

# Covid-19 Risk Assessment



ENVY has maintained a full post-production service throughout the crisis. Almost all the usual services are available, albeit with some caveats and restrictions on client attendance. As an employer and service provider we have statutory duties in relation to health and safety at work for our staff and our clients and we have implemented strict protocols to ensure we will do everything possible to provide and maintain a safe environment at all our sites.

The below risk assessment has been created using Government, NHS and WTO advice and will be under regular review and updated when government advice changes.

Risk		Controls in place	Persons at risk
Staff and visitors attending	H	Social distancing enforced across the facility: <ul style="list-style-type: none"> <li>- Where possible staff will work from home to minimise attendance.</li> <li>- MCR areas split and if necessary, to other buildings to ensure 2m rule can be adhered to</li> <li>- All office areas assessed for 2m rule, and appropriate changes implemented with people being split into teams to alternate and reduce attendance</li> <li>- Clients not attending viewings with our operators present in the same room (remote viewings suggested)</li> <li>- Clients encouraged to use remote offline editing service</li> <li>- Currently no in suite runner service available</li> <li>- MCR / Engineers instructed to stick to 2m distancing if physically attending issues</li> <li>- All visitors asked to sign a declaration that they or anyone else in their family currently do not have symptoms</li> <li>- Temperature screenings at reception for all staff and visitors as they walk in at Rathbone Place and Mortimer Street, as these as higher traffic buildings (no data kept)</li> <li>- Hand sanitising stations available at reception and throughout facility with their use encouraged</li> </ul>	Anyone on site

		<ul style="list-style-type: none"> <li>- Staff who pass goods to others supplied with disposable gloves</li> </ul>	
Surfaces in the facility	H	<p>Comprehensive cleaning programme:</p> <ul style="list-style-type: none"> <li>- All facilities cleaned regularly by an external cleaning company</li> <li>- Cleaning company has been instructed to pay additional attention to high traffic areas including handrails, lift buttons and door plates</li> <li>- Any suite occupied by a new client will have technical equipment (inc mice, keyboards) cleaned prior to use</li> <li>- VO booths cleaned after each use, pop shields and headphones rotated so they are not used by more than one person within 72 hours</li> <li>- Runners put on an hourly rota to clean high traffic surfaces including lift buttons, handrails, handles, door plates and taps</li> <li>- Hand sanitising stations available throughout the facility</li> <li>- WC supplied soap is now antibacterial and paper towels are provided.</li> </ul>	Anyone on site
Staff and Visitors adhering to basic hygiene	M	<ul style="list-style-type: none"> <li>- Clear signage around the facility informing people to wash their hands regularly</li> <li>- Hand sanitizer stations made available and clearly marked</li> <li>- All staff reminded of best practice hygiene regularly by HR and management</li> </ul>	Anyone on site
Displaying Covid19 symptoms	H	<p>Our suspected case policy enforced:</p> <ul style="list-style-type: none"> <li>- Individual displaying symptoms sent home immediately</li> <li>- Designated isolation space in which to place them if suitable transport is not immediately available</li> <li>- Anyone they have come into close contact with (close contact being currently within 2 m for more than 15 mins) to be informed and asked to monitor themselves</li> <li>- Area the individual was working in or has visited deep cleaned as soon as possible</li> </ul>	Anyone on site
Deliveries arriving in the facility	H	<p>Clients informed of our delivery policy:</p> <ul style="list-style-type: none"> <li>- All couriers and packages and not allowed past reception</li> <li>- All deliveries should arrive in disposable packaging</li> <li>- A designated Library team member wearing disposable gloves will pickup the delivery and take away to be sanitized before passing onto the MCR</li> <li>- MCR also provided with disposable gloves</li> </ul>	Reception, Library, MCR
Reception	H	<p>Perspex barriers in place at all receptions that are open</p> <p>To avoid unexpected visitors, the Production teams will be informed of any attendance by clients and</p>	Receptionists and FOH Bookings staff

		reception will be informed.	
Visitors	M	<p>Social distancing adhered to with clear signage and a distanced queuing system including floor markings</p> <p>In buildings where this is possible, separate entrances and exits implemented and/or signage in outside spaces making it clear how to arrive at one of our buildings</p>	Visitors queuing for reception
Signing in system	L	<p>Sign in screens cleaned on an hourly basis and after each use</p> <p>Hand gel made available next to sign in kiosks with all visitors instructed to use it</p>	Visitors
Runners service	M	<p>Runners service into rooms has been suspended due to social distancing</p> <p>Staff and clients to bring in their own food</p> <p>Kitchen areas are not accessible to visitors</p> <p>Runners use pre-paid contactless cards for external purchases</p> <p>Runners are using disposable gloves when handling anything passed to others</p>	Runners, Clients
Finishing staff moving between suites	M	<p>Creatives have been assigned fixed suites (unless a specific technology in a room is required)</p> <p>Appropriate cleaning products have been made available if they need to switch rooms for any reason</p>	Creatives
Clients attending finishing sessions in person	H	<p>Due to social distancing company policy currently is:</p> <ul style="list-style-type: none"> <li>- Clients cannot be in the same room as a Creative to ensure the safety of our staff</li> <li>- Producers are encouraging Clients to use remote review solutions (either live streams or file)</li> <li>- Any client wanting to attend our facility to review sessions has to be approved by senior management</li> <li>- VO artists are allowed in the facility, but they will be isolated in the VO booth, with the director attending remotely</li> </ul>	Creatives, Clients
Lifts	H	<p>All lifts are used to go up only with only one person at a time with stairs to come down. Signs indicate appropriate use</p> <p>People with mobility issues should report to reception so alternative arrangements can be made</p>	Anyone on site
WCs	H	<p>Outer doors will be held open to allow people to see if the toilets are in use</p> <p>At peak times users may have to queue outside in the corridor, keeping to social distancing rules</p>	Anyone on site
Air-con systems	H	Air-con filters changed frequently	Anyone on site

		We also have fresh air system in every suite	
People coming into contact with disposed PPE	M	Waste bins for PPE located at all entry points and outside staff kitchens  Waste from these areas will be managed in accordance with government guidelines and best practice	Anyone on site
Fire evacuation	M	Threat to life from fire in the event of an alarm is greater than the risk of virus spread  Evacuation should be the priority and carried out in the usual fashion. Fire marshals should continue to report to the building management team to report their floors clear and social distancing at this time should be observed  Staff / Clients to keep to 2m distance at assembly points where possible	Anyone on site
Staff using Biometric locks	M	Biometric main entrance door lock covered to avoid use during the day  For MCR areas where biometric locks are present, staff trained to use hand sanitizer immediately after using	Staff
Staff using public transport	M	Managers to encourage staff to analyse their route to work, to ensure they travel in the least crowded way possible  Cycling and walking encouraged  Where possible, shift patterns altered so staff can arrive and leave at less busy times of day  Staff working on site only when they cannot work from home	Staff