

COVID-19 Risk Assessment

This Risk Assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

[COVID Secure Notice](#)

McCann Manchester

Bonis Hall, Bonis Hall Lane, Prestbury, Macclesfield SK10 4EF.

Company name: McCann Manchester

Date of assessment: 18 August 2020

Assessment carried out by: Andy Rickett, Facilities Manager

Review Frequency: This risk assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

Risk Matrix:

		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Extreme	5	5	10	15	20	25

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
<p>Employees coming into contact with one another in the office inevitably raises the risk of virus transmission.</p> <p>Agile desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>	<p>4 x 3 = 12</p>	<p>The Company will make every reasonable effort to enable working from home as a first option wherever possible and only employees who need to be in the building should attend the office with prior approval and managed via the Wave Manager.</p> <p>Each employee will be required to undertake a daily at-home Personal Healthcare checklist using a tool accessible to mobile phones/devices. The checklist uses UK Government and Public Health England (PHE) guidelines to prevent symptomatic employees attending the office. Each employee will also sign a charter to confirm their acceptance of and adherence to all safety measures in place in the building.</p> <p>Office entry is strictly pre-booked via designated booking tool (access only given on acceptance of charter).</p> <p>Desks and collaboration spaces must be pre-booked, with cleaning materials and regular deep cleaning in place.</p> <p>When on site users will be reminded of safety measures in place and hand washing and hygiene protocol by Covid Marshalls and a combination of digital and printed signage.</p> <p>Tracking of ongoing utilisation to ensure safe capacity is not exceeded.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>
<p>Exposure from others due to:</p> <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19. Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. Being advised by a public health agency that contact with a diagnosed case has occurred. Being advised by HR/H&S competent person that contact with a diagnosed case has occurred in the workplace. Use of shared areas such as Toilets. Cross contamination via hard surfaces. 	<p>4 x 3 = 12</p>	<p>The Company will make every reasonable effort to enable working from home a first option where possible.</p> <p>All employees are expected to follow government guidance regarding social distancing, wearing a face mask as required and mixing with others.</p> <p>The Company will maintain communication between all staff and Human Resources (HR) and ensure employees follow company policy / guidance.</p> <p>Existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed in line with changing Government guidance.</p> <p>Non-essential travel should be avoided and employees should avoid public transport as far as possible, or minimise its use, to limit the risk of infection.</p> <p>The Company must implement measures to enable social distancing and employees are asked to adhere to this outside of work too.</p> <p>The Company must enable extremely vulnerable persons to shield themselves in line with government guideline and following their specific medical advice issued to them. This includes: Solid organ transplant recipients; people with specific cancers:</p> <p>People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.</p> <p>Employees are expected and reminded to follow good NHS hygiene measures at all times.</p> <p>Enhanced cleaning of the building to be undertaken on a regular basis.</p> <p>Centralised touch free bins to be positioned on all floors.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	4 x 3 = 12	<p>Bathroom occupancy reduced and clear signage to allow for social distancing.</p> <p>All staff and visitors must follow all control measures put in place within the office.</p> <p>Any visitors to the office will be on a business-critical need and by invitation only.</p> <p>Details of anyone attending the office will be recorded to enable track and trace in the event of a confirmed/suspected case of Covid.</p> <p>No employee should approach delivery staff - packages must be left in delivery drop off zone and employees will be invited to collect post/ parcels at a specified time.</p>	4 x 1 = 4	Individual workers
Suspected Covid-19 case whilst working at the office Confirmed Covid-19 case.	4 x 4 = 16	<p>If a member of staff develops a high temperature or a persistent cough or feels unwell while at work, they should:</p> <ol style="list-style-type: none"> 1. Return home immediately. 2. Avoid touching anything. 3. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5. All suspected and confirmed cases should be reported to the Wave Manager or HR by either the staff member affected or their representative. 6. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. 7. Staff who came into close proximity to be informed. Personal details of the confirmed case will not be disclosed. <p>In the event of a confirmed case, any employee who has come into close contact with that employee will be sent home and the office will be deep-cleaned.</p> <p>In the event of an outbreak PHE will be notified, who will advise on measures to be taken.</p> <p>The Company will prepare contingency plans in anticipation of relapses or changing governmental regulations.</p>	4 x 1 = 4	Individual workers
General travel including travelling to work, public transport and foreign travel.	4 x 4 = 16	<p>4 x 4 = 16 Employees should work from home and limit travel where possible.</p> <p>Employees should avoid using public transport if possible. Where it cannot be avoided, employees should follow the government's safer travel guidance for passengers.</p> <p>Staff should travel alone using their own vehicle. Where sharing is unavoidable, employees should follow the government's safer travel guidance for passengers.</p> <p>Business travel should be avoided unless business critical and approved by the senior leadership team in exceptional circumstances. Teleconference meetings (via Teams or Zoom for instance) should be implemented as much as possible.</p> <p>Travel is not permitted between sites, unless essential to work requirement and approved by an employee's department head, Wave Manager and HRD.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	4 x 4 = 16	<p>Where a staff member has recently travelled overseas, they should follow government guidance and quarantine as necessary and notify HR.</p> <p>Staff must continue to follow any further national government advice provided.</p>	4 x 1 = 4	Individual workers
Entry and egress to site and circulation on site.	4 x 4 = 16	<p>Admittance to the office must be pre-booked and approved in advance by an employee's department head and Wave Manager so numbers on site can be managed safely, for track and trace purposes and to support hygiene requirements.</p> <p>Each building has separate entry and exit points with defined exit routes for each floor.</p> <p>Employees must follow the one-way, keep left system on site.</p> <p>Hand sanitizer dispensers at all entry and exit points for staff to use upon entry and exit of the building.</p> <p>Entrance areas will be kept clear to provide plenty of space to enable staff a 2m distance between them whilst waiting to enter site.</p> <p>Common contact surfaces in entrances and exits, lifts and stairwells will be cleaned regularly, particularly during peak flow times.</p> <p>Any visitors to the office will be on a business-critical need and by invitation only and must be approved in advance by the CEO.</p> <p>Main reception area is closed until further notice.</p> <p>No contact between delivery persons and staff. Post is managed by Facilities staff. Use of company address for personal deliveries suspended.</p>	4 x 1 = 4	Individual workers
Kitchen, catering and refreshments.	4 x 4 = 16	<p>Employees are encouraged to remain on site once they have entered the site and avoid using local shops/ cafes. Staff are encouraged to bring their own lunch or use the Bistro, which will offer a reduced "Grab and Go" (pre-prepared and packaged) menu for takeaway only. Payments taken by contactless card.</p> <p>We may allocate time slots for collecting lunch from the bistro to avoid congestion.</p> <p>All crockery, eating utensils, cups etc. will be replaced with disposable (recyclable) utensils only.</p> <p>A clearly signposted one-way system and 2m floor markers are in place in the Bistro.</p> <p>The seating area in the Bistro will not be in use in phase 1 and employees must consume food and refreshments at their desk. Social distancing rules must be adhered to whilst eating.</p> <p>Employees will be advised which hot and cold drink stations they must use when they are assigned a desk/collaboration space.</p> <p>Only 1 person is permitted to enter the Oval kitchen areas at any one time.</p> <p>Hand sanitiser is available in each kitchen area and in several locations on each floor and should be used by all persons when entering and leaving the area.</p> <p>Drinking water to be provided with enhanced cleaning measures of the tap mechanism.</p> <p>All rubbish to be placed in the bin immediately by user and must not left for someone else to clear up.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	<p>4 x 4 = 16</p>	<p>Wipes are available next to water coolers, drinks machines and microwaves and employees are required to wipe down before and after use.</p> <p>Frequent cleaning will take place in kitchen/ hot drink areas, but employees are also asked to clean area before and after use.</p> <p>Hospitality will not be available in phases 1 and 2.</p> <p>The seating area in the Bistro will not be in use in phase 1 and employees must consume food and refreshments at their desk.</p> <p>Social distancing rules must be adhered to whilst eating.</p> <p>Employees will be advised which hot and cold drink stations they must use when they are assigned a desk/collaboration space.</p> <p>Only 1 person is permitted to enter the Oval kitchen areas at any one time.</p> <p>Hand sanitiser is available in each kitchen area and in several locations on each floor and should be used by all persons when entering and leaving the area.</p> <p>Drinking water to be provided with enhanced cleaning measures of the tap mechanism.</p> <p>All rubbish to be placed in the bin immediately by user and must not left for someone else to clear up.</p> <p>Wipes are available next to water coolers, drinks machines and microwaves and employees are required to wipe down before and after use.</p> <p>Frequent cleaning will take place in kitchen/ hot drink areas, but employees are also asked to clean area before and after use.</p> <p>Hospitality will not be available in phases 1 and 2.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>
<p>Use of changing facilities and showers.</p>	<p>4 x 4 = 16</p>	<p>Showers and changing facilities will be closed in phase 1.</p>	<p>1 x 1 = 1</p>	<p>Individual workers</p>
<p>Working within 2 metres of others Contracting or spreading the virus by not social distancing.</p>	<p>4 x 4 = 16</p>	<p>Desks are configured to allow for social distancing and will be assigned by the Wave Manager.</p> <p>Employees must take all steps to avoid face to face working and should endeavour to work facing away from each other ensuring a 2m distance at all time.</p> <p>Employees must avoid engaging in activities where observing at least a 2m distance is not achievable. Where this is not possible, consideration should be given to whether that activity needs to continue. If so, all mitigating actions possible, including wearing level 2 PPE and minimising the timeframe, should be taken to reduce the risk of transmission.</p> <p>Facilities, HR and Covid Marshalls will observe/ supervise to monitor distancing.</p> <p>A one-way, keep left system is in place around the building.</p> <p>All staff must enter the building via the designated entry point for their building and take the sign-posted route to access their floor. Lifts are restricted to single use when needed.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	<p>4 x 4 = 16</p>	<p>Designated exit points are signposted for each floor to reduce numbers.</p> <p>Employees are encouraged to hold meetings via Teams rather than face to face.</p> <p>The Wave Manager and Site manager will manage density of occupation at all times.</p> <p>Signage will indicate which workstations and breakout seating can be used to maintain a safe distance.</p> <p>Employees are required to wear face coverings at all times in the building (including at their desk), apart from when eating and drinking. This applies to all employees unless they are exempt from doing so under government guidelines.</p> <p>Single use PPE should be disposed of in the PPE bins provided or at home so that it cannot be re-used, and potential contamination is controlled.</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers. User responsible for storing appropriately.</p> <p>The company will determine which employees/ functions need to return to work and at what frequency to manage projected space utilisation.</p> <p>The Company will continue to provide for extended working from home and promote healthy work routines and set ups.</p> <p>For First Aid activity where a 2m distance may not be met the appropriate level 2 PPE will be provided.</p> <p>IT staff, and anyone performing a role which involves transferring equipment/ items to other employees, will be provided with disposable gloves to prevent and reduce potential contamination.</p> <p>All equipment should be thoroughly cleaned by the user before and after use. Used wipes to be placed in an appropriate bin.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>
<p>Personal Health & Safety.</p>	<p>4 x 4 = 16</p>	<p>Clear signage and information posters with key H&S messages are in place as well as on-going communications via email and employee intranet.</p> <p>Employees will be provided with information about personal H&S and what behaviours are expected of them prior to returning and will be required to sign to acknowledge they have received and aware of this and will comply with the measures laid out.</p> <p>RTO briefing will be provided.</p> <p>Staff are reminded to wash their hands in line with government guidance.</p> <p>Posters remind staff to adhere to 2m social distancing.</p> <p>Staff are aware that they must not come into the workplace if they are unwell in any way.</p> <p>Facilities have reviewed cleaning and waste disposal and have adjusted cleaning specifications and schedules.</p> <p>Furniture, fixtures, equipment: social distancing floor indicators are in place, perspex screens are installed where appropriate, desks not to be used are indicated with markers, hot desking is not allowed (desks must be assigned by the Wave Manager) and equipment must not be shared.</p> <p>To control the virus staff to remain on their designated floor for the duration of their stay. Facilities are provided on/ for each floor and staff must not access toilet facilities elsewhere in the building.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	4 x 4 = 16	<p>Employees will be encouraged to download the NHS' Test and Trace App on to their mobile device as part of their health and safety obligations to other colleagues, and to check in using the QR code situated at each entry point.</p> <p>A clear desk policy is in place, other than for those assigned a fixed desk, although it is still strongly encouraged. Personal items stored in labelled boxes, made available to the owner when they return to the office.</p> <p>Covid Marshalls will undertake monitoring and supervision to make sure employees are following protocol.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 2 = 8	Individual workers
Getting or spreading coronavirus through poor hygiene (by not washing hands or not washing them adequately).	4 x 3 = 12	<p>Adequate water, soap and drying facilities will be provided in washrooms/kitchens/refreshment areas.</p> <p>Clear signage in place to remind employees about washing hands and how to do it effectively.</p> <p>Installation of sanitising stations at all entrances and multiple locations around the office.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 1 = 4	Individual workers
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.	4 x 3 = 12	<p>All high touch equipment and surfaces such as handrails, door-handles switches will be cleaned regularly throughout the day.</p> <p>High touch equipment such as printers will also have cleaning materials for staff to use before and after use, with regular cleaning to be undertaken throughout the day.</p> <p>Movement around the office will be restricted as far as possible to reduce the potential spread of any contamination via touched services.</p> <p>The sharing of work equipment will be avoided by allocating it on personal issue and/ or putting cleaning regimes in place to clean between each user (e.g. changing of IT equipment).</p> <p>Measures will be put in place where possible to avoid human contact with surfaces e.g. leaving open doors that are not fire doors, limiting printing, provision of gloves.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects, ensure strict enforcement of clear desk policy and remove unnecessary peripherals such as desk phones.</p> <p>Touch free bins are in place to remove the need to touch any bin lids in the course of waste disposal.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
Increased risk of infection and complications for vulnerable workers.	<p>4 x 3 = 12</p>	<p>The Company will identify employees who fall into one of the following categories:</p> <ul style="list-style-type: none"> - Clinically extremely vulnerable - People self-isolating - People with symptoms of coronavirus - Groups who may be at higher risk of poorer outcomes (see Public Health England report Disparities in the risk and outcomes of COVID-19) <p>The Company will identify how and where someone in one of these categories will work in line with current government guidance.</p> <p>We will discuss with employees what their personal risks are and identify what needs to be done in each case.</p> <p>Staff who are considered extremely vulnerable or high risk should not be expected to attend the workplace and where possible or appropriate they should be supported to work from home.</p> <p>If they are coming into work, the Company must identify how we will protect them through social distancing and hygiene procedures.</p> <p>Employees will be informed to notify HR if they fall into one of these categories, e.g. they receive a diagnosis which changes their status, they begin chemotherapy or fall pregnant.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>

McCann Connected

196 Deansgate, Manchester M3 3WF.

Company name: McCann Connected

Date of assessment: 18 August 2020

Assessment carried out by: Andy Rickett, Facilities Manager

Review Frequency: This risk assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

Risk Matrix:

		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Extreme	5	5	10	15	20	25

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
<p>Employees coming into contact with one another in the office inevitably raises the risk of virus transmission.</p> <p>Agile desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>	<p>4 x 3 = 12</p>	<p>The Company will make every reasonable effort to enable working from home as a first option and only employees who need to be in the building should attend the office with prior approval and managed via the Wave Manager.</p> <p>Each employee will be required to undertake a daily at-home Personal Healthcare checklist using a tool accessible to mobile phones/devices. The checklist uses UK Government and Public Health England (PHE) guidelines to prevent symptomatic employees attending the office. Each employee will also sign a charter to confirm their acceptance of and adherence to all safety measures in place in the building.</p> <p>Office entry is strictly pre-booked via designated booking tool (access only given on acceptance of charter).</p> <p>Desks and collaboration spaces must be pre-booked, with cleaning materials and regular deep cleaning in place.</p> <p>When on site users will be reminded of safety measures in place and hand washing and hygiene protocol by Covid Marshalls and a combination of digital and printed signage.</p> <p>Tracking of ongoing utilisation to ensure safe capacity is not exceeded.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>
<p>Exposure from others due to:</p> <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19. Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. Being advised by a public health agency that contact with a diagnosed case has occurred. Being advised by HR/H&S competent person that contact with a diagnosed case has occurred in the workplace. Use of shared areas such as Toilets. Cross contamination via hard surfaces. 	<p>4 x 3 = 12</p>	<p>The Company will make every reasonable effort to enable working from home as a first option.</p> <p>All employees are expected to follow government guidance regarding social distancing, wearing a face mask as required and mixing with others.</p> <p>The Company will maintain communication between all staff and Human Resources (HR) and ensure employees follow company policy / guidance.</p> <p>Existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed in line with changing Government guidance.</p> <p>Non-essential travel should be avoided and employees should avoid public transport as far as possible, or minimise its use, to limit the risk of infection.</p> <p>The Company must implement measures to enable social distancing and employees are asked to adhere to this outside of work too.</p> <p>The Company must enable extremely vulnerable persons to shield themselves in line with government guideline and following their specific medical advice issued to them. This includes: Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.</p> <p>Employees are expected and reminded to follow good NHS hygiene measures at all times.</p> <p>Enhanced cleaning of the building to be undertaken on a regular basis.</p> <p>Centralised touch free bins to be positioned on all floors.</p> <p>Clear signage in bathrooms to remind staff to observe social distancing.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	4 x 3 = 12	<p>All staff and visitors must follow all control measures put in place within the office.</p> <p>Any visitors to the office will be on a business-critical need and by invitation only.</p> <p>Details of anyone attending the office will be recorded to enable track and trace in the event of a confirmed/suspected case of Covid.</p> <p>No employee should approach delivery staff - packages must be left in delivery drop off zone and employees will be invited to collect post/ parcels at a specified time.</p>	4 x 1 = 4	Individual workers
Suspected Covid-19 case whilst working at the office Confirmed Covid-19 case.	4 x 4 = 16	<p>If a member of staff develops a high temperature or a persistent cough or feels unwell while at work, they should:</p> <ol style="list-style-type: none"> 1. Return home immediately. 2. Avoid touching anything. 3. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5. All suspected and confirmed cases should be reported to HR by either the staff member affected or their representative. 6. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. 7. Staff who came into close proximity to be informed. Personal details of the confirmed case will not be disclosed. In the event of a confirmed case, any employee who has come in to close contact with that employee will be sent home and the office will be deep-cleaned. <p>In the event of an outbreak PHE will be notified, who will advise on measures to be taken.</p>	4 x 1 = 4	Individual workers
General travel including travelling to work, public transport and foreign travel.	4 x 4 = 16	<p>Employees should work from home and limit travel where possible.</p> <p>Employees should avoid using public transport if possible. Where it cannot be avoided, employees should follow the government's safer travel guidance for passengers.</p> <p>Staff should travel alone using their own vehicle. Where sharing is unavoidable, employees should follow the government's safer travel guidance for passengers.</p> <p>Business travel should be avoided unless business critical and approved by the senior leadership team in exceptional circumstances. Teleconference meetings (via Teams or Zoom for instance) should be implemented as much as possible.</p> <p>Travel is not permitted between sites, unless essential to work requirement and approved by an employee's department head, Wave Manager and HRD.</p> <p>Where a staff member has recently visited abroad, they should follow government guidance and quarantine as necessary and notify HR.</p> <p>Staff must continue to follow any further national government advice provided.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
Entry and egress to site and circulation on site.	4 x 4 = 16	<p>Admittance to the office must be pre-booked and approved in advance by an employee's department head and Wave Manager so numbers on site can be managed safely, for track and trace purposes and to support hygiene requirements.</p> <p>Entry and Exit will be via Deansgate and will be supervised by CEG staff.</p> <p>Main access doors will be kept on free access during normal business hours to reduce the number of touch points.</p> <p>Employees must follow directional signage on site and adhere to the 'keep left' and 'observe social distancing' rules.</p> <p>Hand sanitizer dispensers are located at all entry/exit points in the office and building.</p> <p>Common contact surfaces in lobby, lifts and stairwells must be cleaned regularly by the landlord, particularly during peak flow times will be cleaned regularly.</p> <p>McCann's 196 Deansgate reception area is closed until further notice.</p> <p>Any visitors to the office will be on a business critical need and by invitation only and must be approved in advance by the MD and CEO.</p> <p>Any business critical visitors must be greeted outside the office entrance and taken directly to their assigned space.</p> <p>No contact between delivery persons and staff. Post delivered to the building will be held at reception and they will contact the relevant occupant to arrange a collection time.</p> <p>Use of company address for personal deliveries suspended.</p>	4 x 1 = 4	Individual workers
Bistro/Kitchens/Refreshments.	4 x 4 = 16	<p>Employees are encouraged to remain on site once they have entered the site.</p> <p>Lunch will be provided in phase 1 or staff are encouraged to bring their own lunch.</p> <p>Only one person is permitted to enter the kitchen area at any one time.</p> <p>Eating utensils, cups, glasses etc. will be replaced with disposable (recyclable) items only.</p> <p>Plates will be available but must only be handled by the user and placed directly into the dishwasher.</p> <p>The seating area in the kitchen will not be in use in phase 1 and employees must consume food and refreshments at their desk.</p> <p>Social distancing rules must be adhered to whilst eating.</p> <p>Hand sanitiser is available in the kitchen area and in several locations on each floor and should be used by all persons when entering and leaving the area.</p> <p>Drinking water to be provided with enhanced cleaning measures of the tap mechanism.</p> <p>All rubbish to be placed straight in the bin by user and not left for someone else to clear up.</p> <p>Wipes are available next to water coolers, drinks machines and microwaves and employees are required to wipe down before and after use.</p> <p>Frequent cleaning will take place in the kitchen area but employees are required to clean area before and after use.</p> <p>Hospitality will not be available in phases 1 and 2.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
Use of changing facilities and showers.	4 x 4 = 16	<p>McCann employees will not be permitted to use the 196 Deansgate showers in Phase 1. This will be reviewed in phase 2.</p> <p>Cycle storage will remain open with signage and floor markings to help with queuing.</p> <p>Tenants are asked to be cautious in these high proximity areas.</p> <p>All personal belongings must be removed from the cycle storage area and stored with the user.</p>	3 x 1 = 3	Individual workers
Working within 2 metres of others Contracting or spreading the virus by not social distancing.	4 x 4 = 16	<p>Desks are configured to allow for social distancing and will be assigned by the Wave Manager.</p> <p>Employees must take all steps to avoid face to face working and should endeavour to work facing away from each other ensuring a 2m distance at all time.</p> <p>Employees must avoid engaging in activities where observing at least a 2m distance is not achievable. Where this is not possible, consideration should be given to whether that activity needs to continue. If so, all mitigating actions possible, including wearing level 2 PPE and minimising the timeframe, should be taken to reduce the risk of transmission.</p> <p>Covid Marshalls will observe/ supervise to monitor distancing.</p> <p>A keep left system is in place around the building.</p> <p>All staff must enter the building via the designated entry point and take the sign-posted route to access their floor.</p> <p>Lift capacity is restricted when needed.</p> <p>Employees are encouraged to hold meetings via Teams rather than face to face.</p> <p>The Wave Manager and Site manager will manage density of occupation at all times.</p> <p>Signage will indicate which workstations and breakout seating can be used to maintain a safe distance.</p> <p>Employees are required to wear face coverings at all times in the building (including at their desk), apart from when eating and drinking. This applies to all employees unless they are exempt from doing so under government guidelines.</p> <p>Single use PPE should be disposed of in the PPE bins provided or at home so that it cannot be re-used, and potential contamination is controlled.</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers. User responsible for storing appropriately.</p> <p>The company will determine which employees/ functions need to return to work and at what frequency to manage projected space utilisation.</p> <p>The Company will continue to provide for extended working from home and promote healthy work routines and set ups.</p> <p>For First Aid activity where a 2m distance may not be met, appropriate level 2 PPE will be provided.</p> <p>IT staff, and anyone performing a role which involves transferring equipment/ items to other employees, will be provided with disposable gloves to prevent and reduce potential contamination.</p> <p>All equipment should be thoroughly cleaned by the user before and after use. Used wipes to be placed in an appropriate bin.</p>	4 x 2 = 8	Individual workers

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
Personal Health & Safety.	4 x 4 = 16	<p>Clear signage and information posters with key H&S messages are in place as well as on-going communications via email and employee intranet.</p> <p>Employees will be provided with information about personal H&S and what behaviours are expected of them prior to returning and will be required to sign to acknowledge they have received and aware of this and will comply with the measures laid out.</p> <p>RTO briefing will be provided.</p> <p>Staff are reminded to wash their hands in line with government guidance.</p> <p>Posters remind staff to adhere to 2m social distancing.</p> <p>Staff will be made aware that they must not come into the workplace if they are unwell in any way.</p> <p>Facilities have reviewed cleaning and waste disposal and have adjusted cleaning specifications and schedules.</p> <p>Furniture, fixtures, equipment: social distancing floor indicators are in place, perspex screens are installed where appropriate, desks not to be used are indicated with markers, hot desking is not allowed (desks must be assigned by the Wave Manager) and equipment must not be shared.</p> <p>To control the virus staff to remain on their designated floor for the duration of their stay. Facilities are provided on each floor and staff must not access toilet facilities elsewhere in the building.</p> <p>Employees will be encouraged to download the NHS' Test and Trace App on to their mobile device as part of their health and safety obligations to other colleagues, and to check in using the QR code situated at each entry point.</p> <p>A clear desk policy is in place, other than for those assigned a fixed desk, although it is still encouraged. Personal items stored in labelled boxes, made available to the owner when they return to the office.</p> <p>Covid Marshalls will undertake monitoring and supervision to make sure employees are following protocol.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 2 = 8	Individual workers
Getting or spreading coronavirus through poor hygiene (by not washing hands or not washing them adequately)	4 x 3 = 12	<p>Adequate water, soap and drying facilities will be provided in washrooms/kitchens/refreshment areas.</p> <p>Clear signage in place to remind employees about washing hands and how to do it effectively.</p> <p>Installation of sanitising stations at all entrances and multiple locations around the office.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.</p>	<p>4 x 3 = 12</p>	<p>All high touch equipment and surfaces such as handrails, door-handles switches will be cleaned regularly throughout the day.</p> <p>High touch equipment such as printers will also have cleaning materials for staff to use before and after use, with regular cleaning to be undertaken throughout the day.</p> <p>Movement around the office should be minimised as far as possible to reduce the potential spread of any contamination via touched services.</p> <p>The sharing of work equipment will be avoided by allocating it on personal issue and/ or putting cleaning regimes in place to clean between each user (e.g. changing of IT equipment).</p> <p>Measures will be put in place where possible to avoid human contact with surfaces e.g. leaving open doors that are not fire doors, limiting printing, provision of gloves.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects, ensure strict enforcement of clear desk policy and remove unnecessary peripherals such as desk phones.</p> <p>Touch free bins are in place to remove the need to touch any bin lids in the course of waste disposal.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>
<p>Increased risk of infection and complications for vulnerable workers.</p>	<p>4 x 3 = 12</p>	<p>The Company will identify employees who fall into one of the following categories:</p> <ul style="list-style-type: none"> - Clinically extremely vulnerable - People self-isolating - People with symptoms of coronavirus - Groups who may be at higher risk of poorer outcomes (see Public Health England report Disparities in the risk and outcomes of COVID-19) <p>The Company will identify how and where someone in one of these categories will work in line with current government guidance.</p> <p>We will discuss with employees what their personal risks are and identify what needs to be done in each case.</p> <p>Staff who are considered extremely vulnerable or high risk should not be expected to attend the workplace and where possible or appropriate they should be supported to work from home.</p> <p>If they are coming into work, the Company must identify how we will protect them through social distancing and hygiene procedures.</p> <p>Employees will be informed to notify HR if they fall into one of these categories, e.g. they receive a diagnosis which changes their status, they begin chemotherapy or fall pregnant.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>

Craft Studios

Units 1-5 Fifth Avenue, Poynton Industrial Estate, Poynton SK12 1FJ

Company name: Craft Studios

Date of assessment: 18 August 2020

Assessment carried out by: Andy Rickett, Facilities Manager

Review Frequency: This risk assessment will be reviewed in line with changing measures, government guidance or risk profile, whichever is the sooner.

Risk Matrix:

		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Extreme	5	5	10	15	20	25

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
<p>Employees coming into contact with one another in the office inevitably raises the risk of virus transmission.</p> <p>Agile desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>	<p>4 x 3 = 12</p>	<p>Only employees who need to be in the building should attend the office with prior approval and managed via the Wave Manager.</p> <p>Each employee will be required to undertake a daily at-home Personal Healthcare checklist using a tool accessible to mobile phones/devices. The checklist uses UK Government and Public Health England (PHE) guidelines to prevent symptomatic employees attending the office. Each employee will also sign a charter to confirm their acceptance of and adherence to all safety measures in place in the building.</p> <p>Desks and working spaces will be assigned to employees, with cleaning materials and regular deep cleaning in place.</p> <p>When on site users will be reminded of safety measures in place and hand washing and hygiene protocol by Covid Marshalls and a combination of digital and printed signage.</p> <p>Tracking of ongoing utilisation to ensure safe capacity is not exceeded.</p>	<p>4 x 2 = 8</p>	<p>Individual workers</p>
<p>Exposure from others due to:</p> <ol style="list-style-type: none"> 1. Living with someone with a confirmed case of COVID-19. 2. Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3. Being advised by a public health agency that contact with a diagnosed case has occurred. 4. Being advised by HR/H&S competent person that contact with a diagnosed case has occurred in the workplace. 5. Use of shared areas such as Toilets. 6. Cross contamination via hard surfaces. 	<p>4 x 3 = 12</p>	<p>Only business critical crews are allowed on site to minimise numbers in studio as far as possible. Shoots are conducted with a limited amount of talent, models and freelance crews.</p> <p>Where employees are able to work from home, they will continue to do so for now.</p> <p>Crews will work as a fixed team as far as is practical.</p> <p>Studios have been configured to allow for social distancing by dividing the space into zones, each with their own facilities as far as possible. Where exceptions need to be made due to role or skillset availability, mitigating actions will be taken to reduce the risk of transmission, including the use of PPE, strict social distancing, and the duration of the interaction being limited as much as possible.</p> <p>All employees are expected to follow government guidance regarding social distancing both in and outside of work, wearing a face mask as required, and at all times in the office, and avoiding mixing with others.</p> <p>The Company will maintain communication with all staff and ensure employees follow company policy / guidance.</p> <p>Existing individual risk assessments (disability, young persons or new / expectant mothers) will be reviewed in line with changing Government guidance.</p> <p>Non-essential travel should be avoided and employees should avoid public transport as far as possible, or minimise its use, to limit the risk of infection.</p> <p>Any visitors to the office will be on a business-critical need and by invitation only.</p> <p>The Company must enable extremely vulnerable persons to shield themselves in line with government guideline and following their specific medical advice issued to them.</p> <p>Employees are expected and reminded to follow good NHS hygiene measures at all times.</p> <p>Enhanced cleaning of the building to be undertaken on a regular basis by Covid Marshals and cleaning company.</p> <p>Employers to be provided with products to clean work areas before and after use.</p> <p>Centralised touch free bins to be positioned in all studios.</p> <p>Bathroom occupancy reduced and clear signage to allow for social distancing.</p>	<p>4 x 1 = 4</p>	<p>Individual workers Freelance crew Talent/ models</p>

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	4 x 3 = 12	<p>Non-essential meetings are strongly discouraged.</p> <p>Shutters and doors in each Studio should remain open wherever possible to increase ventilation.</p> <p>All staff and visitors must follow all control measures put in place within the office.</p> <p>COVID Marshalls are responsible for ensuring adherence to the safety measures in place.</p> <p>Details of anyone attending the office will be recorded to enable track and trace in the event of a confirmed/suspected case of Covid.</p> <p>Direct contact between delivery persons and staff must be avoided. Use of company address for personal deliveries suspended.</p>	4 x 1 = 4	Individual workers
Suspected Covid-19 case whilst working at the office Confirmed Covid-19 case.	4 x 4 = 16	<p>If a member of staff develops a high temperature or a persistent cough or feels unwell while at work, they should:</p> <ol style="list-style-type: none"> 1. Return home immediately. 2. Avoid touching anything. 3. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5. All suspected and confirmed cases should be reported to the Wave Manager and HR by either the staff member affected or their representative. 6. All confirmed cases to be documented and reported to the Health & Safety competent person by HR. 7. Staff who came into close proximity to be informed. Personal details of the confirmed case will not be disclosed. <p>In the event of a confirmed case, any employee who has come into close contact with that employee will be sent home and the office will be deep cleaned.</p> <p>In the event of an outbreak PHE will be notified, who will advise on measures to be taken.</p> <p>The Company will prepare contingency plans in anticipation of relapses or changing governmental regulations.</p>	4 x 1 = 4	Individual workers Freelance crew Talent/ models
General travel including travelling to work, public transport and foreign travel.	4 x 4 = 16	<p>Employees should limit travel where possible.</p> <p>Employees should avoid using public transport if possible. Where it cannot be avoided, employees should follow the government's safer travel guidance for passengers.</p> <p>Staff should travel alone using their own vehicle. Where sharing is unavoidable, employees should follow the government's safer travel guidance for passengers.</p>	4 x 1 = 4	Individual workers

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	4 x 4 = 16	<p>Business travel should be avoided unless business critical and approved by the senior leadership team in exceptional circumstances. Teleconference meetings (via Teams or Zoom for instance) should be implemented as much as possible.</p> <p>Travel is not permitted between sites, unless essential to work requirement and approved by an employee's department head, Wave Manager and HRD.</p> <p>In the event the Studio's van needs to be used to move product between Craft Studios and Bonis Hall, employees must travel individually. PPE and a cleaning kit are provided in the van and individuals are required to wipe touchpoints before and after use. If assistance loading or unloading is required, PPE must be worn and every effort made to maintain social distancing.</p> <p>Where a staff member has recently visited abroad, they should follow government guidance and quarantine as necessary and notify HR.</p>	4 x 1 = 4	Individual workers
Entry and egress to site and circulation on site.	4 x 4 = 16	<p>Unless an employee is required to work onsite regularly, admittance to the office must be approved in advance by the Wave Manager so numbers on site can be managed safely, for track and trace purposes and to support hygiene requirements.</p> <p>Employees should only use the appropriate entrance for the building they are assigned to and advised to use.</p> <p>Employees must follow the 'keep left' protocol on site for personal safety, particularly in narrow corridors, on entrance and exit and in confined spaces.</p> <p>Hand sanitizer dispensers are situated at all entry points for staff to use upon entry and exit of the building.</p> <p>Entrance areas should be kept clear to provide plenty of space to enable staff a 2m distance between them whilst waiting to enter site.</p> <p>Regular cleaning of high touch points and frequent use areas, particularly during peak flow times will be conducted.</p> <p>Antibacterial wipes are also available at all these locations. Centralised bins provided for disposal of used wipes.</p> <p>Employees will be assigned a working space (and team if appropriate) and must operate exclusively in that zone as far as possible.</p> <p>Employees are required to wear face coverings at all times in the building (including at their workstation), apart from when eating and drinking. This applies to all employees unless they are exempt from doing so under government guidelines.</p> <p>Non-essential trips to the other parts of the studio and to Bonis Hall are strongly discouraged and the use of telephone or Microsoft Teams is encouraged instead.</p> <p>COVID Marshalls are responsible for ensuring adherence to the safety measures in place.</p>	4 x 1 = 4	Individual workers Freelance crew Talent/ models
Catering, kitchens and refreshments.	4 x 4 = 16	<p>Employees are encouraged to remain on site once they have entered and to avoid using local shops/ cafes if possible. Staff are encouraged to bring their own lunch or use the Bistro delivery service which offers a reduced "Grab and Go" (pre-prepared and packaged) menu.</p> <p>All crockery, eating utensils, cups etc. to be replaced with disposable (recyclable) utensils only.</p> <p>Employees must consume food and refreshments at their workstation or outside if space allows. Social distancing rules must be adhered to whilst eating.</p>	4 x 1 = 4	Individual workers Bistro (Graysons) employees Freelance crew

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	4 x 4 = 16	<p>Individual drink stations are being introduced for each unit and placed in open spaces and will require additional monitoring and cleaning in line with protocol. Employees should wipe these before and after use using the wipes provided.</p> <p>Hand sanitiser is available in several locations in each studio and should be used by all persons when entering and leaving the area and before and after eating.</p> <p>Drinking water to be provided with enhanced cleaning measures of the tap mechanism.</p> <p>All rubbish to be placed straight in the bin by user. Items must not be left for someone else to clear up.</p> <p>Wipes are available next to water coolers, drinks machines and microwaves and employees are required to wipe down before and after use.</p> <p>Enhanced and frequent cleaning will take place in the kitchen area.</p> <p>Employees and other 3rd party staff on site are not allowed in Home Economist kitchens.</p>	4 x 1 = 4	<p>Individual workers Bistro (Graysons) employees Freelance crew</p>
Use of changing rooms.	4 x 4 = 16	<p>Studio 1 changing room occupancy is reduced to ensure social distancing rules can be observed.</p> <p>Changing rooms/ model areas are subject to additional levels of cleaning and sanitisation daily and after each use and external windows will be opened to improve air flow.</p> <p>Hair and makeup artists are required to have completed a Barbicide Certificate and appropriate PPE must be worn by both artists and talent.</p> <p>Suitable and sufficient rubbish bins will be provided with regular removal and disposal.</p>	3 x 1 = 3	<p>Freelance artists Talent/ models</p>
Working within 2 metres of others. Contracting or spreading the virus by not social distancing.	4 x 4 = 16	<p>Only business critical crews will be allowed on site to minimise numbers in studio as far as possible.</p> <p>Where employees are able to work from home, they will continue to do so for now.</p> <p>Meeting rooms at Bonis Hall will be used as an overflow space to allow photographers on e-commerce activity to work independently and to limit numbers at the Studio. The Bistro space can be repurposed as a closed set for TV and content shoots with designated crew only allowed on site.</p> <p>Desks and workstations are configured to allow for social distancing and will be assigned by the Wave Manager. Employees must take all steps to avoid face to face working and should endeavour to work facing away from each other ensuring a 2m distance at all time.</p> <p>Working teams will be assigned to a working zone and fixed team and must avoid mixing with other employees. Where this is not possible, level 2 PPE must be worn and the duration of the activity kept to a minimum.</p> <p>Shoots must be conducted with a limited amount of talent, models and freelance crews to minimise numbers in studio, enable social distancing and minimise opportunities for cross contamination. Mitigating actions including the use of PPE, social distancing and minimising the duration of interactions will be enforced.</p> <p>Only business critical crews will be allowed on site to minimise numbers in studio as far as possible.</p> <p>Employees must avoid engaging in activities where observing at least a 2m distance is not achievable. Where this is not possible, consideration should be given to whether that activity needs to continue. If so, all mitigating actions possible, including wearing PPE and minimising the timeframe, should be taken to reduce the risk of transmission.</p>	4 x 2 = 8	<p>Individual workers Freelance crew Talent/ models</p>

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	<p>4 x 4 = 16</p>	<p>Wave Manager and Covid Marshals will observe/ supervise to monitor distancing.</p> <p>A 'keep left' system is in place around the building.</p> <p>All staff must enter the building via the designated entry point for their building and take the sign-posted route to access their area.</p> <p>Employees are encouraged to hold meetings via Teams rather than face to face.</p> <p>The Wave Manager will manage density of occupation at all times.</p> <p>The company will continue to conduct dynamic risk assessments.</p> <p>Employees are required to wear face coverings at all times in the building (including at their workstation), apart from when eating and drinking. This applies to all employees unless they are exempt from doing so under government guidelines.</p> <p>For First Aid activity where a 2m distance may not be met, level 2 PPE will be provided.</p> <p>IT and Facilities staff, and anyone performing a role which involves transferring equipment/ items to other employees, will be provided with disposable gloves to prevent and reduce potential contamination.</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers. User responsible for storing appropriately.</p> <p>Single use PPE should be disposed of in the PPE bins provided or at home so that it cannot be re-used and potential contamination is controlled.</p> <p>The Company will continue to provide for extended working from home for roles where this is possible, establish clear guidelines and promote healthy work routines and set ups.</p> <p>All equipment should be thoroughly cleaned by the user before and after use. Used wipes to be placed in an appropriate bin.</p> <p>Where employees have to directly pass things to each other, direct contact should be avoided as far as possible.</p> <p>Drop off points should be put in place, where practical, to remove direct contact.</p> <p>The Wave Manager will ensure numbers on site do not exceed safe capacity and COVID Marshals are responsible for ensuring adherence to the safety measures in place.</p>	<p>4 x 2 = 8</p>	<p>Individual workers Freelance crew Talent/ models</p>

Personal Health & Safety.

<p>4 x 4 = 16</p>	<p>Clear signage and information posters with key H&S messages are in place as well as on-going communications via email and employee intranet.</p> <p>Employees will be provided with information about personal H&S and what behaviours are expected of them prior to returning and will be required to sign to acknowledge they have received and aware of this and will comply with the measures laid out.</p> <p>RTO briefing will be provided.</p> <p>Staff are reminded to wash their hands in line with government guidance.</p> <p>Posters remind staff to adhere to 2m social distancing.</p> <p>Staff are aware that they must not come into the workplace if they are unwell in any way.</p>	<p>3 x 3 = 9</p>	<p>Individual workers Freelance crew Talent/ models</p>
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Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	<p>4 x 4 = 16</p>	<p>To control the virus, staff should make every effort to remain in their designated zone for duration of stay and use the facilities assigned to that team/ area and follow instruction/ guidance from the COVID marshals.</p> <p>Model areas will be subject to additional levels of cleaning and sanitisation daily. This includes all external windows being opened to improve air flow.</p> <p>Facilities have reviewed Supplier Readiness; cleaning and waste disposal, adjusted cleaning specifications and schedules, mail handling, amenity providers.</p> <p>Furniture, fixtures, equipment: perspex screens in place, social distancing floor indicators, no sharing of equipment, no hot desking.</p> <p>Employees will be encouraged to download the NHS' Test and Trace App on to their mobile device as part of their health and safety obligations to other colleagues, and to check in using the QR code situated at each entry point.</p> <p>A clear desk policy is in place, other than for those assigned a fixed desk, although it is still encouraged.</p> <p>Photographers are responsible for cleaning their own mobile desk and equipment - cleaning/ sanitisation products are provided.</p> <p>Covid Marshalls will undertake monitoring and supervision to make sure employees are following protocol.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	<p>3 x 3 = 9</p>	<p>Individual workers Freelance crew Talent/ models</p>
<p>Getting or spreading coronavirus through poor hygiene (by not washing hands or not washing them adequately).</p>	<p>4 x 3 = 12</p>	<p>Adequate water, soap and drying facilities will be provided in washrooms/kitchens/refreshment areas.</p> <p>Clear signage in place to remind employees about washing hands and how to do it effectively.</p> <p>Installation of sanitising stations at all entrances and multiple locations around the office.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	<p>4 x 1 = 4</p>	<p>Individual workers Freelance crew Talent/ models</p>
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.</p>	<p>4 x 3 = 12</p>	<p>All high touch equipment and surfaces such as handrails, door-handles switches will be cleaned regularly throughout the day.</p> <p>High touch equipment such as printers will also have cleaning materials for staff to use before and after use, with regular cleaning to be undertaken throughout the day.</p> <p>Movement around the office will be restricted as far as possible to reduce the potential spread of any contamination via touched services.</p> <p>The sharing of work equipment will be avoided by allocating it on personal issue and/ or putting cleaning regimes in place to clean between each user (e.g. changing of IT equipment).</p> <p>Measures will be put in place where possible to avoid human contact with surfaces e.g. leaving open door that are not fire doors, limiting printing, provision of gloves.</p>	<p>4 x 2 = 8</p>	<p>Individual workers Freelance crew Talent/ models</p>

Hazard	Risk Rating	Control measures	Reduced Risk Rating	Persons at risk
	<p>4 x 3 = 12</p>	<p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects, ensure strict enforcement of clear desk policy and remove unnecessary peripherals such as desk phones.</p> <p>Touch free bins are in place to remove the need to touch any bin lids in the course of waste disposal.</p> <p>Covid Marshalls to undertake monitoring and supervision to make sure users are following protocols.</p> <p>Clear reporting process to identify where protocols cannot be followed, are not sufficient or people are not following behaviours expected.</p>	<p>4 x 2 = 8</p>	<p>Individual workers Freelance crew Talent/ models</p>
<p>Increased risk of infection and complications for vulnerable workers.</p>	<p>4 x 3 = 12</p>	<p>The Company will identify employees who fall into one of the following categories:</p> <ul style="list-style-type: none"> - Clinically extremely vulnerable - People self-isolating - People with symptoms of coronavirus - Groups who may be at higher risk of poorer outcomes (see Public Health England report Disparities in the risk and outcomes of COVID-19) <p>The Company will identify how and where someone in one of these categories will work in line with current government guidance.</p> <p>We will discuss with employees what their personal risks are and identify what needs to be done in each case.</p> <p>Staff who are considered extremely vulnerable or high risk should not be expected to attend the workplace and where possible or appropriate they should be supported to work from home.</p> <p>If they are coming into work, the Company must identify how we will protect them through social distancing and hygiene procedures.</p> <p>Employees will be informed to notify HR if they fall into one of these categories, e.g. they receive a diagnosis which changes their status, they begin chemotherapy or fall pregnant.</p>	<p>4 x 1 = 4</p>	<p>Individual workers</p>

**Thank
You**