

Risk Assessment & Method Statement Form V1

Project Name:	Covid 19 plan	Risk Assessment Prepared By:	Jo Beighton
Company:	Platform Post	Date:	02/07/2020
Contact:	Jo Beighton	Actions to be supervised by:	John Cryer
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Relevant Dates:	Until further notice		

	Description of Task	Hazard	Possible Consequences	Control Measures and Personal Protective Equipment (PPE).	Risk Rating Severity X Likelihood		
					S	L	Total
1.	Excessive amount of people in the facility	Covid 19 aerosol or contact transmission	Infection	Where possible staff are requested to work remotely to reduce numbers on site. Clients are requested to review remotely where possible. For those who have to attend we are requesting that everyone adheres to social distancing guidelines. All staff and visitors will be asked to complete a daily declaration that they or any members or their household are not displaying any symptoms of Covid 19. Temperature taking will be recorded daily along with the necessary records on attendance for the purpose of contact tracing should there be a case of Covid 19 within the facility. Hand sanitiser will be available throughout the facility and clients and staff will be reminded of personal hygiene guidelines	3	2	6
2.	Personal Hygiene	As above	As above	Staff and visitors will be reminded to adhere to guidelines on handwashing. Sanitiser will be available throughout the facility and masks and gloves will be provided as required in the common areas.	2	2	4

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3.	Visitors	As above	As above	<p>Clients will be encouraged to use the remote sign-off facilities. Where attendance is essential, we will request to limit the numbers of people attending. Social distancing will need to be adhered to. There will be signage and reminders around the facility. All visitors will need to pre-arrange their attendance with their post producer and asked to sign a declaration on arrival. Whilst we cannot insist on taking a visitor's temperature, we would hope that clients will be cooperative in this safety measure. Anyone displaying a temperature above 37.8 degrees will not be admitted to the facility</p>	2	2	4
4.	Technical Support	As above	As above	<p>Where possible any issues will be dealt with remotely. The MCR team has the ability to access the majority of equipment from MCR and will in the first instance try to resolve any issues in this way. Should they require access to your suite you will be informed and you can leave the suite to minimise contact.</p>	2	1	2
5.	Runner service	As above	As above	<p>Staff and visitors are encouraged to bring their own food and drink at this time. Runners will not be asked to go and pick up food for staff or clients. Access to the kitchen is limited to avoid congestion.</p>	2	1	2
6.	Deliveries	As above	As above	<p>All personal deliveries to Platform have been requested to be suspended. Any essential deliveries for clients will be handled in gloves and cleaned before being passed on to the client/mcr (hard drives etc.) All Couriers that are collecting from Platform will be requested to wait outside the building, 2m away from the door. There will be a designated area for in/out of assets to avoid close contact handing over items to either couriers or staff.</p>	2	1	2
7.	Minimising shared work spaces and equipment	As above	As above	<p>Creatives will where possible have a designated suite. MCR teams will have designated workstations/areas to avoid shared equipment. All personal equipment not to be shared, pens, calculators, keyboards, phones etc</p>	2	2	4

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8.	Reception	As above	As above	Floor markings will be installed to adhere to social distancing. Perspex barriers will be installed around the reception desk. All fruit/magazines etc have been removed to avoid contamination. All bar stools removed to discourage people sitting in reception.	2	3	6
9.	Cleaning	As above	As above	Platform has increased its cleaning specifications and will be cleaning all high traffic touch points on an hourly basis (push plates, door handles, bannisters etc.) All suites will be thoroughly cleaned prior to use, including all monitors, keyboards, tablets, mouse, headphones, microphones etc.	2	2	4
10.	Finishing suites	As above	As above	Where possible we encourage the use of remote sign off. Where a client has to attend a finishing session we will arrange for a separate suite or viewing room to enable the client to monitor the output but not be in the same room as the creative. A VO artist may attend as they are an isolated booth. Again, the client would be encouraged to dial in remotely for a VO but if this is not possible, they will be in a separate space to the engineer recording.	2	2	4
11.	Transport to/from work	As above	As above	Where possible staff will work from home. Those that do have to attend are encouraged to avoid public transport where possible by walking or cycling. Platform has an Uber account for any staff that need to work late at night and the use may be extended with prior consent from management. Shifts will be staggered to minimise contact and staff will be encouraged to find a route and plan that will allow them to travel at less busy times.	3	2	6
12.	Toilets	As above	As above	All toilets will be single occupancy only, the 2 on the ground floor will be reduced to 1 to maintain social distancing. Staff and clients will be requested to use the toilet on their own floor to minimise movement and congestion in the facility. Basement/ground floor using the ground floor toilet. These areas will be cleaned regularly and furnished with paper towels or hand dryers; all towels removed.	2	2	4

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13.	Stairwell	As above	As above	It is difficult to adhere to the 2m social distancing on the stairwell. All staff and clients will be requested to be mindful and courteous when using the stairs and if necessary, break off into the lobbies to allow others to pass.	2	2	4
14.	Printing	As above	As above	The printer will be relocated out of the production office. Any scripts etc will need to be organised via the post producer. All materials will be handled with gloves.	2	1	2
15.	Fire Evacuation, real and false alarm	Potential naked flame, Smoke inhalation	Burns, asphyxia	As 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. Fire marshals should continue to report to the building management team to report their floors clear and social distancing at this time should be observed Staff / Clients to keep to 2m distance at assembly	4	1	4
16.	Displaying symptoms	Covid 19 aerosol or contact transmission	Infection	Individual will be sent home immediately. A dedicated isolation space will be provided if they need to wait for transport. Anyone that 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 keep us informed. Both the workspace and any area that person has been to be deep cleaned asap.	3	2	6
17.	Air conditioning	As above	As above	All air conditioning units have been thoroughly serviced. Filters cleaned and antibacterial spray applied to the coils	2	1	2
18.	Disposal of PPE	As above	As above	There will be PPE disposal lidded bins provided. Please note single use masks, gloves, wipes are not recyclable and must be disposed of in the dedicated bins.	2	1	2

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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.

<p>Severity Rating</p> <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 	<p>Likelihood</p> <ul style="list-style-type: none"> • 1 = Improbable Occurrence • 2 = Possible Occurrence • 3 = Occasional Occurrence • 4 = Frequent Occurrence • 5 = Regular Occurrence • 6 = Common Occurrence
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Example

- Major injury to one person = 3
- Possible to occur = 2
- RISK RATING = 6

Minimum rating = 1, Maximum rating = 36

Generally the risk rating should be limited to ‘4’ in the majority of cases, but that the maximum level of risk permissible is ‘6’. If a Risk Rating is assessed at more than this the activity should not be carried out, or should be re-designed to bring down the level of risk to within the accepted range. Solutions to requirements should always aim to achieve the lowest level of risk possible.

Description of Task; Defines the task to be carried out along with any relevant information about how this is being achieved.
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.



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