

COVID-19 VISITOR RISK ASSESSMENT

ASSESSMENT SUBJECT: Covid-19 safety for visitors
LOCATIONS COVERED: Reception area, kitchen, corridors, recording studios, toilets

HAZARD AREAS	LIKELIHOOD OF RISK	CONTROL MEASURES
Reception/Entrance	Medium (Possible social distancing issues and some contact points)	All visitors must check in with reception, identifying themselves and the production they are working with. All visitors must wear a mask on entry to the building. Hands must be sanitised and /or washed on arrival. Forehead temperatures will be checked by a member of staff. Visitors with high temperatures or other obvious symptoms will be asked to leave the building. NHS Test and Trace QR code available to scan on entry. A list of all cast and crew and their contact details is to be supplied by clients prior to booking. There will be staggered session starts and break times on busy days. No more than 20 people to be present in the entire building. Main door and keypad/bell to be regularly sanitised.
Kitchen Area	Medium (Possible social distancing issues and contact point sanitising)	Masks must be worn. Staff should make hot drinks for clients/actors. Kettles, fridge, draw and cupboard handles to be sanitised after use. Lunches and breaks to be staggered and segregated as necessary. 2 metre distancing to be adhered to at all times. Encourage regular sanitising and hand washing. Visitors to provide their own lunches/snacks. Open windows and doors whenever possible to assist ventilation.

The Soundhouse Ltd Unit 10 Victoria Industrial Estate, Victoria Road, North Acton, London W3 6UU

HAZARD AREAS	LIKELIHOOD OF RISK	CONTROL MEASURES
Common Areas/Green Rooms	Medium (Possible social distancing issues and contact point sanitising)	Masks must be worn. 2 metre distancing to be adhered to at all times. Visitors to keep within designated 'Green Room' areas. Encourage regular sanitising and hand washing. Open windows and doors whenever possible to assist ventilation. Guests should bring their own stationary, or ask at reception for sanitized items.
Toilets	Medium (Contact point sanitising and social distancing)	External door locks fitted to ensure only one person at a time in the toilets. All doors, locks, taps and handles to be sanitised regularly. Encourage thorough hand washing and sanitising. Toilet lids to be closed before flushing. Ensure suitable social distancing while waiting for access to the toilets.
Studios	Medium (Social distancing and contact point/equipment sanitising as well as fresh air circulation)	Numbers to be limited within the studio and control room areas. Actors to be given separate microphones with suitable distancing/screening. Music stands, headphones and other equipment to be sanitised regularly. Door handles & touch points (talkback buttons, faders, keyboards etc) to be sanitised regularly. Air conditioning systems incorporate fresh air intake from the outside.

Signed (MD) 13th Nov 2020