

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>Exposure from others due to:</p> <ol style="list-style-type: none">1) Living with someone with a confirmed case of COVID-192) Have come into close contact with a confirmed case of COVID-193) Being advised by NHS Track and Trace or a public health agency that contact with a diagnosed case has occurred.	<p>Staff Freelancers Visitors</p>	<ul style="list-style-type: none">· Follow latest government guidance in relation to staying alert and safe, social distancing and self-isolation.· Any existing risk-assessments (disability, young persons or new / expectant mothers) have been reviewed.· Maintain contact with line-management and follow company policy / guidance.· Reduce the amount of time using public transport and to implement social distancing where possible (2m where possible or maintaining a 1m distance and taking suitable precautions.)· Follow good hygiene measures at all times.· Limit interaction with people outside of your household or support bubble (if applicable) as much as possible. Do not approach delivery staff at home or in the studio.· High Risk groups, those which are being shielded, must work from home until 31st July. From August 1st, should they wish to attend the studio, they must inform Coffee & TV of their high-risk statement before entering the studio.· Follow instructions to self-isolate if contacted by NHS Track and Trace.	<ul style="list-style-type: none">· Low	<p>Operations Director to keep up to date with government guidance.</p> <p>Existing policies to be reviewed by Operations Director.</p> <p>HODs to be given up to date government guidelines and company policy.</p> <p>Social distancing to be maintained throughout studio.</p>

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
Suspected case whilst working at Coffee & TV	Staff Freelancers Visitors	<p>If a team member, freelancer or visitor to Coffee & TV develop a high temperature or a consistent cough whilst in the studio, they should:</p> <ul style="list-style-type: none">· Return home immediately· Wear appropriate PPE· Avoid touching anything· Report to the Covid Safety Supervisor present· Complete incident report form· Cough or sneeze into a tissue and put it in a bin, or if they do not have a tissue, cough and sneeze into the crook of their elbow.· They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.		

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>Pre-Production meetings: Person to person transmission</p>	<p>Staff Freelancers Visitors</p>	<p>The risks of Covid-19 will be considered during pitching and pre-production process, including the potential for:</p> <ul style="list-style-type: none"> · Work to be completed virtually where possible. · All non-essential face to face meetings will be cancelled. · Essential meetings will be held in well ventilated rooms with appropriate social distancing in place, with the appropriate amount of people for the meeting space provided. · Hand sanitiser will be provided at all meetings. · Meetings may also be held outdoors where social distancing can be maintained. · Wherever possible face to face meetings will be replaced with video calls and phone conference calls. · All non-essential face to face training will be cancelled. · All recruitment interviews will be replaced with video calls and phone interviews. <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity that is deemed essential to the business, appropriate mitigation methods will be put in place:</p> <ul style="list-style-type: none"> · Increased hand washing · Increased environmental cleaning · Keeping the activity time as short as possible · Reducing the number of people each person has contact with by monitoring studio attendance. 	<ul style="list-style-type: none"> · Low 	<p>Producers will monitor effectiveness of virtual meetings.</p> <p>Operations Director to ensure the allocated meeting space is safe.</p>

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>Employees and attending clients working from the studio:</p> <p>Person to person transmission</p>	<p>Staff Freelancers Visitors</p>	<p>Each person entering the studio will register on arrival and departure.</p> <p>On arrival they will be asked to complete a Health Declaration stating:</p> <ul style="list-style-type: none"> · That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 14 days; · They have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days; · That they are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus; and, · That they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. <p>All staff, freelancers and visitors will be asked to have their temperature taken at reception.</p> <p>All corresponding data will be stored in compliance with the GDPR.</p> <p>Anyone developing symptoms while at work will be sent home immediately (by private transport) and told to seek medical advice from the NHS.</p> <p>Coffee & TV will use the minimum number of essential people in the studio at any time, arranging activity so that the number of people in the studio is kept as low as possible throughout the project.</p> <p>People who wish to work from home will continue to do so.</p> <p>Client and staff arrival time will be staggered to reduce the possibility of overcrowding in communal areas.</p> <p>All staff, freelancers and visitors to wash or clean their hands before entering or leaving the offices.</p> <p>Hand sanitiser pumps available in each work area and entrance and exit points.</p> <p>Clear signage displayed regarding cleaning hands at entry and exit points, and communal areas.</p> <p>Visitors confined to strictly defined areas in reception and taken only to their allotted suite to avoid unnecessary movements around the building.</p>		<p>Operations Director to:</p> <p>Monitor declaration responses.</p> <p>Review declaration to ensure it is still relevant and in line with COVID-19 guidance and company risk assessments.</p> <p>Review response rate.</p> <p>A process will be followed for employees to provide feedback on new working arrangements.</p> <p>The Operations Director will ensure that the above process is developed and will monitor and address concerns/ issues raised.</p>

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>Studio Set up:</p> <p>Person to person transmission</p> <p>Contaminated surfaces / equipment transmission</p>	<p>Staff Freelancers Visitors</p>	<p>Where possible, studio activities will continue to be carried out at home.</p> <p>Everyone in the studio will practice effective social distancing while in and around the building, while involved in work activities and when travelling to and from work wherever possible, by:</p> <ul style="list-style-type: none"> · Avoiding non-essential contact with others · Keeping a safe distance of at least 2 meters · Avoiding physical contact (e.g. hugs, handshakes) <p>If staff, freelancers and visitors choose to work from the studio, a suitable workspace should be chosen that allows a physical separation of at least 2 metres to be in place between workers.</p> <p>Where possible desks have been rearranged with a minimum separation between them – where necessary screens have been fitted.</p> <p>Masks must be worn by visitors, freelancers and staff in all communal areas of the studio.</p> <p>We have made the following adaptations to the premises and our policies to support social distancing:</p> <ul style="list-style-type: none"> · Hot Desking is prohibited. · Where possible people in close proximity should work side by side. We have erected Perspex screens between each workspace. In suites where this is not possible back to back seating has been arranged rather than facing each other. · Use of the lift should be avoided. If it is essential to use the lift, capacity will be limited to one person at a time. · All deliveries (drives, food, equipment etc) will be dropped 2 metres before reception on the 1st floor. · There will be a limit to the number of people allowed in meeting rooms and suites at any one time. Notices advising the maximum capacity will be displayed clearly outside each space. <p>The length of time spent in the suites will be limited. Coffee & TV staff and visiting clients will be encouraged to take regular breaks outside for fresh air.</p> <p>Workspaces will be cleaned/disinfected before and after use.</p> <p>Non-essential materials such as magazines will be removed from reception and all public spaces.</p> <p>The studio will be well ventilated at all times with sufficient facilities for enhanced hygiene measures.</p> <p>Handwashing facilities will be provided with soap and water wherever possible. Where this is not possible antiseptic gel dispensers (minimum 60% alcohol based) will be provided at the entrance of the studio, in all shared spaces and in each suite and meeting room.</p> <p>All Coffee & TV staff and visiting clients will be told not to come into the studio if they have any Covid-19 symptoms.</p> <p>Blinds will be kept open across the studio, and will not be drawn closed at night – minimising the areas where the virus could be difficult to remove.</p> <p>The risks of Coffee & TV employees who have to commute on public transport will be considered and, if possible, alternative arrangements will be made. Other means of transport such as cycling are encouraged with additional bike storage available to accommodate this. Where possible, travel on public transport will be arranged to avoid peak times; start / finish times changed accordingly.</p>	<ul style="list-style-type: none"> · Low 	<p>Operations Director will send out monthly questionnaires for employees to provide feedback on working new working arrangements.</p> <p>Operations Director to monitor concerns/ issues raised.</p>

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>Hygiene Procedures:</p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Staff</p> <p>Freelancers</p> <p>Visitors</p>	<p>Handwashing facilities will be provided wherever possible with soap, water and paper hand towels. Where handwashing facilities are not immediately available antiseptic gels dispensers (minimum 60% alcohol based) will be provided.</p> <p>Employees will wash or sanitize their hands regularly and immediately after handling equipment or objects that may carry the virus.</p> <p>Information on how to maintain proper hand hygiene will be supplied to all people on site. Posters will be displayed and reminders given in company briefings.</p> <p>A purpose built "sanitising station" will be at the entrance of 71 Broadwick Street and in the foyer of both floors at Coffee & TV.</p> <p>Adequate numbers of suitable, clean toilets with handwashing facilities will be provided, checked and maintained regularly. The use of paper towels will be encouraged over hand dryers.</p> <p>Increased environmental cleaning, especially around toilets and restrooms; special attention will be paid to frequently touched surfaces such as handles, toilet flushes, handles, light switches etc.</p>	<ul style="list-style-type: none"> · Low 	<p>Facilities Manager to monitor cleaning / sanitising stock.</p> <p>Facilities Manager to review signage requirements and if additional signage is needed.</p>

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>Cleaning Regimes:</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Staff Freelancers Visitors</p>	<p>Enhanced deep cleaning procedures will be in place across the studio.</p> <p>The studio will be 'fogged' daily before opening.</p> <p>Suites, Meeting Rooms and all shared spaces will be cleaned and disinfected at regular intervals throughout the studio's opening hours and cleaned professionally after closing.</p> <p>All routine touch points such as door handles, bannisters, coffee tables, dining tables etc. will be cleaned/disinfected regularly.</p> <p>All areas will be kept well ventilated.</p> <p>Closed bins will be regularly emptied and provided in all areas of the studio.</p> <p>All equipment will be wiped down with antiseptic wipes regularly and whenever they are used by different individuals.</p> <p>Personal equipment (laptops, laptop chargers, Wacom pens, headsets etc.) to be cleaned before each day and at regular intervals throughout the day. Personal equipment will be labelled to identify users where possible.</p> <p>Any hired equipment will be disinfected on arrival.</p> <p>Equipment will only be handled by designated department members responsible for that equipment to help avoid any potential cross-contamination.</p> <p>Anyone loading / unloading deliveries will wear gloves. Any deliveries received will be further disinfected by allocated person/s.</p>	<p>· Low</p>	<p>Facilities Manager to monitor cleaning / sanitising stock.</p> <p>Facilities Manager and nominated Covid Safety Officers to manage cleaning rota and audit quality of cleaning throughout the day.</p>

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>PPE Use:</p> <p>Person to person transmission</p> <p>Contaminated surfaces / equipment transmission</p>	<p>Staff</p> <p>Freelancers</p> <p>Visitors</p>	<p>Runners will wear masks as they move around the studio. Employees, freelancers and visitors may also choose to wear a mask in communal areas. Following government advice, this is currently optional.</p> <p>Employees and visitors will be reminded to always wear masks on public transport and encouraged to wear masks in other public spaces.</p> <p>Protective masks will be provided by Coffee & TV.</p> <p>Anyone using a mask will be given information on how to use it and dispose of it safely. The WHO has a useful guide: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks. The main points are:</p> <ul style="list-style-type: none"> · Before putting on a mask, clean hands with soap and water or alcohol based hand wash; · Cover mouth and nose with mask and make sure there are no gaps between your face and the mask; · Avoid touching the mask while using it – if you do you must clean your hands immediately; · Replace the mask as soon as it is damp and do not reuse single use masks; · To remove the mask, remove it from behind – do not touch the front of the mask – discard immediately in a closed bin. Clean hands immediately. 	<ul style="list-style-type: none"> · Low 	<p>Operations Director to review risk assessment regularly, if any PPE control measures have been found to be ineffective and when there are any changes in guidance or legislation that are relevant to the risk assessment.</p> <p>Facilities Manager to monitor PPE stock.</p>

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>Catering:</p> <p>Person to person transmission and via cross contamination</p>	<p>Staff Freelancers Visitors</p>	<p>Coffee & TV team members will be encouraged to eat outside the studio. The kitchen will only be accessed by the runners on duty.</p> <p>All food and drink prep and eating areas will be regularly cleaned and disinfected.</p> <p>Food will not be prepared for clients in the studio. Clients will be asked to use external catering facilities. Food and drink can be collected on behalf of clients by the Coffee & TV running team but must be prepared by the recipient of the food. Buffet style catering will be discouraged.</p> <p>Runners will wear PPE when collecting and serving food and beverages to clients.</p> <p>Coffee & TV staff will be encouraged to bring pre-prepared meals and reusable drink bottles from home.</p> <p>Where catering is provided:</p> <ul style="list-style-type: none"> · Only pre prepared and wrapped food will be provided. · All cutlery, cups, plates, eating utensils etc. will be disposable. In accordance with Coffee & TV's environmental policy, bamboo cutlery etc will be used instead of plastic. · Tables will be sanitised between each use and at the end of the day. · Runners will be responsible for providing drinks made in the studio for all Coffee & TV staff and visitors. The kitchen will be out of bounds for this purpose for anyone else. · Disposable cups and keep cups will only be used. <p>Reusable water bottles will be refilled by runners. Bottles must never be shared. Water taps will be sanitised after each use.</p>	<p>Low</p>	<p>Facilities Manager to monitor cleaning / sanitising stock.</p> <p>Facilities Manager to review possible food delivery options in the nearby area and provide an up to date list.</p> <p>Facilities Manager to audit to ensure correct disposal of used items.</p> <p>Facilities Manager to review requirements to provide disposable items.</p>

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>First Aid and Emergency Services</p>	<p>Staff Freelancers Visitors</p>	<p>First Aid policies and provision are amended to take into account COVID-19 risks.</p>	<p>· Low</p>	<p>Operations Director to monitor effectiveness and compliance with measures.</p>
<p>Mental health during the coronavirus outbreak:</p>		<p>Heads of Department will be reminded to be aware of their and their team's anxiety and concerns during these challenging times and informed of the support the company has in place (including Coffee & TV's employee assistance programme, employee helpline, mental first aiders, flexible working policy etc.) so that they can signpost individuals where needed. Heads of Department will check in regularly with their team and report back.</p>	<p>· Low</p>	<p>Operations Director to monitor concerns / issues raised.</p> <p>Operations Director to review feedback from employees about the new working arrangements and the potential effect on their mental health.</p>
<p>Infectious disease outbreaks like COVID-19 can be worrying. This can affect mental health.</p>				
<p>Individuals may notice:</p>				
<ul style="list-style-type: none"> · Increased anxiety 				
<ul style="list-style-type: none"> · Feeling stressed 				
<ul style="list-style-type: none"> · Finding yourself excessively checking for symptoms, in yourself, or others 				
<ul style="list-style-type: none"> · Becoming irritable more easily 				
<ul style="list-style-type: none"> · Feeling insecure or unsettled 				
<ul style="list-style-type: none"> · Fearing that normal aches and pains might be the virus 				
<ul style="list-style-type: none"> · Having trouble sleeping 				
<ul style="list-style-type: none"> · Feeling helpless or a lack of control 				
<ul style="list-style-type: none"> · Having irrational thoughts 				

Hazard	Persons at Risk	Control Measures	Risk level with controls in place	Monitoring and Review
<p>People at higher risk of harm:</p>	<p>People at higher risk of harm</p>	<p>People in either of the higher risk categories (i.e. "clinically extremely vulnerable" or "clinically vulnerable") will be identified through briefings and communications and appropriate steps taken for them to remain at home.</p> <p>Where there is an exceptional need to ask somebody in the vulnerable group to return to the studio, this will be discussed with them and an individual assessment plan carried out with input from their GP. If they are comfortable with the proposal, a detailed Adjustments Plan will be completed in discussion with the individual. The individual will be asked to show the Adjustments Plan to their GP to seek their approval or see if there are any additional controls their GP would recommend. The GP and/or the individual can reject the Adjustments Plan if they feel it does not mitigate the risks.</p>	<ul style="list-style-type: none"> · Med 	<p>The Operations Director will keep records of those unable to return to work due to COVID-19 guidance and monitor changes to guidance- agree how records are to be held (in compliance with GDPR) and who monitors their effectiveness.</p> <p>The Operations Director will request feedback from vulnerable individuals where an Adjustments Plan is in place.</p>