GRAVITY MEDIA

COVID-19 OFFICE & PRODUCTION Protocols

Issue version 7 - 21st July 2021

Table of Contents

Introduction 4
Overview – What is COVID-19 4
What are the symptoms 5
People at higher risk of harm 6
Hierarchy of controls 7
Online Risk Assessments 8
General Principles 8
Quarantine exemptions 8
Health Screening 9
Health Declarations 9
Symptom checking and temperature testing 9
Data collection 10
What to do if someone thinks they have or is diagnosed with COVID-19 10
If an Individual has to transferred to a medical facility 12
GMG's Sick Pay Policy 13
Cleaning and Disinfection 13
Distancing 15
Ventilation 15
PPE, Face Covering and Other PPE 15

RIDDOR Reporting **16**

Mental health and wellbeing **16**

APPENDIX 1 - Offices/Building Management ***18***

Office Protocols ***18***

Return to work testing **18**

Staff working from home **21**

Staff travelling to/from GMG buildings **21**

Arrival at GMG building **22**

Building/Office setup **22**

Catering and eating **23**

Fire/first aid arrangements **24**

APPENDIX 2 – Client Production Work ***25***

Recces/Surveys/Technical Scouting **25**

Production meetings **25**

Hotel accommodation **26**

Restaurants **26**

GMG staff travelling to/from venue **26**

Access to venue/event **27**

General Onsite Activities **28**

Galleries/OB vehicles **29**

GMG COVID-19 EVENT/PRODUCTION RISK ASSESSMENT ***30***

GMG COVID-19 OFFICE/BUILDING RISK ASSESSMENT ***41***

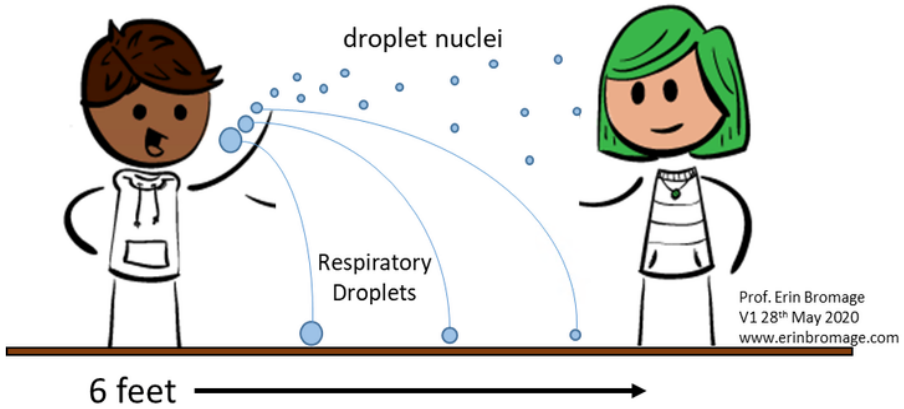
Introduction

This document highlights the necessary control measures required to help reduce exposure to COVID-19 throughout all of our work activities, including office buildings, warehouses, studios, ancillary workplaces as well as our client service production processes, to as low as reasonably practicable.

These protocols will be adapted and modified whenever there is significant change to either scientific information around COVID-19, government regulations or accepted best practice. As of Monday, 19th July 2021, managing COVID-19 risks within a workplace is still a part of our health & safety legal duties as employers & employees, regardless of the restrictions that have been lifted upon us in our personal lives. This means we must still risk assess the risks of COVID-19 in our work sites, apply the hierarchy of control, and mitigate as far as is reasonably practicable.

Overview – What is COVID-19

COVID-19 is an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) novel coronavirus. This virus spreads among humans through virus-laden droplets that can travel through the air or sit on surfaces. Symptoms of COVID-19 can range from none, to mild, to severe and appear, on average, from two to fourteen days after exposure. While some people remain asymptomatic, the illness can be fatal for others.



What are the symptoms

People with COVID-19 have a wide range of symptoms reported - ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus. On average it takes five days to show symptoms after initial infection and people are generally infectious 2-3 days before symptoms start.

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with symptoms have at least 1 of the above.

Some people may also have the following symptoms as well:

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhoea

People at higher risk of harm

Coronavirus (COVID-19) can make anyone seriously ill. But for some people, the risk is higher. The NHS define those who are at high risk from COVID-19 as clinically extremely vulnerable. People at high risk (clinically extremely vulnerable) from COVID-19 are advised to follow the same guidance as everyone else.

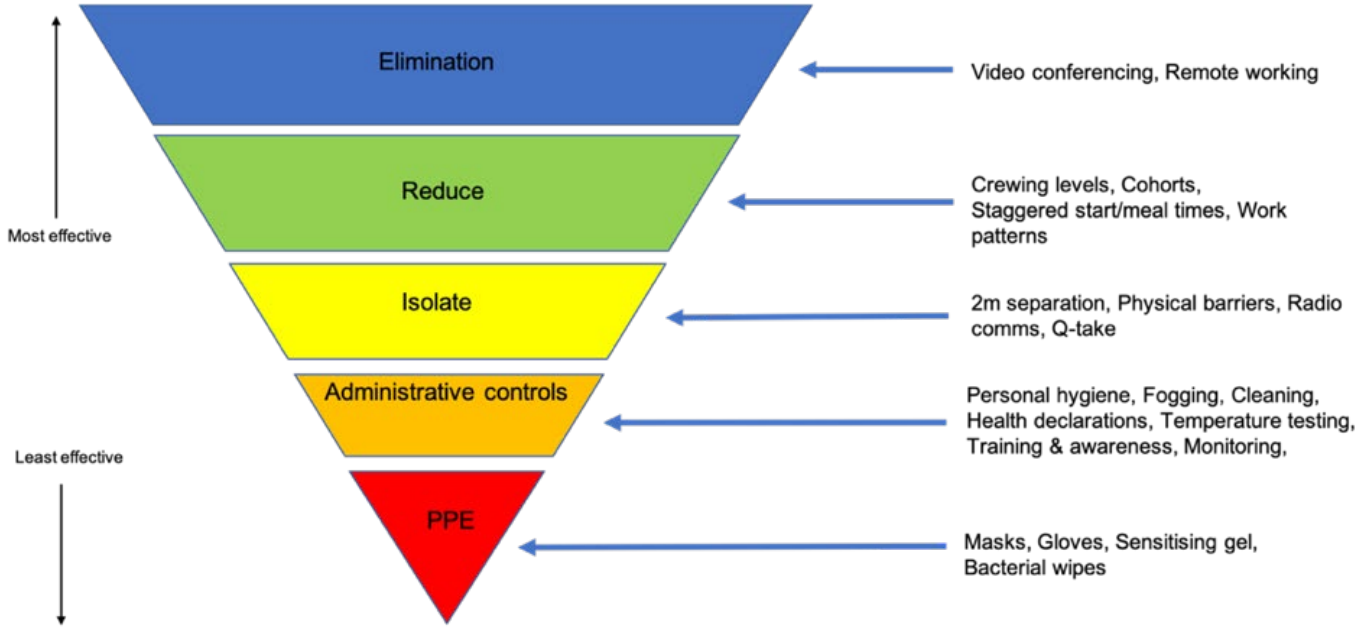
Clinically extremely vulnerable people are no longer advised to stay at home (shield). But there are still things that can be done to help keep safe - https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/

A thorough risk assessment must be undertaken reduce the risk of exposure to COVID-19.

Where vulnerable individuals are involved in activities, production will undertake a specific risk assessment to assess whether additional controls are required. Such individuals should be offered the option of the safest available on-site roles, enabling them to limit the number of people they come into contact with. If they have to spend time within 2m of others, the production should carefully assess whether this involves an acceptable level of risk. Where the risk assessment has identified that to manage the COVID risk it is essential, say for example, face coverings are be worn by all crew, this should be enforced. If for a valid reason a worker cannot wear a mask then the employer is obliged to make reasonable adjustment. Depending on the nature of the disability this may mean for example the provision of bespoke PPE e.g. hoods, or other system such as physical isolation from other workers.

Hierarchy of controls

The protocols detailed in the pages below follow a hierarchy of controls:



Eliminate - Does the activity really need to be done? Are there other ways of achieving the same thing – e.g. remote working or rearrange the task to ensure a safe distance of at least 2m is maintained between people.

Reduce - Where the task is essential and it's impossible to maintain a 2m distance, then minimise the number of people involved at any one time, for the shortest period of time. Where possible people in close proximity should work side by side or back to back rather than facing each other.

Isolate - Keep groups of staff who have to work within 2m together as teams and separate from others if possible.

Control - Consider an enhanced authorisation process for these activities and provide additional supervision.

PPE - Use PPE (masks and gloves) as a last resort and immediately dispose of used equipment and wash hands.

Online Risk Assessments

All GMG's COVID-19related risk assessments are available online at:

https://www.gravitymedia.com/gravity-media-covid-19-risk-assessment/

General Principles

Quarantine exemptions

If you arrive in England from anywhere outside the UK, Ireland, the Channel Islands or the Isle of Man, depending on where you have travelled from or through, you may need to quarantine for 10 days and take a PCR test on day 2 and day 8 of quarantining unless you have travelled from a Green list destination or your job permits exemption.

If you have been in a country on the Red list in the 10 days before you arrive, you will need to quarantine in a government approved hotel.

What you need to do before and after you travel from a Amber list country rules vary if you are or are not fully vaccinated under the UK vaccination program.

You may be able to end self-isolation early through the 'Test to 'Release' scheme, however you cannot use the Test to Release scheme if you've been in or through a country on the Red list in the 10 days before you arrive in England.

You should follow separate advice if you need to quarantine in:

- Scotland
- Wales
- Northern Ireland

There are very few exceptions to quarantine which can be found here.

Health Screening

Suitable controls will be in place to help ensure that no-one who has the virus, or symptoms of the virus, is at work. This will involve a combination of Health Declarations, Symptom and/or Temperature Checks and/or Monitoring being carried out. This can be done by a first aider, medic, onsite H&S adviser or other nominated person within the workplace with suitable health monitoring equipment and training.

Prominent signage will be displayed at the entrance of GMG buildings and/or workspaces stating the “Conditions of Entry” for all persons including that each person completes and signs a Health Declaration form and be subject to symptom checking and temperature testing.

Health Declarations

Prior to the start of each day, a written declaration should be obtained from all staff, crew, talent and contributors stating that they:

- Are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 10 days.
- Have not (as far as they are aware) been in close contact with anyone with coronavirus symptoms close contact within the previous 10 days.
- Don’t have any underlying health condition which might make them particularly vulnerable to coronavirus.
- Undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.
- Have already been tested, including when, how and result(s)

Symptom checking and temperature testing

- All employees and visitors will be required to have temperatures taken on a daily basis prior to entering any GMG office, studio, production office or set/location.
- Temperature measurement will be administered by a designated office manager, production person, set medic, or healthcare professional using a contactless infrared thermometer which will register a person’s temperature.
- if someone registers a high temperature (above 37.8˚C) they should be retested with an in-ear thermometer to verify the initial reading.
- Temperature information will NOT be recorded or stored.
- If an employee reports that they suddenly feel unwell (or if someone in their household displays symptoms) - whether at home, the production office or any other premises such as a location or studio - with symptoms (such as a fever, cough and shortness of breath, loss/change of smell/taste) medical attention should be sought immediately and medical advice followed.

- They should self-isolate as soon as possible, if they are at work, they should return home directly, and order a test online at https://www.nhs.uk/ask-for-a-coronavirus-test. If they don't have access to the internet, a test can be ordered by calling 119 (in England, Wales and Northern Ireland) or 0300 303 2713 (in Scotland).
- It is important that they do not get too close to other people and maintain a minimum of 2m distance from others in order to reduce the risk of transmitting infection.
- Any trained first aiders who respond should maintain their distance, wear face masks and disposable gloves and ensure they thoroughly wash their hands once they have assisted.
- Where possible, move the person to a room with a door that can be shut so they can be separated and if possible, a window that can be opened for ventilation. Shut the door while medical advice is being sought. This will help prevent unnecessary alarm and maintain their privacy. It is important to limit contact but to also provide assurance, as the individual may be feeling very unwell and anxious, but other colleagues should leave the room and maintain their distance.
- Identify suitable rooms within GMG buildings in advance.
- If the person needs to use the bathroom whilst waiting for medical assistance, use a separate bathroom if available and maintain distance from other colleagues. Their belongings should be collected - use disposable gloves and wash your hands thoroughly after contact.
- Clean and sanitize the area after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other people.

Data collection

Before carrying out health declarations, monitoring and/or testing, GMG will let individuals be aware what personal data is required, what it will be used for, and who they will share it with. They will also let them know how long they intend to keep the data for.

GMG will seek active consent from each person and look after any personal data they collect. That means keeping it secure on a device or in a locked cabinet, for example.

GMG will keep staff informed about potential or confirmed COVID-19 cases amongst their colleagues. However, they will avoid naming individuals if possible, and not provide more information than is necessary.

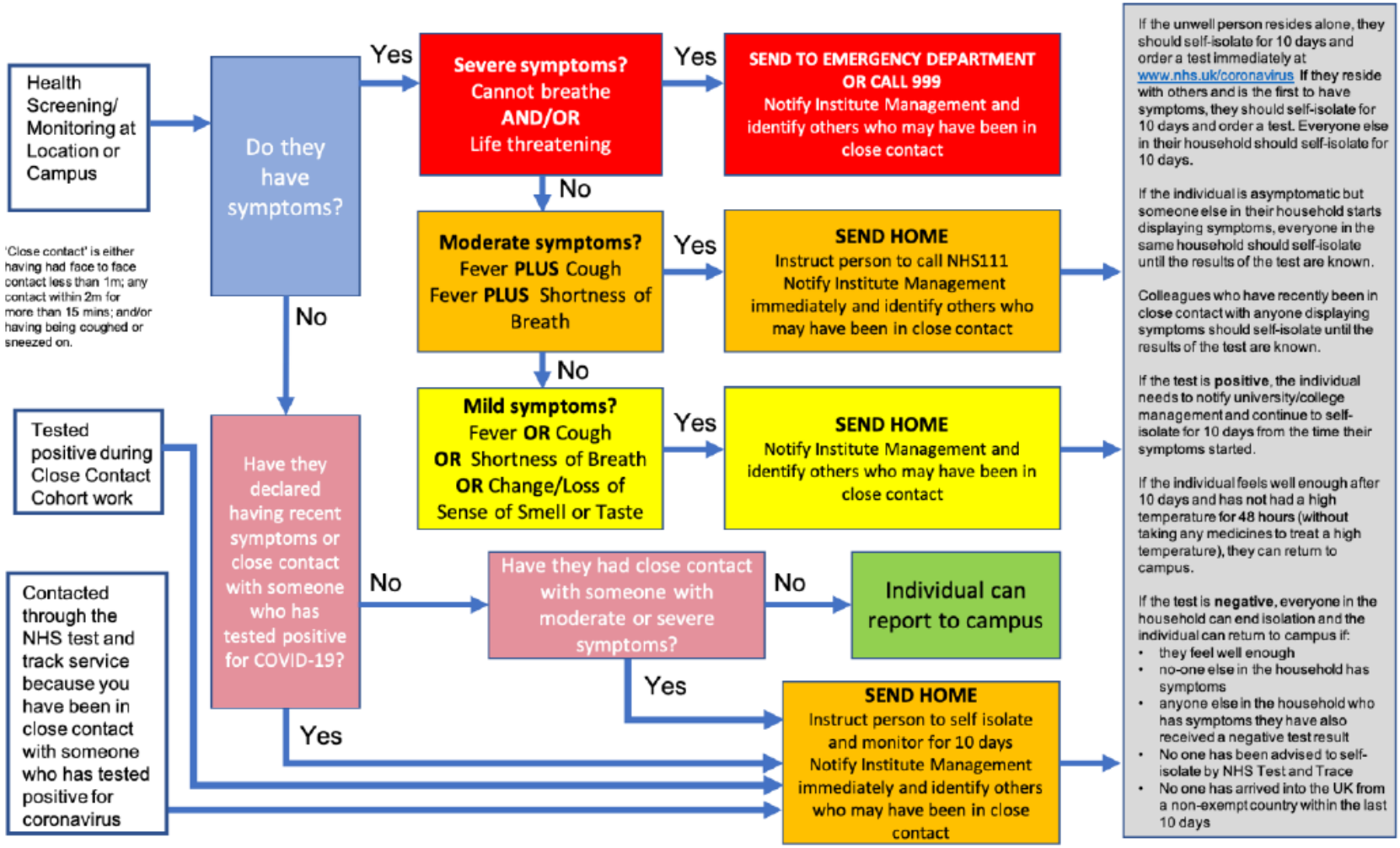
What to do if someone thinks they have or is diagnosed with COVID-19

Anyone who starts to feel unwell during the course of the day will immediately report this to their line manager/ medic. The medic should carry out checks as necessary and take appropriate actions.

Any staff member, crew, talent, cast member or contributor showing symptoms should stay away from work, or be evaluated to determine whether they are required to leave (See the diagram below) and records retained of action taken.

If an employee working on GMG premises or on a production during work hours, exhibits any COVID-19 symptoms or has an elevated temperature, the following steps should be taken:

Health Screening / Monitoring at Campus or Other Location



If an Individual has to transferred to a medical facility

- The symptomatic person should be positioned in the rear furthest away from the driver so as to maintain 2m as much as possible. They could also be separated using a clear plastic sheet or screen.
- Both the driver and individual should wear face masks and nitrile gloves.
- The vehicle's air condition system should not be left in recirculation mode. Whenever possible, the windows should be opened.
- After transportation, the vehicle will require cleaning and disinfection - the door handles (external and internal), arm rests, window switches, seat belts, trays, head rests, windows (inside and outside), and USB adaptors should be wiped down using an alcohol wipe.
- All surfaces that the symptomatic person has come into contact with at the GMG building, office or work location will be thoroughly cleaned / disinfected.

GMG's Sick Pay Policy

If an individual is required to self-isolate whilst in the UK, they will be required to work from home if this is possible. If an individual is not able to work, the normal sickness absence evidence requirements should be followed where a FIT note or other evidence should be provided.

If an employee is in a non-UK deployment, any time spent self-isolating or receiving treatment will be covered by the company sick pay policy, subject to appropriate evidence being provided.

Cleaning and Disinfection

Offices, warehouses, production sets, studios, dressing rooms, hair and make-up etc. will be regularly (twice daily) cleaned / disinfected. All routine touchpoints such as door handles, bannisters, tea tables, dining tables etc. will need enhanced cleaning/ disinfecting.

The following measures will be implemented to help prevent the spread of COVID-19:

- All areas should be provided with an adequate number of closed bins which are regularly emptied.
- All office and production equipment and tools will be wiped down with appropriate cleaning products regularly and whenever they are used by different individuals.
- Whenever a department finishes its tasks on location/work area, any shared areas will be wiped/cleaned before the next department start work.
- Personal equipment (headsets, mics, radios etc.) will be cleaned before issue and then each day.

- Wherever possible headsets, mics and radios will be used exclusively by the same person for the duration of the production and labelled to identify user.
- All departmental and hired equipment brought into the premises, production location to be disinfected on arrival.
- Equipment will only be handled by designated department members responsible for that equipment to avoid any potential cross-contamination.
- All staff loading/unloading and transporting equipment will wear gloves at all times when handling equipment. On arrival, all equipment to be loaded into the designated department area. All equipment to be further disinfected by allocated person/persons within that department before being moved to the workspace/production area. Adequate time and personnel will be allocated for these tasks.
- Handwashing facilities will be made readily available at all locations.
- Hands will be washed with soap and water for 20 seconds and dried thoroughly after all PPE has been removed. If a wash basin is not available, they will use alcohol-based hand rub before putting on and after removing gloves. Alcohol-based hand rub should also be used before and after removing the surgical mask and eye protection if worn.
- All used cleaning materials and PPE will be double-bagged and disposed of as general waste.
- If soap and water are unavailable, then alcohol gels should be used. These need to contain a minimum of 60% propanol (aka isopropanol or propan-2-ol), 70% ethanol or a mixture. Any non-alcohol sanitisers used must conform to EN1500. Hand products that conform to EN1276 or EN14476 – while these are not technically standards for hand sanitisers – will also kill the virus.
- Ventilating the area while you clean is also recommended. Cleaners will be reminded to never mix different cleaning products together as they could create harmful fumes.
- Productions will consider the use of specific antiviral 'Fogging' systems in addition to normal cleaning. (It is important to choose one that is non-toxic, odourless and for disinfecting large areas, fogging is an ideal solution.). Fogging systems are not suitable for use in areas where sensitive electronic equipment is present e.g. galleries, OB vehicles etc.
- Cleaning staff will wear disposable or washing-up gloves. If washing up gloves are used, they must not be shared. Unless presence of the virus is strongly suspected, masks and eye protection or a face shield are not required while cleaning unless the chemical risk assessment says otherwise.
- UV sterilising cabinets (such as those used by dentists) can be used to clean delicate electronic equipment such as mics and earpieces. Hand-held UV wands are not considered adequately effective at removing the virus.

Distancing

Wherever possible, physical separation of at least 2m will be maintained during all work activities. Work should be planned to maintain this distance as the norm.

If a 2m separation cannot be achieved, individuals will remain at least 1m apart while taking mitigations to reduce the risk of transmission. Ways to help achieve this include working remotely, reducing the number of people at work to an absolute minimum, redesigning workspaces/ways of working/action involved.

Mitigating actions include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Ventilation

While the primary risk is from inhalation of the virus in close contact (less than 2m), infection from aerosol droplets can occur beyond that distance in poorly ventilated, enclosed spaces and the risk increases with the length of exposure. It is therefore important to ensure all workplaces are well ventilated and that creating crowded, airless spaces where people spend prolonged periods is avoided. All work areas should be able to provide good ventilation, and as far as possible the length of time spent in any workspace will be limited and workers allowed to take regular breaks for fresh air.

If using a centralised ventilation system that removes and circulates air to different rooms, the recirculation will be turned off in order to promote a fresh air supply. HEPA filters will be used wherever practicable.

PPE, Face Covering and Other PPE

It should be emphasised that use of facemasks should be considered as a complementary measure and not as a replacement of the core preventive measures that are recommended to reduce transmission risks – see hierarchy of control above.

However, GMG managers should consider face coverings, masks or other PPE for specific purposes, such as where it is not possible to maintain social distancing for certain tasks or where equipment has to be handled as it is not possible to sanitise, and handwashing/sanitising isn't readily available.

- GMG employees will wear face masks and other PPE as required by a specific risk assessment e.g. when 2m social distancing cannot be maintained.
- A GMG employee may wear his or her personal mask. Personal facemasks should be composed of at least two different cloth layers.
- Disposable gloves will be provided for use as needed, however it is recommended that hand washing or use of sanitizer be utilised as primary method of protection.
- Gloves, eye protection and face shields will be used during any person to person contact situations (i.e. hair styling/makeup application), during the necessary sharing of any equipment or while using cleaning supplies, or when the specific risk assessment stipulates their wearing.

If masks are to be worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested).

The only general need for gloves is for specific use by cleaners, first aiders and certain manual handling activities. Gloves are only a 'second skin' and therefore wearers need to continue to apply hygiene precautions (not touching the face). When used, they will be hygienically disposed of and a new pair used as frequently as possible.

RIDDOR Reporting

The HSE advised that diagnosed cases of COVID-19 are not reportable under RIDDOR unless there is **reasonable evidence suggesting that a work-related exposure was the likely cause of the disease**.

The requirement to report does not arise simply by virtue of an instance taking place on work premises or because someone had been 'at work' in the period prior to any potential exposure to or diagnosis of COVID-19.

In deciding whether to report an COVID-19 related incident, the following issues will be considered by GMG:

1. Did the work being done increase the risk of exposure to COVID-19?
2. Was there a specific incident that increased the risk of exposure?
3. Did the work bring the person directly into contact with a known COVID-19 hazard without effective control measures in place?

Mental health and wellbeing

- Production managers and heads of departments will monitor their crew, cast and contributor's mental health concerns and signs of anxiety.

- Staff members should stay active, eat regularly, keep hydrated, get as much sunlight, fresh air and find ways to relax and decompress when not working.

APPENDIX 1 - Offices/Building Management

For GMG staff working in the UK and buildings/premises directly managed by GMG, the following protocols and generic risk assessment detailed in this section will apply.

Office Protocols

Return to work testing

As part of the phased return to work and as an additional precautionary measure those working from each of the UK locations are able to access Lateral Flow Testing across all of our UK sites. Lateral Flow tests are not mandatory and will also be offered to freelancers, agency workers and site visitors should they choose to participate.

Those working five days a week across any site, the recommendation would be to undergo two tests per week, in line with schools & colleges.

What are Lateral Flow Tests?

The lateral flow tests are used in people who don't have symptoms. These tests are trying to find people who may have no symptoms but are infectious. This type of test is very good at identifying people who have a high viral load, and are infectious on the day, but isn't as good at finding the virus in people who aren't infectious yet (i.e. early in the infection), so they are a kind of spot check test. This is different from the PCR (polymerase chain reaction) tests which many of yourselves have undertaken & which work in a different way, as the swab kits go to the lab, rather than be tested on site. The PCR tests are better at finding very small amounts of the virus, especially early in infection, so these are used primarily in people who have symptoms and can be booked through the NHS website.

Further FAQs please find enclosed: https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/11/C0913-lateral-flow-antien-test-trust-faqs-v3-jan-2021.pdf

How do they work?

- Lateral Flow Antigen testing involves processing a nose and throat swab sample with an LFD. The LFD detects a COVID-19 antigen that is produced when a person is infected with COVID-19. If this antigen is present, then a coloured strip on the LFD will appear to show a positive result.
- Initial set up takes around 10 minutes. This can be done via your smart phone.
- Once registered the process takes around 5 minutes although 30 minutes for the results to be confirmed

- You will receive a barcode, with a unique reference number (that are supplied separately to the test kits), which will be used to link you to your individual test sample
- You will have to self-administer a nose and throat swab under supervision of testing staff.
- The Supervising Operative will be able to provide guidance whilst you self-administer the test, and once you have taken the swab, will take the sample for analysis

Test results

- Receiving the result
- You will be digitally notified of the test results.
- Result will be sent to you via SMS and / or e-mail within 30mins of the test, using contact details recorded at the registration or check-in process.

Negative results

- If you receive a negative test result, you do not need to self-isolate (unless otherwise indicated).
- If you receive a negative test result, it does not cancel any previous or subsequent instruction to isolate as a close contact.
- Testing negative at the moment does not change any of the requirements for risk reduction such as social distancing or PPE use, but that may change in time.

Invalid results

- If you receive an invalid LFT result, you should be retested once by LFT.
- If the LFT result is invalid a second time, you should be retested with an RNA (PCR) test.

Positive results

- Employees who return a positive LFT result are required to self-isolate immediately after receiving a positive result communication, and follow the guidance from NHS Test and Trace.
- **From the 16th August 2021**, if you are fully vaccinated or under 18 years of age, you will not need to self isolate following close contact with someone who has had COVID-19. You will still need to take a PCR test and self isolate if the result is positive.
- Your household and contacts will also be required to isolate
- This can be done using a home testing kit, or by visiting the local testing site.
- You should immediately head home, following government guidance, until you receive a result from the testing service. A confirmatory PCR test should be booked through the government website, this needs to be done within 2 days a receiving the LFT results.

- You should consider yourself positive and adhere to the government guidelines, until advised otherwise by NHS Test and Trace or confirmatory test result is received.

When can I get tested?

There are designated testers across all sites, testing times will be determined by the number of planned people. Below are details on testing at each site:

Gravity House 65-66 Frith Street Soho London W1D 3JR England // Test site ID: ALFC - UON: 50141522

Approved Tester - Cristina Andreica

Testing – Mon, Tues, Wed, Thurs, Fri 09:00hrs to 11:00hrs

Testing Station – Room G4

Southwood Park Unit 15 Armstrong Mall Southwood Park Farnborough GU14 0NR England // Test site ID: ALFH - UON: 50141522

Approved Tester – Adam Grimes

Testing – Mon, Tues, Wed, Thurs, Fri 10:00hrs to 11:00hrs

Testing Station – Roger Wedlake office

The Production Centre 192 Askew Road Chiswick London W12 9AX England // Test site ID: ALFE - UON: 50141522

Approved Tester – Christopher Payne

Testing – Tues & Fri 09:00hrs to 11:00hrs

Testing Station – Client Room 2

Watford32/34 Greenhill Crescent Croxley Business Park Croxley Green WD188JU England // Test site ID: ALHA - UON: 50141522

Approved Tester – Warren Symonds, Natasha Barnes, Scott Hooley

Testing – Tues & Fri 09:00hrs to 11:00hrs

Testing Station – Meeting room 3 & 4

Staff working from home

- Wherever possible, GMG staff should continue to work from home with the exceptions of essential premises maintenance and facilities staff. This includes all general office and management activities, post-production work, editing and ADR work.

Staff travelling to/from GMG buildings

- Where working from home cannot be avoided, any required transport into the workplace should be undertaken individually with minimal contact with others.
- Where private transport via foot, cars or bikes is not possible GMG staff should consider private hired taxis – ensure good hygiene measures are maintained.
- If no other means are possible, staff should use public transport ensuring a face covering is worn.
- Staff having to travel into GMG buildings for work will be provided with hand sanitiser for the commute.
- Staff will look to rotate days in and out of the office to minimise the need for travelling.
- Start times are staggered to help ensure travel outside of peak times is possible.

Arrival at GMG building

- All staff to be asked to complete a written declaration stating:
  - that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 10 days
  - they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 10 days
  - that they do not have any underlying health condition which might make them particularly vulnerable to coronavirus
  - that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.
  - That they have already been tested, including when, how and result(s)
- All individuals seeking entry into GMG buildings will be subject to temperature checking.
- Temperature checks will be carried out by a suitably trained individual wearing appropriate PPE and under a suitable and sufficient risk assessment and tightly controlled sequence of work.
- Temperature checks will not be recorded, and anyone with a raised temperature (>37.8c) will be instructed to contact their local health authority and self-isolate for at least 10 days from when symptoms started (if symptoms are displayed).
- Before carrying out any temperature checks and health declarations, GMG will inform individuals what personal data is required, what it will be used for, and who they will share it with. They should also let them know how long they intend to keep the data for.
- Anyone who starts to feel unwell during the course of the day should immediately report this to their line manager/first aider.
- Staff to wash or sanitise their hands when they arrive at work and regularly throughout the day; when they handle any shared equipment or frequently used objects/surfaces; after using the toilet, before eating, before touching their face.
- Information posters on how to maintain proper hand hygiene will be displayed on site. Staff reminded to catch coughs and sneezes in tissues.
- Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from NHS111.

Building/Office setup

- Guests and staff to e-sign in

- Adequate numbers of suitable, clean toilets with handwashing facilities to be provided.
- If any contractors are working in the office, their company procedures will be checked to ensure that they have procedures in place to ensure their staff are not working with any symptoms. If none in place, then the above declaration should also be obtained from contractors.
- Where possible people in close proximity should work side by side or back to back rather than facing each other i.e. staggered.
- All workspaces to be cleaned/disinfected at regular intervals, including routine touch points such as door handles, bannisters, lift buttons, door entry buttons etc will need to be regularly cleaned/disinfected.
- All areas to be kept well ventilated. Windows and doors to be kept open where possible providing that building/equipment security is not compromised.
- Handwashing facilities will be provided with soap and water wherever possible. Where this is not possible antiseptic gel dispensers (minimum 60% alcohol based) to be provided.
- Where necessary, floor markings to be installed to denote stand/ wait positions
- Where necessary, a one-way system to be implemented and signed. Barriers can be installed to assist with this. Care will be taken not to block or impede fire routes. Clear signage will be in place to help inform and direct staff.
- Equipment such as printers to be isolated or moved to ensure they are not in walking routes.
- Wherever possible, meetings will be carried out remotely using video conferencing platforms such as Teams, Zoom, skype or similar.
- Deliveries, post and packages to be left in holding area within eyeshot of reception/delivery room staff.

Catering and eating

- All food brought onsite will be in a sealed container or double wrapped.
- Food will not be shared or left out for communal access.
- Kitchens to operate one in and one out.
- Where necessary, floor markings to be installed to denote stand/ wait positions. Where necessary, a one-way system to be implemented and signed.
- Staff will be encouraged to bring own cutlery or use disposable cutlery. Any communal cutlery to be placed in the dishwasher (rather than hand washed). Care will be taken to load dishwasher, ensuring to wash hands after placing items in the dishwasher.

Fire/first aid arrangements

- Fire arrangements remain unchanged, refer to the Fire Evacuation arrangements for the building which are displayed at each call point/fire exit.
- Fire doors must not be propped open to facilitate additional ventilation.
- Responders involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.
- Staff on site may be reduced, checks will be made to ensure there are an adequate number of fire wardens/first aiders still in place, as they could be working from home.
- There will be at least 1 fire warden/first aider per floor.

APPENDIX 2 – Client Production Work

For GMG staff working with clients at their venues and/or events, the following protocols and generic risk assessment detailed in this section will apply.

Recces/Surveys/Technical Scouting

- Wherever possible, recces etc. to be carried out remotely by using a video conferencing platform or by filming it/taking photographs and emailing to the group to view with recce notes.
- Where this is not possible, recce crew numbers will be reduced to an absolute minimum.
- Where overnight stays in accommodation cannot be avoided, single occupancy accommodation will be obtained and the hygiene and social distancing measures at the venue will be confirmed before use.
- If any recces overseas (outside UK) are planned, then additional controls and checks regarding travel and specific country government restrictions will take place.
- The country's government guidance on quarantine will be adhered to immediately upon arrival.

Production meetings

- Video conferencing to avoid in-person meetings.
- Only absolutely necessary participants will attend meetings and maintain 2m separation throughout unless suitable risk mitigation measures are in place such as physical screens etc.
- Hand sanitiser will be provided in meeting rooms.
- Meetings will be held outdoors wherever possible.
- If it's necessary to hold face to face meetings indoors, the room will be large enough to accommodate the meeting comfortably and ensure that it is well-ventilated. Face to face meetings will be kept as brief as possible.
- For areas where regular meetings take place, floor signage will be used to help people maintain social distancing.

Hotel accommodation

- Single occupancy accommodation to be obtained.
- The hygiene and social distancing measures of the hotel/lodgings to be confirmed before use.

Restaurants

- Individuals to exercise their own personal judgement in relation to transmission of COVID-19 risks when dining out.
- Consider takeaway/take-out food and eating in own hotel room if this is an option

GMG staff travelling to/from venue

- Check to be made for any changes to the Country's government guidelines on quarantine at the time of arrival as updates may have be made between booking travel and arriving in the relevant destination.
- Risks of transmission on an aircraft is typically lower than in a shopping centre or an office environment, nonetheless staff should:
    - Practice hand hygiene by washing them regularly with soap or an alcohol-based sanitizer
    - Not touching face, especially eyes, nose, and mouth
    - Wear a face covering as per the government/airline's instructions
    - Not travel when ill, or experiencing symptoms during or after a trip
    - Follow all government instructions relating to travel/quarantining etc.
- Wherever possible travel to location and between locations should be alone by private transport. Passengers to be positioned in the rear furthest away from the driver and separated using a clear plastic sheet.
- Alcohol gel sanitiser and wipes to be made available within the vehicle for the passenger to wipe down the seat(s) and clean their hands.
- If self-driving, wear disposal gloves when fuelling and use contactless payment. Face masks to be worn if multiple people are using the same vehicle.
- If using public transportation, staff to;

- Wear reusable face coverings during travel and then laundered upon arrival at hotel/venue
- Keep their distance when travelling, where possible
- Avoid the busiest routes, as well as busy times like the rush hour
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Touch as few surfaces as possible
- Minimise the time spent close to other people, where possible
- Avoid loud talking, shouting or singing
- Dispose of waste safely, including items such as used tissues or disposable face coverings

Access to venue/event

- Prior to the start of each day, all GMG staff involved in the event/production to provide a written declaration stating they:
  - Are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 10 days.
  - Have not (as far as they are aware) been in close contact with anyone with coronavirus symptoms close contact within the previous 10 days.
  - Do not have any underlying health condition which might make them particularly vulnerable to coronavirus.
  - Undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.
  - Have already been tested, including when, how and result(s)
- If one or more questions are answered with “Yes”, further decisions regarding access and permission for activity to be taken by the COVID Supervisor/Compliance Officer.
- If possible, call times will be staggered so that each department/workflow is given access at timed intervals to help prevent crowding either on event arrival and/or during set-up.
- The venue/client may impose their own additional health screening measures such as temperature checking and PCR testing. Details will be circulated to GMG staff/crew in advance wherever possible.

General Onsite Activities

- Handwashing facilities will be provided with soap and water wherever possible. Where this is not possible antiseptic gel dispensers (minimum 60% alcohol based) to be provided.
- Staff to wash or sanitise their hands when they arrive at work and regularly throughout the day; when they handle any shared equipment or frequently used objects/surfaces; after using the toilet, before eating, before touching their face.
- GMG to provide sufficient hand sanitisers and face masks to staff. The required amount of supplies will be determined by the production risk assessment.
- Staff to be given instructions on how to properly fit, wear and dispose of all PPE supplied.
- Information posters on how to maintain proper hand hygiene to be displayed on site. Staff reminded to catch coughs and sneezes in tissues.
- All work areas and surfaces to be regularly cleaned and disinfected. Ideally twice daily.
- All areas to be kept well ventilated. Open windows where possible. Fire doors must not be wedged open accordingly.
- Visitors to the production to be avoided where possible. If essential, they should follow the health screening and venue protocols before being allowed entry.
- General interaction between people to be limited as much as possible. Essential crew only should be on each work activity. Wherever possible physical separation of at least 2m to be maintained.
- Work activities and workflow areas separated into working zones to keep different workflows and cohorts physically separated as much as practical. Each department/workflow to be allocated a designated area on location for themselves and their equipment.
- Work should be planned to maintain 2m distance as the norm. If a 2m separation cannot be achieved, mitigation action to be implemented such as use of physical barriers (e.g. Perspex screens), minimising the number of people involved at any one time, for the shortest period of time (less than 15 mins ideally) and/or the use of PPE (e.g. face masks, face shields, gloves and/or aprons).
- Where necessary, a one-way system to be implemented and signed. Barriers can be installed to assist with this. Fire routes must not be blocked or impeded. Clear signage will be in place to help inform and direct staff.
- Use of radio comms to help reduce the need for close personal contact.

- All production equipment, tools and equipment to be wiped down with sanitising wipes regularly and whenever they are used by different individuals. Alternatively, the use of closed UV cabinets can be used to disinfect kit and equipment.
- Any shared areas on location must be wiped down when one department/workflow has finished there before another department/workflow starts.
- Areas where queues could potentially form e.g. rest rooms, toilets etc. to be managed by employing 2m markings on the ground.
- Wherever possible headsets, mics and radios should be used exclusively by the same person for the duration of the project and labelled to identify user.
- Staff loading/unloading and transporting equipment to wear gloves. On arrival, all equipment to be loaded into the designated department area. All equipment to be further disinfected by allocated person/s within that department before being allowed onto location.
- Closed pedal-type bins which are regularly emptied to be provided in all areas.
- Crew to be encouraged to bring pre-prepared meals and reusable drink bottles from hotel/lodgings. Where reusable water battles are brought on location, each individual should be personally responsible for the bottle and should not share.

Galleries/OB vehicles

- Where production galleries and/or OB vehicles are used, there will be essential crew only.
- At least a 2m separation between workstations or alternatively separate facilities (vehicles, monitors, suites) linked electronically, or the installation of screens to provide a physical barrier to be used.
- A one-way travel system to be implemented where possible. Gallery/OB vehicles to be sanitised before and after use.
- OB vehicle doors may be left open during the normal shooting period to avoid door handles being constantly used.
- The air conditioning system in the vehicle not to be set to recirculation mode and use of HEPA filters where feasible.

GMG COVID-19 EVENT/PRODUCTION RISK ASSESSMENT

Template with typical controls

The following generic risk assessment template identifies the key issues which will be considered and addressed within the Production/Event Risk Assessment to manage the specific risks from COVID-19.

Notes

1. The following detail will not necessarily apply to each event/production that GMG will be involved in. The risk controls may differ slightly depending on the genre, size of event/production, location and event/production activity. It is essential that careful consideration is given to each area of event/production activity and that the risk assessment is tailored to suit.
2. This document is intended to identify best industry practice for dealing with the risks from COVID-19. It does not supersede any local Government or Health Authority guidelines or advice.
3. Further specialist production health and safety advice, support and equipment is available from GGMG's appointed H&S consultants - First Option Safety Group, as required.
4. All other health and safety regulations and production safety standards and protocols still apply.

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
PRE-PRODUCTION		
Crewing Up Person to person transmission	Crew, contributors, talent	**Health Declarations:** A written declaration should be obtained from all production personnel, employees and contributors stating that they: • Are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 10 days • Have not (as far as they are aware) been in close contact with anyone with coronavirus symptoms within the previous 10 days • Don't have any underlying health condition which might make them particularly vulnerable to coronavirus • Undertake to declare immediately to the GMG production management team any onset of symptoms or contact with anyone who has symptoms of coronavirus. Anyone developing symptoms while at work should instructed to self-isolate and seek medical advice.

Crewing Levels
 	
Person to person transmission
	Crew, contributors, talent	• Productions should use the absolute minimum number of essential people on site at any time where possible arranging work and production activity so that the number of people on site is kept as low as possible throughout the production.
		• Wherever possible, production departments should be organised in 'cohorts' and kept separate to minimise the knock-on isolation impact of one member developing symptoms.
		• Where 2m social distancing cannot be followed in full, productions should take all the mitigating actions possible to reduce the risk of transmission between crew, cast and contributors including for example:
		  ○ Increasing the frequency of hand washing and surface cleaning.
		  ○ Keeping the activity time involved as short as possible.
		  ○ Using screens or barriers to separate people from each other.
		  ○ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
Office/Workshop Set up Person to person transmission Contaminated surfaces/equipment transmission	Crew, contributors, talent	• Wherever possible office type activities should be continued to be carried out remotely. Where this is not possible a suitable workspace should be chosen that allows a physical separation of at least 2 metres to be in place between workers. • Where possible, people in close proximity should work side by side or back to back rather than facing each other. • All workspaces to be cleaned/disinfected before and after use. • Select buildings that can easily be cleaned and that provide sufficient facilities for enhanced hygiene measures. • Handwashing facilities should be provided with soap and water wherever possible. Where this is not possible antiseptic gel dispensers (minimum 60% alcohol based) should be provided. • Work areas should be regularly (twice daily) cleaned and disinfected. For large enclosed spaces consideration should be given to the use of specific antiseptic fogging measures in addition to normal cleaning. (Contact First Options for advice and support if considering this control measure). • Work areas should be able to provide good ventilation, and as far as possible the length of time spent in workspaces should be limited and workers allowed to take regular breaks for fresh air.
Recces/Surveys/Technical Scouting Person to person transmission Contaminated surfaces/equipment transmission	Crew, contributors, talent, public	• Wherever possible recces should be carried out remotely by using a video conferencing platform or by filming/taking photographs and emailing to the group to view with survey notes. • Where this in not possible, survey/scouting crew numbers must be reduced to an absolute minimum – consider breaking survey crews into separate smaller recces where possible. • Use private transportation. • If a minibus is used, there must be enough room/seats to allow for a 2m distance between everyone – more than one minibus may be necessary to achieve this. Bus companies' hygiene protocols should be checked and that they are implemented in practice. • Overnight stays to be avoided where possible. If it is essential, single occupancy accommodation should be obtained and the hygiene and social distancing measures at the venue confirmed before use.

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
		• If surveys overseas are planned, then additional controls and checks regarding travel and specific country government restrictions will have to take place and a further RA completed (Consult First Option for further advice).
Production Meetings /Planning Meetings Person to person transmission	Crew, contributors, talent	• Wherever possible meetings should be carried out remotely using video conferencing platforms, skype or similar. Where this is not possible a 2m distance should be in place between all people present. • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. • Avoiding transmission during meetings, for example, avoid sharing pens and or other objects. • Providing hand sanitiser in meeting rooms. • Holding meetings outdoors wherever possible. • If it is necessary to hold face to face meetings indoors, ensure the room is large enough to accommodate the meeting comfortably and ensure that it is well-ventilated. Keep face to face meetings as brief as possible. • For areas where regular meetings take place, floor signage should be used to help people maintain social distancing.
EVENT/PRODUCTION		
Travel to and from locations and studios Person to person transmission	Crew, contributors, talent	• Wherever possible travel to and between locations should be alone by private transport. Other means of transport such as cycling are also encouraged. More parking facilities may be needed for an increase in cars and bicycles. • Staggering arrival and departure times at the location, studio or production office to reduce crowding into and out of the work area. • If private transport is not available, then privately hired transport such as taxis should be used maintaining social distancing and good hygiene practices as far as possible. If minibuses have to be used, the number of passengers in each bus should be reduced, ideally to no more than one person per row of seats. • It is also recommended that the transport company's hygiene protocols are checked and that they are implemented in practice.

Hazards Identified and Risks Arising *Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybod</u>y who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	

		• As a last resort, production staff and employees should use public transport and where possible maintain social distancing, good hygiene practices, and where necessary keep the time in close proximity to others to a minimum. Local governments and prefectures may have specific requirements on the use of masks when using public transport or being in enclosed spaces. Such requirements must be communicated to travelling crew and staff.
		• Where possible travel should be arranged to avoid peak times and more parking facilities may need to be arranged for an increase in cars and bicycles.
		• Where possible, travel should be arranged to avoid peak times. Further considerations include:
		  ○ Reducing congestion, for example, by having more entry points to the production area.
		  ○ Using marking and introducing one-way flow at entry and exit points.
		  ○ Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.
		  ○ Providing alternatives to touch-based security devices such as keypads.
		  ○ Defining process alternatives for entry/exit points where appropriate, for example deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.

People becoming infected during production Person to person transmission	Crew, contributors, talent	**Health Monitoring/Testing:** • Testing of employees is available for productions if they feel it is practical. Tests must be carried out by a UK Government approved test facility/agency. However, productions may wish to consider checking the temperature of all production crew and employees on a daily basis. This can be done through a self-testing regime or preferably by a suitably trained medic wearing appropriate PPE. • If temperature testing is being undertaken by a trained medic, a suitable and sufficient risk assessment and clear sequence of work must be produced by the medic. (Recommend that productions seek advice from First Option if considering implementation). • Anyone who starts to feel unwell during the course of the day should immediately report this to their HoD/line manager/unit medic. Unit medic should carry out checks as necessary and appropriate actions to be implemented.

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
General interaction on location Person to person transmission	Crew, contributors, talent	• General interaction between people on location should be limited as much as possible. Wherever possible physical separation of at least 2m should be maintained. Work should be planned to maintain this distance as the norm. If a 2m separation cannot be achieved, you should consider whether the activity should continue. • If a 2m distance is not possible but the activity is considered essential then GMG will minimise the number of people involved at any one time, for the shortest period of time (less than 15 mins ideally). Where possible people in close proximity should work side by side or back to back rather than facing each other. Keep groups of crew who have to work within 2m together as teams and separate from others if possible. Consider and enhance authorisation process for these activities and provide additional supervision. Use PPE (masks/gloves) as a last resort. • Each department to be allocated a designated area in the venue for themselves and their equipment. • Stagger call times so that each workflow/department is given access at timed intervals to help prevent crowding on arrival to the venue. • Co-ordinate work to ensure that a minimum number of people are given access to the event/location at any one time. • Use radio comms to help reduce the need for close personal contact. • Where practical use remote monitoring, remote focus, unmanned cameras and other technologies which allow operating at a distance. • Behind the scenes/making of content crews will not be part of a standard shooting set unless they can remain within a single designated area. Fixed cameras, remote cameras and time lapse style setups should be considered as alternatives.
Poor Hygiene procedures Person to person transmission	Crew, contributors, talent	• Handwashing facilities should be provided wherever possible with soap, water and paper hand towels. Where handwashing facilities are not immediately available antimicrobial hand rubs / gels should be provided. • Employees should wash or sanitize their hands regularly and immediately after handling equipment or objects that may carry the virus. • Information on how to maintain proper hand hygiene should be supplied to all people on site. Posters should be displayed and reminders in daily briefings.

Hazards Identified and Risks Arising *Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybod</u>y who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
Contaminated surfaces/equipment transmission		• Productions will need extra supplies of soap, hand sanitiser and paper towel to accommodate for this. Purpose built "sanitising stations" should be erected at convenient points – e.g. points of entry and common areas. • Adequate numbers of suitable, clean toilets with handwashing facilities will need to be provided.
Poor Cleaning Regimes Contaminated surfaces/equipment transmission	Crew, contributors, talent	• Enhanced cleaning procedures to be in place across all production areas. • Venues, studios, dressing rooms etc. to be regularly (twice daily) cleaned and disinfected. • All routine touch points such as door handles, bannisters, dining tables etc will need to be cleaned/disinfected. • Consider the use of specific antiviral "fogging systems" in addition to normal cleaning. Fogging sprayers should not be used indiscriminately around sensitive electronic equipment such as galleries and OB vehicles. • All areas to kept well ventilated. • Closed pedal-type bins which are regularly emptied to be provided in all areas. • All production equipment, tools and props to be wiped down with antiseptic wipes regularly and whenever they are used by different individuals. • Any shared areas in the venue must be wiped down when one department has finished there before another department starts. • Personal equipment (headsets, mics, radios etc) to be cleaned before issue and then each day. Wherever possible headsets, mics and radios should be used exclusively by the same person for the duration of the shoot and labelled to identify user. • Any hired equipment brought into the venue will be disinfected on arrival. • Equipment should only be handled by designated department members responsible for that equipment to help avoid any potential cross-contamination. • Workers loading/unloading and transporting equipment should wear gloves. On arrival, all equipment to be loaded into the designated department area. All equipment to be further disinfected by allocated person/s within that department before being allowed onto set.
Lack of PPE or misuse of PPE	Crew, contributors, talent	• It is not yet government guidance to wear protective masks or other PPE in the workplace however production may wish to consider masks or other PPE for specific purposes, such as where it is not possible to maintain

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
Person to person transmission Contaminated surfaces/equipment transmission		social distancing for certain tasks for periods of more than 10 minutes or where equipment has to be handled which it is not possible to sanitize. • If masks are to be worn, they should ideally be of the FFP2/3 or N95 type which afford some protection against inhaled infection (particularly if properly fitted and tested). However, these are in short supply and prioritised for health workers. If FFP/N95 type masks are not available, surgical masks provide some protection against the wearer spreading the virus if they are infected. • Anyone using a mask should be given information on how to use it and dispose of it safely. The main points are: ○ Before putting on a mask, clean hands with soap and water or alcohol based handwash ○ Cover mouth and nose with mask and make sure there are no gaps between your face and the mask ○ Avoid touching the mask while using it – if you do you must clean your hands immediately ○ Replace the mask as soon as it is damp and no not reuse single use masks ○ To remove the mask, remove it from behind – do not touch the front of mask – discard immediately in a closed bin. Clean hands immediately. • Disposable gloves may be useful for situations where hand washing, or sanitising is not readily available. However, gloves are only a "second skin" and therefore wearers need to continue to apply hygiene precautions (i.e. not touching the face). They must be hygienically disposed of and new pair used as frequently as possible. The WHO have a useful guide on the use of disposable gloves: https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf • Sufficient quantities of PPE should be available for replacement.
Galleries and OB Vehicles Person to person transmission and via cross contamination	Crew, contributors, talent	• Essential crew only in galleries/OB vehicles. There should be at least a 2m separation between workstations or alternatively separate facilities (vehicles, monitors, suits), linked electronically, or the installation of screens to provide a physical barrier to be used. • A one-way travel system should be implemented where possible.

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
		• Galleries/OB vehicles must be sanitised before and after use. OB provider should confirm their cleaning regime before use. • The vehicle's air conditioning system should not be set to recirculation mode.
Catering Person to person transmission and via cross contamination	Crew, contributors, talent	• Dedicated eating areas should be identified on site to reduce food waste and contamination. They must be large enough to allow crew to queue and sit at safe distances. • Meal and break times should be staggered to reduce congestion. • All catering and eating areas should be regularly (at least twice daily) cleaned and disinfected. • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by crew when entering and leaving the area. • Crew should be encouraged to bring pre-prepared meals and reusable drink bottles from home. Where reusable water battles are brought on set, each individual should be personally responsible for the bottle and should not share. • Stringent hygiene checks should be carried out on caterers being used prior to engagement to include their health monitoring procedures. Where catering is provided: • One-way travel systems are to be implemented where possible • Pre prepared and wrapped food should only be provided • All cutlery, cups, plates, eating utensils etc should be disposable • Tables should be sanitised between each use and at the end of the day
POST-PRODUCTION		
Post-Production Houses/Edit Suites/ADR Facilities Person to person transmission and via cross contamination	Crew/talent involved in the post-production process	Where possible: • All post-production work should be done remotely. • Where this is not possible, use physically separate facilities linked electronically. • Edit suites should be sanitised before and after use.

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
		• Check with post-production house what cleaning/sanitising regimes they have in place before use.
GENERAL		
Mental health during the coronavirus outbreak *Infectious disease outbreaks like coronavirus (COVID-19) can affect mental health. Individuals may notice:* • *Increased anxiety* • *Feeling stressed* • *finding yourself excessively checking for symptoms, in yourself, or others* • *Becoming irritable more easily* • *Feeling insecure or unsettled* • *Fearing that normal aches and pains might be the virus* • *Having trouble sleeping Feeling helpless or a lack of control*	All talent/crew	Be aware of crew/staff anxiety and concerns during these challenging times. Be aware of and apply the following strategies where possible: • Publicise available OBS/GMG mental health resources (e.g. mental health hotlines, local treatment centres, therapists covered by benefits) and communicate them to the crew and staff as applicable. • Set up a mental health support group. • Production managers and heads of departments to be informed of the mental health effects and asked to monitor their crews, cast and contributors accordingly. • Production should consider appointing a qualified mental health mentor or training up staff members as mental health first aiders who can act as points of contact on location/set. • Instruct staff/crew to keep a realistic perspective of the situation based on facts. They should stay informed but set limits for news and social media; use trustworthy and reliable sources to get their news. • Read up-to-date, factual information • Keep up your healthy routines including exercise, • Ensure you get a good night's sleep • Keep hydrated • Keep a balanced diet, • Avoid excess alcohol, • Use relaxation techniques, • Improve your mood by doing something creative, • Stay connected to others • Try to anticipate distress, seek support and support each other

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
• *Having irrational thoughts*		

GMG COVID-19 OFFICE/BUILDING RISK ASSESSMENT

Template with typical controls

The following generic risk assessment template identifies the key issues which will be considered and addressed within GMG's Facilities Management and Office Risk Assessments to manage the specific risks from COVID-19.

General Points regarding reducing the risks from COVID-19 transmission / infection:

1. Staffing levels will gradually increase.
2. Staff reminded to wash hands regularly with increased provision of hand sanitiser throughout the building.

Hazards Identified and Risks Arising *Identify and list what hazards could cause significant harm, how and to whom. This includes anybody who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
People with the virus or who are considered to be vulnerable being in the office Person to person transmission Contaminated surfaces/ equipment	Office Staff Contractors Visitors	Before returning to work in the office, all staff should be asked to complete a written declaration stating: • that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 10 days • they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 10 days • that they do not have any underlying health condition which might make them particularly vulnerable to coronavirus • that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. • Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS.

Hazards Identified and Risks Arising *Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybod</u>y who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
		• If any contractors are working in the office, their company procedures should be checked to ensure that they have procedures in place to ensure their staff are not working with any symptoms. If none in place, then the above declaration should also be obtained from contractors. • Visitors to the office should be avoided where possible. If essential they should be asked the above questions before being allowed entry. • Ongoing temperature checks could be considered as part of a health monitoring regime.
General Office Activities Person to person transmission Contaminated surfaces/ equipment	Office Staff Contractors Visitors	• Consider staggering start times/working on alternate days/hours to minimise occupancy and thus exposure limits. • Where possible people in close proximity should work side by side or back to back rather than facing each other i.e. staggered. • All workspaces to be cleaned/disinfected at regular intervals. • Handwashing facilities should be provided with soap and water wherever possible. Where this is not possible antiseptic gel dispensers (minimum 60% alcohol based) should be provided. • Where necessary, floor markings to be installed to denote stand/ wait positions • Where necessary a one-way system to be implemented and signed. Barriers can be installed to assist with this. Care must be taken not to block or impede fire routes. Clear signage should be in place to help inform and direct staff. • Equipment such as printers to be isolated or moved to ensure they are not in walking routes. • Protocol to be in place for managing a situation where someone who is or has been onsite is showing symptoms of COVID-19.

Hazards Identified and Risks Arising *Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybod</u>y who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
Meetings Person to person transmission Contaminated surfaces/ equipment	Office Staff Contractors Visitors	• Wherever possible meetings, should be carried out remotely using video conferencing platforms such as Teams, Zoom, skype or similar. • Meeting rooms should be allocated a max number of occupants to ensure a 2m distance can be maintained – this should be clearly identified by signage at the entrance point.
Kitchen/Food Areas Person to person transmission Contaminated surfaces/ equipment	Office Staff Contractors Visitors	• All food brought onsite should be in a sealed container or double wrapped. • Food should not be shared or left out for communal access. • Kitchens to operate one in and one out. • Where necessary floor markings to be installed to denote stand/ wait positions • Where necessary a one-way system to be implemented and signed. • Clear signage to be installed in area to help inform and direct staff. • Staff encouraged to bring own cutlery or use disposable cutlery. Any communal cutlery to be placed in the dishwasher (rather than hand washed). Care should be taken to load dishwasher, ensuring to wash hands after placing items in the dishwasher.
Poor Hygiene procedures Person to person transmission Contaminated surfaces/equipment transmission	Office Staff Contractors Visitors	• Handwashing facilities should be provided wherever possible with soap, water and paper hand towels. Where handwashing facilities are not immediately available antiseptic gels dispensers (minimum 60% alcohol based) should be provided. • Employees should wash or sanitise their hands when they arrive at work and regularly throughout the day when they handle any shared equipment or frequently used objects/surfaces; after using the toilet, before eating, before touching your face. • Information posters on how to maintain proper hand hygiene should be displayed on site.

Hazards Identified and Risks Arising *Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybod</u>y who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
		• Staff reminded to catch coughs and sneezes in tissues. • Adequate numbers of suitable, clean toilets with handwashing facilities to be provided.
Poor Cleaning Regimes Contaminated surfaces/equipment transmission	Office Staff Contractors Visitors	• Enhanced cleaning procedures to be in place. Where applicable check with landlord what arrangements are in place. • All routine touch points such as door handles, bannisters, lift buttons, door entry buttons etc will need to be regularly cleaned/disinfected. • All areas to kept well ventilated. Open windows where possible. • Closed bins which are regularly emptied to be provided. • All equipment should be wiped down with alcohol wipes regularly and whenever it is used by different individuals. • Any shared areas must be wiped down when one person has finished there before another person starts. • Any hired equipment brought into the office must be disinfected on arrival.
Lack of PPE or misuse of PPE Person to person transmission Contaminated surfaces/equipment transmission	Office Staff	• PPE protects the user against health or safety risks at work. It includes items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. • Face coverings, which the UK government have made mandatory the wearing of face coverings enclosed public spaces, shops and when using public transport. It is a simple cloth covering worn on your face to cover your mouth and nose. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Hazards Identified and Risks Arising *Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybod</u>y who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
		• While at work it is critical to emphasise that enhanced hygiene and cleaning procedures, minimising time spent in close contact etc are the best and the main control measures to help reduce the risks of catching and spreading the virus in the workplace. PPE and face coverings should only be considered as a last resort when all other control measures are not possible to maintain. PPE should be provided where the risk assessment shows it is necessary – it may be necessary for certain activities where it is not possible to maintain social distancing or where equipment has to be handled as it is not possible to sanitise, and handwashing/sanitising isn't readily available. • If face masks are to be worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested). However, these are in short supply and rightly prioritised for health workers. If FFP type masks are not available, surgical masks provide some protection against asymptomatic spread by the wearer. • Anyone using a face mask or covering should be given information on how to use it and dispose of it safely. The WHO has a useful guide: <u>https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</u>. The main points are: o Before putting on a mask, clean hands with soap and water or alcohol-based hand wash. o Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. o Avoid touching the mask while using it – if you do you must clean your hands immediately. o Replace the mask as soon as it is damp and do not re-use single use masks. o To remove the mask, remove it from behind – do not touch the front of mask – discard immediately by double bagging it and placing in a closed bin. If a face covering is being used and is washable, - wash in line with manufacturer's instructions. Clean hands immediately.

Hazards Identified and Risks Arising *Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybod</u>y who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
		• Disposable gloves may be useful for situations where hand washing, or sanitising is not readily available or possible. However, gloves are only a 'second skin' and therefore wearers need to continue to apply hygiene precautions (not touching the face) and they should be hygienically disposed off and a new pair used as frequently as possible.
Mental health *Infectious disease outbreaks like coronavirus (COVID-19), can be worrying. This can affect mental health. Individuals may notice:* • *increased anxiety* • *feeling stressed* • *finding yourself excessively checking for symptoms, in yourself, or others* • *becoming irritable more easily* • *feeling insecure or unsettled* • *fearing that normal aches and pains might be the virus* • *having trouble sleeping*	Office Staff	Be aware of yours and others anxiety and concerns during these challenging times. Be aware of and apply the following strategies where possible: • If you are taking any prescription medications, make sure you have enough and readily accessible. • Keeping a realistic perspective of the situation based on facts is important. Stay informed but set limits for news and social media. Use trustworthy and reliable sources to get your news. • Read up-to-date, factual information • Keep up your healthy routines including exercise, • Ensure you get a good night's sleep • Keep hydrated • Keep a balanced diet, • Avoid excess alcohol, • Use relaxation techniques, • Improve your mood by doing something creative, • Stay connected to others • Try to anticipate distress, seek support and support each other

Hazards Identified and Risks Arising *Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybod</u>y who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)*		Risk Assessment & Precautions Required *Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources*
Hazard:	To Whom:	
• *feeling helpless or a lack of control* • *having irrational thoughts*		**For further advice go to:** <u>https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19</u>
Travel to and from the office from home Person to person transmission Contaminated surfaces	Office Staff	• Travel to and from work should where possible be done alone by private transport, cycling or walking. • If private transport is not available, then privately hired transport such as taxis should be used maintaining social distancing and good hygiene practices as far as possible. The transport company's hygiene/cleaning protocols should be checked. • If public transport cannot be avoided, then where possible, ensure good hygiene practices, and keep the time in close proximity to others to a minimum. Avoid peak times where possible. • Local governments and prefectures may have specific requirements on the use of masks when using public transport or being in enclosed spaces. Such requirements must be communicated to travelling crew and staff.

Emergency Arrangements e.g. Fire, First Aid
<u>Fire</u> Fire arrangements remain unchanged, refer to the Fire Evacuation arrangements for the building which are displayed at each call point/fire exit. During an emergency such as a fire alarm people may temporarily breach the 2-metre distance guideline.

As staff on site may be reduced, checks to be made to ensure there are an adequate number of fire wardens still in place, as the fire wardens could be working from home. There should be at least 1 fire warden per floor.

First Aid

Check how many first aiders are currently on site. There should be at least 1 first aider per 50 people.

The minimum requirement is an appointed person to take charge of first aid arrangements.

Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings:

Whenever CPR is carried out, particularly on an unknown victim, there is some risk of cross infection, associated particularly with giving rescue breaths.

Normally, this risk is very small and is set against the inevitability that a person in cardiac arrest will die if no assistance is given.

The first things to do are shout for help and dial 999. Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth.
- If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives.
- Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative.
- They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.
- Further information, including an instructional video, can be found at https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/

Detail how this risk assessment will be communicated to all relevant parties:
• This risk assessment will be emailed to all office staff • A copy will be posted on the company website where there are more than 50 staff and employees directed where to find it • A copy will also be displayed in the office. • Below is a link to the government guidance notice that you should display in your workplace to show you have followed the government guidance: **Staying COVID-19 Secure in 2021**
Sign Off by Person Responsible for Health & Safety on site:

Name:	**Role:**	**Signature:**

Overall Risk Level when all controls are in place and fully implemented: *(Please Tick)* ✓		
LOW - ✓	**MEDIUM –**	**HIGH –**