

CORONAVIRUS (COVID-19) RISK ASSESSMENT - Watford

To reduce risk to the lowest reasonably practical level - January 2021

Hazard	Risk	Control measures	Persons at risk
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
Staff on site using public transport & commuting to work	H	Staff dealing with front of house/visitor/external facing (part of role) - to be supplied with a washable/reusable mask for use whilst on site. 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 members
Enhanced cleaning standards throughout the site	H	To support measures our cleaning company will introduce an enhanced cleaning plan supported by a full & current Risk Assessment. All products will offer protection inline with government guidelines.	All individuals on site
Poor hygiene practices from people on site	H	All common areas/toilets are cleaned daily by cleaners. Hand sanitisers and PPE (where appropriate for client facing roles) are available for all to use. General clean of all communal areas happen daily. Anti-bac soap provided in every toilet Temperature gun on each site and all staff, 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 (walking to meeting room) 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	All individuals on site
Congestion in toilets	H	1 in 1 out system in place. Social distancing measures in place	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 throughout the day (part of cleaning checks)	All individuals on site
Ventilation and Water Systems	H	Airconditioning fully serviced and operational before staff return to the building Water Testing has been carried out & given the all clear. Drinking water taps fully serviced.	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 2 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 worksites 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).	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
Staffing levels in main office (Watford)	H	Encouraging remote working for both staff & visitors to avoid contact where possible on site Staff and Warehouse on rota (once 100% working) Reviewing desking in open plan areas/occupancy levels in line with safety guidance	All individuals on site
Visitors attending site	H	Contractors and visitors on site have been instructed to wear PPE whenever visiting the premises	All individuals on site
Accident, security and other incidents - safely 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 (Watford)	H	Revising pick up and drop off collection points, minimising unnecessary contact in warehouse where possible and safe, having single workers load and unload vehicles.	All individuals on site
To reduce transmission through contact with equipment and objects that come into the workplace and vehicles at worksite	H	Cleaning procedures for the parts of incoming (checks) equipment/rental equipment handled after each use, thinking about equipment, tools, vehicles/trucks. Encouraging increased handwashing for workers handling goods and equipment. Sanitiser used in areas where limited opportunity to wash hands. Regular cleaning of vehicles. Regular cleaning/protocol when cleaning reusable delivery boxes.	All individuals concerned
To help drivers/logistics delivering to other sites or client premises to maintain social distancing and hygiene practices	H	Procedures to minimise person to person contact during deliveries to other sites. Appropriate PPE worn at all times. Maintaining consistent pairing where two-person deliveries are required. Minimise exchange of documentation (where required).	All Individuals concerned
Quarantined area for kit returning back from site for a period up to 72 hours	H	Designated bonded areas will be introduced at Watford to quarantine all returning UK freight for a period of up to 72 hours	All Individuals concerned
OB truck to be quarantined on return back to site for a period totalling 72 hours	H	There should be essential crew only within the OB truck. There should be 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 can be used. A one-way travel system should be implemented where possible. OB vehicles will 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.	All Individuals concerned
All personell to read & sin COVID document on entry into the building	H	Located within reception at all sites will be a document that every guest or visitor will need to read & sign before they enter the building.	All Guests & Visitors
To reduce transmission through contact in general kitchen areas	H	Kitchen facilities including seating & microwaves will be spaced accordingly in line with government social distancing protocols. Phased lunchbreaks to control numbers within the canteen at any one time. Additional antibacterial wipes post using equipment with handles for all staff and visitors on site.	All individuals
Medical Guidance needed call NHS on 111, where you will be assessed by an appropriate specialist. NHS guidance is that you do <u>not</u> go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.			
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