

evolutions

Medius House, 2, Sheraton Street, London, W1F 8BH +44(0)207 580 3333

RISK ASSESSMENT

Status of Workforce: Evolutions Staff & Guests
Activity Being Carried Out: Post Production Services and Office
Dates of last review: 3 Jul 2020
Persons receiving this information: Staff & Clients
Person responsible for implementation of H&S Policy: Owen Tyler – Evolutions

Guidance Notes

Severity	5	5	10	10	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Likelihood					

Likelihood	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

Severity	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, monitor for changes. Implement additional control measures required, within the timescales given in risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Hazard Identified	Controls to Minimise Risk	Level of Risk	Post Controls
1. Staff & Clients Numbers onsite	Potential of exposure to COVID-19 <ul style="list-style-type: none"> Clients encouraged and enabled to work remotely. All Operations remote working if possible. All Admin staff remote working. Shifting phased to minimise staff onsite. Shifting phased to spread footfall. 	Severity 4	Severity 4
		Likelihood 4	Likelihood 1
		Risk 16	Risk 4
2. Suspect Case in Evolutions Building	Potential of exposure to COVID-19 <ul style="list-style-type: none"> If a person is showing symptoms, they will be asked to leave site immediately They will be encouraged to get tested through the Government Testing Program https://www.gov.uk/apply-coronavirus-test-essential-workers A dedicated room will be available while transport is arranged if necessary Following any suspect cases all locations the person has frequented will be deep cleaned. Anyone who would have been in close contact with a suspected or known case of COVID-19 will be asked to follow Government guideline and stay home until safe to return to work <p><i>(Close contact is defined by a being close to someone for more than 15 minutes and less than 2 meters apart and/or having direct contact with infectious secretions of a COVID-19 case)</i></p>	Severity 5	Severity 4
		Likelihood 5	Likelihood 1
		Risk 25	Risk 4
3. Congestion in Reception	Potential of exposure to COVID-19 <ul style="list-style-type: none"> A one-way system has been implemented in all sites to prevent people passing. All staff in reception will be preauthorised and scheduled to prevent congestion Reception areas are protected with a barrier ensuring a 2-meter separation between personnel The access control panel allows contactless operation. No gathering is allowed in reception or on reception sofas Traffic flow is clearly marked on floor Gloves, masks and cleansing product are available at any time. All touchpoints are cleaned every 2 hours with anti-bacterial products while the building is manned Training for staff and signage for clients to encourage good practice. All are reminded to follow Government guidelines 	Severity 4	Severity 4
		Likelihood 4	Likelihood 1
		Risk 16	Risk 4
4. Congestion in public areas	Potential of exposure to COVID-19 <ul style="list-style-type: none"> A one-way system has been implemented in all sites to prevent people passing. All staff will be preauthorised and scheduled to prevent congestion Anti-Bacterial hand wash is available at all points of access No gathering is allowed in public areas Traffic flow is clearly marked on floor All touchpoints are cleaned every 2 hours with anti-bacterial products while the building is manned Training for staff and signage for clients to encourage good practice. 	Severity 4	Severity 3
		Likelihood 3	Likelihood 1
		Risk 12	Risk 3

	<ul style="list-style-type: none"> All are reminded to follow Government guidelines 				
5. Congestion in corridors & staircases	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> A one-way system has been implemented in all sites to prevent people passing on staircases All staff will be preauthorised and scheduled to prevent congestion Anti-Bacterial hand wash is available at all points of access No gathering is allowed in public areas Traffic flow is clearly marked on floor All touchpoints are cleaned every 2 hours with anti-bacterial products while the building is manned Training for staff and signage for clients to encourage good practice. All are reminded to follow Government guidelines 	<p>Severity 4</p> <p>Likelihood 3</p> <p>Risk 9</p>	<p>Severity 3</p> <p>Likelihood 1</p> <p>Risk 3</p>		
6. Use of Lifts	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> A one-way system has been implemented in all sites to prevent people passing on staircases A strict 1 person per lift policy is in place. Traffic flow is clearly marked on floor All touchpoints are cleaned every 2 hours with anti-bacterial products while the building is manned Training for staff and signage for clients to encourage good practice. All are reminded to follow Government guidelines 	<p>Severity 4</p> <p>Likelihood 3</p> <p>Risk 12</p>	<p>Severity 3</p> <p>Likelihood 1</p> <p>Risk 3</p>		
7. Use of Kitchens	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> Only one person in a Kitchen at any time Clients are not allowed in Kitchens Microwaves are not to be used by staff or clients. Coffee machines are not in use Kettles are available on request per suite. 	<p>Severity 4</p> <p>Likelihood 4</p> <p>Risk 16</p>	<p>Severity 3</p> <p>Likelihood 2</p> <p>Risk 6</p>		
8. General site hygiene	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> All touch points are cleaned every 2 hours by client services. External cleaners clean all toilets thoroughly twice a day. Hand sanitisers, face masks & cleansing wipes are available for all to use. Deep cleans of all communal areas happen every weekend. Training for staff and signage for clients to encourage good practice. All are reminded to follow Government guidelines Highly visible bins are placed at reception and on each floor for disposal of PPE. 	<p>Severity 4</p> <p>Likelihood 4</p> <p>Risk 16</p>	<p>Severity 3</p> <p>Likelihood 1</p> <p>Risk 3</p>		
9. Reception Desk use	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> Anti-Bacterial hand wash is available at all receptions 	<p>Severity 4</p> <p>Likelihood 4</p> <p>Risk 16</p>	<p>Severity 4</p> <p>Likelihood 1</p> <p>Risk 4</p>		

	<ul style="list-style-type: none"> Reception areas are protected with a barrier ensuring a 2-meter separation between personnel Phones keyboards & work surfaces sanitised between shifts The access control panel allows contactless operation. No gathering is allowed in reception or on reception sofas Traffic flow is clearly marked on floor Only one person is allowed to man the reception desk. Gloves, masks and cleansing product are available at any time. All touchpoints are cleaned every 2 hours with anti-bacterial products while the building is manned Training for staff and signage for clients to encourage good practice. All are reminded to follow Government guidelines 							
10. Staff Desking	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> All Admin staff remote working to minimise staff on site. Shifting phased to minimise staff onsite. Minimum staff on site to maintain social distancing at all times. Only 1-person large GPS desks. Office desks alternated to alternate seat positions and maintain social distancing. Clear indication of seating areas and closed desks Clean desk policy encouraged 	Severity Likelihood Risk	4 4 16	Severity Likelihood Risk	3 1 3			
11. Hot Desking	<p>Potential of exposure to COVID-19</p> <p>Hot Desking is not allowed</p>	Severity Likelihood Risk	4 4 16	Severity Likelihood Risk	3 1 3			
12. Runner Service	<p>Potential of exposure to COVID-19</p> <p>No runner service is offered at this time.</p>	Severity Likelihood Risk	5 5 25	Severity Likelihood Risk	2 1 2			
13. Cash Handling	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> No cash transactions to take place. No runner service is in place 	Severity Likelihood Risk	3 3 9	Severity Likelihood Risk	2 1 2			
14. Access control logins station	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> The access control panel allows contactless operation. Access control screens are sanitised every 2 hours. 	Severity Likelihood Risk	3 3 9	Severity Likelihood Risk	2 1 2			
15. Cleaning of touch points	<p>Potential of exposure to COVID-19</p> <p>All touch points are sanitised every 2 hours</p>	Severity Likelihood Risk	4 3 12	Severity Likelihood Risk	2 1 2			

16. Use of edit suites and studios	Potential of exposure to COVID-19	Severity	5	Severity	4
	<ul style="list-style-type: none"> Remote working is encouraged in every case Each creative has an allocated suite, prevent any suite swapping. A strict 2m social distancing policy is in place for every edit suite. If 2m social distancing cannot be observed only one person is allowed in a suite A comprehensive cleansing regime is in place every day prior to session starting and at end of day Microphones and Headphones are only available on demand and sanitised before use. A kettle and tea making facilities are available on demand for each edit suite. No runner service is in place. Each edit suite will have sanitising products supplied and available at all times. Any Engineer/operator required to attend a suite will maintain 2 m social distancing and will wear face mask and gloves PPE equipment is available from reception if required. 	Likelihood	5	Likelihood	2
		Risk	25	Risk	8
17. Client Attends	Potential of exposure to COVID-19	Severity	5	Severity	4
	<ul style="list-style-type: none"> Remote review is encouraged in every case A strict 2m social distancing policy is in place for every edit suite. If 2m social distancing cannot be observed only one person is allowed in a suite a attend is not possible Alternate rooms can be configured to allow review in a different room to creative if appropriate and requested. A comprehensive cleansing regime is in place every day prior to session starting and at end of day No runner service is in place. Each edit suite will have sanitising products supplied and available at all times. Any Engineer/operator required to attend a suite will maintain 2 m social distancing and will wear face mask and gloves PPE equipment is available from reception if required. 	Likelihood	5	Likelihood	1
		Risk	25	Risk	4
18. Use of Microphones & Headphones and Voice over booth use	Potential of exposure to COVID-19	Severity	5	Severity	4
	<ul style="list-style-type: none"> Microphones and Headphones are only available on demand and sanitised before use and after for edit suites. VO Booths are sanitised before and after use. Alcohol wipes and comprehensive cleansing kit is in place for each room to wipe U87s, boom or equipment which cannot be removed for cleansing. Headphones, spit & guards, are removed, cleansed and quarantined in ziplock bags before each session. VO Booths are deep cleaned on a weekly basis 	Likelihood	5	Likelihood	1
		Risk	25	Risk	4
19. Engineering & Suite Support	Potential of exposure to COVID-19	Severity	4	Severity	4
	<ul style="list-style-type: none"> Any Engineer/operator required to attend a suite will maintain 2 m social distancing and will wear face mask and gloves 	Likelihood	4	Likelihood	1
		Risk	16	Risk	4

	<ul style="list-style-type: none"> Any creative/client in suite will be asked to move to a separate location 				
20. Creatives using multiple suites	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> Remote working is encouraged in every case Each creative has an allocated suite, to prevent any suite swapping. 	Severity	4	Severity	4
		Likelihood	3	Likelihood	1
		Risk	12	Risk	4
21. Client/Staff member arriving with fever	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> All staff and guests have to complete a self-declaration form and be cleared for access by evolutions. No one is allowed on premise if declaring a fever. No one is allowed on premise if any ways symptomatic All Staff and clients to be checked for temperature before access allowed 	Severity	5	Severity	5
		Likelihood	4	Likelihood	1
		Risk	20	Risk	5
22. Temperature Checks	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> All Guests and Staff are required to undergo temperature checks before being allowed on site Temperature checks have to be taken observing 2m social distancing guidelines On sites where automated temperature checks are not in place Guests and Staff will be required to take their own temperature and report results Hand Sanitisers, gloves, Contactless thermometers and instructions will be available for temperature checking 	Severity	4	Severity	4
		Likelihood	3	Likelihood	1
		Risk	12	Risk	4
23. Client/Staff member returning to work	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> All staff and guests have to complete a self-declaration form and be cleared for access by evolutions. No one is allowed on premise if declaring a fever. No one is allowed on premise if any ways symptomatic All Staff and clients to be checked for temperature before access allowed 	Severity	5	Severity	5
		Likelihood	3	Likelihood	1
		Risk	15	Risk	5
24. Suppliers working on site	<p>Potential of exposure to COVID-19</p> <ul style="list-style-type: none"> All suppliers have to complete a self-declaration form and be cleared for access by evolutions. No one is allowed on premise if declaring a fever. No one is allowed on premise if any ways symptomatic All suppliers to be checked for temperature before access allowed 	Severity	4	Severity	4
		Likelihood	3	Likelihood	1
		Risk	12	Risk	4

Authorisation by person completing the risk assessment

RA completed by: Owen Tyler	Job Title: Operations Director
Signature: <i>Owen Tyler</i>	Date: 29/06/20