



COVID-19 Risk Assessment		Strongroom - Curtain Road - Shoreditch - London	
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Approved by Document Owner: CEO/Heads of departments			
Assessed by: Max/Richard/Jake			
Task: Management of Covid 19 Before, During and After service to control and identify any activity or situation that might cause transmission of the virus. This Risk Assessment (RA) has been compiled using the Government Websites to ensure the latest guidance is given due consideration with the Omicron variant in mind.		Number of people affected: Employees: Up to 25 Visitors: Up to 5 daily (delivery drivers, contractors, couriers) Patrons: 300, capacity to be closely monitored when 200 is reached.	
Work Location: Strongroom Studios & Strongroom Bar, including courtyard and external access from pedestrian walkways.			
Equipment/Plant: N/A			
Training or Competence Requirements: Correct Use and Disposal of PPE.			

HAZARDS	THOSE WHO MAY BE HARMED	CONTROL MEASURES	ADDITIONAL CONTROLS	CONCERNS	RISK		
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<b>Spread of Covid 19 Coronavirus</b>	<b>Staff</b>	<p><b>Social Distancing – Staff, non-operational (office based), FOH, kitchen.</b></p> <p><b>Prior</b> to return to work Line Managers establish if there is any sickness in the workplace or if there are persons self-isolating. <b>If there are, they are advised NOT to return to work.</b></p> <p>PPE gloves and masks available.</p> <p><b>Social distancing of 1m plus encouraged</b> throughout.</p> <p><b>Daily</b> reminder at the start of each shift by Line Managers through internal communication channels and cascading of messages to ensure the need to adhere to social distancing is maintained at all times.</p> <p><b>Line</b> Managers to review work schedules including shift planners and patterns and start/finish times.</p>	<p>Managers are regularly reinforcing and passing on all key Government public health messages to staff.</p> <p>Cover mouth and nose with tissue/sleeve when coughing sneezing</p> <p>Wash hands regularly for at least 20 seconds.</p> <p>Avoid close contact.</p>	<p><del>Lack of PPE</del></p> <p><del>Lack of suitable materials for cleaning; bleach, detergents etc.</del></p>	X		



	<p><b>Social Distancing</b>  <b>Customer and Contractors in Heavily used areas of the workplace.</b></p>	<p><b>Working</b> from home where possible to keep numbers working in the studios/bar/office to the safe minimum. Remote listening options available for studio clients.</p> <p><b>Meeting</b> numbers kept to minimum with social distancing or done via online platforms.</p> <p><b>Bar office</b> areas re-configured to allow distancing (1 person at a time).</p> <p><b>Reminder</b> notices throughout communal spaces/office/BOH/bar/kitchen/studio common areas/reception/studio interiors.</p> <p><b>Designated</b> waste bins for used PPE.</p> <p><b>Front of house staff and door staff</b>  <b>Essential</b> staff only on duty  <b>PPE</b> gloves and face masks/visors available for staff.  <b>Installation</b> of barriers for one way system in high foot traffic areas.  <b>Marked</b> one way system for bar customer journey into the venue, to the seated areas and toilets.  <b>Hand</b> sanitiser gel available for staff to use regularly.  <b>Disinfectant</b> wipes/hand gel available from the bar, workshop, cleaning cupboard.  <b>Designated</b> cleaning monitor during bar service wearing appropriate PPE and high visibility clothing. Will be in charge of wiping down tables between use, cleaning toilets and disinfecting regularly touched surfaces (door handles, stair bannister etc).  <b>Doors</b> in bar areas that can be propped open without affecting firesafety or security risk will be left open during service to avoid unnecessary touching of handles.  <b>Contactless</b> card payments only, mobile ordering app for table service in place.  <b>Bar bookings</b> in advance encouraged. Covid questionnaire to be taken by studio clients prior to</p>	<p>Increased cleaning regimes in place throughout high risk areas, such as toilets, staff rooms and back of house.</p> <p>Avoid close contact with unwell people.</p> <p>Use of PPE, including gloves, face masks and aprons if required.</p> <p>Dispose of tissues/used PPE in dedicated disposal bins.</p> <p>Regular cleaning practices established.</p>		<p>X</p>		
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		<p>booking confirmation and attendance. Admission to site subject to agreement of COVID policy terms.</p> <p><b>Safe</b> distance markings on floor and signage throughout venue.</p> <p><b>Designated</b> waste bins for used PPE.</p> <p><b>Daily</b> briefings to staff prior to non staff persons entering the venue.</p> <p><b>Only</b> essential visitors allowed, and to be escorted at distance to relevant place.</p> <p><b>Reduced</b> venue capacity to be monitored carefully when we reach 200 out of 300 before allowing more customers in, studio capacities per square-meterage, to ensure social distancing adhered to throughout.</p> <p><b>1 metre plus rule</b> enforced throughout with safe distancing table plan.</p> <p><b>Studio and Bar websites</b> display enforced rules/reminders before coming to the property, and encourages stay at home for those with underlying health conditions.</p> <p>Reminders when entering the venue &amp; self-certification check-in form for studio clients.</p> <p><b>Signed</b> one way customer routes, internally and externally.</p> <p><b>Queue</b> area along exterior wall either side of the gate on Curtain road. Separate queues for bookings and public footfall.</p> <p><b>Security</b> bag search station set up at courtyard entrance.</p> <p><b>Member</b> of staff to escort customers that have booked from security entrance station to allocated table. Studio staff to escort clients to place of work on arrival.</p> <p><b>Restrictions</b> on numbers using toilets with frequent toilet checks and cleans at all times.</p>					
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		<p><b>Signage</b> and reminder announcements.</p> <p><b>Monitoring</b> of all in use access and egress points.</p> <p><b>Increased</b> cleaning regimes in place throughout high risk areas, such as toilets, bars, kitchens, handrails, tables, work surfaces.</p> <p><b>Toilets</b> Studio toilets split into staff and guest with signage.</p> <p><b>Regular</b> checks on toilet/wash facilities for paper towels, soap, hand sanitiser before, during working and general service.</p>					
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<b>Spread of Covid 19 Coronavirus</b>	<b>Patrons, Visitors, Contractors, Elderly, Contractors attending venue displaying Symptoms of COVID 19 Coronavirus.</b>	<p><b>Studio clients</b> asked to self-certify contact and health conditions in advance. Recommendation to take fast turnaround tests when possible. As of March 21 bookings team to request only essential personnel attend recording sessions in person.</p> <p><b>Persons</b> who show symptoms when visiting venue asked to leave premises to self-isolate, advised to go home dial 111 for advice.</p> <p><b>First Aiders</b> available at all times.</p> <p><b>Full PPE kit available with security and management.</b></p> <p><b>Contact tracing should positive test be confirmed.</b></p> <p>Where there is a confirmed case a deep clean of the area should be carried out.</p>	Line Managers will offer support to staff who are affected by Coronavirus, or have a family member affected.				X
	<b>Staff Training</b>	<p><b>Staff</b> to be made aware of all reporting requirements, and of the need to escalate concerns. All staff to undergo training in the safe use and disposal of PPE.</p> <p><b>Reminders</b> to not share PPE, dispose of correctly.</p> <p><b>Awareness</b> of office/building notices and good hand hygiene practice.</p>	Daily staff briefings and reminders by Line Managers.	CEO/Managers to carry out refresher training sessions.			X
<b>Work Equipment</b>	<b>Staff/Contractors/Studio clients</b>	<p><b>Work</b> equipment to be cleaned before and after use. To include, PCs, telephone handsets etc. No sharing.</p> <p><b>Non</b> staff to use own equipment, reminded of venue COVID protection arrangements.</p> <p><b>Removal</b> of live sound kit, arcade machine, and foosball table in bar to prevent any chance of cross contamination. Reception area removed from studios to ease distancing and reduce contact.</p> <p><b>Designated</b> staff for drinks dispense with appropriate PPE to avoid cross contamination.</p>	Rented Live music equipment has been returned. Company equipment in storage for the duration of pandemic. Studio staff instructed to avoid handling of equipment not owned by the company and vice versa. Studio equipment	Client compliance with policy			X



			rentals to be wiped down with alcohol based wipe before and after use.				
<b>COVID 19 Crisis threatens business continuity and ability to trade</b>	<b>Business Continuity/Loss of Key Staff to ensure safety of customers.</b>	<p><b>Cover staff</b> in place to cover key roles in all areas.</p> <p><b>Contract</b> cleaners brought in if required.</p> <p><b>Existing</b> Business Continuity Plan refers.</p> <p><b>Establish</b> emergency planning team.</p> <p><b>Devise</b> business recovery plans.</p> <p><b>Develop</b> ways to keep all staff and customers regularly updated of organisational decisions impacting on them.</p> <p><b>Business</b> Risk Register (RR) in place.</p>	<p>Emergency Team in place and meet daily.</p> <p>Regular Staff updates via internal lines of communication.</p> <p>Communication Plan in place to ensure Key Stakeholders regularly updated/contacted and customers updated via Website.</p> <p>RR update to reflect Pandemic Risk.</p>	CEO and Managers to meet regularly to discuss Covid19 procedures.		X	
<p><b>NOTE:</b> Whilst it is recognised that known hazards, eg Slips Trips and Falls, Manual Handling could occur, these are already covered in every day workplace Risk Assessments along with Emergency Arrangements and will be under review to ensure a safe place of work is maintained throughout the Pandemic.</p>							