simon Knee	Completed 23/5/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21
<b>Live Areas (inc. Booths):</b> Contamination infection from musical instruments or their use	Staff Musicians Clients	Contracting COVID-19	2	5	10	<p>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.</p>	1	5	5	Simon Knee	Completed 23/5/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21



<b>Live Areas (inc. Booths):</b> Cross infection from musical instruments or their use	Staff Musicians Clients	Contracting COVID-19	2	5	10	Wind and Brass instruments (inc. Flute) 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.  Vocalist do exhibit a greater distribution of airborne virus. We will provide additional ventilation periods for choir/vocal sessions.	1	5	5	Simon Knee	Completed 23/5/20 Updated 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21
<b>Control Rooms:</b> 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	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21
<b>Control Rooms &amp; Offices:</b> 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 max fresh air.	1	5	5	Simon Knee	Completed 23/5/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21

<b>Office space (inc. Booths):</b> 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	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21
<b>Access corridors:</b> Cross Infection - proximity	Staff Clients	Contracting COVID-19	2	5	10	One-way system implemented where necessary and/or markings. Some access doors will be restricted	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21
<b>Inter-room access:</b> Cross Infection - proximity	Staff Clients Musicians	Contracting COVID-19	3	5	15	All personnel will have a designated room. Access to other rooms is prohibited. In particular but not limited to:  Control Room to Live Area: Access is controlled to limit traversal from Live Area to Control Room 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 their designated area and keep amount of time and surface contact within the traversal spaces to a minimum.	1	5	5	Simon Knee	Implemented 1/6/20 Updated 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21

<b>Tea Breaks:</b> Contamination Infection Cross Infection	Musicians	Contracting COVID-19	4	5	20	There will be no catered tea breaks and the canteen is closed.  Musicians must bring their own food and drink and consume it at their seat or station or outside  We will provide bins but ask that waste be removed off-site by the individual.	1	1	1	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21
<b>Lunch Breaks:</b> Contamination Infection Cross Infection	Musicians	Contracting COVID-19	4	5	20	There will be no food provided by the studio and the canteen is closed.  Musicians may bring their own food and consume this at their seat or outside on their lunch-break.  Use of the toilets during lunch-breaks will be marshalled as previously detailed.	1	1	1	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21
<b>Cohorting</b> 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	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21
<b>Technical Support</b> Contamination Infection Cross Infection	Staff Clients Musicians	Contracting COVID-19	3	5	15	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.  Appropriate PPE will be provided for Technical Support staff. Masks should be worn at all times.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21

<b>Copyists:</b> Contamination Infection Cross Infection	Staff Clients Musicians	Contracting COVID-19	3	5	15	<p>Copyists are to work alone - one person to a dedicated room. They will have their own sanitising station.</p> <p>Copyists will be allowed in the control room but for the minimum amount of time.</p> <p>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.</p> <p>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.</p>	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21
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<b>Last Updated</b>	19/08/21	<b>Signed</b>	SJK
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<b>Date of next Review</b>	on going
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