



Chatterbox Voices
12 Cock Lane EC1A
9BU

Risk assessment

Company name: Chatterbox Voices

Assessment carried out by: Neale Laxton

Date of next review: 25th Nov 2020

Date assessment was carried out: 11th Nov 2020

During these unprecedented times, the safety of our staff and visitors is paramount. We have undertaken a rigorous risk assessment in order to put your safety first. This risk assessment is regularly reviewed. We would love to hear your feedback, so that we can update our protocol and put further steps in place whenever necessary.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transmission through travel to studio	All personnel and visitors travelling to premises	All staff advised to avoid travel at peak times and avoid public transport All voice artists and studio visitors advised to drive/cycle/walk and avoid public transport	All staff and visitors traveling to our premises should wear PPE (masks and gloves) and remove on entering the building -wash hands/use sanitizer on entering building	All visitors	Ongoing	

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Transmission through entering front door, door leading to staircase and lifts	All personnel entering the building may be exposed to the virus through cross contamination	<p>Individual key cards issued, for use during working hours Hand sanitiser available on entry to building. Visitors advised that lifts are used by only one person at a time Signposting to wash hands immediately on all entrances.</p> <p>Signposted 1 way system in place in the building (exit via back door)</p>	Main pedestrian door will not require entry code on keypad during working hours Ensure that everyone is reminded to wash hands on entering the studio area. Make sure visitors know that lifts are to be used by only one person at a time	Studio Engineer(s) & All visitors	Ongoing	
Transmission through touching door handles to enter each studio	All personnel entering studios may be exposed to the virus through cross contamination	<p>Keeping doors open where possible (studio doors can only be kept open in between sessions due to sound proofing requirements during recording) Signposting to wash hands immediately on all entrances. Hand sanitiser available outside each studio and outside the office area. Wipes available in each studio. All surfaces regularly wiped down when studios are in use.</p>	Ensure that everyone is reminded to wash hands on entering each floor. Ensure that staff are reminded of protocols each day	Studio Engineer(s) & All visitors	Ongoing	

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<p>Transmission through contact with team members and voice artists</p>	<p>All personnel in the studio may be exposed to the virus through contact with colleagues and visitors</p>	<p>All project managers/agents working from home.</p> <p>Studio engineers will be on site and will have a dedicated studio to work in, whenever possible. Voice artists are advised to wait in breakout area upon arrival. When the engineer is ready for their session, the voice will be shown directly to the voice booth.</p> <p>Visible signage advising that only staff members are allowed to enter control rooms</p> <p>Whenever more than one person is required to stay in a voice booth/control room or any other space on site, safe social distancing guidelines apply as per government guidelines:</p> <p>Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable)</p>	<p>Ensure everyone who is coming to the studio is aware which studio they are working in and that they have to wait in reception/breakout area until the engineer is free to guide them to their booth, keeping a safe distance.</p> <p>Visitors are advised of this safe practice by email prior to their site visit. Clear signage serves as a reminder during their visit on site,</p>	<p>Head of sound</p>	<p>Ongoing</p>	<p>yes</p>

Transmission through touching kitchen surfaces	All personnel using kitchen facilities may be exposed to the virus through cross contamination	All surfaces to be wiped down after use Wash hands prior to and after using kitchen area	Ensure everyone attending the studios each day is made aware of wiping surfaces.	Studio Engineer(s) & All visitors	Ongoing	yes
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Transmission through touching bathroom surfaces, handles and appliances	All personnel using bathroom facilities may be exposed to the virus through cross-contamination	All personnel to only use bathroom on their dedicated floor throughout the day Bathrooms are deep cleaned daily. Paper towels will replace hand towels in all bathrooms Hand wash available in all bathrooms. Antiviral wipes available on premises, so that visitors and staff can wipe down surfaces before and after use of bathroom facilities (all wipes to be disposed of in bins, not in the toilets, as that will cause blockage!)	Ensure everyone attending the studios each day is reminded to use correct hygiene guidelines before and after bathroom use Bathroom to be deep cleaned every day	Building Cleaners	Daily 1 June 2020	yes

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<p>Transmission through multiple users in one studio</p>	<p>Engineers and voice artists may be exposed to the virus through cross-contamination</p>	<p>Only one engineer in each control room whenever possible (no clients, directors, producers or voice artists)</p> <p>Visible signage advising that only staff members are allowed to enter control rooms</p> <p>Whenever more than one person is required to stay in a voice booth/control room or any other space on site, safe social distancing guidelines apply as per government guidelines:</p> <p>Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable)</p> <p>No back to back sessions. 15 min between each booking. All surfaces to be wiped down between sessions and doors left open to ventilate between sessions.</p> <p>Voice artists advised to bring their own headphones, tablet,</p>	<p>Ensure all engineers, voice artists, clients and directors/producers are aware of protocol, and that the correct cleaning and hand sanitising materials are available in each studio and voice booth at the start of each day.</p>	<p>Head of sound</p>	<p>Ongoing</p>	<p>yes</p>

		<p>pencil and paper, whenever possible.</p> <p>Studio headphones and tablets cleaned and pop shields changed after each session.</p> <p>Engineers and voice artists to wear masks and gloves if changing or adjusting microphones is required, making sure safe distancing guidelines are adhered to.</p> <p>All voice artists advised to bring their own PPE kit (mask and gloves).</p> <p>Producers/directors/clients only attending sessions remotely, via Skype/Zoom etc.</p>				
Transmission through contact with	Anyone exposed to the person displaying symptoms may be	- All staff and visitors who believe they are displaying any symptoms (as listed on the NHS	Ensure that all staff and visitors due to be on site are aware that they should not	Studio Manager	Ongoing	

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<p>someone who is showing symptoms of the virus</p>	<p>exposed to the virus through cross-contamination</p>	<p>website) before they come to Chatterbox Voices' studios, should stay at home, self-isolate and contact NHS 111. Any staff member or visitor who starts to show symptoms while travelling to Chatterbox Voices or on site, should report to Neale Laxton via mobile phone (07793718555), return home immediately, avoiding public transport, contact NHS 111 and follow self-isolation guidelines. A thermometer is available on site. All surfaces in booth used by person showing symptoms, as well as door handles, to be deep cleaned immediately.</p>	<p>travel to studios if displaying symptoms, and that they should return home immediately if symptoms develop while on site.</p>			