



| | | | |
|--|-------------------|--|--|
| COVID-19 RISK ASSESSMENT | | STRONGROOM - CURTAIN ROAD - SHOREDITCH - LONDON | |
| Document created: 11/06/2020 | Version Number: 4 | Version Date: 25/03/2021 | Next Scheduled Review Date: TBC |
| 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. | | Number of people affected: Employees: Up to 25 Visitors: Up to 5 daily (delivery drivers, contractors, couriers) Patrons: 300 reduced to 150 | |
| 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 | | |
|---------------------------------------|-------------------------|---|---|--|------|---|---|
| | | | | | H | M | L |
| Spread of Covid 19 Coronavirus | Staff | <p>Social Distancing – Staff, non operational (office based), FOH, kitchen.</p> <p>Prior to return to work Line Managers establish if there is any sickness in the workplace or if there are persons self-isolating. If there are, advise NOT to return to work.</p> <p>PPE gloves and masks available.</p> <p>2 metre rule enforced throughout.</p> <p>Daily 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>Line 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>Lack of PPE</p> <p>Lack of suitable materials for cleaning; bleach, detergents etc.</p> | X | | |

| | | | | | | | |
|--|--|--|---|--|----------|--|--|
| | <p>Social Distancing Customer and Contractors in Heavily used areas of the workplace.</p> | <p>Working from home where possible to keep numbers working in the studios/bar/office to the safe minimum. Remote listening options available for studio clients. Meeting numbers kept to minimum with social distancing or done via online platforms. Bar office areas re-configured to allow distancing (1 person at a time). Reminder notices throughout communal spaces/office/BOH/bar/kitchen/studio common areas/reception/studio interiors. Designated waste bins for used PPE.</p> <p>Front of house staff and door staff Essential staff only on duty PPE gloves and face masks/visors available for staff. Installation of barriers for one way system and keep customers apart. Marked one way system for bar customer journey into the venue, to the seated areas and toilets. Hand sanitiser gel available for staff to use regularly. Disinfectant wipes/hand gel available from the bar, workshop, cleaning cupboard. Designated 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). Doors 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. Contactless card payments only, mobile ordering app for table service in place. Bar bookings taken online only. Covid questionnaire to be taken by studio clients prior to booking</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> | | |
|--|--|--|---|--|----------|--|--|



| | | | | | | | |
|--|--|---|--|--|--|--|--|
| | | <p>confirmation and attendance. Admission to site subject to agreement of COVID policy terms.</p> <p>Safe distance markings on floor and signage throughout venue.</p> <p>Designated waste bins for used PPE.</p> <p>Daily briefings to staff prior to non staff persons entering the venue.</p> <p>Only essential visitors allowed, and to be escorted at distance to relevant place.</p> <p>Reduced venue capacity from 300 to 150, studio capacities per square-meterage, to ensure social distancing adhered to throughout.</p> <p>1 metre plus rule enforced throughout with safe distancing table plan in operation abiding “the rule of six” and household mixing guidance.</p> <p>Studio and Bar websites 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 & self-certification check-in form for studio clients.</p> <p>Signed one way customer routes, internally and externally.</p> <p>Queue area along exterior wall either side of the gate on Curtain road. Separate queues for bookings and public footfall.</p> <p>Security bag search station set up at courtyard entrance.</p> <p>Temperature checkers available for security to use at bag search station on a spot check basis. Mandatory temperature check for all studio clients on arrival (tools provided)</p> | | | | | |
|--|--|---|--|--|--|--|--|

| | | | | | | | |
|--|--|---|--|--|--|--|--|
| | | <p>Member of staff to escort bar customers from security entrance station to allocated table. Studio staff to escort clients to place of work on arrival.</p> <p>Restrictions on numbers using toilets with frequent toilet checks and cleans at all times.</p> <p>Signage and reminder announcements. Monitoring of all in use access and egress points.</p> <p>Increased cleaning regimes in place throughout high risk areas, such as toilets, bars, kitchens, handrails, tables, work surfaces.</p> <p>Toilets will be split for general public as follows to decrease foot traffic inside: lower ground floor gents toilet closed off, lower ground floor ladies remains open, rivington ground floor will be disabled toilets and gents only. Queues will be separated by doing this. Studio toilets split into staff and guest with signage.</p> <p>Regular checks on toilet/wash facilities for paper towels, soap, hand sanitiser before, during working and general service.</p> | | | | | |
|--|--|---|--|--|--|--|--|

| | | | | | | | |
|---------------------------------------|--|---|--|--|--|--|---|
| | | <p>Consider homeworking for vulnerable employees i.e. those who are elderly, have underlying health conditions or are vulnerable to infection.</p> <p>Where there is a confirmed case a deep clean of the office area should be carried out.</p> | a fast changing situation. Covid policy compliance communicated as part of studio and bar table booking process. | | | | |
| Spread of Covid 19 Coronavirus | Patrons, Visitors, Contractors, Elderly, Contractors attending venue displaying Symptoms of COVID 19 Coronavirus. | <p>Studio clients 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>Persons who show symptoms when visiting venue asked to leave premises to self isolate, advised to go home dial 111 for advice.</p> <p>First Aiders available at all times.</p> <p>Full PPE kit available with security and management.</p> <p>Contact tracing should positive test be confirmed.</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 |
| | Staff Training | <p>Staff 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>Reminders to not share PPE, dispose of correctly.</p> <p>Awareness of office/building notices and good hand hygiene practice.</p> | Daily staff briefings and reminders by Line Managers. | CEO/Managers to ensure staff refresher training carried out prior to re-opening of studio reopening 15th March and bar on 12th April 2021 | | | X |
| Work Equipment | Staff/Contractors/Studio clients | <p>Work equipment to be cleaned before and after use. To include, PCs, telephone handsets etc. No sharing.</p> <p>Non staff to use own equipment, reminded of venue COVID protection arrangements.</p> <p>Removal 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> | 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 | Client compliance with policy | | | X |

| | | | | | | | |
|--|---|---|---|--|--|---|--|
| | | Designated staff for drinks dispense with appropriate PPE to avoid cross contamination. | versa. Studio equipment rentals to be wiped down with alcohol based wipe before and after use. | | | | |
| COVID 19 Crisis threatens business continuity and ability to trade | Business Continuity/Loss of Key Staff to ensure safety of customers. | Cover staff in place to cover key roles in all areas. Contract cleaners brought in if required. Existing Business Continuity Plan refers. Establish emergency planning team. Devise business recovery plans. Develop ways to keep all staff and customers regularly updated of organisational decisions impacting on them. Business Risk Register (RR) in place. | Emergency Team in place and meet daily. Regular Staff updates via internal lines of communication. Communication Plan in place to ensure Key Stakeholders regularly updated/contacted and customers updated via Website. RR update to reflect Pandemic Risk. | CEO and Managers to meet regularly in advance and during reopening process including 15th March and on 12th April 2021 to ensure all risks are mitigated and re-opening meets current guidelines. | | X | |
| NOTE: 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. | | | | | | | |