



Risk Assessment:

Post Production working during Coronavirus Pandemic

Friday, 26 June 2020

Risk Assessment

This assessment together with any supplementary assessments should be communicated to all parties involved.

If you do not fully understand anything included in this document or the risk assessment process, do not proceed without seeking clarification from a competent person.

A Risk Assessment of any activity relies on the competence and experience of those individuals evaluating and supervising it.

Risk Assessment

Brief Description of task/activity:

Post Working during Coronavirus Pandemic

Location/s:

Working in Edit Suites Audio Rooms VFX Rooms, Grading Suite, Media Hub,
General Office Areas At MediaCityUK and Home working

Author:

Paul Houghton

Risk Evaluation and Control

AVAILABLE CHOICES (SEVERITY):

VERY LOW	= Injury - No First Aid Needed
LOW	= Injury - First Aid Needed
MEDIUM	= Injury Requiring a Doctor
HIGH	= Debilitating Injury or Ill Health
VERY HIGH	= Death.

AVAILABLE CHOICES (LIKELIHOOD):

VERY LOW	= Highly Unlikely
LOW	= Rare
MEDIUM	= Medium
HIGH	= Probable
VERY HIGH	= Near Certainty.

- Potential Severity is the most severe outcome possible if the hazard were to cause an incident.
- Likelihood is whether, under the circumstances, the hazard could cause an incident.
- Stop / Go assesses whether the risk is acceptable. Use the table overleaf to look up the result.
- For an activity to proceed, the analysis after controls are applied must result in “GO” for all the hazards identified
- Describe what needs to be done to control the risk under “Control Measures Required”. Provide details of the specific arrangements, responsibilities and references to other documents under “Other Actions Required”.

Hazards identified and risks arising	Analysis Before Controls			Control Measures Required	Analysis After Controls			Other Actions Required and References to Arrangements
	Potential Severity	Likelihood of an Incident	Stop / Go?		Potential Severity	Likelihood of an Incident	Stop / Go?	
Identify and list what hazards could cause significant harm, how and to whom.								
Infection from coronavirus whilst at work through contact with others or after contamination from a surface. People at risk are: staff, customers, contractors and visitors.	Very high	High	Stop	(Page 6/7/8)	Very high	Very low	Go	(Page 9)

CONTROL MEASURES REQUIRED

- dock10 to follow all government advice at a corporate level.
- all staff to follow social distancing, wash hands regularly, avoid touching face, not come in if unwell.
- Vulnerable/high risk staff to work from home.
- cleaning routine to concentrate on touch points.
- cleaning materials made available to staff clean work area.
- staff to clean work areas after work shift.
- minimise on-site working wherever practicable
- provide support for remote working wherever / whenever practicable
- coordinate activity / communications / health assessment with all site visitors including customers, contractors and the general public.
- ensure customers and Contract staff are asked to confirm they are well and they read the Action Sheet for Post Production.

CONTROL MEASURES REQUIRED

- Ensure Social distancing is continued in the event of an incident in the suite requiring the presence of engineering support this may mean all others have to leave the area.
- Ensure areas are cleaned down by engineers before and after engineering support work.
- All workstation positions (keyboard, mouse, phone, desk surface) to be cleaned after individual use.
- Ideally, staff should use only one workstation per operational shift.
- ensure appropriate non-Covid-19-related controls are in place for workers temporarily re-assigned / re-located.
- Advice to be given to all staff and contractors working at home on workstation layout.
- All used cups, cutlery, plates and food waste are to be cleared by staff using gloves and loaded directly in to the dishwasher. The person doing so should not touch any thing else until the gloves have been removed and placed in an appropriate bin and they have washed their hands.

CONTROL MEASURES REQUIRED

- Food and drinks service should be done using gloves. Where possible this activity should be suspended.
- Edit/Grade Suite working to be single person occupancy
- Dubbing Suite Working to be single person occupancy
- Client viewings provided via remote viewing solutions
- Media Hub to be staffed by maximum 2 people presence in main area. Any additional required presence to be accommodated in other areas (e.g. Flexi 1, edit suites)
- QC Rooms single occupancy
- Post Producers on site to be located in suitable office space to enable efficient SD working.

OTHER ACTIONS REQUIRED AND
REFERENCES TO ARRANGEMENTS

- Each area needs to ensure the arrangements are reflected in their area plans are being followed. Any failure in the operation to observe the arrangements to be reported

		LIKELIHOOD OF AN INCIDENT OCCURRING				
		Near Certainty = VERY HIGH	Probable = HIGH	Medium = MEDIUM	Rare = LOW	Highly Unlikely = VERY LOW
P O T E N T I A L H A R M	Death = VERY HIGH	STOP	STOP	STOP	STOP	GO
	Debilitating Injury / Ill Health = HIGH	STOP	STOP	STOP	STOP	GO
	Injury Requiring a Doctor = MEDIUM	STOP	STOP	STOP	STOP	GO
	Injury Requiring First Aid = LOW	STOP	STOP	STOP	GO	GO
	Injury Not Requiring First Aid = VERY LOW	STOP	STOP	STOP	GO	GO