

**CONSULTANT'S COVID-19 RISK ASSESSMENT
(PERIPATETIC WORK)**

Company:	First Option Safety Group				
Activity	Consultants working on location				
Location address:	Various				
Date or period risk assessment covers:	May 2020 - ongoing				
Head of Production Safety	Chris McNally	Landline:	0203 301 1256	Mobile:	07715 091160
Head of Events, Studios & Corporate Safety	Jonathon Bradbury	Landline:	0203 301 1256	Mobile:	07718 308097

For help and guidance in filling in this form you can log into the resources area of the First Option Website or call our Safety Advice Line

If you need health & safety or high risk advice call the First Option Safety Advice Line	0203 301 1256 Option 1
If you don't know your user name and password for the website contact your Head of Production or call	0203 301 1256 Option 2
If you require safety training, go to the First Option Website or call	0203 301 1256 Option 3
If you need safety equipment, go to the First Option Equipment Website or call	0203 301 1256 Option 4

Procedure & Method recommended

1. Identify significant hazards
2. Identify who is at risk
3. Evaluate what controls required
4. Record findings on risk assessment and implement controls.
5. Review and update as required.

Brief description of what is intended: *For clarity this may include supplementary sketches/diagrams/storyboard/checklists*

This risk assessment covers additional controls in place for consultants who have to work on location during the current Covid-19 outbreak to reduce the risk of infection. For the purposes of this assessment, location is any place to which the consultant may have to travel to in order to undertake work required and is designated by the client.

This risk assessment has been produced as of 26th May 2020 and is to be reviewed as subsequent government issued guidance or requirements becomes available.

It is a requirement for each consultant to read and understand this risk assessment and to contact their Line Manager if any elements of their proposed work fall outside this risk assessment.

List experts engaged – including all from the pre-vetted list on the First Option website. E.g. Aircraft, Armourers, Catering, Diving, Lasers, Flying Ballet, Hoists/Hydraulic Platforms, Location Lighting, Scaffolding/Riggers, Stunts, SFX.

N/A

Detail your fire, first aid, emergency and welfare arrangements:

<p>Fire:</p> <ul style="list-style-type: none"> Do you have adequate means of fire detection and a means of raising the alarm in place? Are there adequate numbers of fire exits which are unlocked, signed, and kept clear at all times? Are there adequate numbers of fire extinguishers in place? Will everyone be briefed on the emergency arrangements in place? Daily checks carried out to ensure all controls are being implemented? 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>First Aid</p> <ul style="list-style-type: none"> First aiders/First Aid Kits/Paramedics in place as required? List details (including location details of nearest A&E): 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>Welfare:</p> <ul style="list-style-type: none"> Adequate heating and ventilation provided? Drinking water available? Washing and changing facilities provided if necessary? 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Detail how the work will be safely managed and communicated to all relevant parties:
Include details of the site rules, arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings, welfare facilities and fire and emergency procedures. Also include any arrangement for the controls of specific risks such as falls from height/collapse of structure

- Where necessary a site induction or briefing via email will be provided to all relevant people before any work commences
- Suitable welfare facilities will be provided at location.
- Adequate co-operation and co-ordination to be sought from all venue owners/operators regarding emergency arrangements and procedures.
- Copies of risk assessment to be attached to call sheets or emailed to all staff.
- Copies of the risk assessment to be provided to venue owners and other relevant interested parties on request.

Tick the hazards identified then refer to the guidance available on the First Option Website. Login with your company username and password to see the guidance on any of the hazards below

WHAT HAZARDS ARE INVOLVED?

Access/egress	<input type="checkbox"/>	Overhead Power Lines	<input type="checkbox"/>
Abseiling	<input type="checkbox"/>	Overseas – Working Abroad	<input type="checkbox"/>
Animals	<input type="checkbox"/>	Parachuting	<input type="checkbox"/>
Asbestos	<input type="checkbox"/>	Paragliding	<input type="checkbox"/>
Audience	<input type="checkbox"/>	Physical Effects	<input type="checkbox"/>
Bungee Jump	<input type="checkbox"/>	Practical Flame	<input type="checkbox"/>
Camera cranes and jibs	<input type="checkbox"/>	Public Participation	<input type="checkbox"/>
Camera operations – shooting from vehicles	<input type="checkbox"/>	Quad Bikes/ATVs	<input type="checkbox"/>
Cameras - steadicam	<input type="checkbox"/>	Radiation	<input type="checkbox"/>
Candles	<input type="checkbox"/>	Railways	<input type="checkbox"/>
Children	<input type="checkbox"/>	Revolves	<input type="checkbox"/>
Cold Weather	<input type="checkbox"/>	Rigging	<input type="checkbox"/>
CosHH – Hazardous Substances	<input type="checkbox"/>	Rostra & Risers	<input type="checkbox"/>
Disabled People	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>
Diving	<input type="checkbox"/>	Scenery & Props – Construction & Design	<input type="checkbox"/>
Doorstepping	<input type="checkbox"/>	Scenery & Props - Electricity	<input type="checkbox"/>
Driving	<input type="checkbox"/>	Scenery & Props – Manual Handling	<input type="checkbox"/>
Electricity (General)	<input type="checkbox"/>	Self-Op Shooting	<input type="checkbox"/>
Electricity (In studios)	<input type="checkbox"/>	Sharps	<input type="checkbox"/>
Excavations	<input type="checkbox"/>	Slips/Trips/Falls	<input type="checkbox"/>
Fire/Flammable material	<input type="checkbox"/>	Smoke & Smoke Effects	<input type="checkbox"/>
Flying (Aircraft)	<input type="checkbox"/>	Snow Effects	<input type="checkbox"/>
Food	<input type="checkbox"/>	Soldering	<input type="checkbox"/>
Forklift Trucks	<input type="checkbox"/>	Special Effects	<input type="checkbox"/>
Gas Safety (Mains or Compressed)	<input type="checkbox"/>	Sports	<input type="checkbox"/>
Glass	<input type="checkbox"/>	Spot Operators	<input type="checkbox"/>
Grids in Studios	<input type="checkbox"/>	Strobe Lighting	<input type="checkbox"/>
Helicopters	<input type="checkbox"/>	Stunts	<input type="checkbox"/>
Helium Balloons	<input type="checkbox"/>	Suspended Scenery	<input type="checkbox"/>
Hoists/Hydraulic Platforms	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>
Hot Air Balloons	<input type="checkbox"/>	Vehicles in Studios	<input type="checkbox"/>
Kitchens	<input type="checkbox"/>	Vehicles with Extendable Masts	<input type="checkbox"/>

Ladders	<input type="checkbox"/>	Video Walls	<input type="checkbox"/>
Lasers	<input type="checkbox"/>	Violence	<input type="checkbox"/>
Lifting Operations & Lifting Equipment	<input type="checkbox"/>	Water as a prop or effect	<input type="checkbox"/>
Lighting in Studios	<input type="checkbox"/>	Weapons	<input type="checkbox"/>
Location Lighting	<input type="checkbox"/>	Weather	<input type="checkbox"/>
Locations & Temporary Studios	<input type="checkbox"/>	Work Patterns/Working Hours	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>	Working at Height	<input type="checkbox"/>
Make-up/Hairdressing & Costume	<input type="checkbox"/>	Working on or near water	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Zip Up Towers	<input type="checkbox"/>
Mines	<input type="checkbox"/>	Other – please specify:	<input type="checkbox"/>
Mobile Access Towers	<input type="checkbox"/>	COVID-19	<input checked="" type="checkbox"/>
New & Expectant Mothers	<input type="checkbox"/>		<input type="checkbox"/>
Noise	<input type="checkbox"/>		
Hazards Identified and Risks Arising <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>		Risk Assessment & Precautions Required <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 sources (e.g. contractors, premises management, resource providers etc.)</i>	
Hazard:	To Whom:		
PREPARATION AND PLANNING			
Provision of Information & Training	Consultants, Client Staff	<ul style="list-style-type: none"> All First Option Consultants have attended a comprehensive Covid-19 training session prior to working onsite for a client. As part of their job role consultants are required to regularly review industry-specific guidelines and protocol documents – including those released by organisations other than First Option Staff are regularly updated on learnings and developments with regard to Covid-19 and associated control measures through training and information provided through meetings and briefings Line managers maintain regular contact with Consultants on the ground, ensuring that any queries or concerns are dealt with in a timely manner. 	
Cooperation & Coordination with the Client	Consultants, Client Staff	<ul style="list-style-type: none"> Consultants are expected to engage in pre-production planning prior to any on-site support or client site visits, this may include; <ul style="list-style-type: none"> Reviewing the client’s own health & safety measures, including production & Covid-19 specific risk assessments, prior to arriving for work. Assessing any Covid-19 protocols covering areas such as hygiene, site cleanliness, social distancing measures, plus how key pinch points such as catering and welfare facilities are being managed. Where necessary, these measures will be reviewed by a member of the wider safety team, including Advice 	

		<p>Line Advisors, passing on any feedback onto the attending Consultant.</p> <ul style="list-style-type: none"> First Option staff on site will comply with all reasonable requests, protocols, and measures in place. Copies of this assessment will be provided to clients on request.
Unnecessary Contact Planning meetings, Recces, Etc.	Consultants	<ul style="list-style-type: none"> Wherever practicable, in-person work including production meetings, briefings and recces will take place remotely. <p>First Option Management will consider whether in-person Consultant visits are necessary on a case-by-case basis.</p>
ONSITE MEASURES		
Person-to-Person Transmission Transportation	Consultants, Client Staff, Public	<ul style="list-style-type: none"> Where possible consultants should travel to site alone by private vehicle. For Consultants that do not have access to a private vehicle then privately hired transport such as taxis should be considered and used, maintaining social distancing and good hygiene practices as far as possible. Consultants will check the transport company's hygiene protocols are suitable and in place. Consultants may use public transport and where possible maintain social distancing, good hygiene practices, and where necessary keep the time in close proximity to others to a minimum. Consultants should also follow government guidance on wearing of Face Coverings. First Option and consultants will liaise with clients to ensure that travel to and from jobs is at lowest risk possible. <p>Where possible consultants should liaise with clients to see whether call times can be staggered to avoid having to travel at peak times</p>
Person-to-Person Transmission Accommodation	Consultants	<ul style="list-style-type: none"> Use of overnight accommodation is to be avoided. If absolutely necessary, single occupancy accommodation should be obtained and the hygiene and social distancing measures associated with the accommodation should be confirmed before use.
Person-to-Person Transmission Health Declarations	Consultants, Client Staff, Crew, Talent, Contributors	<ul style="list-style-type: none"> First Option Consultants are asked to complete a health declaration that requires them to confirm that. <ul style="list-style-type: none"> that they are not currently suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days that they are not currently classed as Clinically Extremely Vulnerable as per guidance from NHS England. that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS. If any person develops symptoms, or thinks they may have come into contact with someone who has Covid-19, they are not to attend set and should be isolated

		<p>for a minimum 7 days and not return to set for at least a further 14 days.</p> <p>Consultants may have to complete multiple declarations, in order to comply with client requirements.</p>
<p>Person-to-Person Transmission</p> <p>Hygiene</p>	<p>Consultants, Client Staff, Crew, Talent, Contributors</p>	<ul style="list-style-type: none"> • Handwashing facilities should be provided by the client wherever possible with soap and paper hand towels. • First Option will provide their Consultants with suitable Alcohol hand gel (60%) for use where washing facilities are unavailable. • Consultants are advised wash or sanitize their hands regularly and immediately after handling equipment or objects that may carry the virus. (This also includes any work equipment)
<p>Person-to-Person Transmission</p> <p>Physical Separation</p>	<p>Consultants, Client Staff, Crew, Talent, Contributors</p>	<ul style="list-style-type: none"> • Wherever possible physical separation of at least 2m should be maintained. It is highly unlikely that any work expected of a Consultant will require them to work within less than a 2m distance • If 2m separation cannot be achieved, you should consider whether the activity should continue. If necessary, the hierarchy of control should be followed: <ol style="list-style-type: none"> 1. Eliminate. Does the activity really need to be done? Are there other ways of achieving the same thing? 2. Reduce. Minimise the number of people involved at any one time, for the shortest period (less than 10 minutes ideally) 3. Isolate. Keep groups of crew who must work within 2 metres together as teams and separate from others if possible 4. Control. Consider and enhance authorisation process for these activities and provide additional supervision 5. PPE. Use PPE (masks and gloves) as a last resort and immediately dispose of used equipment and wash hands. <p>Where possible consultants should avoid working in small enclosed spaces, such as OB trucks and galleries. Further measures and assessment are required for working in these spaces.</p>
<p>Person-to-Person Transmission</p> <p>Personal Protective Equipment (PPE)</p>	<p>Consultants, Client Staff, Crew, Talent, Contributors</p>	<p>Use of PPE should be the last form of control when other options have been exhausted however Consultants may utilise some items of PPE for specific purposes, such as where it is not possible to maintain social distancing for certain tasks for periods of 15 minutes or less or where equipment has to be handled which it is not possible to sanitize</p> <ul style="list-style-type: none"> • If masks are to be worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested against the wearer spreading the virus if they are infected. • The FFP and surgical type masks deteriorate over a relatively short time and therefore need to be renewed regularly and disposed of carefully. • Disposable gloves will be worn for any contact with equipment or set dressing. These need to be used

		<p>with care if they are to afford protection and disposed of carefully. Spare gloves will be made available for crew to change after each task/session</p> <ul style="list-style-type: none"> All single use PPE including masks and gloves should be disposed of at the end of each task or shift so they cannot be re-used. Where disposal facilities are not provided by the client, Consultants are advised to double bag used PPE and store it for 72 hours prior to putting it into general waste. <p>Upon removing any PPE, the wearer must wash their hands thoroughly with hand soap or sanitiser.</p> <p>All consultants are issued a PPE pack from the Stores. When they require which includes:</p> <ul style="list-style-type: none"> 5 x FFP3 masks 5 x nitrile gloves 3 x Hand Sanitiser <p>Consultants can request where needed:</p> <ul style="list-style-type: none"> 1 x Visor 1 x Goggles 1 x Infrared thermometer
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Head of Production Safety	Signature:	Date:
Name: Chris McNally		
I am satisfied that I have read the above risk assessment and it constitutes a proper and adequate risk assessment in regard to the risks of COVID-19.		
Head of Events, Studios & Corporate	Signature:	Date:
Name: Jonathon Bradbury		
I am satisfied that I have read the above risk assessment and it constitutes a proper and adequate risk assessment in regard to the risks of COVID-19.		