

Seagull Covid 19 – Risk Assessment Part 3 – Studio Hire



Updated 9th April 2021

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Users of Studios	<p>Capacity – Each studio will have a defined capacity. Studio 2 will be available only when access can be achieved without clashing with studio 1 – due to the close proximity of both entrances, the timing of hiring for studio 2 will have to be carefully considered.</p> <p>Max capacity Studio 1 – 40 Studio 2 – 20 Studio 3 - 20 Max capacity including any group leader or teacher.</p> <p>Activities – All activities conducted by studio hirers must comply with the relevant government guidance and social distancing must be maintained at all times. Evidence that social distancing has not been enforced will lead to immediate cessation of the hire.</p> <p>Queueing – To keep numbers in the building to an absolute minimum, all queueing for activities will take place outside the building. Activity leaders will be responsible for meeting their participants at the front door and only those attending the activity should be permitted to enter the building.</p> <p>When admitting participants to the building the activity leader should space out the those entering so that social distancing is maintained on their way up the stairs.</p> <p>Toilets – Only one person should be allowed in the toilet at any given time (except those requiring assistance) Those waiting for use of the toilet should remain in the studio and NOT form a queue at the door.</p>	Seagull Staff should regularly visit hire sessions to spot check on the application of social distancing	DR	1/4/21	yes

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		<p>Refreshments – The Green room will be out of action and cannot be used by group hiring the studios. Hirers should ask participants to bring their own refreshments. Participants should be reminded to not share refreshments or other personal items with anyone from outside their household.</p> <p>Sanitising – Resources will be made available at the front door and in each studio so that each participant can sanitise their hands upon entry and exit as a minimum. Hirers should encourage participants to use sanitiser during their activity if appropriate.</p> <p>Pinch Points – To avoid pinch points and crowding, Hirers should ensure that their entry and exit times do not clash with other groups. When booking groups the Seagull will also consider this.</p> <p>Upon exit the hirer should ensure that either :</p> <ul style="list-style-type: none"> -Participants exit via the second staircase to avoid those waiting to come in Or -Participants exit while no other people are waiting outside or using the staircase. <p>In either case participants should be released in small numbers to ensure that social distancing is maintained on the stairs as they exit.</p> <p>Cleaning – The studio will be cleaned by Seagull cleaners prior to each day of bookings. The Hirer should ensure that the studio is cleaned after each activity held in the studio. This should include wiping all surfaces which have been touched, with anti viral wipes.</p> <p>Ventilation- Where possible windows and/or doors should be kept open to increase ventilation. The air conditioning unit in studio 1 should not be used unless essential. Fire doors which should normally be closed, may be blocked open for the duration of the activity but MUST be closed again at the end of the hire period.</p> <p>Masks – all people accessing the building should wear a mask unless they have a suitable exemption or are undertaking activities involving the use of the mouth.</p>				
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	Hirers of Studio space	<p>Those hiring studio space should be made aware of their responsibilities for social distancing</p> <p>Any hirer found to not comply with social distancing should have their access to the studio removed.</p>		DR	1/4/21	Yes