



### Risk Assessment and Method Statement

This risk assessment is to assess the impact of Covid-19 across all our sites and has been put together with the latest government guidelines.

#### Likelihood

	1	2	3
<u>Severity</u>	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Hazard	RISK	Control measures	RR
Cross contamination risk as a result of using public transport to go to and from work	6	<ul style="list-style-type: none"> <li>○ Staff and client encouraged to walk or cycle to work or get a lift from a member of their household</li> <li>○ Staggered start and finish times to avoid busy transport times</li> <li>○ Allocated bike space in all sites</li> <li>○ Minimise use of public transport by home working</li> <li>○ Masks must be worn on public transport, and gloves are advised as an additional precaution</li> <li>○ Parking provided at W14 facility</li> </ul>	3
Allowing Covid-19 into the building	9	<ul style="list-style-type: none"> <li>○ Self-certification declaration signed before arrival to any site - all people on site</li> <li>○ Temperature checks on arrival by the same person (to reduce cross contamination of thermometer)</li> <li>○ All information recorded on arrival will be kept for 30 days to assist with track and trace</li> <li>○ Masks must be worn in all communal areas</li> <li>○ Hands sanitised on arrival</li> <li>○ All visitors to be pre-booked</li> <li>○ Deliveries held at the door, no couriers on site</li> </ul>	2
Handling unexpected visitors	9	<ul style="list-style-type: none"> <li>○ Hold in reception to obtain permission for entry</li> <li>○ Electronic self cert form to be completed and reviewed</li> <li>○ Hand sanitising and temperature checks before entry</li> <li>○ Made aware of toilet allocation and hygiene measures</li> </ul>	2
Large numbers of people on site increasing risk of transmission	9	<ul style="list-style-type: none"> <li>○ All clients asked to work remotely where possible</li> <li>○ Majority of staff working remotely where possible</li> <li>○ Clear signage reminding people about social distancing rules</li> <li>○ Masks to be worn in communal areas and in finishing post where there are 2 people in the room</li> <li>○ Any staff on site will be allocated a work space prior to arrival</li> </ul>	3

Hot desking increases risk of cross contamination	6	<ul style="list-style-type: none"> <li>○ All shared areas assessed for appropriate 2 meter distancing so designated desks, per worker, can be assigned</li> <li>○ Hot desk facility removed</li> <li>○ Staff split into buildings/bubbles and given a specific work station which must not be shared</li> </ul>	2
Potential COVID contact among staff or clients	6	<ul style="list-style-type: none"> <li>○ Staff to be encouraged to download track and trace app</li> <li>○ Clients requested to report asap to General Manager if a member of their team is asked to isolate having been on site within last 14 days</li> <li>○ Should any symptoms be present, member of staff must self-isolate</li> <li>○ Anyone that staff member has worked with must be asked to self-isolate too</li> <li>○ Any member of staff self-isolating must go for a test and report test results to General Manager</li> </ul>	2
Responding to a suspected case where person has been on site (shown by any of the 3 standard symptoms)	9	<ul style="list-style-type: none"> <li>○ Anyone with suspected symptoms will be asked to return home immediately, required to get tested</li> <li>○ Close all areas of the building that they have used immediately</li> <li>○ Deep clean of the relevant parts of the building</li> <li>○ Contact anyone they have been working with to self-isolate, get tested</li> <li>○ Escalate to the senior management team</li> </ul>	4
Cross contamination between individuals while on site	9	<ul style="list-style-type: none"> <li>○ Common areas, door handles, touch plates, key pads and banisters cleaned by a runner every 2 hours with appropriate materials</li> <li>○ Deep clean done by cleaners Friday night to allow for 72 hour rule</li> <li>○ Training for all staff and residents on good hygiene, best practice and entry to any site</li> <li>○ Clear and concise signage throughout all facilities</li> <li>○ Reception and kitchen phone cleaned every 2 hours, phones not to be shared</li> <li>○ Sanitiser points throughout each building</li> <li>○ Regular ventilation of all shared areas</li> <li>○ Regular review of government guidelines</li> </ul>	3

Cross contamination risk - Kitchens and refreshments	6	<ul style="list-style-type: none"> <li>○ No access to kitchens for clients – clients are requested to bring their own refreshments</li> <li>○ Limited access to kitchens for designated staff</li> <li>○ Only 1 runner allowed to serve refreshments and will not enter suites. All drinks to be left outside the door - the runner must wash the hands before preparing drinks - when they leave kitchen rewash</li> <li>○ Takeaway food deliveries to be delivered direct to suite unopened, runner to wash hands before and after handling delivery</li> <li>○ Designated cordless phone for runner to be allocated to user and not shared</li> <li>○ Use of dishwasher to clean all crockery and allow for proper sanitisation</li> <li>○ Air dry anything that has been hand washed</li> <li>○ Regular cleaning regime of all kitchen surfaces</li> <li>○ All empty crockery to be left outside the edit suite door for collection by runner</li> </ul>	4
Cross contamination risk in common parts/shared spaces	6	<ul style="list-style-type: none"> <li>○ Limited numbers of people in communal areas to allow for social distancing</li> <li>○ Mask to be worn in communal areas</li> <li>○ Appropriate signage throughout referencing social distancing (SD)</li> <li>○ Up to 6 people in Bloomsbury garden with appropriate SD</li> </ul>	2
Cross contamination risk from Shared equipment	6	<ul style="list-style-type: none"> <li>○ No phone chargers to be shared</li> <li>○ No personal packages to be delivered to site</li> <li>○ Magazines to be removed from all communal areas</li> <li>○ Shared MCR equipment to be wiped down before and after use</li> <li>○ Printers allocated to certain areas and only to be used by designated staff</li> <li>○ No biscuit or sweet barrels throughout any buildings</li> <li>○ Designated work space and telephone for each person on site</li> </ul>	2
Transfer of Covid through runners handling cash	9	<ul style="list-style-type: none"> <li>○ Runners will not go out for client lunches/purchases</li> <li>○ Runners will not use or accept cash, a cash card will be provided for urgent shopping only</li> <li>○ Deliveroo accounts will be provided for any clients/staff requiring subsistence</li> </ul>	1

Transfer of Covid through Couriers & deliveries	6	<ul style="list-style-type: none"> <li>○ All couriers will be asked to make deliveries at the door maintaining appropriate distance</li> <li>○ Incoming Post to be left in in-tray 24 hours before processing ensuring hands are washed after handling</li> <li>○ No couriers will be allowed into the building</li> <li>○ All urgent deliveries will be sanitised with appropriate cleaning solution on receipt</li> <li>○ Where possible all deliveries to be left in designated room for 72 hours before distribution</li> </ul>	2
Accommodating suppliers on site	6	<ul style="list-style-type: none"> <li>○ All external suppliers to provide their own risk assessment appropriate to task required</li> <li>○ Relocate staff on site to allow for social distancing where possible or work out of hours</li> <li>○ Suppliers to conform to our COVID policy &amp; guidelines including, but not limited to, temperature check and health declaration before attendance</li> <li>○ All suppliers to provide their own risk assessment of how work will be carried out</li> </ul>	3
Risk of infection through shared toilets	6	<ul style="list-style-type: none"> <li>○ Toilets will be allocated to a group of people/set of rooms to avoid congestion</li> <li>○ Sanitisers are provide near entrance to toilets, toilets and wash areas to be cleaned every 2 hours</li> <li>○ Signage to be provided throughout</li> <li>○ Paper towels provided and antibacterial soap, checked every two hours</li> <li>○ All bins will be lined with suitable bags and emptied regularly</li> <li>○ Where possible, doors will be left open to allow a clear view of anyone already in the bathroom area to enable SD</li> </ul>	2
Inability to provide sufficient social distancing on stairs and corridors	6	<ul style="list-style-type: none"> <li>○ Encourage remote working to reduce people on site</li> <li>○ Use doorways and entrance as refuges to allow people to safely pass by where social distancing can't be maintained</li> <li>○ Face masks must be worn in communal areas</li> <li>○ Introduce policy of giving priority to those going up the stairs over those going down</li> </ul>	3

Client attendance		<ul style="list-style-type: none"><li>○ To be kept to a minimum by use of remote working</li><li>○ Where on site working necessary - only use rooms where social distancing can be achieved. 2 people per room subject to social distancing capacity of each room, exceptions for larger room subject to RA of production company</li><li>○ Air conditioning not to be used in shared rooms or where the air flow is shared. Windows to be opened and other ventilation used</li><li>○ Rearrange furniture in rooms to enable social distancing where needed.</li><li>○ Final post reviews to be handled remotely or through separate reviewing suite whenever possible. No more than one client in a room with a creative operator for a review, time to be kept to the minimum and social distancing to be observed.</li><li>○ Allocated rooms for each client on site</li></ul>	3
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