



BLAST FILMS - COVID-19 OFFICE RETURN TO WORK RISK ASSESSMENT

Notes

1. This document is intended to identify best industry practice for dealing with the risks from COVID-19. It does not supersede any Government or PHE guidelines or advice.
2. All other health and Safety regulations and safety standards and protocols still apply.

Property Details	
Company Name:	Blast! Films
Property Address:	Unit 100, Highgate Studios, 53-79 Highgate Road, Kentish Town, London, NW5 1TL
Number of Floors:	1
Maximum number of occupants:	25
Person responsible for Health & Safety on site:	Claire Bosworth
Person completing this Risk Assessment & Date of Risk Assessment:	Lily Harvey 15/06/2020

Background/Notes:

The Virus

Covid 19 is a new virus which causes flu-like illness sometimes leading to serious respiratory failure particularly in the elderly or those with underlying health conditions. The main symptoms are a new persistent cough, a high temperature and a loss or change to your sense of smell or taste. The virus is spread primarily in droplets coughed or sneezed from infected individuals which can be inhaled by others in close proximity (less than 2m) or which fall onto surfaces where the virus can be picked up on the hands and infect the individual when they touch their face. Individuals can be infectious before they experience any symptoms (between 3 and 5 days).

UK Government Advice

Latest UK government advice/guidance which was released on 11th May 2020 and so far only applies in England is: **Stay Alert – Control the Virus – Save Lives**. In England, anyone who cannot work from home is now encouraged to return to work (if safe to do so), avoiding the use of public transport to get there wherever possible. To help employers ensure workplaces are as safe as possible so that workers can return to work, the government have published 8 guides which cover a range of different types of work, including offices. The office guide can be found here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>. All workplaces must have a Covid-19 specific risk assessment in place before workers return to work.

The key considerations when reducing the risks are:

DISTANCING - Wherever possible physical separation of at least 2m should be maintained during all work activities. Work should be planned to maintain this distance as the norm. If a 2m separation cannot be achieved, you should consider whether the activity should continue. Ways to help achieve this include working remotely, reducing the number of people at work to an absolute minimum, redesigning workspaces/ways of working.

HEALTH MONITORING – Strict controls will need to be in place to help ensure that no one who has the virus or symptoms of the virus is at work.

HYGIENE – Enhanced hygiene procedures will need to be in place. Handwashing facilities – soap and water where possible, or if not possible, antiseptic hand gel dispensers (minimum 60% alcohol based) to be made readily available.

CLEANING – Enhanced cleaning/disinfecting procedures will need to be place - this will include cleaning of buildings, equipment, frequently used touch points.

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
<p>People with the virus or who are in the “shielded” or vulnerable categories being in the office</p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<p>Before returning to work in the office, all staff will be asked to complete a written declaration stating:</p> <ul style="list-style-type: none"> that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days that they are not ‘shielded’ or have any underlying health condition which might make them particularly vulnerable to coronavirus that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS. <ul style="list-style-type: none"> If any contractors are working in the office, their company procedures should be checked to ensure that they have procedures in place to ensure their staff are not working with any symptoms. If none in place, then the above declaration should also be obtained from contractors. Visitors to the office should be avoided where possible. If essential they should be asked the above questions before being allowed entry. Ongoing temperature checks will be taken as part of a health monitoring regime.
<p>General Office Activities</p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> Only minimal staff to return to the workplace. Wherever possible office type activities should be continued to be carried out at home. A revision of staffing levels should be undertaken and monitored. Start times / days / hours will be staggered to minimise occupancy and thus exposure limits. The ongoing observance of social distancing guidance will apply. There will be at least a 2m distance between workers wherever possible. Desk formations have been redesigned to help achieve this. Where possible people in close proximity should work side by side or back to back rather than facing each other i.e. staggered. Some workstations have been restricted and equipment removed, to inform a possible user and adhere to social distancing. All workspaces will cleaned/disinfected at regular intervals by the occupant Handwashing facilities will be provided with soap and water wherever possible. Where this is not possible antiseptic gel dispensers (minimum 60% alcohol based) will be provided. Where necessary, floor markings have been installed to denote stand/ wait positions

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> Where necessary a one-way system has been implemented and signed. Care taken not to block or impede fire routes. Clear signage is in place to help inform and direct staff. Equipment such as printers are not in walking routes. There is a protocol to be in place for managing a situation where someone who is or has been onsite is showing symptoms of covid-19.
Meetings Person to person transmission Contaminated surfaces/ equipment	Office Staff Contractors Visitors	<ul style="list-style-type: none"> Wherever possible meetings, will be carried out remotely using video conferencing platforms such as Teams, Zoom, Skype or similar. Where this is not possible a 2m distance must be in place between all people present. Meeting rooms have been allocated a max number of occupants to ensure a 2m distance can be maintained – this is clearly identified by signage at the entrance point of the meeting room.
Kitchen/Food Areas Person to person transmission Contaminated surfaces/ equipment	Office Staff Contractors Visitors	<ul style="list-style-type: none"> All food brought onsite should be in a sealed container or double wrapped. Food should not be shared or left out for communal access. Kitchen to operate one in and one out. Where necessary floor markings to be installed to denote stand Where necessary a one-way system to be implemented and signed. Clear signage has been installed in the area to help inform and direct staff. Staff encouraged to bring own cutlery or use disposable cutlery. Any communal cutlery to be placed in the dishwasher (rather than hand washed). Care should be taken to load dishwasher, ensuring to wash hands after placing items in the dishwasher. Everyone is to look after their own utensils / cutlery and not to leave anything on the kitchen side or in the sink.
Poor Hygiene procedures Person to person transmission Contaminated surfaces/equipment transmission	Office Staff Contractors Visitors	<ul style="list-style-type: none"> There are 6 handwashing facilities in the office and all provide soap, water and paper hand towels. Antiseptic gels are also placed around the office (minimum 60% alcohol based). Employees are to wash or sanitise their hands when they arrive at work and regularly throughout the day when they handle any shared equipment or frequently used objects/surfaces; after using the toilet, before eating, before touching your face. There are information posters on how to maintain proper hand hygiene displayed on site. Staff reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it” Adequate numbers of suitable, clean toilets with handwashing facilities provided.

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Hazard:	To Whom:	
<p>Poor Cleaning Regimes</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> Enhanced cleaning procedures are in place. All routine touch points such as door handles, bannisters, lift buttons, door entry buttons etc will need to be regularly cleaned/disinfected. All areas to be kept well ventilated. Open windows when possible. Closed bins which are regularly emptied. All equipment to be wiped down with alcohol wipes regularly and whenever it is used by different individuals. Any shared areas must be wiped down when one person has finished there before another person starts. Any hired equipment brought into the office must be disinfected on arrival.
<p>Lack of PPE or misuse of PPE</p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Office Staff</p>	<ul style="list-style-type: none"> Face coverings, which the UK government have recommend to wear in enclosed public spaces where social distancing isn't possible – such as on public transport, in shops etc. – are not PPE. It is a simple cloth covering worn on your face to cover your mouth and nose. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. While at work it is critical to emphasise that maintaining the 2m social distancing, enhanced hygiene and cleaning procedures, minimising time spent in close contact etc are the best and the main control measures to help reduce the risks of catching and spreading the virus in the workplace. PPE and face coverings should only be considered as a last resort when all other control measures are not possible to maintain. PPE should be provided where the risk assessment shows it is necessary – it may be necessary for certain activities where it is not possible to maintain social distancing or where equipment has to be handled as it is not possible to sanitise and handwashing/sanitising isn't readily available. If face masks are to be worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested). However, these are in short supply and rightly prioritised for health workers. If FFP type masks are not available, surgical masks provide some protection against asymptomatic spread by the wearer. Anyone using a face mask or covering should be given information on how to use it and dispose of it safely. The WHO has a useful guide: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks. The main points are: <ul style="list-style-type: none"> Before putting on a mask, clean hands with soap and water or alcohol based hand wash. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. Avoid touching the mask while using it – if you do you must clean your hands immediately. Replace the mask as soon as it is damp and do not re-use single use masks. To remove the mask, remove it from behind – do not touch the front of mask – discard immediately by double bagging it and placing in a closed bin. If a face covering is being used and is washable, - wash in line with manufacturer's instructions. Clean hands immediately.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> Disposable gloves may be useful for situations where hand washing or sanitizing is not readily available or possible. However, gloves are only a 'second skin' and therefore wearers need to continue to apply hygiene precautions (not touching the face) and they should be hygienically disposed of and a new pair used as frequently as possible.
<p>Mental health</p> <p><i>Infectious disease outbreaks like coronavirus (COVID-19), can be worrying. This can affect mental health. Individuals may notice:</i></p> <ul style="list-style-type: none"> increased anxiety feeling stressed finding yourself excessively checking for symptoms, in yourself, or others becoming irritable more easily feeling insecure or unsettled fearing that normal aches and pains might be the virus having trouble sleeping feeling helpless or a lack of control having irrational thoughts 	Office Staff	<p>Be aware of and apply the following strategies where possible:</p> <ul style="list-style-type: none"> If you are taking any prescription medications, make sure you have enough and readily accessible. Keeping a realistic perspective of the situation based on facts is important. Stay informed but set limits for news and social media. Use trustworthy and reliable sources to get your news. Read up-to-date, factual information Keep up your healthy routines including exercise, Ensure you get a good night's sleep Keep hydrated Keep a balanced diet, Avoid excess alcohol, Use relaxation techniques, Improve your mood by doing something creative, Stay connected to others Try to anticipate distress, seek support and support each other <p>For further advice go to: https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19</p>
<p>Travel to and from the office from home</p> <p>Person to person transmission</p> <p>Contaminated surfaces</p>	Office Staff	<ul style="list-style-type: none"> Wherever possible public transport should be avoided. Travel to and from work should where possible be done alone by private transport, cycling or walking. Travel to and from work at quieter times to avoid congestion. If private transport is not available then privately hired transport such as taxis should be used maintaining social distancing and good hygiene practices as far as possible. The transport company's hygiene/cleaning protocols should be checked.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> If public transport can not be avoided, then where possible maintain social distancing, good hygiene practices, and keep the time in close proximity to others to a minimum. Avoid peak times where possible.

Emergency Arrangements e.g. Fire, First Aid

Fire

Fire arrangements remain unchanged, refer to the Fire Evacuation arrangements for the building which are displayed at each call point/fire exit. During an emergency such as a fire alarm people may temporarily breach the 2-metre distance guideline.

As staff on site will be reduced, checks to be made to ensure there are an adequate number of fire wardens still in place, as the fire wardens could be working from home. There should be at least 1 fire warden per floor.

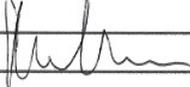
First Aid

Check how many first aiders are currently on site. There should be at least 1 first aider per 50 people. The minimum requirement is an appointed person to take charge of first aid arrangements.

Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings:

Whenever CPR is carried out, particularly on an unknown victim, there is some risk of cross infection, associated particularly with giving rescue breaths. Normally, this risk is very small and is set against the inevitability that a person in cardiac arrest will die if no assistance is given. The first things to do are shout for help and dial 999. Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection.
- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. Further information, including an instructional video, can be found at <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Detail how this risk assessment will be communicated to all relevant parties:		
<ul style="list-style-type: none">• This risk assessment will be emailed to all office staff• A copy will be posted on the company website where there are more than 50 staff and employees directed where to find it• A copy will also be displayed in the office.• Below is a link to the government guidance notice that you should display in your workplace to show you have followed the government guidance: Staying COVID-19 Secure in 2020		
Sign Off by Person Responsible for Health & Safety on site:		
Name: CLAIRE BOSWORTH	Role: MANAGING DIRECTOR	Signature: 

Overall Risk Level when all controls are in place and fully implemented: (Please Tick) ✓		
LOW - ✓	MEDIUM -	HIGH -