RED	Red Production Company Ltd	COVID-19 Risk Assessment

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Red Production Company offices are on the second floor of a multi-use building with access via stairs and lifts. The offices are situated at the end of a shared corridor area. Wash rooms are in the shared area. The number of persons working at Red's offices varies depending on current productions. Core staff numbers of up to 20 persons may be present on site as well as current productions' staff.

This Risk Assessment has been prepared in compliance with UK Government regulations and guidelines as part of the process for ensuring a safe return to work in a Covid-safe environment after the lockdown period of 2020. It is a dynamic document and will be updated as necessary in accordance with amendments to current regulations, industry guidelines and medical advice.

Entrances

Issues:
Shared entrance access from White. Security and reception desk at the entry point. This is also the entrance to parts of the Dock 10 studios. Other persons may be present in the lobby and lift areas. Entry to Red's offices is along a corridor from the lift lobby. This corridor goes through a shared area, but currently no other tenants are present.

Control Measures:
Follow the guides when entering the building at ground floor level. Maintain 2 metre distancing from other persons where possible. If this is not possible a face covering should be worn in public areas. Do not congregate in groups in the lobby. On the second floor - keep left when passing through the corridor.

Notes:
Wash rooms are located in the shared areas. There are currently no other tenants sharing these facilities.

Corridors

Issues:
Access to the office is through the corridor area. Risk of meeting other persons not socially distanced.

Control Measures:
Keep left when moving down corridors. Face coverings may be worn if 2 metre distancing is not possible on the way to the offices.

Notes:

Do not leave items unattended in corridors.

Stairways

Issues:

Fire escape and general use stairway is used by all tenants of the building over multiple floors. Risk of persons congregating in stairwells or crowding on stairs at busy times.

Control Measures:

Keep left on stairways. If necessary wait for the area to become less crowded. Maintain 2 metre distancing. If this is not possible wear face coverings when descending the stairs. Wait until the stairs become less busy before ascending.

Notes:

If using the stairs in the event of a fire emergency social distancing does not apply until safely out of the building.

Wash Rooms / Toilets

Issues:

Toilets are in the shared area. Risk of meeting other people in entrances. Potential difficulty in maintaining social distancing. Slight risk of contamination from surfaces and shared items in the wash room.

Control Measures:

Maintain 2 metre distancing where possible in the wash rooms. Alternate cubicles are closed off. Wash hands properly for 20 seconds after using the toilets. Disinfect touch points after use (taps, plugs, etc). Ensure waste paper is placed properly in the bin.

Notes:

Kitchens

Issues:

Risk of cross contamination when using fridges, cutlery and utensils.

Control Measures:

Crockery and cutlery must not be shared. Food placed in fridges must be securely wrapped or boxed - no open boxes, packets or plates of food to be put in the fridge. Nobody may touch anyone else's food items. Dishwashing must be carried out at 60 degrees minimum temperature. Disinfect all touch points after using the kitchen area including handles, surfaces and taps.

Notes:

Wherever possible staff should bring their own cutlery and utensils, lunch boxes etc and take them home for washing at night rather than using the kitchen facilities. This helps to minimise the risk of cross contamination.

Storerooms

Issues:
If using walk in storage areas - risk of accidental contact in dark or restricted spaces.

Control Measures:
Ensure doors are left open and adequate illumination is available when working in restricted spaces. One person at a time to enter such areas.

Notes:

Main Office   Small glass walled workspaces

Issues:
Small glass walled workspaces within the main office area - restricted working spaces with limited social distancing possibilities. Risk of contamination due to breathing stale air or working closer than 2 metres to others.

Control Measures:
The smaller glass offices should be single user only where possible. Ensure adequate fresh air is circulated into these offices by keeping doors open and drawing fresh air only through the air conditioning system. When there is more than one person in these offices place screens between the desks. Desk arrangement to be adjusted to prevent persons working face to face in enclosed spaces.

Notes:
No hot desking or sharing any work equipment (including writing implements).

Main Office   Larger glass walled workspaces

Issues:
Risk of contamination due to breathing stale air or working closer than 2 metres to others.

The larger glass walled workspaces should be arranged to minimise contact between persons working in them. This includes visitor seating. Ensure adequate fresh air is circulated into these offices by keeping doors open and drawing fresh air only through the air conditioning system. Desk arrangement to be adjusted to prevent persons working face to face closer than 2 metres. Meeting areas should be arranged to ensure 2 metre distancing is possible, otherwise face coverings should be worn. Where possible conduct meetings via remote communications methods (Zoom, etc) to minimise the risks posed by larger groups gathering in one room.

Notes:
No hot desking or sharing any work equipment (including writing implements).

Production Offices

Central Production Office Space

Issues:
Large open plan space with side offices, some of which are small. These open on to the main production office area. Risk of groups of people congregating in restricted spaces. Risk of people forgetting to maintain social distancing. This greatly increases the risk of transmission of Covid-19. Increased risk of cross contamination from work materials and equipment, surfaces and common touch points.

Control Measures:
Arrange the layout of desks and other work areas to ensure social distancing of 2 metres can be maintained as much as possible. Avoid face to face work less than 2 metres. Where this is not possible of practical face coverings should be worn. Ensure regular cleaning and disinfecting of common touch points is carried out. Avoid sharing equipment and materials.

Notes:
All personal equipment used in the offices should be clearly marked with the owner's name - nobody should touch another person's equipment.

All Offices

Common Equipment - photocopiers, kettles etc

Issues:
Risk of cross contamination from equipment used by multiple people.

Control Measures:
Where possible nominate one person to use the equipment for all of the work to avoid multiple people touching the same items. If this is not possible the equipment in question must be disinfected before and after use by each person.

Notes:

Hygiene

Hand Washing at Entrances
No hand washing available at entrances. Personnel should use hand sanitiser with a minimum content of 70% alcohol or a non-alcohol product certified to kill Coronavirus. Hand cleaning must be carried out every time a person leaves or enters the building.

Other Washing Stations
Hand washing facilities available in the wash rooms on the 2nd floor corridor. Note that hand washing with soap and water for 20 seconds or longer is the preferred way to sanitise hands and prevent transmission of the virus by hand contact.

Air Conditioning

Air conditioning may only be used if it extracts stale air and replaces it with as near to 100% fresh air as possible from outside the building. Air conditioning which recycles air and spreads it around the building is not acceptable. The building's air conditioning has been checked and does not recycle or redistribute air.

Additional Facilities Required

Anti-viral cleansing wipes should be made available to all personnel to permit regular wiping of worktops, laptops and other work equipment. Daily cleaning and disinfecting of all desks, chairs, carpets, rest areas, kitchens and toilet facilities are required.

Waste Disposal Details

Daily emptying of office waste is required. Used face masks and gloves should be sealed in a plastic bag before disposal.

Health Check Requirements

Requirements for all persons on site

Every Red staff member and current production staff working in the office should carry out a daily self-check and think about any symptoms of ill health they may have. If any of the currently recognised symptoms of COVID-19 are experienced the staff member should not come to the office but follow the current guidelines for suspected Covid-19 infection (see below). each production may have specific requirements contained in the production Risk Assessment which should be adhered to at all times.

Notes

Key production staff may to be included in the production's testing regime.

Additional Information

Additional details of Covid-19 working requirements and protocols not listed in other sections

Training

All personnel returning to work in the TV industry should take the Screenskills Basic Coronavirus Awareness course

Briefings

Heads of department should ensure their staff are fully aware of the Company's Covid-19 safety requirements.

Signage

Observe all one-way routing signs and other safety signage placed in the building from the point of entry.

Fire Safety

In the event of a fire or other emergency leave the building by the nearest available fire exit and go to the designated assembly point. During evacuation social distancing is not required until you reach the assembly point.

Meal Breaks

Meal breaks should be staggered to minimise the number of people in kitchen and other communal areas at the same time.

Monitoring and Supervision

The Company is required to monitor safety control measures for effectiveness and supervise staff to ensure they are complying with the Covid-19 safety requirements. This supervision should be carried out by a management representative with overall responsibility for operating a Covid-safe working environment. The views of all staff must be taken into consideration to ensure a pleasant working environment is maintained with all persons contributing to the Covid safety systems and procedures. If any member of staff believes there is a safer way of doing something which improves Covid safety for all staff their views should be evaluated and put into action if it is agreed an improvement can be made.

Personal Protective Equipment (PPE) / Face Coverings

Personal Protective Equipment is not normally required for office based work, however face masks or coverings may be worn if an individual chooses to wear one. Be aware that prolonged wearing of a mask or face covering can cause dehydration which may cause headaches or a sore throat. Wearers are advised to drink plenty of water during the working day to mitigate this. The following is government advice on wearing face coverings:

Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
Change your face covering if it becomes damp or if you've touched it.
Continue to wash your hands regularly.
Change and wash your face covering daily.
If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
Practise social distancing wherever possible.

Sanitising Equipment Supplies

The Company will ensure adequate supplies of sanitising materials are available.

Buildings Preparation Work

Maintenance checks have been are carried out to ensure the building is safe to work in after lockdown.

Action to take in the event you have symptoms

In the event that a staff member develops symptoms of Covid-19 while at work they will be isolated and taken home where the current NHS guidelines for reporting symptoms and getting a test must be followed. Work colleagues who have had close contact with the affected staff member must monitor themselves for symptoms and follow the advice given by the NHS. The Track and Trace system may contact both the Company and the work colleagues to give further instructions on what steps to take. Current guidance is available on the NHS web site:

https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/

Risk Assessment

Hazard

Covid-19 (Coronavirus)

Risk

Infection by and spread of the Covid-19 Coronavirus. Covid-19 is a contagious illness that can affect your lungs and airways leading to severe respiratory illness and in some cases death. It is possible to be infected but asymptomatic. There is currently no vaccine or other cure for this disease.

How Covid-19 is transmitted

The World health Organisation (WHO) states that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces. The incubation period for COVID-19, which is the time between exposure to the virus (becoming infected) and symptom onset, is on average 5-6 days, however it can be up to 14 days. During this period, also known as the "presymptomatic" period, some infected persons can be contagious. Therefore, transmission from a pre-symptomatic case
can occur before symptom onset.

Who may be harmed?

Staff, visitors, contractors, the public

Harm

Respiratory illness, death

Severity

Severity ranges from mild symptoms only to severe illness or death

Key Control Measures

Do not leave home if you or someone you live with has any of the following: a high temperature, a new, continuous cough, a loss of, or change to, your sense of taste or smell. Contact the NHS 111 Coronavirus online service. Key control measures at work are: Maintain 2m physical distancing as much as possible. Do not gather in restricted spaces. Wash your hands often with soap and water for at least 20 seconds a time. Use anti-viral hand sanitiser gel with a minimum alcohol content of 70% if soap and water is not available (or a proven alternative hand sanitiser). Don't touch your eyes, nose or mouth if your hands are not clean - be particularly vigilant if you have touched or handled any item handled by another person if you don't know whether it has been disinfected. Disinfect surfaces and equipment regularly. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin immediately and wash your hands afterwards. If you can, wear something that covers your nose and mouth when it's hard to stay away from people, such as on public transport

Additional Control Measures

Additional control measures when working at the office are laid out in this Risk Assessment, drawn up in response to current UK Government Guidelines. Please ensure you read ALL of this risk assessment and understand its contents and the requirements for ensuring we maintain a Covid-19 safe working environment. NOTE: Where face coverings are recommended in this document this is for all persons except those who are exempt or where they prevent adequate breathing control when performing physical tasks

Residual Risk Level

There is a low residual risk if the control measures stated in this risk assessment are adhered to.

Reference Resources

The following resources were used to inform the production this Covid-19 Risk Assessment and assist with planning of the safety requirements and protocols for the Production which are laid out in the document and supporting material.

Health & Safety Executive (HSE)

https://www.hse.gov.uk/news/coronavirus.htm

UK Gov Web Site

https://www.gov.uk/coronavirus

Department for Digital, Culture, Media & Sport

https://www.gov.uk/government/organisations/department-for-digital-culture-media-sport

Scottish Government

https://www.gov.scot/coronavirus-covid-19/

Public Health England (PHE)

https://www.gov.uk/government/organisations/public-health-england

Institution of Occupational Safety & Health (IOSH)

https://iosh.com/coronavirus/

World Health Organisation (WHO)

https://www.who.int/

International Labour Organisation (ILO)

https://www.ilo.org/global/lang--en/index.htm

Chartered Institute of Personnel and Development (CIPD)

https://www.cipd.co.uk/knowledge/fundamentals/emp-law/employees/workplace-guide-returning-after-coronavirus

MIND

https://www.mind.org.uk/workplace/coronavirus-and-work

This Risk Assessment will be amended as required when any major changes to Laws and Guidelines are issued, or when there is any significant change in the Company's operational plans.

Assessor's Signature (Jim Ranyard)

Date:

Management Signature

Date:

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