



Risk Assessment:

Working in the Studio Block at MediaCityUK and
at home offices 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. If such people are not part of the core team (e.g. Rigging, SFX, etc.) then they will need to be contracted in and should supply their own supplementary risk assessment.

Risk Assessment

Brief Description of task/activity:

Working During Coronavirus Pandemic

Location/s:

Working in the Studio Block at MediaCityUK and at home offices

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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 Identify and list what hazards could cause significant harm, how and to whom.	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?	
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

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.

- dock10 to follow all government advice at a corporate level.
- All Staff that can work at home will be asked to do so. Only operationally essential staff to go in to work.
- The number of people in the building and in any specific area is to be limited (see area risk assessments)
- Customers are to be told how many people they can bring into the studios
- Customers and contractor are to be notified they are not to come into the building if they are showing symptoms or if a member of their household is. Notices are to be placed at entrances and exits to remind people.
- A one-way system is to be implemented for movements inside the building.
- If social distancing can't be achieved screens or other physical devices are to be used.

CONTROL MEASURES REQUIRED

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- If work tasks requirements require people to work close together eg a two-person lift. This is to be risk assessed and face coverings or PPE made available if required.
- all staff to follow social distancing, wash hands regularly, avoid touching face, not come in if unwell. Notices are to be placed in entrances, exits and common areas to remind people
- vulnerable staff to be sent home unless a risk assessment shows they can work safely in the building with the controls available.
- Cleaning routine to concentrate on touch points and common areas such as toilets, kitchens and rest areas.
- cleaning materials made available to staff clean work area.
- staff to clean work areas after work shift.
- minimise on-site working wherever practicable.
- Use team working to minimise the contact between groups of workers and where possible reduce inter-area working to reduce contact between workers.

CONTROL MEASURES REQUIRED

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- Food and drink preparation should be avoided where possible and if required should be subject to a separate risk assessment. Only prepack aged food should be used and social distancing and hygiene protocols must be followed.
- provide support for remote working wherever / whenever practicable
- coordinate activity / communications / health assessment with all site visitors including customers, contractors and the general public.

OTHER ACTIONS REQUIRED AND
REFERENCES TO ARRANGEMENTS

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- 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