

**Risk assessment template**

**Company name: Ladbroke Audio Ltd**

**Assessment carried out by: Neil Gardner**

**Date of next review: 1st Aug 2020**

**Date assessment was carried out: 15th July 2020**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
<b>Transmission through entry pad and door to building</b>	All personnel entering the building may be exposed to the virus through cross-contamination	<ul style="list-style-type: none"> <li>- Signposting to wash hands immediately on all entrances.</li> <li>- Hand sanitiser available within building by main doors</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that everyone is reminded to wash hands on entering the building and the studio area.</li> </ul>	Producer	1st June 2020	Yes
<b>Transmission through touching door handles to enter each floor and each studio</b>	All personnel entering studios may be exposed to the virus through cross-contamination	<ul style="list-style-type: none"> <li>- Corridor doors now have door-stops to remain open</li> <li>- Signposting to wash hands immediately on all entrances.</li> <li>- Hand sanitiser and wipes available in each studio and booth.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that everyone is reminded to wash hands on entering each floor.</li> <li>- Ensure that both employers and readers are made aware of protocols each day</li> </ul>	Producer	On-going	

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		- All communal surfaces regularly wiped down when studios are in use.				
<b>Transmission through contact with team members and readers</b>	All personnel in the studio may be exposed to the virus through contact with colleagues	- Only studio 1 will be in operation during June/ July 2020 with Studio 2 acting as a narrator's breakout/safety space - Where maintaining a 2m distance in the work place is not possible, staff will continue to work from home.	- Ensure everyone who is coming to the studio is aware of the use of Studio 2 as a breakout/safety space	Producer and narrators	On-going	
<b>Transmission through touching handrails and in passing on communal stairway</b>	All personnel using stairs may be exposed to the virus through cross-contamination	- Hand sanitiser available in studio space and by doors - Signposting to wash hands immediately and maintain 2m distance at all entrances.	- Site owners to inform Producer when other units will be occupied so that teams in the building are aware of increased risk. - Increased schedule of cleaning in communal areas	Producer Site owners	On-going	

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<p><b>Transmission through touching bathroom surfaces, handles and appliances</b></p>	<p>All personnel using bathroom facilities may be exposed to the virus through cross-contamination</p>	<ul style="list-style-type: none"> <li>- Bathrooms are deep cleaned daily.</li> <li>- Hand-drier to be used only, no towels</li> <li>- Hand sanitiser available in all bathrooms.</li> <li>- All bathroom surfaces regularly wiped down after use and, in addition, when studios are in use.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure everyone attending the studio each day is reminded to use correct hygiene guidelines before and after bathroom use</li> </ul>	<p>Producer Site owner</p>	<p>On-going</p>	
<p><b>Transmission through multiple simultaneous arrivals, break times and departures</b></p>	<p>All personnel at studio unable to follow social distancing guidelines may be exposed to the virus through cross-contamination</p>	<ul style="list-style-type: none"> <li>- Producer to arrive 30 minutes before narrator to clean and to set up studio and reader ipad.</li> <li>- Producer should remain in designated studio to await arrival of reader who will be directed to correct studio on arrival, and</li> </ul>	<p>Ensure all engineers and readers are aware of protocol, start, break and finish times the day before they are scheduled to work on site.</p>	<p>Producer</p>	<p>Daily</p>	

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		wait for reader to leave their booth before leaving producing area. - Producer to maintain social distance while in communal areas and wash hands immediately before entering their allocated Studio area. - Prodcuer to 'clean as you use' chairs, tables or other in communal areas, using bacterial wipes, safely disposing of all wipes.				
<b>Transmission through multiple users in one studio</b>	Producer and readers may be exposed to the virus through cross-contamination	- Throughout the duration of a read a single producer and reader will be assigned to a studio.	Ensure all producers and readers are aware of protocol, that the correct cleaning and hand sanitising materials are available in recording space at the start of each day.	Producer  Narrator	Daily	

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		<ul style="list-style-type: none"> <li>- The assigned producer will be responsible for wiping down all surfaces, handles and door frames before and after each break, and at the end of the day.</li> <li>- No other personnel will have access to a studio for the duration of the recording.</li> <li>-</li> </ul>				
<p><b>Transmission through contact with someone who is showing symptoms of the virus</b></p>	<p>Anyone exposed to the person displaying symptoms may be exposed to the virus through cross-contamination</p>	<p>- All staff and readers who believe they are displaying any symptoms (as listed on the <a href="#">NHS website</a>) before they come to the studio should stay at home, self isolate and contact NHS 111.</p>	<p>Ensure that all staff and readers due to be on site are aware that they should not travel to studios if displaying symptoms, and that they should return home immediately if symptoms develop while on site.</p>	<p>Producer Narrator</p>	<p>On-going</p>	

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		<ul style="list-style-type: none"> <li>- Any staff member or reader who starts to show symptoms while travelling to the studio or on site, should stop working immediately, return home avoiding public transport, contact NHS 111 and follow self isolation guidelines.</li> <li>- All surfaces in booth used by person showing symptoms to be deep cleaned and studio facilities to be closed immediately and not re-opened for a minimum of 7 days.</li> </ul>				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)