

COVID-19 Risk Assessment

Locations Greenwood Place, NW51LB
Holmes Road, NW53AT

Date Assessed 04/09/2020
Date Reviewed 05/09/2020
Assessed by Romy Romagnoli
Reviewed by Toby Johnson
Revision A

Activity/ Task	Hazard / Risk	Controlling the virus through	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required	Responsibility
Working in studio	Contracting the virus through contact with someone who has the virus	Employees Contractors Visitors	<p>Employees who have coronavirus symptoms, or who have been in contact with anyone who has coronavirus symptoms, are to get tested and self-isolate until test result is received.</p> <p>Employees should download the test and trace app and scan the QR code when they enter the office. If the app identifies that an employee has been in contact with someone who has tested positive for the virus they should get tested until test result is received.</p> <p>When visitors and contractors are permitted to visit the Studio, they should either scan the QR code, or leave contact details and confirm that they do not have any coronavirus symptoms</p> <p>Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Depending on which country they have returned from, they may need to self-isolate, even if they do not show any symptoms.</p>	3	3	9	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>	CMc
Working from studio	Contracting the virus through aerosol transmission of the virus	Employees Contractors Visitors	<p>Social Distancing</p> <p>Maintain 2m social distancing where ever possible: No more than two people in the lift. All employees are encouraged to take stairs to relieve pressure of lobby and lift Reduce number of people in the studio to 1/3 of overall capacity Limit the number of people in meeting rooms and kitchen to ensure social distancing is maintained.</p> <p>Personal prevention: Basic infection controls should be followed as recommended by the government: - 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 straight away.</p> <p>Ventilation: Follow guidance on heating ventilation and air condition (HVAC) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>- windows must be kept open in meetings rooms when in use - windows in studios must be kept open to increase air flow in all parts of the studio</p>	2	2	4	<p>- May be difficult to keep windows open during winter. Consider opening all windows at various points throughout the day for half an hour at a time</p>	ASH / CMc

Working in studio	Getting or spreading coronavirus from infected surfaces	Employees Contractors Visitors	<p>The following protocols have been implemented in accordance with the guidance on cleaning and hygiene during coronavirus outbreak available on the HSE website https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>Sanitation station placed at reception to use by all employees and visitors.</p> <p>All employees to regularly wash their hands.</p> <p>All employees have dedicated work station. Employees are responsible for ensuring that their workstation is kept clean.</p> <p>High risk shared surfaces:</p> <ul style="list-style-type: none"> - lift buttons - provide hand sanitiser at each landing for use prior to touching lift buttons - doors handles - doors to be left open other than meeting room and WC doors. Provide hand sanitiser for use prior to entering the WC area and sanitiser and wipes in each meeting room to allow door handles to be wiped down after use. - kitchen - hand sanitiser provided for use prior to using kitchen facility to keep kitchen 'virus free zone'. Employees to place used crockery in dishwasher at the end of the day. <p>Cleaners thoroughly clean all surfaces at the end of each day.</p> <ul style="list-style-type: none"> - printers - hand sanitiser provided for use prior to using printers <p>Daily cleaning schedule to be followed by reception staff of high touch surfaces as identified above. Cleaning to be done twice daily. mid morning and mid afternoon.</p> <p>All surfaces to be cleaned and bins emptied by professional cleaners at the end of each day.</p>	3	3	9	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls - Ensure signs and information provided is effective and revise if necessary - Identify how we are going to replenish cleaning products and the ideal stock level at all times 	ASH / CMc
Working in studio	Contracting the virus from items delivered outside the office.	Employee receiving the goods, unpacking and storing All employees likely to handle goods once in premises	<p>In order to reduce transmission through contact with objects that come into the workplace, gloves must be worn for moving, unpacking and storing supplies.</p> <p>Employees have been advised that no personal packages can be sent to the studio for the time being</p>	2	3	6	<p>Measure to be reviewed as risk of infection is reduced</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-5-5</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>	ASH / CMc
Working from home	Mental Health and wellbeing affected through isolation or anxiety about coronavirus	Employees	<p>Follow guidance on stress and mental health https://www.hse.gov.uk/stress/what-to-do.htm</p> <ul style="list-style-type: none"> - Have regular keep in touch meetings/ calls with people working at home to talk about any work / mental health issues - Talk openly with employees about the possibility that they may be affected and advise them to raise any concerns to the Studio Manager - Keep employees updated on what is happening so they feel involved and reassured, open and transparent communication - Discuss the issue of fatigue with all employees and encourage them to take regular breaks, encourage employees to take leave, address long hours being worked - Share resources and information with all employees via shared platform 	3	3	9	<ul style="list-style-type: none"> - Continue sharing information, resources and advice with workers about mental health and wellbeing - Regular check ins with those who may be struggling with their mental health and offer continued support 	RR
Working from home	Musculoskeletal disorders as a result of using DSE at home for a long period of time	Employees	<p>Follow guidance on display screen equipment available on HSE website https://www.hse.gov.uk/toolbox/workers/home.htm</p> <p>There is no increased risk for people working at home temporarily should this arrangement become long term risks should be assessed.</p> <ul style="list-style-type: none"> - Risk assessment has been carried out in March 2020 to ensure all employees have an area to work from home. We have encouraged employees to take chairs, screens, desks from the studio to ensure they have everything they require in order to have a comfortable work space at home. - We have put in place information on how to protect themselves during this period. eg take regular breaks, stretching exercises, how to set up equipment properly. 	2	2	4	<ul style="list-style-type: none"> - Carry out long term risk assessment for long term working from home - Complete a DSE assessment with employees working from home long term and identify with them what equipment they need to allow them to work safely from home. 	CMc

