

CORONAVIRUS (COVID-19) RISK ASSESSMENT - The Production Centre, Chiswick

To reduce risk to the lowest reasonably practical level

Hazard	Risk	Control measures	Persons at risk
Multiple staff and clients within the facility	H	All clients asked to work remotely, with entire company split into teams alternating weekly. Where possible, staff working from home minimizing traffic within all facilities considerably. If an employee/client starts showing symptoms they are asked to leave immediately.	All individuals on site
Suspected case whilst working on site	H	If an employee/client starts showing symptoms they are asked to leave immediately. Every area they have visited/worked in will then be disinfected and (if possible) locked. Cleaners will perform a deep clean of this area as soon as possible	All individuals on site
Client using multiple suites throughout the duration of an edit	H	Client within facility assigned their own room, using only this assigned room for the duration of their stay.	All staff and clients on site
Clients and Staff on site using public transport & commuting to work	H	All clients and staff (client facing roles including front desks) to wear a mask to/from work and whilst on site (if dealing with onsite clients). On arrival on site, all staff to enter wash rooms where possible or use anti bacterial gels on site as soon as they arrive.	All staff and clients on site
Poor hygiene practices from people on site	H	General clean of all areas 0500-0800 each day Additional clean of high contact areas 1200-1400 each day Hand sanitisers and PPE (where appropriate for client facing roles) are available for all to use. Anti-bac soap provided in every toilet Temperature gun on each site and all staff and clients coming in will be checked prior to entry - clear communication around this protocol Hand Sanitiser will be available on site for those unable to wash hands frequently All visitors on site (for a F2F meeting) will be required to wear a face mask whilst on site in line with protocol	All individuals on site
To minimise risk of transmission in changing rooms and showers (where applicable) staff	H	Setting clear guidance and signage for personal items Enhanced cleaning of all facilities	All individuals on site
Company Vehicles - Staff protocols	H	Disposable gloves to be provided in all company vehicles for delivery and collection All drivers to be issued with 2x washable face covering to be used when social distancing is unavoidable	Staff as directed
Small kitchen (s)	H	Maximum of one runner per building/kitchen Clients not allowed in kitchens	All individuals on site
Reception desks	H	Front of House staff working independently Guest will be e-signed in, no general pens will be on reception for use Once reception staff working on site Perspex screens in front of house area	Reception team
Exchange of cash between staff & clients	H	Clients notified that they will organise their own lunch where possible/ordered directly Runners will deliver any lunches using safety protocols.	Runners & clients
Packages/deliveries arrive onsite from multiple locations	H	The courier is asked to leave the object at an appropriate distance from the receptionist, before staff member picks it up All deliveries are wiped down with appropriate disinfectant upon arrival by receptionist wearing PPE	Receptionist and support staff handling packages
High risk staff members & Clients	H	High risk staff/clients are asked to work from home (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last six months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma). This is for 12 weeks from when Boris announced it, which was March 22nd - this would mean that anyone with any of the above wouldn't be able to work from the facility until w/c June 8th	All high risk staff/clients
Multiple couriers entering buildings throughout the day	H	All couriers asked to keep an appropriate distance when delivering or collecting a delivery.	Front of House Staff
Runners entering client suites	H	Majority of clients are working remotely Runners only contact suites via telephone and items will be dropped off and collected from outside of client rooms.	Runners & clients on site
Clients arriving on site unexpectedly	H	All expected staff and client attendance is logged in a register. Any unexpected staff or clients are potentially refused entry to all facilities, unless prior notification has been made	Staff and Clients on site
Contaminated deliveries enter site	H	Receptionists handle all incoming deliveries with gloves All are disinfected on arrival All wear gloves to make internal deliveries/collections	Staff on site
Close contact when handing over packages	H	All items/deliveries to be announced via phone first and then protocol to leave packages outside of client room for client to collect	Staff on site
Front of house staff exposed to large number of clients/staff	H	Perspex glass erected around reception desk Two meter distancing tape/markings put down around reception area	All individuals on site
Client/staff member entering facility with fever	H	Everyone who enters the building will have their temperature taken using contactless thermometer Anyone displaying a temperature above 37.8 will be asked to leave building and self-isolate at home	All individuals on site
Stairways	H	Appropriate signage with floor markers to make sure that two meters distancing is respected Strict one way system implemented and clear signage	All individuals on site
Congestion in toilets	H	One in one out system in place Social distancing measures in place along with clear signage	All individuals on site
Virus spreading from touching regularly used handles/dispensers	H	Hand sanitiser dispensers located throughout building and frequent hand washing encouraged Frequently used doors and handles will be cleaned in morning and middle of the day (part of cleaning checks)	All individuals on site
Congestion in lifts	H	All staff/clients allowed in the lift one at a time (priority to those less mobile) Signage put up to encourage use of stairs/strict one way system in place	All individuals on site
Staff sitting near each other in office areas	H	Seating plan will be implemented to ensure people are always at least two meters away from one another when working. Staff schedules/rotas to be reviewed and implemented Conference calls used instead of F2F meetings Redesigning working spaces to ensure social distancing	All staff on sites
Moving around buildings and work sites as to ensure safety measures whilst on site	H	Reducing moving between offices (non-essential trips within buildings and sites) Clearly marking out all office and building sites with appropriate measures (signage and tape). Creating one way system in site where staircases are a challenge and signage to clearly communicate Lift - guidance around protocols and priority of use and safety and signage	All staff on sites
Staff Meeting room protocols in building	H	Clearly marked how can be used in each site - signage and markings	All staff on sites
Staff Common Areas	H	Maintaining appropriate numbers for common areas use/timetable/rota system as required Marking up common areas and clear use/protocols whilst on site and when leaving common room tables/cleaning protocols	All staff on sites
Staffing levels in main office	H	Encouraging remote working for both staff & clients to avoid contact where possible on site Staff on rota (once 100% working)/to be monitored Reviewing desk in open plan areas/occupancy levels in line with safety guidance	All individuals on site
Accident, security and other incidents - safety and in compliance	H	Ensuring awareness of handling emergency situations - both fire and first aid protocols communicating clearly how will be handled/assistance and sanitisation after incident has occurred.	All individuals on site
General Communications to staff around returning to work	H	Ensuring all workers understand COVID-19 related Safety procedures for each site	All individuals on site
To maintain social distancing with - goods in/out	H	Revising pick up and drop off collection points, procedures and markings. Where possible and safe, having single workers load and unload vehicles (with PPE on)	All individuals on site
Garage	H	We are encouraging staff to cycle to work and not use public transport. We have a pinch point at the gate to the garage door so use a 1 in 1 out system and wear gloves when operating the key pad. The same applies when leaving the garage and pushing the door closure button	All individuals on site
Fit to work Risk Assessments	H	Any individual that has been off from work & who are perceived as Vulnerable, Pregnant or Having Underlying Health Issues will be required to undertake a fit to work risk assessment with our COVID Partners 1st Option. Each individual will be called by 1st Option prior to returning and talked through each element of risk pertaining to their role. On arrival at work they will be met by a member of senior management and requested to acknowledge & sign said document.	All Individuals concerned
Medical Guidance needed call NHS on 111, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.			
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