


STANTON WILLIAMIS



Likelihood of Harm	Severity of Harm				
	Risk Rate	Minor 1	Moderate 2	Serious 3	Major 4
Inevitable	4	4	8	12	16
More than likely	3	3	6	9	12
Less than likely	2	2	4	6	8
Unlikely	1	1	2	3	4

Date	18/06/2020	Assessors Name	Emily de Ste Croix	Next Review date: 18/01/2022
Signature		Position	Health and Safety Coordinator	
Description of assessment	Coronavirus (COVID-19) working in the studio (Stanton Williams, 36 Graham Street, London, N1 8GJ)			
Reason for assessment	Staff working during global pandemic of Coronavirus (COVID-19)			
Symptoms	NHS state the main symptoms are: a high temperature, a new continuous cough and a loss or change to your taste or sense of smell.			
Government advice	<ul style="list-style-type: none"> • Get tested and self-isolate • Get vaccinated • Wear a face covering • Limit the close contact you have • Ventilation • Personal hygiene 			
Additional guidance	<ul style="list-style-type: none"> • Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk) • Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk) 			

Hazard/ Hazardous Event/ Consequence	Location/Activity	People affected	Pre-Control Risk Rating Severity x Likelihood	Controls Required	Post-Control Risk Rating Severity x Likelihood	Description of Monitoring Required
Catching or spreading of Coronavirus	Visiting the studio and coming into contact with others.	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Vulnerable groups 	2 x 3 = 6	<ul style="list-style-type: none"> • Lateral flow test to be carried out by anyone 24 hours ahead of visiting the studio. • Windows to be kept open during working hours. 	1 x 1 = 1	FoH to check lateral flow tests are being carried out when staff/visitors arrive.
	Concierge entrance	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners 	2 x 3 = 6	<ul style="list-style-type: none"> • Hand sanitisation dispenser on the outside of main door and inside in the concierge reception. 	1 x 1 = 1	Concierge responsible for monitoring hand sanitiser levels.

		<ul style="list-style-type: none"> Contractors Vulnerable groups 				
	Stanton Williams entrance/exit.	<ul style="list-style-type: none"> Staff Visitors Cleaners Contractors Vulnerable groups 	2 x 3 = 6	<ul style="list-style-type: none"> Installation of hand sanitiser dispenser outside and outside glass entrance. Glass door to be kept open 9am-6pm for hands free entry. Thorough cleaning of handles, touch plates and banister every evening by the cleaners. 	1 x 1 = 1	Daily inspection of dispensers, top up if needed.
	Sliding door/fire exit to workshop	<ul style="list-style-type: none"> Staff 	2 x 3 = 6	<ul style="list-style-type: none"> Only to be used in an emergency. 	1 x 1 = 1	None
	Internal doors to garage	<ul style="list-style-type: none"> Staff 	2 x 3 = 6	<ul style="list-style-type: none"> Doors out of use. 	1 x 1 = 1	None
	Lift	<ul style="list-style-type: none"> Cleaners Contractors 	2 x 3 = 6	<ul style="list-style-type: none"> Lift out of use unless necessary. Hand sanitiser to be used before operating lift. Capacity of one person in the lift at a time. 	1 x 1 = 1	Daily inspection of dispensers, top up if needed.
	Reception	<ul style="list-style-type: none"> Staff Visitors 	2 x 3 = 6	<ul style="list-style-type: none"> Meetings to be held via video conference where possible. Guests sent directly through to meeting room on arrival. 	1 x 1 = 1	None
	Workshop	<ul style="list-style-type: none"> Staff Cleaners Contractors 	2 x 3 = 6	<ul style="list-style-type: none"> Maximum 3 staff to work in the workshop at any one time to be able to maintain social distancing. Distanced workstations. Individual tool kits for use, including hand sanitiser and antibacterial wipes. Wire cutter to be wiped down after use. Antibacterial wipes located at cutter. Spray booth to be wiped down after use. Antibacterial wipes located at booth. Face masks to be used where social distancing is not possible. Windows to be kept open 	1 x 2 = 2	Workshop Manager to monitor stock supplies of hand sanitiser, wipes and gloves.
	Desks	<ul style="list-style-type: none"> Staff 	2 x 3 = 6	<ul style="list-style-type: none"> 50% capacity - hot desks allocated allowing staff to work socially distanced. Hand sanitiser placed on each desk. Wipes placed on all desks. Staff to wipe desks down after use. Staff to bring in their own laptop. Desks to be left clear by user. Thorough clean of all desks, monitors, phones etc by the cleaners every evening. Vents to be kept open. 	1 x 2 = 1	FoH to monitor stock supplies of hand sanitiser and wipes.
	Walkways	<ul style="list-style-type: none"> Staff 	2 x 3 = 6	<ul style="list-style-type: none"> Face masks to be worn when travelling around the studio. 	1 x 1 = 1	FoH to maintain stock of face masks.
	Canal tables	<ul style="list-style-type: none"> Staff 	2 x 3 = 6	<ul style="list-style-type: none"> Hand sanitiser and wipes placed on each canal table. Tables thoroughly cleaned by cleaners every evening. 	1 x 2 = 2	Monitor stock supplies of hand sanitiser and hand towels.

	Toilets	<ul style="list-style-type: none"> • Staff • Visitors 	$2 \times 3 = 6$	<ul style="list-style-type: none"> • Hand sanitiser dispenser placed on wall outside of WC. • Hand sanitiser in all toilets. • Paper towels placed in all toilets to allow for thorough drying of hands. • Thorough cleaning of WC doors, handles, push plates by the cleaners after lunch and in the evening. 	$1 \times 2 = 2$	Monitor stock supplies of hand sanitiser and hand towels.
	Kitchen	<ul style="list-style-type: none"> • Staff • Cleaners 	$2 \times 3 = 6$	<ul style="list-style-type: none"> • Maximum of 3 people in the kitchen at any one time. • 2m box markers set out on kitchen floor for guidance. • Doors taken off cupboards to allow hands free access to crockery. • Cutlery taken out of draw and placed on side for hands free access. • Thorough cleaning of surfaces, sink and coffee machine completed by the cleaners after every lunch in and in the evening. • Face masks to be worn when travelling around the studio. • Windows to be kept open. 	$1 \times 2 = 2$	None
	Meeting Rooms	<ul style="list-style-type: none"> • Staff • Visitors 	$2 \times 3 = 6$	<ul style="list-style-type: none"> • Each meeting room has a maximum capacity to be able to maintain social distancing. • Face masks to be worn when social distancing is not possible. • Hand sanitiser dispenser outside each meeting room. • Hand sanitiser and wipes inside of each meeting room. • Windows to be kept open. 	$1 \times 2 = 2$	Monitor stock supplies of hand sanitiser and wipes.
	Design Space	<ul style="list-style-type: none"> • Staff • Visitors 	$2 \times 3 = 6$	<ul style="list-style-type: none"> • Maximum 6 people in the Design Space at any one time. • 2 metre boxes taped onto floor as markers to allow for social distancing guidance. • Hand sanitiser and wipes readily available. • Thorough cleaning of the table every evening by the cleaners. • Face masks to be worn when social distancing is not possible. • Vents to be kept open. 	$1 \times 1 = 2$	Monitor stock supplies of hand sanitiser and wipes.
	Displaying symptoms of COVID-19	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Vulnerable groups 	$3 \times 3 = 9$	<ul style="list-style-type: none"> • Staff guidance sets out not to go to studio if displaying COVID-19 symptoms as set out by the NHS. • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. • If displaying symptoms after visiting the studio contact the Practice Manager or Assistant Practice Manager immediately. • Internal track and trace system in place to notify those who might have been in contact. 	$2 \times 2 = 4$	<p>Track and trace system kept up to date by Front of House.</p> <p>FoH to check staff and visitors are scanning to NHS track and trace app.</p>

Revision	Reviewer	Amendments	Signature	Date
1	Emily de Ste Croix	Risk assessment completed.		18/06/2020
2	Emily de Ste Croix	Various amendments made in relation to change of government guidelines and SW own return to the studio: <ul style="list-style-type: none"> • Lateral flow test control added to visiting to the studio. • Ventilation control added • Removal of reference to 2m - desks etc. remained distanced by not necessarily always at 2 metres. • Face mask control added. • Capacity of hot desks increased to 50% 		21/06/2021