

# Musicbox Studios COVID-19 Risk Assessment

<b>Name of Assessor/Role:</b>	Andrew Plain – Company Director	<b>Date:</b>	25/06/2020
<b>Time:</b>	1pm	<b>Work Area:</b>	Musicbox Studios Limited

<b>Purpose</b>	To carry out a general assessment of the risks presented by the Musicbox 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.
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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 subsequent transfer to mouth or eyes.</p>
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Activity/Hazard	Who	Harm	Risk Rating			Control Measures	Risk Rating			Date/person Completed
			L	C	R		L	C	R	
<b>Pre-session exposure:</b> 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 Andrew Plain on 25/06/2020
<b>Travel to premises:</b> Contamination infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	Everybody is asked to avoid public transport if they can when travelling to the premises. This will be included in the site guidelines	1	5	5	Completed by Andrew Plain on 25/06/2020

Cross infection						sent by email in advance which the client must confirm they have received/read.  Musicbox Studios staff will not use public transport.				
<b>Car Parking:</b> Contamination infection	Staff Clients Visitors	Contracting COVID-19	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	Completed by Andrew Plain on 25/06/2020
<b>Entering premises:</b> Cross infection	Staff Clients Visitors	Contracting COVID-19	4	5	20	Customers must not unload their equipment 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.  Staff monitoring and coordinating the system will be provided with appropriate PPE.  OPTIONAL: Medical screening by a qualified professional that all personnel are fit for work and display no symptoms of COVID-19.	1	5	5	Completed by Andrew Plain on 25/06/2020
<b>All locations on premises:</b> Cross infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	We have low a number of personnel anyway that run the sessions but will make sure the cross over is to a minimum.	1	5	5	Completed by Andrew Plain on 25/06/2020

						<p>Any staff meetings will take place remotely.</p> <p>Coffee and tea making facility has been removed from the communal area to discourage it as a place to congregate. Seating in any communal areas has also been removed.</p> <p>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><b>All locations on premises:</b> Contamination infection</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	3	5	15	<p>Unnecessary Furniture, furnishing and fittings removed from rooms and only provided on request. This will reduce the amount used and it will be cleaned after use and put aside.</p> <p>Bin lids removed so they cannot be handled. Bins to be emptied promptly and placed in the larger receptical.</p> <p>Antibacterial hand gel stations placed throughout the building with signage. Everyone must use it before entering the room.</p> <p>Paper towels are available for use where required.</p>	1	5	5	<p>Completed by Andrew Plain on 25/06/2020</p>

<b>Rehearsal rooms:</b> Contamination infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	<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 morning 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 where at all possible.</p> <p>If clients do not have their own microphones then, on arrival, they will receive a fresh set of boxed and sanitised microphones which they will take charge of and plug in themselves to reduce contact. The used ones will be removed and thoroughly cleaned by staff during the changeover period.</p>	1	5	5	Completed by Andrew Plain on 25/06/2020
<b>Reception/office area:</b>	Staff Clients	Contracting COVID-19	4	5	20	Plexiglass screen to protect staff member working on reception.	1	5	5	Completed by Andrew Plain on

<p>Contamination infection. Cross infection.</p>	<p>Visitors</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>25/06/2020</p>
<p><b>Toilets:</b> 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>Hand dryers switched off to avoid spreading water particles. Paper towels and appropriate bin to be provided instead.</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 periodically and a checklist in each toilet to be timed and dated.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Andrew Plain on 25/06/2020</p>

						<p>Ideally aiming for every half an hour where possible.</p> <p>PPE available for staff to conduct these duties.</p>				
<b>Toilets:</b> Contamination infection	Staff Clients Visitors	Contracting COVID-19	3	5	20	<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. All air dryers turned off.</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>	1	5	5	Completed by Andrew Plain on 25/06/2020
<b>Session set up:</b> Contamination infection. Cross infection	Staff Clients Visitors	Contracting COVID-19	2	5	10	<p>Aim to achieve change overs between clients that require minimal alteration from session to session.</p> <p>Where a different setup is required this will be performed by the minimum staff that is</p>	1	5	5	Completed by Andrew Plain on 25/06/2020

						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.				
<b>Rehearsal rooms:</b> Cross infection (proximity).	Clients Visitors	Contracting COVID-19	4	5	20	<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 plastic screens for singers attached to microphone stands.</p>	1	5	5	Completed by Andrew Plain on 25/06/2020

<p><b>Rehearsal rooms:</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>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 Andrew Plain on 25/06/2020</p>
<p><b>Rehearsal rooms:</b> 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>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Andrew Plain on 25/06/2020</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>				
<b>Rehearsal rooms:</b> Cross infection (airborne)	Staff Clients	Contracting COVID-19	3	5	15	<p>Rehearsal rooms: air con system set to extraction.</p> <p>Doors opened for ventilation.</p> <p>Remove large fans to avoid spreading aerosols.</p> <p>Leave doors open at the end of the night to air the rooms.</p>	1	5	5	Completed by Andrew Plain on 25/06/2020
<b>Rehearsal rooms:</b> Contamination infection from personal items.	Staff Clients Visitors	Contracting COVID-19	2	5	10	<p>Staff will by allowed one small bag of personal effects into the premises. This must be kept with the owner and left in the office.</p> <p>Any and all items brought into the studio</p>	1	5	5	Completed by Andrew Plain on 25/06/2020

						<p>must be removed by their owner when they leave the studio.</p> <p>Everybody will be encouraged to take their own rubbish off-site but bins will be provided.</p> <p>Staff bikes must be placed out the back of the building or chained up outside.</p> <p>Customer bikes must be left outside.</p>				
<p><b>Rehearsal rooms:</b> Contamination infection from musical instruments or their use.</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	2	5	10	<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>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.</p>	1	5	5	<p>Completed by Andrew Plain on 25/06/2020</p>
<p><b>Rehearsal rooms:</b> Cross infection from musical instruments or their use.</p>	<p>Staff Clients Visitors</p>	<p>Contracting COVID-19</p>	2	5	10	<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</p>	1	5	5	<p>Completed by Andrew Plain on 25/06/2020</p>

						measures including distance and/or masks to mitigate the dispersal.				
<b>Access corridor:</b> Cross infection (proximity)	Staff Clients Visitors	Contracting COVID-19	2	5	10	<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>	1	5	5	Completed by Andrew Plain on 25/06/2020
<b>Tea/coffee breaks:</b> Contamination infection. Cross infection.	Staff Clients Visitors	Contracting COVID-19	4	5	20	<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>	1	1	1	Completed by Andrew Plain on 25/06/2020
<b>Kitchen:</b> Contamination infection.	Staff	Contracting COVID-19	4	5	20	<p>Staff may continue to use the kitchen area upstairs but must clean it all thoroughly after use. This includes but not exclusively:</p> <ul style="list-style-type: none"> <li>• Sink/draining board;</li> <li>• Microwave interior and exterior;</li> <li>• All surfaces;</li> </ul>	1	5	5	Completed by Andrew Plain on 25/06/2020

					15	<ul style="list-style-type: none"> <li>• Fixtures and fittings.</li> </ul> <p>No clients allowed in the area or allowed any use of these facilities.</p> <p>Bins are provided.</p>			5	
<b>Storage area:</b> Contamination infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	<p>Clients needing access to storage will not be allowed to take their key from staff to access their cupboard. Staff will go and unlock the cupboard for them and lock it after them. This includes clients that are not rehearsing but arrive to access their equipment. This will limit the number of people touching keys and padlocks.</p> <p>Sanitiser stations will be provided and must be used before and after accessing stored equipment.</p>	1	5	5	Completed by Andrew Plain on 25/06/2020
<b>Storage area:</b> Cross infection (proximity)	Staff Clients Visitors	Contracting COVID-19	2	5	10	<p>A maximum of 2 people at a time allowed to the upstairs storage and 1 person in the main downstairs storage room.</p> <p>Social distancing must be observed with signage to reinforce the message.</p>	1	5	5	Completed by Andrew Plain on 25/06/2020
<b>Snacks/pro shop:</b> Contamination infection Cross infection	Staff Clients Visitors	Contracting COVID-19	3	5	15	<p>We will initially continue to sell these items as there is little difference between this and supermarket interactions at the checkout.</p> <p>Staff will use gloves/hand sanitiser when handling any goods.</p>	1	5	5	Completed by Andrew Plain on 25/06/2020

<p><b>Backline hire (external use):</b> Contamination infection</p>	<p>Staff Clients</p>	<p>Contracting COVID-19</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>This is only to be conducted by managers. Due to a ban on gatherings the demand is significantly reduced anyway.</p> <p>Anyone collecting equipment will be required to follow usual guidelines for collection in terms of having arranged a designated collection window.</p> <p>The equipment will be left in a safe location within the building for collection.</p> <p>Staff provided and to use PPE when assisting customers.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Andrew Plain on 25/06/2020</p>
<p><b>Recording sessions (2 rooms):</b> 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.</p> <p>Additional measures for a 2 room session:</p> <p>A maximum of 3 people (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</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Completed by Andrew Plain on 25/06/2020</p>

						2m must be reduce to the minimum and never exceed 5mins.				
<b>Recording sessions (1 rooms):</b> 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 Andrew Plain on 25/06/2020
<b>Technical/staff support:</b> Contamination Infection. Cross Infection.	Staff Clients	Contracting COVID-19	3	5	15	Where possible, technical support and support to staff on shift will be offered remotely. Requiring a member of management to come to the studios and enter a room with other personnel present will be a last resort.  Aproprate PPE will be provided and used in any event.	1	5	5	Completed by Andrew Plain on 25/06/2020

<b>Last updated:</b>	27/06/2020	<b>Signed:</b>	ABP
<b>Date of next review:</b>	09/07/2020		

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"> <li>1. Establish what hazards are associated with the proposed task.</li> <li>2. Identify who is at risk, how they might be harmed, and the existing risk control measures.</li> <li>3. Calculate an initial Risk Rating for the activity.</li> <li>4. Identify risk control measures that reduce the risks to an acceptable level</li> <li>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.</li> <li>6. Record any required actions, who is responsible for these and when they will be completed by.</li> </ol>										
Note. Ideally, you should look to reduce the risks to as 'low as reasonably practicable'											
<b>Likelihood (L) Classifications</b>						<b>Consequence (C) Classifications</b>					
1. <b>Very Unlikely:</b> Remote or Improbable; past experience shows no known instances of any event occurring.						1. <b>Insignificant:</b> No injury, no damage to property or the environment.					
2. <b>Unlikely:</b> Past experience suggests that event rarely happens.						2. <b>Minor:</b> Minor injury needing first aid, resulting in no loss time; little or no damage to property or the environment.					
3. <b>Fairley likely:</b> Experience shows that events can occur, either frequently or occasionally.						3. <b>Medium:</b> Up to 3 days absence; moderate damage to property or the environment requiring short remedial work.					
4. <b>Likely:</b> Experience shows isolated incidents occur.						4. <b>Major:</b> More than 7 days absence, serious damage to property or the environment requiring remedial work.					
5. <b>Very Likely:</b> Very likely to happen unless actively prevented, possibility of repeated incidents.						5. <b>Catastrophic:</b> 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.										