

**ISLAND**  
STUDIOS

**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>	Island Studios
<b>Property Address:</b>	<p>Island Studios consists of Black Island Studios and Dukes Island Studios. Both premises are based in West London:</p> <p><b>Black Island Studios:</b> Alliance Road, London W3 0RA</p> <p><b>Dukes Island Studios:</b> Dukes Road, Western Avenue, London W3 0SL</p>
<b>Description of Premises/Activities taking place:</b>	Both buildings offer a film/tv studio complex with 6 stages in Black Island and 3 stages in Dukes Island, together with office space, dressing rooms, make-up/wardrobe spaces which are hired out to productions. Dukes Island also has an office area for Island Studios employees.
<b>Person responsible for Implementing the controls in this risk assessment:</b>	David Taaffe (Chief Operating Officer)
<b>Person completing this Risk Assessment &amp; Date of Risk Assessment:</b>	Anne Shanley (First Option Safety Consultant) 18/06/20

## 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 the loss of or change to your sense of smell or taste. 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: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>. 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** – Strict controls will 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 at work</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Staff Visiting Productions</p>	<p>Upon arrival at work, all workers will be asked to complete a written declaration stating:</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> <li>• Ongoing temperature checks as described below for all employees of production will be carried out as part of the health monitoring regime.</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 must not return to work until the self-isolation period and/or symptoms have ceased – if anyone at work was in close proximity (closer than 2m for more than 15mins not wearing a face mask) 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>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• <b>Visiting productions will have to complete a visitor Health Attestation and digital temperature checks must be carried out on site on each day of attendance (This will be the responsibility of each production to manage). Each production must also inform the studio manager of anyone who is sent home with a high temperature and/or Covid symptoms and if anyone tests positive for covid.</b></li> </ul>
<p><b>General Work Activities</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Staff Visiting Productions</p>	<ul style="list-style-type: none"> <li>• Minimal staff as possible are returning to the workplace. Wherever possible work activities will be continued to be carried out at home. A revision of staffing levels will be undertaken and monitored. If you need to come into the office, please notify your line manager in advance so we can manage the number of people in the workplace at any one time and ensure we comply with the social distancing requirements.</li> <li>• Where possible, start times will be staggered/working on alternate days/hours to minimise occupancy and thus exposure limits.</li> <li>• The ongoing observance of social distancing guidance to apply. There must be at least a 2m distance between workers wherever possible. Where this can not be achieved the following mitigating controls must be actioned: <ul style="list-style-type: none"> <li>○ Keep the activity time involved as short as possible</li> <li>○ Use back-to-back or side-to-side working (rather than face-to-face) wherever possible</li> <li>○ Reducing the number of people each person has contact with by using “fixed teams or partnering”</li> <li>○ Increasing the frequency of hand washing</li> </ul> </li> </ul>

<p>Hazards Identified and Risks Arising</p> <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>Risk Assessment &amp; Precautions Required</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:	
		<ul style="list-style-type: none"> <li>○ Wearing of face masks</li> <li>● Office workstation formations and make-up room designs will be redesigned to help achieve the 2m distance. Where this is not possible Physical barriers such as Perspex screens will be considered to help with separation where required.</li> <li>● All the stages will have their own entrances and exits and will operate as segregated self contained units to reduce the risk of any cross contamination of people/equipment.</li> <li>● All meeting rooms/dressing rooms/make-up rooms/office spaces have been allocated a maximum occupancy limit – these are clearly signed on each room and must not be exceeded.</li> <li>● All toilets will operate a 1 in 1 out system – this is clearly signed and external doors will be fitted with an engaged/vacant sign on the outside to show when the toilet is occupied.</li> <li>● Clearly marked one-way systems are in place across all areas and must be adhered to.</li> <li>● Floor markings have been installed to identify 2m distances/stand/wait positions.</li> <li>● All workspaces to be cleaned/disinfected at regular intervals.</li> <li>● Handwashing facilities with soap and water and paper towels are provided in all the toilets on site. Antiseptic gel dispensers (minimum 60% alcohol based) are provided at all entry/exit points and in all kitchen areas.</li> <li>● Wherever possible, doors which are frequently touched will be propped open during the working day – any fire doors which are held open must be fitted with a dorguard and closed at the end of the working day.</li> </ul>

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Hazard:	To Whom:	
<p><b>Meetings</b> Person to person transmission  Contaminated surfaces/ equipment</p>	<p>Staff Visiting Productions</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.</li> <li>• All meeting rooms have been allocated a max number of occupants to ensure a 2m distance can be maintained – this is clearly identified by signage at the entrance point.</li> </ul>
<p><b>Kitchen/Food Areas</b>  Person to person transmission  Contaminated surfaces/ equipment</p>	<p>Staff Visiting Productions</p>	<ul style="list-style-type: none"> <li>• The onsite canteens will be closed for the time being. For visiting productions a hot box service can be delivered to the stage door for production to collect and distribute themselves within the stage.</li> <li>• All food brought onsite should be in a sealed container or individually wrapped.</li> <li>• Food should not be shared or left out for communal access.</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>• Any kitchen equipment or surfaces that are touched must be wiped clean by the user with the cleaning wipes that will be left in the kitchens.</li> <li>• All Kitchen areas to operate one in and one out – this is clearly signed in all kitchens.</li> <li>• A one way system is in place in all kitchens, this is clearly signed and must be followed.</li> <li>• Staff encouraged to bring own cutlery and mugs 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</li> </ul>

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Hazard:	To Whom:	
		dishwasher (rather than hand washed). Care should be taken to load dishwasher, ensuring to wash hands after placing items in the dishwasher.
<p><b>Poor Hygiene procedures</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Staff Visiting Productions</p>	<ul style="list-style-type: none"> <li>• Handwashing facilities with soap, water and paper hand towels are provided in all the toilet areas. Antiseptic gels dispensers (minimum 60% alcohol based) are also provided at all entrances and exits, and in all kitchen areas.</li> <li>• Everyone should wash/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 and when leaving the building.</li> <li>• Information posters on how to maintain proper hand hygiene are displayed on site.</li> <li>• Everyone reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it”.</li> </ul>
<p><b>Poor Cleaning Regimes</b></p> <p>Contaminated surfaces/equipment transmission</p>	<p>Staff Visiting Productions</p>	<ul style="list-style-type: none"> <li>• Enhanced cleaning procedures are in place.</li> <li>• A deep clean/fogging of all stages will be carried out each night.</li> <li>• A Cleaner will be on site throughout the working day, constantly cleaning all routine touch points such as door handles, bannisters, door entry buttons etc. Toilets and kitchen areas will also be cleaned throughout the day.</li> <li>• All areas to kept well ventilated. Open windows and doors where possible.</li> <li>• All bins will be regularly emptied.</li> <li>• All equipment should be wiped down with alcohol wipes regularly and whenever it is used by different individuals. (This includes keyboards, touch screens, edit equipment etc)</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>• Any shared areas must be wiped down when one person has finished there before another person starts.</li> <li>• Any equipment which is hired out to productions will be cleaned/sanitised before issue and on return of all kit.</li> <li>• Any hired equipment brought on site by productions must be cleaned/sanitised on arrival by the production.</li> </ul>
<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> <p>Visiting Productions</p>	<ul style="list-style-type: none"> <li>• PPE protects the user against health or safety risks at work. It includes items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</li> <li>• Face coverings, which the UK government have made mandatory to wear on public transport are not PPE. It is a simple cloth covering worn on your face to cover your mouth and nose. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</li> <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:</li> </ul>

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> <li>○ It has been decided that when staff and visiting productions are in communal areas a surgical face mask or face covering should be worn as an additional control measure in case the 2m distancing is breached at any point.</li> <li>○ Staff should wear a face mask (ideally a FFP2/3 type which afford some protection against inhaled infection, or if not available, a surgical mask which will provide some protection against asymptomatic spread by the wearer), when carrying out any cleaning of equipment and for any other essential tasks that require a breach of the 2m distancing rules – eg two people carrying out a manual handling task or setting up equipment.</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: <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> </li> </ul>

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Hazard:	To Whom:	
		<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. Hands must be washed after taking the gloves off.</li> </ul>
<p><b>Mental health</b></p> <p>Infectious disease outbreaks like coronavirus (COVID-19), can be worrying. This can affect mental health. Individuals may notice:</p> <ul style="list-style-type: none"> <li>increased anxiety</li> <li>feeling stressed</li> <li>finding yourself excessively checking for symptoms, in yourself, or others</li> <li>becoming irritable more easily</li> </ul>	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> <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> </ul>

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Hazard:	To Whom:	
<ul style="list-style-type: none"> <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>• 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>
<p><b>Travel to and from work</b></p> <p>Person to person transmission</p> <p>Contaminated surfaces</p>	Staff	<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. Avoid peak times where possible. Wear a face covering.</li> </ul>

## Emergency Arrangements e.g. Fire, First Aid

### Fire

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.

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. All fire doors must be closed at the end of each day.

### First Aid

The number of first aiders on site will be checked. There should be at least 1 first aider on site. 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
- A copy (or a summary) will be posted on the company website where there are more than 50 staff and employees directed where to find it
- A copy will also be displayed on site.
- 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:**

Overall Risk Level when all controls are in place and fully implemented: *(Please Tick)* ✓

LOW -



MEDIUM -

HIGH -