

RISK ASSESSMENT

Production Company:	First Option Safety Group
Name of Production:	Office and Stores
Location address:	Orwell House, 16-18 Berners Street London W1T 3LN
Date or period risk assessment covers:	May 2020

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: <i>For clarity this may include supplementary sketches/diagrams/storyboard/checklists</i>
<p>This risk assessment covers the work activities undertaken in the First Option Office and stores in Berners St with particular reference to the control measures in place to prevent spread of and infection from Covid-19. Work in the office area is mostly basic computer-based office work. The stores house stock with a small work area.</p> <p>There are 3 meeting rooms which are used for meetings and training courses although these are not currently in use for either. Currently all departments are working from home except for the Stores department who are working from home and at the office.</p> <p>Stores work in two areas of the building. The First Option office on the 4th floor and in the Garage area on Berners Mews</p>

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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input checked="" 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 style="text-align: center;">University College Hospital 235 Euston Road London NW1 2BU</p>	<p>Yes <input checked="" 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 checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input checked="" 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 emailed to all staff.

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 checked="" type="checkbox"/>	Overhead Power Lines	<input type="checkbox"/>
Abseiling	<input type="checkbox"/>	Overseas – Working Abroad	<input type="checkbox"/>
Animals	<input type="checkbox"/>	Parachuting	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Zip Up Towers	<input type="checkbox"/>
Mines	<input type="checkbox"/>	Other – please specify: office working	<input checked="" type="checkbox"/>
Mobile Access Towers	<input type="checkbox"/>		<input 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:		
Contamination and contact with surfaces during commute to and from work.	Staff	<ul style="list-style-type: none"> All staff currently work from home with the exceptions of Stores staff. Ensure wherever practicable, that transport into the workplace is undertaken individually with minimal contact with others. Where private transport via foot, cars or bikes is not possible consider taxis – Ensure good hygiene measures are maintained. If no other means are possible, use public transport ensure social distancing is observed so far as is reasonably practicable. If it is necessary to break social distancing, ensure this is for the minimum amount of time possible. Wear face coverings as per current government guidance Start times are staggered to help ensure travel outside of peak times is possible. Team members having to travel to the office for work are provided with hand sanitiser for commute. Team are provided with laptops to aid working at home. Staff shall not enter the office unless necessary and work cannot be conducted from home. Team look to rotate days in and out of the office to prevent the need for travelling. 	
Staff , relatives and housemates contracting Covid 19	Staff, members of the public	<ul style="list-style-type: none"> Before returning to/working in the office staff are expected to sign a medical declaration detailing. <ul style="list-style-type: none"> that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days they have not (as far as they are aware) been in contact with anyone with 	

		<p>coronavirus symptoms within the previous 14 days</p> <ul style="list-style-type: none"> ○ that they are not ‘shielded’ or have any underlying health condition which might make them particularly vulnerable to coronavirus ○ that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. <ul style="list-style-type: none"> ● Anyone developing symptoms while at work will be sent home (by private transport) and told to seek medical advice from the NHS. ● As of 14th May 2020 workers who cannot work from home and who develop symptoms can order a government test. If Stores workers develop symptoms we would ask them to apply for a test through Gov.uk. ● If any relatives/housemates are known to have contracted the virus, this shall be reported to senior management immediately, and the COO informed.
Contamination between office staff	Staff	<ul style="list-style-type: none"> ● Number of staff working in the office is kept to a minimum. ● A distance of at least 2 metres between each staff member is observed at all times. Stores team have moved their workstations around the office to maximise distancing. ● Good hygiene measures are maintained by staff members. Including regular hand washing of 20 seconds or more and hand sanitising stations provided. ● Where contact between staff may be necessary such as during lifting operations, adequate PPE is worn in the form of protective gloves and FFP3 masks. ● Lifts are used one at a time in order to ensure social distancing measures are observed. If this is not possible, the stairs shall be used.
Parcels and packages entering the office.	Staff, members of the public	<ul style="list-style-type: none"> ● Where possible all deliveries are made to the Stores directly on Berners Mews to avoid having members of the public enter the office areas. ● Social distancing is followed when delivering and collecting any parcels from the reception area, or if delivered direct to the office ● Where possible delivery notes are signed remotely. Where this is not possible gloves are worn whilst handling the courier’s device and then disposed of appropriately. ● Where suitable, ensure parcels, packages and equipment are disinfected upon arrival.

Contaminated surfaces and equipment.	Staff	<ul style="list-style-type: none"> • The office and equipment within are cleaned regularly. • Personal equipment (headsets, mics, radios etc) are cleaned by individuals before use each day. • All routine regularly touched contact points such as door handles and tables are included in the cleaning regime.
Infection through poor ventilation	Staff	<ul style="list-style-type: none"> • When occupied, staff will ensure the office and stores areas are well ventilated with a through draft achieved by opening windows at each end of the office or keeping the stores double doors open.
Lighting	Staff	<ul style="list-style-type: none"> • lighting levels comply with the Workplace regulations. • Desk lamps are available where required. • Windows and blinds are provided to reduce glare. • The stores team have relevant contact details to rectify any lighting issues.
Musculo-skeletal injury arising from increased manual handling activities.	Staff	<ul style="list-style-type: none"> • Deliveries are primarily made to the stores area in Berners Mews reducing the need for manual handling. • The need for manual handling activities in the general office has been eliminated where possible through use of mechanical aids such as lifts. • Use of trolleys & manual handling aids are used to transport goods • Regular breaks are taken by staff to recover from manual handling activities. • Stores staff undertaking manual handling activities are rotated where possible • Stores staff have had Manual Handling training
Exposure to chemicals	Staff	<ul style="list-style-type: none"> • COSHH regulations are to be complied with. • Risk assessments have been conducted for chemicals including sanitisers and cleaning materials. • Safety data sheets are available for the chemicals present.
Access and Egress	Staff	<ul style="list-style-type: none"> • Floors/stairs in access/egress routes are in good condition and kept free of all obstructions. These are maintained and inspected by the landlord. • Any concerns regarding access and egress are raised by the stores team the facilities management team are contacted. • Lifts are used one at a time in order to ensure social distancing measures are observed.
DSE	Staff	<ul style="list-style-type: none"> • DSE regulations are complied with. • The stores team are provided with the appropriate adjustable equipment to ensure their workplace comfort.

		<ul style="list-style-type: none"> • Stores team report in daily to senior team via the Store Manager and can raise any issues at those points which are then addressed.
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Head of Production Safety	Signature:	Date:
Name: Chris McNally		May 2020
I am satisfied that I have read the above risk assessment and it constitutes a proper and adequate risk assessment in respect of this production.		