



## COVID 19 – Precautions and Protocols

RAK STUDIOS LIMITED 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 studios at 42-48 Charlbert Street, St Johns Wood, London NW8 7BU, carried out an assessment on 18th May 2020.

Having carried out such an assessment to consider the transmission risks of COVID-19 in the studios 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 following precautions and protocols have been adopted;

- RAK are operating under the 2m social distancing guidelines. If your session has specific protocols in place to operate at 1m+ they must be agreed with RAK management ahead of the session. RAK requests that inside the building all attendees maintain a good level of social distancing. Floor markings will be at certain points in each room as a guide.
- RAK will operate with separate lounge, kitchen and toilet facilities for each studio. We ask clients and staff only to use the facilities dedicated to that studio.
- All of RAK's engineers and assistants will be exclusive to each session, there will only be person to person interaction with those directly involved with the session.
- RAK are advising everyone to avoid public transport, and walk, cycle or drive where possible. RAK has onsite parking which is free to use. RAK also has accommodation available for those who wish to stay on site for the duration of the session.
- RAK request anyone coming on site sign in.
- RAK has an on-site thermometer and will be requesting all clients and staff check their own temperature at the beginning of each day.
- RAK requests that inside the building all attendees maintain a good level of social distancing. Floor markings will be at certain points in each room as a guide.
- RAK are requesting that all non-essential personnel do not come to the studio.
- RAK are requesting anyone who does enter the building to use the hand sanitiser at the entrance.
- RAK has pop shields for each artist, these will not be shared between sessions, and disposed of after the session ends.
- RAK has requested that it's assistants wear disposable gloves when handling equipment.
- Studios, and in particular consoles and computer equipment will be thoroughly cleaned between each session.
- Staff have been specifically told to be mindful of cleaning door handles of studios, toilet door handles, flush handles, kettle handles etc.
- RAK is asking engineers to bring their own keyboard and mouse to the studio.
- RAK requests that all deliveries are left on the marked spot in the entrance.

- RAK asks that sessions where break times are staggered prepare their own food and drinks, rather than the runner or assistant. However, session players with fixed break times are asked to remain at their stations during break times, or make use of external areas, and RAK will drop refreshments to drop points.
- RAK asks that artists prepare their own food and drinks, rather than the runner or assistant.
- RAK are requesting that wherever possible runners are not sent to high street food stores, but delivery companies such as UberEats and Deliveroo are used.
- Anyone who displays a new and persistent cough or fever is to immediately self isolate for 14 days, and if living with someone with symptoms all householders should stay at home for 14 days from the day the first person got symptoms.

All those using the studios must take responsibility for their own health, acting in accordance with our precautions and in line with our protocols is essential, please at all times;

- implement social distancing in accordance with the Government guidelines, a 2m distance;
- maintain personal hygiene by keeping your 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 the studios on 020 7586 2012 or [info@rakstudios.co.uk](mailto:info@rakstudios.co.uk)

## COVID 19 – Additional terms and conditions

In addition to RAK's usual cancellation policy set out in our terms and conditions in light of COVID -19 until advised otherwise the following shall apply;

- RAK shall have the right to cancel without liability (other than a refund of all fees paid to date) by notice in writing to the client any booking where any law or any action taken by Government or public authority shall lead to the closure of the studios;
- Where a client is required to self-isolate or where the client's temperature is such on arrival at the studio RAK requests the relevant individual to not attend the studio, which the client agrees RAK shall be entitled to direct, RAK shall have the right to cancel without liability (other than a refund of all fees paid to date, subject to the following) by notice in writing to the client the relevant booking. In such event the client shall remain liable for all third-party expenses incurred by RAK in respect of that booking that cannot be cancelled by RAK and for the sum of £130 being the cost for 1 day of the assistant engaged by RAK for that booking. The client agrees that RAK shall be entitled where applicable to deduct any such costs from any fees paid to date;
- Where any client or its staff or invited attendees fail to act in accordance with RAK's precautions and in line with RAK's protocols as set out above RAK reserves the right to cancel without liability by notice in writing to the client the booking and in such circumstances the client shall remain liable for the full cost of the studio booking that has been cancelled and all third-party expenses incurred by RAK in respect of that booking