



Covid-19 Control Policy

27 May 2020

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This document is a high-level framework to provide guidance and support for the effective assessment and management of Coronavirus (COVID-19) risk whilst operating in and around the dock10 facility.

Detailed risk assessments have been prepared for specific areas within the dock10 facility (*e.g. studios, edit suites and galleries*) and relevant areas will be discussed with each production customer.

This should be read in conjunction with "Working safely during coronavirus (COVID-19)" published by gov.uk

In doing this dock10 will:

- Make arrangements to ensure social distancing is maintained as the principal control measure against the spread of Coronavirus
- Not allow anyone displaying symptoms of Coronavirus (a fever, persistent new cough or the loss or change in sense of smell or taste) to enter the building
- Not allow anyone who should be isolating because someone in their household has the symptoms of Coronavirus to enter the building
- Ensure only essential personnel will be allowed in the building
- Work with the site landlord to ensure the wider site is safe for our staff, customers, visitors and contractors

Dock10 Ltd is committed to ensuring the health and wellbeing of its staff, customers, visitors and contractors. It will risk assess all workplace activity to take account of coronavirus (COVID-19).

WORKING SAFELY

In doing this dock10 will:

- Ensure training is given to all staff to ensure they understand the control measures that have been put in place
- Ensure all visitors, customers and contractors are given a safety induction, so they understand the controls dock10 has in place
- Seek confirmation from all third parties that they have risk assessments and control measures in place to ensure the safety of all those they come into contact with
- Advertise feedback methods around the building enabling anybody to confidentially report any safety concerns
- Maintain appropriate stocks of cleaning and safety equipment

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WORKING SAFELY

In doing this dock10 will:

- Ensure staff who are working from home or furloughed have regular contact with their manager to ensure they are kept updated
- Continually monitor the effectiveness of control measures and modify them as required in line with Government Guidance and industry accepted best practice
- Ensure action is taken if the control measures are not being followed. This action may include a request to comply or being removed from site for more serious or persistent breaches
- Ensure any staff member concerned with mental health issues can access a range of services via Mental Health First Aiders, HR and line managers

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KEY CONTROL MEASURES

- Individual activity risk assessments should be consulted before any work activity is undertaken
- All staff that can work from home will be asked to do so, unless expressly requested by their line manager
- Only operationally essential staff are to enter the facility
- The number of people in the building and in any specific area will be limited in line with social distancing rules
- In consultation with clients it will be agreed how many people can be in each area

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KEY CONTROL MEASURES

- Safety notices and social distancing reminders will be posted around the building
- As required, a one-way system will be implemented around the building to enable social distancing
- Where social distancing is difficult to achieve, screens or other physical devices will be installed
- Infrared door releases will be provided on some exits to reduce high use touch points
- People with vulnerability to the effects of Covid-19 should not attend the facility and stay at home, unless there is a specific risk assessment and controls to ensure their safety

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KEY CONTROL MEASURES

- Cleaning routine will concentrate on touch points and common areas (e.g. toilets, kitchens and rest areas)
- Cleaning materials will be made available for staff to clean their work areas
- Where possible, reduce the number of people each person has contact with
- Food and drink preparation should be avoided where possible. If required this should be subject to a separate risk assessment (e.g. only pre-packaged food should be used and hygiene protocols must be followed)