

# Staying Covid-19 Secure 2020

## COVID 19 RISK ASSESSMENT & SAFE FACILITY GUIDE DECEMBER 2020 IMPORTANT INFORMATION ON BACK PAGE

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is a Risk Assessment for dealing with the current Covid-19 situation in the workplace as well as a guide for those visiting the facility on our in place procedures & practices.

**This is the statement of general policy and arrangements for:**

### **FITZROVIA POST LIMITED**

**Keiran Brown**

**has overall and final responsibility for health and safety**

**Keiran Brown and Nicola Lacey**

**has day-to-day responsibility for ensuring this policy is put into practice.**

## General Recommendations

- Obeying Government Guidance on Social Distancing when and wherever possible;
- Minimising contact with others outside of the workplace and paying attention to local Covid Alert Tiers and adhering to restrictions where relevant.
- Stay away from work if you or anyone you have had significant contact with is displaying symptoms or has tested positive
- Remain in your office/studio or at your workstation whenever possible.
- Avoid any unnecessary touching of communal surfaces and sanitise before and after making contact with surfaces.
- Where possible cover hands, with gloves provided or with a sleeve for example, when touching handles or equipment.
- Communicate within the office by phone where possible rather than visiting other offices/studios or taking client instructions.
- When clients are visiting the space sound staff should wait behind the office area until the chaperone has directed the guest into the booth or the client area of the studio. The sound staff should then attend their station. With a mask on at all times.
- Reception area should be cleared of people upon each authorised entry to enable front of house to direct visitors on our Covid Safe practices and chaperone directly into the booths and studios. Same for exiting.

## Home-working, Hot Desks, & Equipment Sharing

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures
<p>Staff working together in workplace premises inevitably raises the risk of virus transmission</p> <p>Hot desks and the sharing of equipment present hazards that raise the risk of virus transmission further</p>	<p>Home-working reduces the risk of staff gathering in the workplace and of transmitting the virus.</p> <p>Hot desks and sharing of equipment if uncleaned or sanitised may transmit the virus.</p>	<p>Managers have considered the maximum number of people who can be safely accommodated on site.</p> <p>Home-working should be adopted within the organisation as the preferred method of work where possible and only staff who need to be on-site should attend workplace premises. All staff job roles have been reviewed in order to facilitate and encourage home working wherever appropriate.</p> <p>Visitors must not attend temporary suites installed in workers' private houses. Instead video conferencing should be used for interaction and for viewing the output of the suite secure remote viewing capability or upload review and approval method should be used. Methods must adhere to agreed security protocols.</p> <p>Home-working policies to be reviewed to ensure that sufficient support for workers wellbeing, mental and physical health and personal security is monitored and provided to individuals.</p> <p>Arrangements should help homeworkers to stay connected to the rest of the work force as appropriate and equipment provided to work safely and effectively from home.</p> <p>Staff are scheduled to one studio per day to limit hot desks. In situations where this cannot be maintained staff have been adequately trained to clean and sanitise surfaces before and after each use.</p> <p>Good personal hygiene, sanitising and frequent hand washing for 20 seconds using soap is expected from all staff and guests,</p> <p>All used equipment is thoroughly cleaned between use whilst staff are encouraged to thoroughly wash their hands before using equipment.</p> <p>Various sanitisers are located around the studio including all studios and booths to decrease the change of transmitting the virus.</p> <p>Avoid sharing items (phones, pens, food utensils, etc) - staff and visitors alike must be responsible for the safety and sanitisation of their own items.</p> <p>Each staff member and visitor is responsible for keeping their own area and equipment clean.</p> <p>Hand sanitiser, wipes, and cleaning products are in plentiful supply in every room.</p>

## Workplace Social Distancing

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures
<p>Effective social distancing is a key element in reducing the transmission of COVID-19.</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 2 metres, wherever possible.</p> <p>Social distancing effectively puts everyone at a safe range from anyone coughing. The main route of the virus transmission is through droplets exhaled or coughed by an infected person.</p>	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <p>Maintain social distancing of at least 2 metres (about 3 steps) from others whenever possible and avoiding all physical contact (eg hugs, handshakes, etc).</p> <p><b>Adaptations to the premises to support social distancing should include:</b> A review of all work premises to identify suitable adaptations which will support social distancing. Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc. Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted. Establishing maximum occupancy limits for offices and work areas. Reducing the need for staff to move around within the workplace.</p> <p><b>Adaptations to work processes to support social distancing will include:</b> Cancelling non-essential meetings. Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc. Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc. Holding meetings outdoors. Providing hand sanitiser at meetings. Cancelling non-essential training and all face-to-face training/recruitment practices. Carrying out any essential training/ recruitment by using email/online learning wherever possible rather than bringing people together face to face.</p> <p>Managers should display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing.</p> <p><b>Where social distancing guidelines cannot be followed in full, mitigating actions are put in place to reduce the risk of transmission. They include but are not limited to:</b></p> <p>Considering whether an activity needs to continue for the business to operate. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working whenever possible. Staggering arrival and departure times. Reducing the number of people each person has contact with by having 'fixed teams or partnering'.</p>

## Higher Risk Areas of the Workplace

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures
<p>Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, staff rooms and restrooms.</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination . A number of staff going to the toilet together may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles.</p>	<p>Ensure higher-risk high- traffic areas of the workplace are COVID- secure by applying appropriate safety precautions, including:</p> <p>Stressing the need for staff to follow good hygiene practice at all times while at work (ie regular hand washing, using tissues and disposing of them appropriately, etc)</p> <p>Managers ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels. Contactless sanitisers are located directly by high risk areas where high traffic is experienced.</p> <p>Printing hand washing instructions/posters and displaying throughout workplace, especially in toilets. Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure social distancing.</p> <p>Scheduled</p> <p>Limiting lift occupancy Monitor high-traffic area use and regulate access as necessary Prioritise disabled use where necessary, eg disabled toilet use, use of lifts, etc Staggering breaks to ensure that restrooms and toilets are not overloaded</p> <p>Establishing safe queuing systems by use of room occupancy limits and floor markings/ signage, etc</p> <p>Placing 70% alcohol hand gels at convenient places around the workplace with instructions for use increasing environmental cleaning, especially in and around toilets and restrooms and staff rooms. Special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc</p> <p>Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc. Where possible, providing paper towels as an alternative to hand dryers in hand washing facilities.</p>

## Vulnerable & Extremely Vulnerable Staff

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures
<p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (moderate risk) people include those who are: 70 or older, pregnant, have a lung condition such as asthma, COPD, emphysema or bronchitis, have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis), are taking medicine that can affect the immune system (such as low doses of steroids) or are very obese</p> <p>Extremely vulnerable (high risk) people include those who: have had an organ transplant, are having chemotherapy for cancer, including immunotherapy are having an intense course of radiotherapy for lung cancer, have a severe lung condition (such as severe asthma or severe COPD), are taking medicine that makes them much more likely to get infections (such as high doses of steroids), have a serious heart condition.</p>	<p>The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <p>Managers, human resources and occupational health departments should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations</p> <p>No member of staff in the extremely vulnerable "high-risk" category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow government medical advice and stay at home</p> <p>Extremely vulnerable "high-risk" staff will be offered furlough arrangements - where it is possible or appropriate for them to safely work from home without risk this should be facilitated</p> <p>Staff in the vulnerable "moderate risk" category should be considered on a case by case basis – wherever possible they will be supported to work from home</p> <p>Staff in the vulnerable "moderate risk" category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing</p> <p>Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated</p> <p>As they cannot leave their home at all, the organisation should help to provide additional support for any extremely vulnerable high-risk staff who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere</p> <p>All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg disabled staff</p> <p>Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage</p> <p>Managers should refer to existing policies regarding new and expectant mothers, eg entitlement to suspension on full pay if suitable safe roles cannot be found</p>

## Staff Health & Staffing Levels

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<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are "shielded".</p>	<p>Staff may get sick with coronavirus infection.</p> <p>People who have symptoms must "self-isolate" at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS.</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill.</p> <p>If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14- day isolation period.</p> <p>Those who are considered extremely vulnerable are advised to "shield" themselves at home.</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <p>Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they should be furloughed or supported to work from home.</p> <p>Staff who are sick or self-isolating should phone immediately and inform their line-manager – on no account should they attend for work.</p> <p>Make sure that communications go out that no member of staff should come to work if they are self- isolating or if they have COVID-19 symptoms or if they feel unwell.</p> <p>Staff may be reallocated from non- essential parts of the organisation to essential functions or may be subject to furlough arrangements.</p> <p>Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels.</p> <p>The number of persons mixing from different households only applies in social and hospitality settings and not in Covid-19 Secure workspaces. There are therefore no additional implications for post-production/VFX from being in a tier 3-4 Covid-19 Area.</p> <p>All staff and guests are encouraged to come to the studio as there are sufficient protective Covid-19 procedures in place.</p>

## Premises Access & Travel

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures
<p>Staff who are required to attend for work must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission.</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc. Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channeled through single points of entry.</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <p>A Track and Trace system is in place for all persons to sign in before they enter the building.</p> <p>Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits.</p> <p>Ensure that all access points have supplies of hand sanitiser available, this includes all communal areas and entry/exit points.</p> <p>Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time.</p> <p>Provide hand sanitiser in every studio, suite and recording booth.</p> <p>Support staff to walk or cycle to work wherever possible, eg providing safe bike storage, showers, lockers, etc.</p> <p>Ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, Note: from 15th June 2020 the Government requires all using public transport to wear face coverings.</p> <p>In all cases non-essential travel for work purposes should be minimised. Seated or standing social distancing must be adhered to at all times in all suites and studios.</p> <p>Re-arrange suites as necessary to prohibit any over-occupation which would compromise social distancing.</p> <p>If guests or staff need to wait in communal areas before entering a studio, they must practice social distancing.</p> <p>All staff &amp; visitors to adhere to any safety guidelines or notices given on the day. Where the facility has an occupancy limit - it must be adhered to.</p> <p>Post Production, TV, VFX and Film companies will stay fully open and operational. Included in this is permission to travel into and out of Tier 4 for work purposes. This includes all our guests, actors, producers, and directors. This is confirmed by UK Screen Alliance,</p>

## Symptom Response Plan

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures
<p>People becoming unwell while on-site, a person on-site becomes symptomatic or be at work when they should be self-isolating</p>	<p>High risk of transmitting the COVID-19 virus</p>	<p>A clear symptom response plan is in place should a member of staff or guest exhibits exhibit symptoms of COVID-19. Symptoms include: High temperature, new continuous cough, loss or change to your sense of smell or taste. Most people with coronavirus exhibit at least one of these symptoms.</p> <p>The following actions should be taken within the workplace:</p> <p>The individual exhibiting symptoms will immediately be taken into a designated isolation room and will be requested to remain there during the short period while transport is arranged to send the person home.</p> <p>The isolation room will immediately be deep cleaned and disinfected after use along with any areas in the workplace that had been visited by the person showing symptoms. Especially objects visibly contaminated with body fluids and all potentially contaminated high- contact areas such as toilets.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</p> <p>Staff cleaning potentially contaminated areas and cleaning staff should wear appropriate PPE.</p> <p>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine.</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</p> <p>The suspected case should be sent home as soon as possible by private transport with appropriate protections for the driver. The suspected case should seek advice from the NHS 111 service.</p>

## Infection Prevention, Cleaning & Staff Safety

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<p>As the business rebuilds after lockdown and staff return to work the organisation must ensure their safety by making premises "COVID" secure – unsafe workplace premises raise the risks of virus transmission</p>	<p>There is a direct threat to staff health and wellbeing from the transmission of the COVID-19 virus whilst at work people can catch the virus from others in the following (but not limited to) ways:</p> <p>Virus moves from person-to-person in droplets from the nose or mouth</p> <p>Spread when a person with the virus coughs or exhales</p> <p>The virus can survive up to 72 hours out of the body on surfaces which people have coughed on, etc</p> <p>People can pick up by the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<p>Ensure that the organisation complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <p>Circulating COVID secure procedures. These set out how colleagues and visitors should behave and the precautions they must adopt during the pandemic to keep them safe</p> <p>Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business.</p> <p>Directors should pass on and reinforce government key message to all staff:</p> <p>Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it Bin it Kill it)</p> <p>Put used tissues in the bin straight away Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser if soap not available ) Avoid close contact with people who are unwell Clean and disinfect frequently touched objects and surfaces Do not touch face, eyes, nose or mouth if hands are not clean.</p> <p>In all areas of the business fully implement Public Health England guidance for employers and businesses on Coronavirus, including the following key safety precautions ;</p> <p>Keep local risk assessments under review to ensure that a safe place of work is maintained Consult with staff and representatives fully involve workforce in all stages of the pandemic Make any adjustments to the workspace/rota/work-patterns necessary to facilitate effective infection prevention and social distancing at work</p> <p>Follow government health and travel advice Provide hand sanitizer as required Provide infection control PPE such as gloves and masks if required in individual risk assessment and method statements eg cleaning. Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents disinfectants, and PEE.</p> <p>Display appropriate public health posters and notices around the workplace</p> <p>Staff are not required to wear face coverings whilst alone at their work stations but may do so if they wish. Staff are required to wear face coverings when working in communal spaces.</p>



## Notice

As a business Fitzrovia Post Limited are taking Covid-19 very seriously, it is everyone's responsibility across the office/studios to make sure they and our clients are safe. Therefore should you wish to raise a concern or you have a suggestion on the safety of your office/studio then please direct these to Keiran Brown and Nicola Lacey.

As a collaborative environment it is paramount all stakeholders and employees are heard and if appropriate their input is made a part of our COVID SAFE PROCESS. Keiran Brown can be contacted directly on 07557 452 667 or email [keiran@fitzroviapost.com](mailto:keiran@fitzroviapost.com)

## Symptom or Illness Reporting

If you should suddenly become ill with any Covid-19 symptoms either at work or at home then you should follow these steps immediately: - SEEK PROFESSIONAL MEDICAL ADVICE

Do not come to work if you are at home

If you are at work leave immediately, limiting any contact with colleagues and members of the public.

Inform Keiran Brown on 07557452667 or email [keiran@fitzroviapost.com](mailto:keiran@fitzroviapost.com)

Book a Covid-19 test online using the following link <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> - You will be asked to self-isolate at home until you have your test results back which is usually within 48 hours.

Once you have your results Keiran Brown will then discuss your return to work or ongoing self-isolation. - Information regarding your condition will be cascaded to colleagues and Public Health England will be alerted to your symptoms as per the Government Guidelines.

**Gov Guidance: <https://www.gov.uk/coronavirus>**

Raise a concern by:

Contacting your employee representative

Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm>

Contact HSE by phone on 0300 003 1647