



# AIR Studios COVID-19 Risk Assessment

Name of assessor	Simon Knee	Date	22/02/2022
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Time	10:00	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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Implemented 1/6/20	Who	Harm	Risk Rating			Control Measures	Risk Rating			Action by	Date
			L	C	R		L	C	R		
Pre-Session Exposure: Cross Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	Any person required to self-isolate or quarantine as per NHS guidelines is requested not to attend the studio	1	5	5	Simon Knee	Implemented 27/5/20 Reviewed 8/9/20 Updated 5/1/21 Updated 19/08/21 Updated 22/2/22
Travel to Premises: 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	1	5	5	Simon Knee	Implemented 27/5/20 Updated 8/9/20 Reviewed 5/1/21 Updated 19/08/21 Updated 22/2/22

Car Parking 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.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21 Updated 22/2/22
Entering Premises: Cross Infection		Contracting COVID-19	2	5	10	Staff monitoring and co-ordinating entry will be issued with appropriate PPE  OPTIONAL: Medical screening by qualified professional.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21 Updated 22/2/22
All Locations on Premises: Cross Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	Restrict capacity in studio areas.  If client requested we ask that masks are worn.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21 Updated 22/2/22
All Locations on Premises: Contamination Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	Furniture, furnishings and fittings will be kept clean, including telephones and keyboards, etc.  All floors, walls and ceilings to be kept clean.  Covered pedal bins to be provided and all waste to be is removed quickly and effectively.  Antibacterial hand gel stations will be provided and should be used.  Paper tissues are available for use where required.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21 Reviewed 22/2/22

<b>Cleaning:</b> Contamination Infection	Staff Clients Musicians	Contracting COVID-19	3	5	15	<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 as required</p>	1	5	5	Simon Knee	<p>Implemented 1/6/20</p> <p>Reviewed 8/9/20</p> <p>Updated 5/1/21</p> <p>Reviewed 19/08/21</p> <p>Updated 22/2/22</p>
<b>Reception Area:</b> Contamination Infection Cross Infection	Staff	Contracting COVID-19	2	5	10	Paper signing in and visitor books have been removed. All personnel use contactless Sign In App system.	1	5	5	Simon Knee	<p>Implemented 1/6/20</p> <p>Updated 8/9/20</p> <p>Updated 5/1/21</p> <p>Updated 19/08/21</p> <p>Updated 22/2/22</p>
<b>Toilets:</b> Cross Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	Designation: Separate facilities for control room staff and musicians.	1	5	5	Simon Knee	<p>Implemented 23/5/20</p> <p>Reviewed 8/9/20</p> <p>Reviewed 5/1/21</p> <p>Reviewed 19/08/21</p> <p>Updated 22/2/22</p>

<b>Toilets:</b> Contamination Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	Entry: Sanitising station provided, outside WC, used before opening door.  Hand Drying: Single use paper towels provided.  Waste Disposal: Pedal bins provided.  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 Updated 22/2/22
<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 Updated 22/2/22
<b>Live Areas (inc. Booths):</b> Cross Infection - proximity	Musicians	Contracting COVID-19	2	5	10	Maximum occupancy level set and signage to indicate the maximum allowed in the room  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 Updated 22/2/22

Live Areas (inc. Booths): 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>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>	1	5	5	Simon Knee	<p>Implemented 1/6/20</p> <p>Reviewed 8/9/20</p> <p>Updated 5/1/21</p> <p>Updated 19/08/21</p> <p>Updated 22/2/22</p>
Live Areas (inc. Booths): Cross infection from equipment	Staff Musicians	Contracting COVID-19	3	5	15	<p>Equipment segregated into Musician and Studio 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>	1	5	5	Simon Knee	<p>Implemented 1/6/20</p> <p>Reviewed 8/9/20</p> <p>Updated 5/1/21</p> <p>Updated 19/08/21</p> <p>Reviewed 22/02/22</p>

<b>Live Areas (inc. Booths):</b> Cross Infection - airborne	Staff Musicians	Contracting COVID-19	3	5	15	HALL: Extraction system set to automatic mode - will extract whenever session not in record.  BOOTHs: Air-conditioning system set to increased fresh air.  STUDIO 1: Air-conditioning system set to increased fresh air.	1	5	5	Simon Knee	Completed 23/5/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21 Updated 22/02/22
<b>Live Areas (inc. Booths):</b> Contamination infection from personal effects	Staff Musicians	Contracting COVID-19	2	5	10	Personnel asked to take their own rubbish off-site again. Bins will be provided.	1	5	5	Simon Knee	Completed 23/5/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21 Updated 22/02/22
<b>Live Areas (inc. Booths):</b> 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 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21 Updated 22/02/22
<b>Live Areas (inc. Booths):</b> Cross infection from musical instruments or their use	Staff Musicians Clients	Contracting COVID-19	2	5	10	We may provide additional measures or 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 Updated 22/02/22
<b>Control Rooms:</b> Contamination infection	Staff Clients	Contracting COVID-19	2	5	10	Where practical items of studio equipment in the control room are to have a dedicated user for the duration of the session.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21 Updated 22/02/22
<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	1	5	5	Simon Knee	Completed 23/5/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21 Updated 22/02/22

<b>Office space (inc. Booths):</b> Cross Infection - proximity Contamination infection - shared equipment	Staff Clients	Contracting COVID-19	3	5	15	Signage to indicate the occupancy level	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21 Updated 22/02/22
<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	<p>All personnel will have a designated room. Access to other rooms is prohibited. In particular but not limited to:</p> <p>Control Room to Live Area: Access is controlled to limit traversal from Live Area to Control Room</p> <p>Office Spaces: No movement between office space. Personnel will access office space by designated routes.</p> <p>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>	1	5	5	Simon Knee	Implemented 1/6/20 Updated 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21

<b>Canteen:</b> Contamination Infection Cross Infection	Musicians	Contracting COVID-19	2	5	10	Canteen is open for session where client policy permits use.  Musicians must bring their own food and drink and consume it at their seat or station or outside	1	1	1	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21 Updated 22/02/22
<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 Reviewed 22/02/22
<b>Technical Support</b> Contamination Infection Cross Infection	Staff Clients Musicians	Contracting COVID-19	2	5	10	Appropriate PPE will be provided for Technical Support staff.	1	5	5	Simon Knee	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Reviewed 19/08/21 Updated 22/02/22
<b>Copyists:</b> Contamination Infection Cross Infection	Staff Clients Musicians	Contracting COVID-19	3	5	15	Copyists will be allowed in the control room but for the minimum amount of time.  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	Implemented 1/6/20 Reviewed 8/9/20 Reviewed 5/1/21 Updated 19/08/21 Updated 22/02/22
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Last Updated	22/02/2022	Signed	SJK
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Date of next Review	on going
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