

# windfallfilms

## COVID-19 RETURN TO WORK RISK ASSESSMENT

This risk assessment identifies the key issues which must be considered and addressed when preparing the premises for the safe return to work to reduce the risks from COVID-19 to a low level. It must be regularly reviewed and updated as necessary in line with any changing government advice/guidance.

Property Details	
<b>Company Name:</b>	Windfall Films
<b>Property Address:</b>	One Underwood Row, London N1 7LZ
<b>Number of Floors:</b>	One Floor in self contained ground floor area with own entrance
<b>Description of Workplace/Activities taking place:</b>	The office area is open plan with various banks of desks set up across the floor. There is a small kitchen area, one meeting room and 3 separate toilet cubicles (male/female/disabled), plus one shower cubicle. There are also 2 edit suites. The whole unit is a self contained area on the ground floor with its own entrance and no shared communal areas with other companies in the building.
<b>Maximum number of occupants:</b>	The number of people required to return to the workplace will be greatly reduced. The majority of staff will continue to work from home where this is possible.
<b>Person responsible for Implementing the controls in this risk assessment:</b>	Martha Pitwood (Office Manager)
<b>Person completing this Risk Assessment &amp; Date of completion:</b>	Anne Shanley (First Option Safety Consultant) 9 <sup>th</sup> June 2020

## Background/Notes:

### The Virus

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

### UK Government Advice

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

The key considerations when reducing the risks are:

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

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

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

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

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i></p>		<p><i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i></p>
Hazard:	To Whom:	
<p><b>People with the virus or who are in the “shielded” or vulnerable categories being in the workplace</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Staff Contractors Visitors</p>	<p>Before returning to work in the building, all staff should be asked to confirm the following:</p> <ul style="list-style-type: none"> <li>• that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days</li> <li>• they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days</li> <li>• that they are not ‘shielded’ or have any underlying health condition which might make them particularly vulnerable to coronavirus</li> <li>• that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.</li> </ul> <p>Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS. Anyone that tests positive for Covid-19 must inform their line manager and office manager and must not return to the office until the self-isolation period and/or symptoms have ceased – if anyone in the office was in close proximity (closer than 2m for more than 15mins) to the person who has tested positive, they will be asked to self isolate as per government guidelines and work from home for 14 days.</p> <ul style="list-style-type: none"> <li>• If any contractors are working in the premises, their company procedures should be checked to ensure that they have procedures in place to ensure their staff are not working with any symptoms. If none in place, then the above declaration should also be obtained from contractors.</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• Visitors to the premises should be avoided where possible. If essential they should be asked the above questions before being allowed entry.</li> <li>• Ongoing temperature checks carried out in the office could be considered as part of a health monitoring regime.</li> </ul>
<p><b>General Work Activities</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment</p>	<p>Staff</p> <p>Contractors</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>• Minimal staff as possible are returning to the workplace. Wherever possible office type activities will be continued to be carried out at home. A revision of staffing levels will be undertaken and monitored. If you want to come into the office, please notify your line manager and office manager in advance so we can manage the number of people in the office at any one time and ensure we comply with the social distancing requirements.</li> <li>• Where possible start/end and lunch times will be staggered and working alternate hours/days to minimise occupancy and thus exposure limits.</li> <li>• Investigations will take place into whether the keypad entry system into the building can be replaced with a fob system or similar to eliminate the touching of the keypad buttons. If this is not possible then when using the keypad entry buttons hands should be washed immediately when entering the building using the gel dispensers that will be available in the reception area.</li> <li>• The ongoing observance of social distancing guidance to apply. There must be at least a 2m distance between workers wherever possible. Desk formations to be redesigned to help achieve this: <ul style="list-style-type: none"> <li>○ The main office area will have desks taken out of service to allow for a 2m separation between workers. (This will be achieved by making desks out of bounds with use of hazard</li> </ul> </li> </ul>

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Hazard:	To Whom:	
		<p>tape). Face-to-face working will be avoided where possible. Desk formations will be in place to achieve side-by-side and back-to-back working as the first choice. As and when office occupancy increases – the desks which are facing each other but do have a 2m distance in place between them will start to be used too – a Perspex screen or similar will be set up on desks that require face-to-face working.</p> <ul style="list-style-type: none"> <li>○ The edit suites will only be able to have 1 person working in them at a time to achieve the 2m distance (Signage informing people of this will be displayed outside each edit suite).</li> <li>● The reception desk will be fitted with a Perspex screen to give additional separation.</li> <li>● Try to avoid unnecessary movement around the office where possible – allow one person to pass by at a time, don't stand and chat in walkways.</li> <li>● All workspaces to be cleaned/disinfected at regular intervals.</li> <li>● You must wipe your keyboard/mouse/screen at the beginning and end of each day and leave your desk completely clear at the end of the day. (Cleaning wipes will be made available for this).</li> <li>● Handwashing facilities with soap and water and hand towels are provided in all the toilets on site. Also, antiseptic gel dispensers (minimum 60% alcohol based) are provided at the entry/exit point and in the kitchen area, and individual gel dispensers will be provided for all those working in the office.</li> <li>● Floor markings and posters will be installed to remind people to keep a 2m distance when walking around the office.</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• Where possible, doors which are frequently used will be held open to reduce the amount of times people have to touch them. All doors must be closed at the end of each day.</li> <li>• Provide good ventilation – open all windows that can be opened. Everyone to take regular breaks outside in the fresh air. Air-con system is up to date with its servicing and maintenance regime.</li> <li>• All unnecessary clutter to be removed to provide more floor space and clear walkways.</li> </ul>
<p><b>Meetings</b> Person to person transmission  Contaminated surfaces/ equipment</p>	<p>Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>• Wherever possible meetings, should be carried out remotely using video conferencing platforms such as Teams, Zoom, skype or similar.</li> <li>• Where this is not possible a 2m distance must be in place between all people present. The meeting room on site will be able to fit 4 people as a maximum (sitting 2m apart) – this maximum number will be clearly displayed on the meeting room door and must not be exceeded.</li> </ul>
<p><b>Kitchen/Food Areas</b>  Person to person transmission  Contaminated surfaces/ equipment</p>	<p>Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>• All food brought onsite should be in a sealed container or individually wrapped. If it is to be placed in the fridge it must be marked with your name on it.</li> <li>• Individual tea bags/coffee sachets/sugar sachets and milk will be available in the kitchens for use – anyone using these must wash their hands first.</li> <li>• Food should not be shared or left out for communal access.</li> <li>• Kitchen area to operate one in and one out system.</li> <li>• Anyone using the kitchen area and equipment within it must wash their hands before entering the kitchen and when they leave the kitchen.</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• Regular cleaning of kitchen areas to be in place. Anyone using any kitchen equipment must wipe it clean with an alcohol wipe immediately after use before anyone else uses it</li> <li>• Clear signage to be installed in area to help inform and direct staff.</li> <li>• Staff encouraged to bring own cutlery/mugs etc or use disposables. If you use the communal mugs/cutlery you must use the same ones throughout the day – it should be placed in the dishwasher (rather than hand washed). Care should be taken to load dishwasher, ensuring to wash hands after placing items in the dishwasher.</li> </ul>
<p><b>Poor Hygiene procedures</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>• Handwashing facilities with soap and water and hand towels are provided in all the toilets on site. Also, antiseptic gel dispensers (minimum 60% alcohol based) are provided at the entry/exit point and in the kitchen area, and individual gel dispensers will be provided for all those working in the office.</li> <li>• Employees should wash or sanitise their hands when they arrive at work and regularly throughout the day when they handle any shared equipment or frequently used objects/surfaces; after using the toilet, before eating, before touching your face.</li> <li>• Information posters on how to maintain proper hand hygiene will be displayed on site.</li> <li>• Staff reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it”</li> <li>• Adequate numbers of suitable, clean toilets with handwashing facilities are provided.</li> </ul>

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Hazard:	To Whom:	
<p><b>Poor Cleaning Regimes</b></p> <p>Contaminated surfaces/equipment transmission</p>	<p>Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>• Enhanced cleaning procedures are in place – all office areas/toilets/showers will be professional cleaned once a day.</li> <li>• All routine touch points will be additionally cleaned throughout the day.</li> <li>• All areas to kept well ventilated. Open windows where possible.</li> <li>• Closed bins which are regularly emptied are provided. Everyone must dispose of waste immediately and not leave it around the workplace.</li> <li>• Everyone must remove their personal belongings at the end of each shift – either take home or store in a locked cabinet/storage cupboard</li> <li>• All equipment should be wiped down with alcohol wipes or similar, regularly and whenever it is used by different individuals.</li> <li>• Any shared areas must be wiped down when one person has finished there before another person starts.</li> <li>• If the shower unit is used it must be cleaned/wiped down by the user before another user enters. Towels must not be left hanging in the shower area when a user has finished – must be removed and stored in personal bag until taken home at end of shift. If this arrangement is not in place then the showers must not be used.</li> <li>• Any hired equipment brought in must be disinfected on arrival.</li> </ul>

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Hazard:	To Whom:	
<p><b>Lack of PPE or misuse of PPE</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• While at work it is critical to emphasise that maintaining the 2m social distancing, enhanced hygiene and cleaning procedures, minimising time spent in close contact etc are the best and the main control measures to help reduce the risks of catching and spreading the virus in the workplace. PPE and face coverings should only be considered as a last resort when all other control measures are not possible to maintain. PPE should be provided where the risk assessment shows it is necessary – it may be necessary for certain activities where it is not possible to maintain social distancing or where equipment has to be handled as it is not possible to sanitise and handwashing/sanitising isn't readily available. (The need for PPE is very unlikely in this workplace setting. If someone thinks it is necessary then the task should be re-assessed to see if it is essential or if it can be carried out in a safer manner).</li> <li>• If you are travelling to and from work on public transport, as in line with government guidance a face covering must be worn.</li> <li>• If face masks are worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested). However, these are in short supply and rightly prioritised for health workers. If FFP type masks are not available, surgical masks provide some protection against asymptomatic spread by the wearer.</li> <li>• Anyone using a face mask or covering should be given information on how to use it and dispose of it safely. The WHO has a useful guide: <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks</a>. The main points are:</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>○ Before putting on a mask, clean hands with soap and water or alcohol based hand wash.</li> <li>○ Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.</li> <li>○ Avoid touching the mask while using it – if you do you must clean your hands immediately.</li> <li>○ Replace the mask as soon as it is damp and do not re-use single use masks.</li> <li>○ To remove the mask, remove it from behind – do not touch the front of mask – discard immediately by double bagging it and placing in a closed bin. If a face covering is being used and is washable, - wash in line with manufacturer’s instructions. Clean hands immediately.</li> </ul> <ul style="list-style-type: none"> <li>● Disposable gloves may be useful for situations where hand washing or sanitizing is not readily available or possible. However, gloves are only a ‘second skin’ and therefore wearers need to continue to apply hygiene precautions (not touching the face) and they should be hygienically disposed of and a new pair used as frequently as possible.</li> </ul>
<p><b>Mental health</b></p> <p><i>Infectious disease outbreaks like coronavirus (COVID-19), can be worrying. This can affect mental health. Individuals may notice:</i></p>	Staff	<p>Be aware of yours and others anxiety and concerns during these challenging times. Be aware of and apply the following strategies where possible:</p> <ul style="list-style-type: none"> <li>● If you are taking any prescription medications, make sure you have enough and readily accessible.</li> <li>● Keeping a realistic perspective of the situation based on facts is important. Stay informed but set limits for news and social media. Use trustworthy and reliable sources to get your news.</li> <li>● Read up-to-date, factual information</li> <li>● Keep up your healthy routines including exercise,</li> </ul>

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Hazard:	To Whom:	
<ul style="list-style-type: none"> <li>• <i>increased anxiety</i></li> <li>• <i>feeling stressed</i></li> <li>• <i>finding yourself excessively checking for symptoms, in yourself, or others</i></li> <li>• <i>becoming irritable more easily</i></li> <li>• <i>feeling insecure or unsettled</i></li> <li>• <i>fearing that normal aches and pains might be the virus</i></li> <li>• <i>having trouble sleeping</i></li> <li>• <i>feeling helpless or a lack of control</i></li> <li>• <i>having irrational thoughts</i></li> </ul>		<ul style="list-style-type: none"> <li>• Ensure you get a good night's sleep</li> <li>• Keep hydrated</li> <li>• Keep a balanced diet,</li> <li>• Avoid excess alcohol,</li> <li>• Use relaxation techniques,</li> <li>• Improve your mood by doing something creative,</li> <li>• Stay connected to others</li> <li>• Try to anticipate distress, seek support and support each other</li> </ul> <p><b>For further advice go to:</b> <a href="https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19">https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19</a></p>

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Hazard:	To Whom:	
<p><b>Travel to and from the workplace from home</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• Wherever possible public transport should be avoided.</li> <li>• Travel to and from work should where possible be done alone by private transport, cycling or walking.</li> <li>• If private transport is not available then privately hired transport such as taxis should be considered, maintaining social distancing and good hygiene practices as far as possible. The transport company's hygiene/cleaning protocols should be checked.</li> <li>• If public transport can not be avoided, then where possible maintain social distancing, good hygiene practices, and keep the time in close proximity to others to a minimum. You must wear a face covering as per government guidance. Avoid peak times where possible.</li> </ul>

Emergency Arrangements e.g. Fire, First Aid
<p><b><u>Fire</u></b></p> <p>Fire arrangements remain unchanged, refer to the Fire Evacuation arrangements for the building which are displayed at each call point/fire exit. During an emergency such as a fire alarm people may temporarily breach the 2-metre distance guideline.</p> <p>As staff on site will be reduced, checks to be made to ensure there are an adequate number of fire wardens still in place, as the fire wardens could be working from home. There should be at least 1 fire warden.</p>

## **First Aid**

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

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

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

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

### **Detail how this risk assessment will be communicated to all relevant parties:**

- This risk assessment will be emailed to all staff who will be coming into the workplace
- A copy will be posted on the company website and employees directed where to find it
- A copy will also be displayed in the office.
- Below is a link to the government guidance notice that you should display in your workplace to show you have followed the government guidance:

**[Staying COVID-19 Secure in 2020](#)**



**Sign Off by Person Responsible for Health & Safety on site:**

<b>Name:</b>	<b>Role:</b>	<b>Signature:</b>
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Overall Risk Level when all controls are in place and fully implemented: *(Please Tick)* ✓

<b>LOW -</b> ✓	<b>MEDIUM -</b>	<b>HIGH -</b>
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