

CORONAVIRUS (COVID-19) RISK ASSESSMENT - GRAVITY MEDIA MANCHESTER - 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 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 Every area they have visited/worked in will then be disinfected and (if possible) locked	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 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 and 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 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
Communal kitchen on floor	H	Maximum of one staff member in kitchen Clients not allowed in kitchen	All individuals on site
Exchange of cash between staff and clients	H	Clients notified that they will organise their own lunch where possible/ordered directly	All individuals on site
High risk staff members and 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) - 12 weeks from Sunday 22nd March	All high risk staff/clients
Reception Staff (Universal Square)	H	Front of House staff working for building Reception staff working on site Perspex screens in front of house area	All individuals on site
Stairways	H	Stairways managed by Universal Square. Signage and social distancing measures in place	All individuals on site
Congestion in toilets	H	Social distancing measures in place along with clear signage	All individuals on site
Virus spreading from touching	H	Hand sanitiser dispensers located throughout our office space and frequent hand washing encouraged	All individuals on site
Communal corridors used by other businesses	H	Appropriate signage with floor markers to make sure that 2 meters distancing is respected	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
Staffing levels in main office	H	Encouraging remote working for both staff and clients to avoid contact where possible on site. Staff on rota (once 100% working)/to be monitored Reviewing desking in open plan areas/occupancy levels in line with safety guidance	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
Medical Guidance needed call NHS on 111, where you will be assessed by an appropriate specialist. NHS guidance is that you <u>do not</u> go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.			
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