

## 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.

<b>Task:</b>	Running the studio and workspaces during Covid-19 pandemic.	<b>Assessment Number:</b>	****/RAC19/001
<b>Assessor(s):</b>	Claire Lucas	<b>Assessment Date:</b>	11 June 2020
	Mike Large	<b>Assessment Review Date:</b>	4 July 2020

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

	Transmission of Covid-19 in the workplace	All employees	<p>Hygiene in the workplace:</p> <ul style="list-style-type: none"> <li>▪ Handwashing facilities available.</li> <li>▪ Soap and hot water available at each hand-wash basin.</li> <li>▪ Signage in place reminding employees to wash hands before and after breaks and at regular intervals</li> <li>▪ 20-second hand wash guidance.</li> <li>▪ Social distancing when moving in the workplace and on journeys to work</li> <li>▪ Parking available for additional vehicles where car sharing is not now in place</li> <li>▪ Extra entrance points used to the building to prevent congestion points</li> <li>▪ One-way flow in place at entrance and exit points to the building</li> <li>▪ Work station locations are maintained at a 2 metre distance from colleagues</li> <li>▪ Hand-washing and sanitiser available at entrance points.</li> <li>▪ Non-essential internal employee movements have been reduced by use of mobile phones</li> <li>▪ Job and equipment rotation have been reduced</li> </ul>		<p>Undertake weekly temperature checks of hot water taps to ensure supply is maintained.</p> <p>Daily and weekly Covid-19 compliance checks to be adopted.</p>			
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		<ul style="list-style-type: none"> <li>▪ One-way walkways and traffic light systems to be introduced throughout the building</li> <li>▪ Internal corridors and walkways have been subject to distance control markings</li> </ul> <p>Social Distancing when using workstations and desks:</p> <ul style="list-style-type: none"> <li>▪ Desk /Workstation layouts have been amended to allow 2 metre distance.</li> <li>▪ Floor tape or markings are in place to maintain 2m distance.</li> <li>▪ Consistent pairing measures have been implemented where colleagues must undertake 2 person working tasks that cannot be re-designed.</li> <li>▪ Hot desking not adopted.</li> <li>▪ Clean desk policy implemented to reduce personal items and other items on desks.</li> </ul> <p>Controlling risks at meetings:</p> <ul style="list-style-type: none"> <li>▪ Remote meeting software used to avoid face to face meetings where possible.</li> <li>▪ Only essential participants will attend face to face meetings.</li> <li>▪ 2 metre distance rules implemented at face to face meetings.</li> <li>▪ Hand sanitiser provided in meeting rooms.</li> </ul>							
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		<ul style="list-style-type: none"> <li>▪ Meetings held outdoors or in well ventilated meeting rooms where possible.</li> <li>▪ Floor markings in place in meeting rooms to maintain 2 metre distance.</li> </ul> <p>Controlling risks in common areas and canteens:</p> <ul style="list-style-type: none"> <li>▪ Sign in/out app to be provided to monitor movement and number of visitors on site</li> <li>▪ Communication between staff to ensure the number of staff on site remain as low as possible.</li> <li>▪ Staggered break times adopted to reduce staff numbers in common areas.</li> <li>▪ Outside areas used for breaks where possible.</li> <li>▪ Additional common areas created in other areas of the building.</li> <li>▪ Protective screening in place at reception areas.</li> <li>▪ Packaged meals or similar available to avoid opening canteens.</li> <li>▪ Seating in common areas has been reconfigured to maintain social distance.</li> <li>▪ Staff are encouraged to stay on site during working hours.</li> </ul>							
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			<ul style="list-style-type: none"> <li>▪ Staff may use their cars to sit in to take breaks.</li> </ul> <p>Emergency Situations:</p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Colleagues involved in the provision of assistance to others in an emergency ensure they sanitise hands immediately afterwards.</li> <li>▪ Where possible, fixed team shift patterns are adopted.</li> <li>▪ Direct contact i.e. employees passing items to each other has been minimised.</li> </ul>						
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	<p>Visitors are encouraged to complete their tasks via remote connection if possible.</p> <p>Visitor numbers to be minimised to essential visitors only.</p> <p>Visitors/contractors work schedules are revised to reduce possible engagement with employees.</p> <p>A record is maintained of all visitors to site.</p> <p>Visitors are informed of the sites Covid-19 management controls prior to entry to site.</p> <p>Contractors/visitors have a designated entrance point to the building to prevent contact with employees.</p>			<b>5</b>	Distribute the company's Covid-19 management plan to all contractors.			
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04	Cleaning of the workplace		<p>Before re-opening:</p> <ul style="list-style-type: none"> <li>▪ Professional Covid-compliant clean throughout studio site</li> <li>▪ Ventilation systems are adequately functioning.</li> <li>▪ Air conditioning systems are well maintained.</li> <li>▪ Recommendations have been followed as suggested by HVAC engineers.</li> </ul> <p>During business operations:</p> <ul style="list-style-type: none"> <li>▪ Frequent cleaning of work areas and all equipment using usual disinfectant cleaning products.</li> <li>▪ Frequent cleaning of objects and surfaces that are touched regularly such as door handles, printers, stair handrails, common area items etc.</li> <li>▪ Clearing workspaces and removing waste and belongings from the work area at the end of the shift.</li> </ul> <p>Use of hand-washing, sanitation facilities and toilets:</p> <ul style="list-style-type: none"> <li>▪ Hand-washing signage and good hand hygiene practice signage is available in toilets and washrooms.</li> <li>▪ Hand sanitiser and/or soap is available in washrooms.</li> <li>▪ Toilet/shower room cleaning is carried out regularly through the day and recorded.</li> </ul>	<b>10</b>	<p>Ensure that the cleaning regime is documented.</p> <p>Cleaning after a known case of Covid-19 will follow government guidance.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>			
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			<ul style="list-style-type: none"> <li>▪ Cleaning is enhanced in busy periods.</li> <li>▪ Paper towels are available as an alternative to hand dryers.</li> </ul>						
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### 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