

Coronavirus (COVID-19) Risk Assessment - The Production Centre, London - To reduce risk to the lowest reasonably practicable level - July 2021. 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.

Hazard	Risk	Control measures	Persons at risk
Suspected case whilst working on site	H	If any person on site starts showing symptoms of COVID-19, they are asked to leave immediately via private transport. All areas they have visited/worked in will then be locked (if possible) and disinfected. 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 individuals on site
Staff on site using public transport & commuting to work	H	Staff dealing with front of house/visitor/external facing as part of their role, to be supplied with a washable/reusable mask for use (recommended, not mandatory) whilst on site. On arrival to site, all staff to wash hands or use hand hygiene products. All persons to try and maintain social distancing whilst using public transport and wear a face covering.	All individuals 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 checking in operation at all sites. Clients coming in will be checked prior to entry - clear communication around this protocol will be in place. Anyone displaying a temperature above 37.8 will be asked to leave building and self-isolate at home. Hand Sanitiser will be available on site for those unable to wash hands frequently. All visitors on site (for a 121 meeting) will be recommended to wear a face mask whilst on site.	All individuals on site
Enhanced cleaning standards throughout the site	H	Our cleaning company will continue with their enhanced cleaning regime supported by a full & current Risk Assessment. All products used will conform to a standard designed to clean and sanitise effectively provided it is used in line with manufacturers instructions.	All individuals on site
Transmission risk in changing rooms and showers	H	Clear guidance and signage will be in place for storage of personal items. These are not to be shared between individuals. Enhanced cleaning of all facilities will be in place. Suitable and adequate ventilation must be in place in these areas. Hand hygiene products must be readily available.	All individuals on site
Transmission using company vehicles	H	Disposable gloves to be provided in all company vehicles for delivery and collection. All drivers to be issued with 2x washable face covering. Recommended these be used when social distancing is unavoidable. Hand hygiene products must be readily available. Where possible, windows must be kept open to allow for ventilation.	All individuals on site
Transmission using small kitchen and during lunch time	H	All persons to exercise personal judgement to manage risks whilst using the kitchen. Recommended face coverings are worn, this is not mandatory. Windows must be kept open or mechanical ventilation must be switched on to provide a fresh air supply. Kitchen facilities including seating & microwaves will allow for number of users at any one time. Phased lunchbreaks will be in place to control numbers within the canteen at any one time. Hand hygiene products and sanitising wipes must be in place for individuals to use after using equipment for all staff and visitors on site. Clients notified that they will organise their own lunch where possible/ordered directly. Dedicated runners will deliver any lunches to prevent cross contamination. Runners only contact suites via telephone and items will be dropped off and collected from outside of client rooms.	All individuals on site
Transmission using Reception desks	H	Front of House staff will work independently from one another. Guests will be e-signed in, no pens will be used in reception. Hand hygiene products and sanitising wipes must be in place for individuals to use after using equipment for all staff and visitors on site.	Reception team
Packages/deliveries arrive onsite from multiple locations	H	Courier will leave the item in a designated area, before staff member picks it up. All deliveries are to be wiped down with appropriate disinfectant upon arrival by receptionist wearing PPE. All couriers to keep an appropriate distance when delivering or collecting a delivery. All persons to wear gloves when making internal deliveries/collections. All items/deliveries recipients to be notified via phone first and then protocol is to leave packages outside of client room for client to collect.	Receptionist and support staff handling packages
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
Congestion in toilets	H	A 1 person in, 1 person out system is to be in place for use of the facilities. This must be adhered to.	All individuals on site
Virus spreading from touching regularly used touch points	H	Hand sanitiser dispensers to be located throughout building and frequent hand washing encouraged throughout the day. Frequently used touch points such as doors handles will be cleaned throughout the day as part of the cleaning regime.	All individuals on site
Transmission whilst using lift	H	Face coverings recommended to be worn by users of the lift. All persons to exercise personal judgement when using the lift. Signage in place to encourage use of stairs via a one way system.	All individuals on site
Ventilation and Water Systems	H	Airconditioning system to be fully serviced and operational providing a fresh air supply. Water Testing must be carried out and any remedial action taken prior to users returning to the building. Drinking water taps must be fully serviced.	All individuals on site
Staff sitting near each other in office areas	H	During the gradual return to the workplace, a seating plan will not be in place and social distancing measures will be reduced. Windows must be kept open or mechanical ventilation must be switched on to provide a fresh air supply. Fire doors must not be kept open.	All individuals on site
Moving around buildings and worksites	H	All persons to exercise personal judgement to manage risks whilst moving around site. Recommended face coverings are worn, this is not mandatory. One way systems and signage indicating movement around buildings to be clearly visible and kept in good condition.	All individuals on site
Staff using Meeting Rooms	H	All persons to exercise personal judgement to manage COVID-19 transmission risks whilst using meeting rooms. Consider the maximum occupancy of each room. Windows must be kept open or mechanical ventilation must be switched on to provide a fresh air supply.	All individuals on site
Staff common areas	H	All persons to exercise personal judgement to manage COVID-19 transmission risks whilst using common areas. Windows must be kept open or mechanical ventilation must be switched on to provide a fresh air supply.	All individuals on site
Visitors attending site	H	Contractors and visitors planning to attend site will fill out a health declaration form prior to arriving to site. Temperature checking will be in place upon arrival. The use of face coverings will be recommended, not mandatory.	All individuals on site
Accidents, incidents, security and compliance	H	All persons on site must be made aware of what to do in emergency situations including emergency evacuation and first aid protocols. Clear communications to be in place informing all persons how assistance will be provided during an incident and the procedure in place if a case of COVID-19 is confirmed in the workplace.	All individuals on site
General Communications to staff around returning to work	H	All persons returning to work must be provided with all the information regarding the most up to date COVID 19 related Safety procedures for each site.	All individuals on site
Delivery of goods in and out	H	Unnecessary contact between workers in warehouse must be minimised and, where possible, having single workers load and unload vehicles. Adequate numbers of people must still be provided to carry out lifts that require more than one person.	All individuals on site
Garage	H	Staff are encouraged to cycle to work and not use public transport. Pinch point created at the gate to the garage door. 1 in 1 out system is in place. Gloves to be worn when operating the key pad. The same applies when leaving the garage and pushing the door closure button.	All individuals on site
Transmission through contact with equipment/objects that come into the workplace and vehicles at worksite	H	Cleaning procedures to be in place for incoming equipment/rental equipment. Items should be cleaned after being handled after each use. Encouraging increased handwashing for workers handling goods and equipment. Sanitiser used in areas where limited facility to wash hands. Regular cleaning and disinfecting of vehicles and reusable delivery boxes to be in place.	All individuals on site
Drivers/logistics delivering to other sites or client premises	H	Procedures to be in place to minimise person to person contact during deliveries between sites. Appropriate PPE to be worn at all times. Maintaining consistent pairing where two-person deliveries are required. Minimise exchange of documentation (where required). Hand hygiene products must be made readily available for drivers.	All individuals on site
Individual Risk Assessments	H	Clinically extremely vulnerable people - as per current government guidance, are, as a minimum, to follow the same guidance as everyone else. Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19.	Clinically extremely vulnerable people
All personnel to read & sign COVID-19 declaration on entry into the building	L	Located within reception at all sites will be a declaration that every guest or visitor must to read & sign before they enter the building.	All Guests & Visitors
Availability of Lateral Flow Testing throughout all UK sites from Tuesday 6th April.	H	In line of a phased return to work and as a precautionary measures to those working currently within each of the UK locations. Lateral Flow Testing is not mandatory although recommended for those planning to work within all the UK Business Units. For example for those working five days a week across any site, the recommendation would be to undergo two tests per week.	All staff, freelancers, agency workers & visitors.
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.			
Version: COVID-19 Risk Assessment - V7 21/07/2021		Review Date: As required	