

## Covid19 Risk Assessment

Company name: Savalas Limited

Assessment carried out by: Jillian Ogilvie

Date of review: 09/06/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Good Health	All individuals on site.	Anyone entering the building will be asked to sign a health and safety declaration 48 hours prior to entering the building. If their health changes within this time period they must notify the health and safety representative asap.	This will continue under government guidelines until the virus is controlled throughout the country.	All individuals will be sent the declaration by the bookings team before entering the building. It must be signed before entry will be allowed.	Now	Yes

Excessive amount of personnel within the facility	All individuals on site.	All clients and staff are being asked to work remotely on all projects with the exception of ADR Record, VO Record and booking to be mixed in Th1 (Dolby).	Encouraging new and existing clients to work remotely using robust workflows that also allow the work to continue to a high quality.	The bookings team need to coordinate these workflows and then the responsibility lies on the workers to follow through.	Now	Yes
Suspected COVID19 case whilst working in the building	All individuals on site.	A designated room, just off reception, has been set aside as an isolation room. If anyone is unwell and cannot get themselves home safely straight away, the individual needs to wait in the isolation room until someone arrives who can help them. We also encourage all staff to have the track and trace app	If this person has come into contact with anyone else in the building, we will ask that they also self-isolate in accordance with government guidelines. If the Isolation room is used it will be thoroughly cleaned afterwards along with any rooms the person has been in.	The person that is ill themselves has a responsibility to declare this. The H&S rep will also coordinate cleaning of the premises when safe to so do.	Now	Yes

		downloaded on their phone and to stay at home if they are notified about coming into contact with anyone who has tested positive for COVID19.				
Use of Mix Theatres	All individuals working on site	We have created a 'my suite' system meaning each employee will be allocated one suite to work in, they will also only use their own keyboard and mouse.	If for any reason the theatres need to be reallocated to other members of staff, they will be thoroughly cleaned beforehand to ensure the safety of the workforce.	Each individual is responsible and will work with the bookings team to ensure they only work in the one safe area.	Now	Yes
Staff on Site - Arriving by Public Transport	All individuals using public transport	We are currently working from home to eliminate the need to work and travel into the office.	When the times comes for more people to come to work, we will look at staggering hours to reduce the amount of 'rush hour' commuters being around our staff. They will also be provided	Individual arriving at work	When we start having more and more bookings in the building.	Risk assessment carried out

			with masks if need be. If they are finding it difficult, or are anxious about commuting, a taxi service may be utilised.			
Hygiene Practices on Site	All individuals	We are currently getting a deep clean of the full premises before any work is due to start back.	The rooms that will be used will be thoroughly cleaned each day before and after work. If long bookings with clients attending are needed, we will look into cleaning throughout the day in conjunction with current government guidelines.	H&S Rep	Now	In progress
Kitchen	All Individuals	Kitchen area and fridge closed off	We are currently not allowing anyone to use the kitchen facilities at Film City. Each employee is trusted to take in their own food and refreshments. Delivery services will also be available.	All individuals on site	Now	Yes

<p>Front of House Staff Safety</p>	<p>Post-Production Coordinators and Managers</p>	<p>Currently we have no front of house staff working in the building.</p>	<p>On a case by case basis we will look at each booking and if it means someone from reception being present, they will remain behind glass in the office area at a safe distance. No paper cash will be exchanged. If more than one office-based member of staff needs to be on the premises, they will work in separate rooms/offices.</p>	<p>Post Production Coordinators and Managers</p>	<p>Now</p>	<p>Yes</p>
<p>Voice Over/ADR bookings</p>	<p>All working individuals and talent</p>	<p>A separate H&amp;S guidance document will be issued for people coming in for VO and ADR sessions. This includes temperature checks on entry to the building, working in separate rooms and physical distancing</p>	<p>As these demands increase, we will closely monitor the situation to make sure that we are meeting all health and safety standards, these will be adapted if need be.</p>	<p>All working individuals and talent and H&amp;S coordinator</p>	<p>Now</p>	<p>Yes</p>

		with staff at all times.				
Deliveries to the building	All individuals in particular reception staff	No personal deliveries are now permitted at Film City. Any work-related deliveries must be sent to the Health and Safety Rep beforehand so that they know to expect them. These deliveries will be accepted at the Merryland Street entrance only. Deliveries will be handled by gloves.	Deliveries will be monitored and only when expected will deliverymen be allowed to enter the building	All individuals	Now	Yes
High Risk Staff Members	Anyone who has been identified as 'high risk'	Will be asked to work from home in line with current government guidelines	This will continue until we are told by the government it is safe to allow this person back into the place of work	Anyone who has been identified as 'high risk'	Now	Yes

Runners	Runner	We currently don't have runners on site.	When the need for a runner arises, all requests will need to be made via personal telephone numbers. Any food or drink deliveries will be left outside suite doors.	Runners/Clients and craft talent	On full return to building	In process
Hot Desks/Clients in the building	Clients coming to the building	We currently don't have areas set aside for clients to safely hot desk. We also ask that anyone coming into the building comes alone as friends/family members will have to wait outside the building.	As we return to work and clients are allowed in the building more often, we have identified safe areas that can be set off for clients to work in. These areas will need to be booked beforehand as they will be limited.	Clients coming into the building and booking coordinators	On full return to the building	In process
Toilets	All individuals in the building	1 in 1 out system in place with toilets separated for client and staff use. These will be	As the building gets busier, a mixture of temperature checks and regular toilet cleaning will be increased to allow the safety of people using the	All individuals	Now	Yes

		cleaned on a regular basis	facilities. A 1 in 1 out system will remain in place			
Lifts	Anyone with additional access needs	The lifts are currently out of bounds to anyone in the building. Anyone needing in the upstairs section of the building that has additional needs and requires the use of the lift will need to inform the bookings team in advance so the lifts can be deep cleaned and set aside for that sole individual's use whilst in the building.	The '1 in 1 out' system for lifts will remain, however as guidance allows and the building becomes busier we will rely on temperature checks, regular cleans and good hygiene when using the lifts.	Anyone with additional access needs	Now	Yes
Corridors	All Individuals in the building	Whilst we still are encouraging all staff to work from	As the building gets busier a, one way system may be looked into when	All Individuals in the building	On full return to the building	In process



		home where possible, when in the building they must take care in corridors, let people pass and only walk down them when clear and safe to do so. Maintain safe social distancing.	corridors do not allow people to pass at a safe distance.			
Client attendance for sign off and review	Clients	At the moment we are conducting all reviews remotely.	As it becomes safe to be in the building, we will allow client sign-offs in our larger suites to allow safe social distancing. Suites may also be booked out for clients to review without anyone else in the room. Again, whilst in the building, temperature checks and regular cleaning will be conducted. Clients will have the responsibility of letting anyone know if they are feeling unwell.	Clients visiting the building.	On full return to the building	In process

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

Published by the Health and Safety Executive 10/19