



Sing Shack - COVID-19 Risk Assessment

Your Name: Alex Larke

Venue: Sing Shack, Welwyn Garden City

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
Working with others	Myself & Visitors	Create a risk assessment for sessions and premises and the potential areas of risk.	Where appropriate carry out my work taking into consideration the potential hazards & risks and where possible eliminate or mitigate them.	Myself & Visitors	On-going
COVID 19 limiting exposure	Myself & Visitors	Maintaining social distancing where possible. Using a PVC barrier between myself and visitors to reduce the spread of aerosols. Allowing a minimum of 30 minutes between sessions to ventilate and sanitise studio. Access only for two visitors at any one time. No access to toilet facilities on site.	Risk assessment to be shared with prospective visitors upon booking sessions and acceptance in writing confirmed	Myself & Visitors	On-going
Checking if I show symptoms	Myself	Following the Government & NHS advice	Should I present any symptoms then all sessions will be cancelled, and the isolation procedure will be followed as per Government guidelines	Myself	On-going
Checking if students & parents show symptoms	Myself & Visitors	Checking visitor temperatures upon arrival. Following the Government & NHS advice	Should a visitor present symptoms then their sessions will be cancelled, and they will be unable to attend until they have completed the isolation procedure as per Government guidelines. Studio will be sanitised.	Myself	On-going
Maintaining cleanliness	Myself & Visitors	Visitors will need to sanitise their hands prior to entering the Studio. The sanitation of PVC barrier and surfaces to take place between sessions. The supply of sanitiser & suitable wipes for instruments, equipment, surfaces etc	Gloves will be provided for students & parents of students should they wish to use	Myself & Visitors	On-going
Cleaning microphones	Myself & Visitors	Using microphone sanitiser spray to ensure cleanliness. Sanitising pop filter, headphones and replacing where required.	Visitors can provide their own microphone, headphones and pop filter should they prefer.	Myself & Visitors	On-going



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
Maintaining distancing	<i>Myself & Visitors</i>	<i>Maintaining social distancing when greeting visitors in accordance with Government guidelines of 1metre+ Visitors must remain behind PVC barrier for the duration of their stay in the studio</i>	<i>Studio will have appropriate signage inside and out of confirming social distancing rules</i>	<i>Myself & visitors</i>	<i>On-going</i>

