



Metway Studio Clients Covid-19 Operations Report – July 2020

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Metway Contacts

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Risk Assessment - Overview

The owner of Metway Studio, recognising that it has a duty to carry out a risk assessment on health and safety related hazards including at this time specifically assessing the risk of COVID-19 transmission in the context of the use of its studio at 55 Canning Street, Brighton BN2 0EF, carried out an assessment by Tobias May in consultation with Lois Chadwick on 29th July 2020. Having carried out such an assessment to consider the transmission risks of COVID-19 in the studio, it is important to understand that no amount of measures can completely eliminate risk. The goal is to mitigate risk to an acceptable level and, with that in mind, the strategies set out in this report have been adopted.

Metway Studio is a commercial recording facility and is part of a larger building that is, in part, occupied by the company directors and, in others, rented out to third party tenants. The recording studio occupies most of the 1st floor although there are at least three private studio spaces in close proximity.

The Canning Street entrance door is kept locked and entrance is either by key access or via a studio and/or office intercom system. Access is also available to the ground floor bar area, however this is a fire escape and, if shut, can only be opened from the inside. During a recording session, this bar door access point will be used exclusively by studio clients and in-house engineers to help isolate and divert clients away from the main thoroughfares that tenants use. Signage will be placed in clear view and strict adherence to using suitable routes around the building by all users will be required to satisfy the Covid-19 safety requirements listed in the table below (*fig.1*).

The front door access point of the recording studio opens into the vocal booth. This could be considered a high-risk thoroughfare and the space beyond the point of entry may be easily contaminated should clients who have the potential of transmitting Covid-19 use the space. A solution to this is to open up the rear 'lobby' door and offer this as the main point of entry for both clients and staff. Modifications will be made to the opening mechanism so that it can be opened from the outside and made lockable. Studio clients will only have access to the yard, the bar toilets and the studio. Access beyond the lobby and onto the rear corridor will not be permitted for clients. Access from the rear corridor to the lobby and bar area will not be permitted for other building users until our policies are reviewed as seen in *fig. 3*.

All those attending and or using Metway Studio must take responsibility for their own health, acting in accordance with the strategies set out in this Report is essential, please at all times;

- implement social distancing in accordance with the Government guidelines, a 2m distance and if that is not possible 1m plus precautions;
- maintain personal hygiene by keeping their hands and face as clean as possible washing often with soap and water in accordance with the Government guidelines, for 20 seconds; and
- use the hand sanitiser provided.

Should you have any questions or suggestions with regard to the above, please contact any of the Metway Contacts listed above.



Fig. 1 - Risk Assessment, Strategies and Responsibilities

	Risk	Strategies	Responsibility
1	Direct person-to-person transmission of Covid-19	<ul style="list-style-type: none"> • Keep number of people attending sessions to a minimum • Only one session per day so facilitate sufficient overnight cleaning of equipment • Move access to the studio to the rear lobby push-bar door to avoid clients and staff having to pass through a potentially contaminated vocal booth • Practice good hand hygiene - regular use of sanitiser, provided at entry & exit points (<i>fig. 2</i>) and washing of hands regularly • Take temperatures of all visitors to the studio – 37.7 degrees centigrade or below is safe • Face masks to be worn at all times in the control room • PPE to be made available to clients and staff by the studio • 2m distancing to be observed and marked out with floor tape where appropriate • Clients are not be within 2m of control room equipment and engineering workspace • No brass or woodwind instruments to be played on the premises • Live room backline setups designed around separate ‘zones’ to promote separation of performers • Vocalists to be recorded in self-contained booth • Restrict control room recording and no singing out loud or brass/wind instruments in the control room • Close communal areas (kitchen, bar) for all (<i>fig. 3</i>) • Restrict access to studio, rear lobby, bar, kitchen and toilets for other Metway tenants for the duration of a studio booking • Encourage session and backline setups that are without clients present where possible • Consider staggered breaks for sessional staff and clients • Leave the vicinity of the Metway property to smoke • One-in, one-out policy when using the toilet 	<ul style="list-style-type: none"> • Comms from directors, office management • Building manager/estates officer • Outlined in PDF safety guidelines sent to clients
2	Surface contact transmission of Covid-19	<ul style="list-style-type: none"> • Microphones, stands and cables may not be touched by anyone other than sessional staff • Vocal microphones to be used, cleaned with 70%+ alcohol and used on rotation to avoid consecutive clients using the same vocal microphone. A microphone and pop screen usage record will be filled in at the end of every session by the engineer on duty • No brass or woodwind instruments to be played on the premises • Use of disposable foam coverings for end-address vocal microphones e.g. Shure SM58 • Comprehensive clearing and cleaning of all workspaces/ surfaces and removal of waste at the end of each day • Full deep clean of the vocal booth when appropriate at the end of a vocal session or before the next booking by engineer on duty and/or estates officer. • Restrict access to toilet and washroom areas to a one-in, one-out system. Hand sanitiser to be made available in this area • No shared consumables like food, drinking containers, storage cupboards, kettles, coffee machines or fridges • No alcohol • Single-use cups and safe, appropriate disposal after use 	<ul style="list-style-type: none"> • Comms from directors, office management • Building manager/estates officer • Outlined in PDF safety guidelines sent to clients

3	Non-compliance to Covid-19 safety guidance	<ul style="list-style-type: none"> • Suitable signage and marking out of floor areas where appropriate • Communicating policies to clients and staff well in advance, particularly around food and drink consumption, PPE and social distancing • Contact details taken for all parties present • PDF guidelines made available upon enquiry, booking and a printed out, laminated version to be placed in accessible locations within the studio complex. Clients asked to read fully and sign an operations safety checklist declaration. • Sessional staff (engineer on duty) to phone clients ahead of a booking to run through changes brought about by Covid-19 guidelines • Client obligation to inform building manager and/or estates officer of any Covid-19-related symptoms (a high temperature, a new, constant cough, a loss or change in sense of smell and/or taste) arising during the course of a working day for staff and visitors 	<ul style="list-style-type: none"> • Comms from directors, office management • Building manager/estates officer • Outlined in PDF safety guidelines sent to clients
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Fig. 2 – Hand Sanitiser Points



1. Ground floor bar entrance
2. Ground floor toilet
3. 1st floor studio lounge
4. 1st floor studio control room
5. 1st floor studio live room

Covid-19 Operations Checklist:

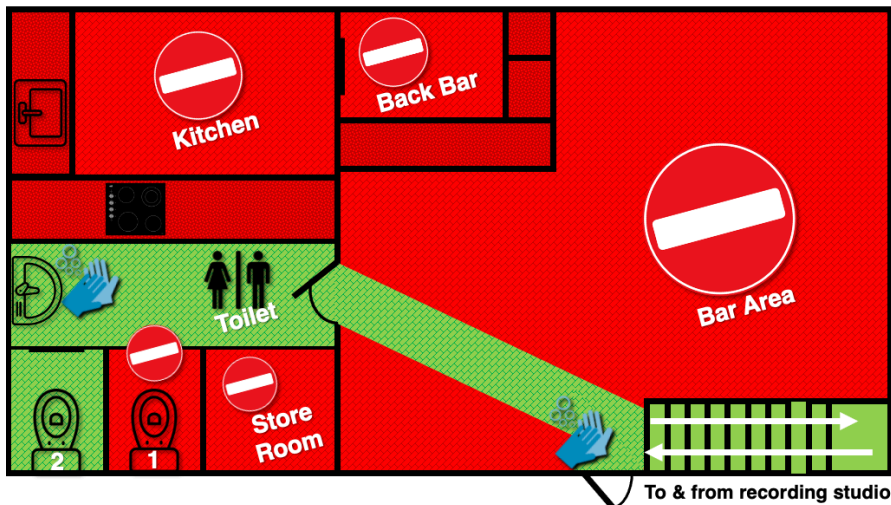
- **Hand hygiene** – please wash hands regularly and always make a note of your nearest hand sanitiser point
- **Face masks/coverings** – please have them available for working in close proximity with others
- **Temperature reading** – please allow your engineer to take a record of your temperature upon entry to the studio
- **Social distancing** – please maintain a 2m distance away from others where possible
- **Clear your waste regularly** – please dispose of your waste according to the systems in place at the studio
- **Don't refrigerate** – please refrain from using the studio fridge during your session
- **Bin your cups** – please use disposable utensils and drinking containers where possible
- **Make yourself known** – please leave contact details and sign our declaration form upon arrival at the studio
- **Leave the vicinity of the Metway property to smoke** – please exit through the main gates when smoking
- **Please don't prop doors open** – your engineer will answer the doorbell downstairs to let you in and out
- **One in, one out when using the toilet** – please check that the toilet area is unoccupied before you enter
- **Stay in your building zones** – please stay out of the red zones as per fig. 3 (page 4)
- **No brass or woodwind** – please refrain from playing brass or woodwind instruments on the premises
- **Tell us if you or any of your fellow band members are feeling unwell** – please contact us (page 1)
- **Report others** – if you see others failing to adhere to the guidelines, please let your engineer know
- **Keep us informed** – please tell your engineer if you feel there are shortfalls in our Covid-19 safety provisions

Fig. 3 – Building Floorplans – Main Building – Zone Access

Areas in **GREEN** are accessible to all Metway Studio clients
 Areas in **RED** are not accessible to Metway Studio clients

Ground Floor Bar & Toilets

(Not To Scale)



Yard Area – loading and access for studio staff & clients only
 - No smoking and/or communal gatherings in the yard -

First Floor Corridor and Studio Lounge

(Not To Scale)

