Real World Studios Covid-19 Workplace Risk Assessment

Coronavirus (Covid-19) is a new and unique workplace hazard. In advising you on the control measures you need to take to prevent the risk of work-related coronavirus infection and spread we must draw heavily on official Government guidance materials. This guidance is liable to change at very short notice and we advise all employers to monitor the guidance continuously and to review all coronavirus risk assessments in the light of any significant changes to the guidance.

Task:	Running the studio and workspaces during Covid-19 pandemic.	Assessment Number:	RAC19/005
Assessor(s):	Claire Lucas	Assessment Date:	29.6.21
	Mike Large	Assessment Review Date:	19.7.21

Item	Risks	Persons at Risk	Existing Control Measures	Level of Risk			Further Action Required	Residual Risk		
	Step 1	Step 2	Step 3	High	Med	Low	Step 4	High	Med	Low

| 01 | Transmission of Covid-19 in the workplace | All employees | All staff to work from home whenever possible, with appropriate equipment and IT support to be supplied

Hygiene in the workplace:
▪ Handwashing facilities available.
▪ Soap and hot water available at each hand-wash basin.
▪ Signage in place reminding employees to wash hands before and after breaks and at regular intervals

▪ 20-second hand wash guidance.

▪ Social distancing when moving in the workplace and on journeys to work
▪ Parking available for additional vehicles where car sharing is not now in place
▪ Extra entrance points used to the building to prevent congestion points
▪ One-way flow in place at entrance and exit points to the building
▪ Workstation locations are maintained at a 2-metre distance from colleagues
▪ Handwashing and sanitiser available at entrance points.
▪ Non-essential internal employee movements have been reduced by use of mobile phones
▪ Job and equipment rotation have been reduced
▪ One-way walkways to be introduced throughout the building | | | | Undertake weekly temperature checks of hot water taps to ensure supply is maintained.

Daily and weekly Covid-19 compliance checks to be adopted. | | | |

				- Internal corridors and walkways have been subject to distance control markings - Face coverings are to be worn in the main House apart from when eating or drinking. Social Distancing when using workstations and desks: - Desk /Workstation layouts have been amended to allow 2 metre distance. - All Rooms and Workspaces have capacity limits displayed at entrances. - Floor tape or markings are in place to maintain 2m distance. - Consistent pairing measures have been implemented where colleagues must undertake 2 person working tasks that cannot be re-designed. - Hot desking not adopted. - Clean desk policy implemented to reduce personal items and other items on desks. Controlling risks at meetings: - Remote meeting software used to avoid face to face meetings where possible. - Only essential participants will attend face to face meetings. 2 metre distance rules implemented at face to face meetings.							

				- All Rooms and Workspaces have capacity limits displayed at entrances. - Hand sanitiser provided in meeting rooms. - Meetings held outdoors or in well ventilated meeting rooms where possible. - Floor markings in place in meeting rooms to maintain 2 metre distance. Controlling risks in common areas and canteens: - Sign in/out App has been provided to monitor movement and number of visitors on site - Twice-weekly lateral flow testing for Staff - Clients tested for Covid on arrival before commencing a session - Communication between staff to ensure the number of staff on site remain as low as possible. - Staggered break times adopted to reduce staff numbers in common areas. - All Rooms and Workspaces have capacity limits displayed at entrances. - Outside areas used for breaks where possible.						

	▪ Additional common areas created in other areas of the building. ▪ Only Pre-booked meals available to avoid opening canteens. ▪ Seating in common areas has been reconfigured to maintain social distance. ▪ Staff are encouraged to stay on site during working hours. ▪ Staff may use their cars to sit in to take breaks. Emergency Situations: ▪ During a genuine emergency, i.e. accident, fire or break-in, employees do not have to remain at a 2m distance in response if it would be unsafe to do so. ▪ Colleagues involved in the provision of assistance to others in an emergency ensure they sanitise hands immediately afterwards. ▪ Where possible, fixed team shift patterns are adopted. ▪ Direct contact i.e. employees passing items to each other has been minimised.			

02	Employees entering the premises with Covid-19	All Employees	All employees have been issued with the company's HR procedure relating to their duty should they have any of the pre-defined symptoms of Covid-19.			**5**			
03	Employees exposed to Covid-19 because of contact with visitors and contractors entering the premises	Employees and visitors to the site	Visitors are encouraged to complete their tasks via remote connection if possible. Visitor numbers to be minimised to essential visitors only. Visitors/contractors work schedules are revised to reduce possible engagement with employees. A record is maintained of all visitors to site. Visitors are informed of the site's Covid-19 management controls prior to entry to site. Staff are not allowed to have personal deliveries sent to the site.			**5**	Distribute the company's Covid-19 management plan to all contractors.		

| 04 | Cleaning of the workplace | | Before re-opening:
• Professional Covid-compliant clean throughout studio site
• Ventilation systems are adequately functioning.
• Air conditioning systems are well maintained.
• Recommendations have been followed as suggested by HVAC engineers.

During business operations:
• Frequent cleaning of work areas and all equipment using usual disinfectant cleaning products.
• Frequent cleaning of objects and surfaces that are touched regularly such as door handles, printers, stair handrails, common area items etc.
• Clearing workspaces and removing waste and belongings from the work area at the end of the shift.

Use of handwashing, sanitation facilities and toilets:
• Hand-washing signage and good hand hygiene practice signage is available in toilets and washrooms.
• Hand sanitiser and/or soap is available in washrooms.
• Toilet/shower room cleaning is carried out regularly through the day and recorded.
• Cleaning is enhanced in busy periods.
• Paper towels are available as an alternative to hand dryers. | | **10** | | Ensure that the cleaning regime is documented.

Cleaning after a known case of Covid-19 will follow government guidance.

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | | | |

Understanding your level of risk

LIKELIHOOD		SEVERITY				
		5	4	3	2	1
	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Likelihood of injury/illness	rating	Severity of injury/illness	rating
Very Likely	5	Death/Fatal Illness	5
Likely	4	Major Injury/Disability	4
Possible	3	Lost Time Injury	3
Unlikely	2	First Aid Treatment	2
Very Unlikely	1	Non-Treatment Injury	1

The level of risk is decided by looking at the likelihood of injury/illness and the severity of the resulting consequences. The table below is used to determine each perceived risk and the severity of any consequences that may occur.

It is advised that risks identified will require an action appropriate to the risk. Guidance is noted below for reference;

High Risk   Action immediately

Medium Risk   Action within 2 months

Low Risk   Re-assess at next review