

Risk Assessment & Method Statement

Title:	Roundtable COVID19
Revision Number:	2.0
Date:	07/01/2021
Completed by	Ben Coulson

	Description of Task & Method	Hazard	Possible Consequences	Safety Measures	Risk Rating Severity x likelihood		
					S	L	Total
1.	Working in the office	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> Hand washing facilities with soap and water in place as well as hand sanitizer. Staff must wash their hands thoroughly for 20 seconds in line with Government advice Staff only to be on site where it is unreasonable to do your job from home. Increased remote capabilities implemented to help minimise staff on site. Client attendance to be minimised to only where it is unreasonable to do their job from home. If clients are to be on site staff will be given 24 hours prior notice. Clients will have to sign up to Roundtable's code of conduct and UK Screen Alliance guide to safe working. Staff and clients reminded to wash hands by posters around the facility. Suite layouts and capacity modified to allow enforcement of the 1m plus mitigation rule. Kitchen to have occupancy limit of 1. Arrival and break times to be staggered. Food to be consumed at desks or outside. Contact free deliveries to the building, delivery drivers will remain outside the building. Deliveries to be wiped down. Posters on display to remind staff to work towards limiting the spread of Covid-19 Relevant communal surfaces to be wiped down with antibacterial spray on a regular basis. Communal doors to be wedged open where possible. (and closed at end of day) Any symptomatic staff to be sent home immediately. 	4	2	8
2.	Making deliveries	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> Deliveries will not be made by staff during higher tier restrictions 	3	1	3

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3.	Staff and visitors attending	Covid-19 virus	Mild - severe illness or death	<p>Social distancing enforced across the facility:</p> <ul style="list-style-type: none"> • Where possible staff will work from home to minimise attendance. Significant time and resource investments have been made to make remote working much more effective. • People are only allowed into the facility if they feel they can not reasonable do their job remotely. • With reduced numbers in the building staff and clients are spread out to have minimal interaction. • All office areas assessed for 2m rule, and appropriate changes implemented. • Remote viewings are recommended for final post. Where clients feel they can not reasonable do their job remotely we are limiting client attendance to one client with one creative in most suites. • Clients encouraged to use remote offline editing service. If clients feel they can not reasonable do their job remotely they are allowed in with a maximum of 2 people in a suite. Masks must be worn in any communal areas. Clients are encouraged to wear masks throughout. • Tech ops and runners are instructed to stick to 2m distancing if physically attending issues. • All visitors asked to sign a health declaration that they or anyone else in their family currently do not have symptoms, should not be self-isolating and have not visited any other country. • Temperature screenings at Macklin street reception for all staff and visitors as they walk in. • Hand sanitising stations available at reception and throughout facility with their use encouraged 	4	2	8
4.	Surfaces in the facility	Covid-19 virus	Mild - severe illness or death	<p>Comprehensive cleaning programme:</p> <ul style="list-style-type: none"> • All facilities cleaned by an external cleaning company • Cleaning company has been instructed to pay additional attention to high traffic areas including handrails, door handles, toilets and kitchens. • Any suite occupied by a new client will have technical equipment (inc mice, keyboards) cleaned prior to use. • Antibacterial wipes and hand gel available in every suite. • VO booths cleaned after each use, pop shields and headphones rotated so they are not used by more than one person within 72 hours • Runners put on a rota to clean high traffic surfaces including lift buttons, handrails, handles, door plates and taps • WC supplied soap is now antibacterial and paper towels are provided as well as Hepa Filtered Dyson air dryers. 	4	2	8
5.	Staff and Visitors adhering to basic hygiene	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> • Clear signage around the facility informing people to wash their hands regularly • Hand sanitizer stations and antibacterial wipes made available throughout the facility • All staff reminded of best practice hygiene regularly by management • Staff encouraged to communicate any concerns about anyone not adhering to the guidance 	4	2	8
6.	Displaying Covid19 symptoms	Covid-19 virus	Mild - severe illness or death	<p>Suspected case policy enforced:</p> <ul style="list-style-type: none"> • Individual displaying symptoms sent home immediately • Designated isolation space in which to place them if suitable transport is not immediately available • Anyone they have come into close contact with (close contact being currently within 2 m for more than 15 mins) to be informed and asked to monitor themselves and to isolate for 10 days. • Area the individual was working in or has visited deep cleaned as soon as possible 	4	1	4
7.	Deliveries arriving in the facility	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> • Clients informed of our delivery policy: • Couriers to wait outside the door. • If they must come in then they are not allowed past reception • All deliveries should be sprayed with Antibacterial spray before going any further through the facility. 	4	2	8

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8.	Visitors	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> Visitors buzz in. They are only to be buzzed in if reception is clear to avoid queuing. If there is already someone in reception the runner (or whoever has the door buzzer) should inform those outside to wait until reception is cleared to be allowed in. 	4	2	8
9.	Signing in system	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> A Table and Lecturn has been placed to create a holding space in reception complete with signage asking visitors to wait to be signed in. Signage is in place to remind people to wear face coverings. A staff member will then, at arms length, take a temperature reading They will then step back and complete on the clients behalf the health declaration asking each question and noting on the ipad. 	4	2	8
10.	Runner Service	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> General, as was, runner services are suspended. Clients are encouraged to bring in their own food. 	4	2	8
11.	Finishing staff moving between suites	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> Switching rooms is minimised to only when essential Appropriate cleaning products have been made available in suite if they need to switch rooms for any reason 	4	1	4
12.	Clients attending finishing sessions in person	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> Due to social distancing company policy currently is: Producers are encouraging clients to use remote review solutions (either live streams or file Any client wanting to attend our facility to review sessions has to be approved by management Attendees are limited to 1 client with 1 creative in most suites VO artists are allowed in the facility, but they will be isolated in the VO booth, with the director attending remotely or remaining in the dubbing suite 	4	1	4
13.	Fire evacuation	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> Threat to life from fire in the event of an alarm is greater than the risk of virus spread Evacuation should be the priority and carried out in the usual fashion. Staff and clients to keep to 2m distance at assembly points where possible 	6	1	6
14.	Staff using public transport	Covid-19 virus	Mild - severe illness or death	<ul style="list-style-type: none"> Cycling and walking encouraged Staff are encouraged to analyse their route to work, to ensure they travel in the least crowded way possible Where possible, shift patterns altered so staff can arrive and leave at less busy times of day Staff working on site only when they cannot work from home 	4	2	8

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RISK ASSESSMENT NOTES

The '**Risk Rating**' is arrived at by multiplying the severity of the occurrence with the likelihood that it might occur.

Severity Rating	Likelihood
<ul style="list-style-type: none">• 1 = Trivial Injury or Injuries• 2 = Minor Injury or Injuries• 3 = Major Injury to one person• 4 = Major Injury to several people• 5 = Death of one person• 6 = Multiple Deaths	<ul style="list-style-type: none">• 1 = Improbable Occurrence• 2 = Possible Occurrence• 3 = Occasional Occurrence• 4 = Frequent Occurrence• 5 = Regular Occurrence• 6 = Common Occurrence

This risk assessment is to be used in conjunction with the Artem Working Safely During The Coronavirus Outbreak document. Advice on working during the coronavirus pandemic is constantly changing, this document will be updated and revised on a regular basis to take into account any new government/industry advice.

Description of Task;	Defines the task to be carried out.
Hazard;	The hazard/s likely to be encountered in achieving the task.
Possible consequences;	The consequences likely to be experienced if the hazard was to be realised.
Control measures;	The actions and methods to be taken to minimise the risks involved, including any personal protective equipment to be worn.