

## **About Siobhan Davies Studios**

Venue located in South East London.

The building is composed of the following across 3 floors:

- A courtyard
- A reception
- An office
- A kitchen
- 3 meeting rooms
- 2 dance studios
- 2 changing rooms
- 7 toilets (2 disabled toilets)

There are 22 members of staff all English speaking.

Building opening hours: 9am until late.

The building is cleaned every day by 2 cleaners.

## **About Covid-19**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Covid-19 symptoms are:

- High temperature
- New and continuous cough
- Loss or change of taste/smell

## **What is the hazard?**

Spread of Covid-19

## **Who might be harmed?**

Staff, Cleaners, Visitors, Studios and Rooms Users

## How to control the risks?

### **VENTILATION and CLEANING**

- ✓ Antibacterial gel provided on arrival
- ✓ Keep windows open during and between hires to provide air ventilation
- ✓ Allow 30min between each hire to air out the rooms
- ✓ Antiviral disinfection of the studios between each use
- ✓ Sanitizing stations available in each room
- ✓ Regularly clean/spray desk/chairs/printers/doors handles/ light switches/ stairs rails/benches throughout the day
- ✓ Wash hands regularly with soap/water
- ✓ Use disposable paper towels
- ✓ Daily building cleaning
- ✓ Weekly antiviral disinfection of the entire building

### **GENERAL MEASURES**

- ✓ Masks are not required but still recommended, especially when moving around the building and/or in situation where you are unable to keep social distancing
- ✓ Plexiglas screens at the Reception
- ✓ Daily checks that staff and users are complying to government guidelines

### **CAPACITY OF THE ROOMS**

	Movement	Seated
Roof Studio	50	100
Research Studio	20	50
Library	n/a	15
Parlour	n/a	20

### **BOOKING SYSTEM**

- ✓ Users to pre-book their studio space to be allowed in the building
- ✓ Implement "Track & Trace" as per government guidelines. Name and contact details will be kept for 21 days
- ✓ Users not to enter the building if they show any of Covid-19 symptoms which are: High temperature, new and continuous cough, loss or change of taste or smell
- ✓ Users to inform the Reception if they feel sick so staff can carry out inspection and cleaning