

COVID-19: Operational Risk Assessment for DTV Group London Re-opening

Prepared by	Date of review	Considerations covered
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This document specifically addresses the health and safety hazard potential of the spread of COVID-19.

Covered here is the detail behind the plans for a phased approach to re-opening DTV office space in London to ensure that on premises DTV staff can continue to operate in a safe way. All other DTV office spaces are addressed in separate documents.

DTV are situated within Holborn Studios with 4 Dutch barges (all with valid licenses and safety certificates) as well as one land-side office which is inside the main Holborn Studios building (referred to as Dockside).

Separately Holborn Studios have conducted their own risk assessment and made adjustments to the working practices for all their staff, clients and other visitors. Details of the procedures for the Holborn Studios real estate are at the end of this document. DTV will be sharing this risk assessment with Holborn Studios.

DTV anticipate the following phases for working from the office, since the shut-down of all office on 17 March 2020.



This risk assessment document has been prepared for the phases TENTATIVE EMERGING, EXPANDED EMERGING and FLEXING. As of the date of writing, DTV do not have sufficient information to look further to the future of working from an office premises.

Sources consulted in the preparation of this risk are listed at the end of the document. It is important to note, however, that information and advice changes frequently, and many of these sources are out of date quite rapidly. For that reason, DTV Group are choosing to go further (ie more cautiously) than the government advice when assessing and minimising the risks of the spread of COVID-19.

Who might be harmed: DTV employees, DTV freelancers, DTV IT support, DTV suppliers, DTV partners, DTV Clients. And the families & partners of these people. Additionally, Holborn Studios and The Commissary's employees, freelancers, suppliers and customers.

Objective	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
Minimise the chance of person to person contagion	<p>Working from home</p> <ul style="list-style-type: none"> Since 17 March 2020, all DTV London staff have been working from home to avoid coming into contact with each other, clients, suppliers, and others eg: public transport, Holborn Studios visitors and other tenants of the building 				DONE
	<p>Hand washing (HW) &/or sanitising</p> <ul style="list-style-type: none"> HW facilities are provided on each boat (kitchen) and additionally toilet areas on x 2 boats. Within Dockside HW facilities are provided in the kitchen. Throughout Holborn Studios HW facilities are in the washrooms. Sanitisers are provided in each work area (boats & Dockside) and also around the premises within the studios Regular HW is requested at least 5 times during the working day and paper towels are provided. <p>Posters have been placed in each kitchen explaining in detail the hand-washing process required.</p>	<p>Paper towels are provided at each HW station</p> <p>Review of hand wash, paper towels and hand sanitiser and replenishment is conducted on a weekly basis.</p> <p>Staff are reminded that the wearing of gloves is not a substitute for good HW</p>	<p>AB</p> <p>AB</p>	<p>weekly</p> <p>weekly</p>	
	<p>Coughing, sneezing, nose blowing</p> <ul style="list-style-type: none"> Staff are reminded regularly, including in posters (Catch It, Kill It, Bin It) in high traffic locations, 	<p>Tissues are provided throughout the site</p>			DONE

	the important of catching coughs and sneezes in the crook of the elbow and the use and safe disposal of tissues.				
	<p>Social distancing</p> <ul style="list-style-type: none"> • Permitted work-stations have been identified to be greater than 2m apart from each other and all are facing in one direction • Throughout TENTATIVE EMERGING phase only one person will be permitted to work on each boat per day with Rosie being available for 2 people to meet at a safe distance, face to face. A maximum of two people will be permitted to work in Dockside per day • Meeting with other DTV staff who may be in the office at the same time is encouraged to be conducted outside, on the pontoon or in the courtyard. Rosie Boat can also be used for 2 people to meet, face to face, observing safe distances and hygiene and cleaning protocols. <p>Employees who choose to WFO need to schedule their days in the office (see separate section below) and use only the work-station they are allocated via that scheduling process</p>	<p>Agree and share mapping of desk/workstations</p> <p>Agree and share mapping of desk/workstations</p>			
	<p>Client meetings</p> <ul style="list-style-type: none"> • DTV will continue to conduct all client meetings remotely via Zoom or teleconference facilities <p>Only when it is deemed to be safe will this be reviewed – the first review of this status will be at the end of July 2020</p>	Share policy with all clients (UK and abroad)			
	<p>Supplier meetings (media agencies, call centres, etc)</p> <ul style="list-style-type: none"> • DTV will continue to conduct all supplier meetings remotely via Zoom or teleconference facilities <p>Only when it is deemed to be safe will this be reviewed – the first review of this status will be at the end of July 2020</p>	Share policy with partners/suppliers			
	<u>Shoots</u>				

	DTV have prepared guidance for the preparation, planning and conduct for any filming shoots. This document is available on request.				
	<p>Scheduling days WFO</p> <p><u>Tentative Emerging</u>: staff intending to visit the office are asked to advise A Brooker and to confirm what part of the office they will be visiting. Their work-station will be confirmed to them. They will be provided with the guidelines for this visit which includes: entry, exit, one way system, hygiene requirements, food & drink. They are asked to read and confirm understanding of, and adherence to, these guidelines.</p> <p>These guidelines will be reviewed w/c 6 July and at that stage it will be determined if DTV remain in Tentative Emerging stage or move onto <u>Expanded Emerging</u>.</p>		AB	Ongoing	
Minimise the chance of contagion via virus infected surfaces	<p>Cleaning</p> <ul style="list-style-type: none"> • DTV's cleaning contractors to return on a weekly basis to clean all areas of the office within the agreed COVID-19 process. This will continue on a weekly basis throughout Tentative Emerging. • All staff are required to clean their work-station and any other surface they come into contact with including: handrails, door handles, light switches etc, at least twice during the working day. Disinfectant spray, disposable j-cloths and disinfectant wipes are provided in each working area for this task. • Rubbish, including used tissues and disinfectant wipes, is to be placed in the foot operated boats in each work area. Rubbish will be disposed of in the main bins in the courtyard by the cleaners on a weekly basis. 	<p>Reinforce fortnightly</p> <p>Reinforce fortnightly</p>	JR AB AB	Weekly F/nightly F/nightly	DONE
	<p>Toilets & handbasins – on the boats (Lilly & Daisy)</p> <ul style="list-style-type: none"> • Faecal-oral transmission is a highly likely form of transmission. It is recommended that all toilets are flushed with the lid down. Additionally, 				

	<p>defecation in the toilets on the boats has never been permitted.</p> <ul style="list-style-type: none"> Staff are required to clean all surfaces and handles, taps etc in toilets on Lilly and Daisy immediately after use. 	Reinforce fortnightly	AB	F/nightly	
	<p>Kitchens – boats & Dockside</p> <ul style="list-style-type: none"> Staff are required to clean all surfaces and handles, taps etc in any DTV kitchen area that they use, immediately after use. 	Reinforce fortnightly	AB	F/nightly	
	<p>Food, drink, subsistence</p> <ul style="list-style-type: none"> DTV will not be providing the food order service and staff are reminded to bring all food and drink that they will want to consume during their visit and working time at the office. 				
	<p>Gloves</p> <ul style="list-style-type: none"> DTV have provided disposable gloves to be used during cleaning processes during the day by staff. Staff are reminded that gloves are not a replacement for good hand hygiene ie: washing with soap and hot water. 	Reinforce fortnightly	AB	F/nightly	
	<p>Masks</p> <ul style="list-style-type: none"> During Tentative Emerging stage, and with only one person per boat or work area, the use of masks is not a requirement. Staff are reminded to always wash hands thoroughly for 20 seconds with soap and water or hand sanitiser before putting on and before removing If using ventilation systems (air con units) then masks must be worn 	Review w/c 6 July	AB/CD/JR	w/c 6/7	
	<p>Post & delivery packages</p> <ul style="list-style-type: none"> Post will be checked on a weekly basis by A Brooker. Recipients will be advised of the post that has arrived for them and it will be re-directed if required. 		AB	Ongoing	

	<ul style="list-style-type: none"> Personal delivery packages and post that does not need to be re-directed will be held on Poppy boat. 				
Minimise the chance of air born contagion including creation of stagnant air pockets	<p>Ventilation</p> <ul style="list-style-type: none"> Current studies indicate that good ventilation is a good way to minimise the transmission of the COVID-19 virus through the removal of more particles from the internal air The primary objective is to maximise the air exchange rate with outside air and to minimise the risk of any pockets of stagnant air It is most important to open windows and doors to ensure a constant supply of fresh air circulating During Tentative Emerging phase the air conditioning (comfort cooling) systems can be used to facilitate adequate thermal comfort. Staff are reminded that good ventilation means doors and windows, where possible, should be kept open. 				
Minimise the chance of contagion in closed and crowded spaces that are not DTV offices	<p>Travel to and from the office</p> <ul style="list-style-type: none"> DTV are recommending that all staff avoid the use of public transport for the foreseeable future To this end, staff who may want to work from the office will need to get there using another means eg: walking, cycling, running or driving 				
	<p>The Commissary</p> <ul style="list-style-type: none"> Currently The Commissary is opening for take-away service, or outside (pontoon) consumption. It is open to the public as well as those within Holborn Studios, including DTV A security guard has been employed by Holborn Studios to manage the behaviour and social distancing of visitors In good weather it can get quite busy on the pontoon and DTV are aware that there are 				

	<p>potentially transmittable opportunities for the virus under these conditions</p> <ul style="list-style-type: none"> DTV reiterate to all employees the need to stay at least 2m away from all people on the pontoon, and should they feel it becomes crowded to dangerous levels in which social distancing cannot be observed, are encouraged to report their concerns to: Holborn Studios and the security guard on duty. 				
	<p>International travel – work</p> <ul style="list-style-type: none"> DTV are not supporting international travel for any staff until it is deemed to be safe The exception to this will be the return of Peter Muffett (CEO) from Australia Compliance with quarantine rulings from the UK government will be adhered to 				
	<p>International travel – personal</p> <ul style="list-style-type: none"> DTV do not recommend that any staff travel internationally for personal reasons 				
Managing in case of DTVer infection	<p>Reporting illness</p> <ul style="list-style-type: none"> Whether they have been in the office or not, all DTV staff are required to report the onset of any symptoms to HR (J Loizou) immediately ie loss of smell/taste, continuous cough, high temperature 				
	<p>If symptoms come on whilst in the office DTV will require the staff member to report immediately HR and leave the premises immediately. During Tentative Emerging they will return home via the route they arrived ie: walking, cycling, driving. DTV will arrange for a full clean of the area in which they were working, and will quarantine that area for future visits until this clean has completed.</p>				
	<p>If a staff member needs to self-isolate, either because they or a member of their household has symptoms or because they have been asked to by NHS Test and Trace</p>				

	they must not come into the office and must immediately inform HR.				
Other potential health issues	Homeworking-related health problems for staff. Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental health	Training in spotting symptoms of mental ill-health to be given to all managers			
	Physical health (WFH) Managers to monitor the physical wellbeing of their team, particularly related to DSE and workstation set up DSE workstation assessments to be carried out by trained assessor	Facilities & Office Manager to undertake DSE assessment via Zoom. Safe equipment to be provided as required			
	Holborn Studios <ul style="list-style-type: none"> Holborn Studios (HS) have adjusted the operation of the studios to facilitate a one-way flow of people through the building Below in this document is the detailed diagrams of this, along with an explanation of additional procedures and guidance they have put in place 				
Communication	Threat to effective communications The pandemic crisis threatens communications with clients/customers/suppliers – such communications are vital in the reestablishment of business activities and procedures after lockdown After lockdown the following safety arrangements should be applied to mitigate risks to communication systems: <ul style="list-style-type: none"> Senior management to review all outward facing communications (eg website, etc) to ensure messages are consistent, clear and reflect the staff and customer focused and socially aware values of DTV Managers to revise communications strategies and plans Devise specific plans for how and how often to communicate with clients/customers/suppliers 				

Other emergency situation	In an accident or fire, for example, it is recognised that the 2m rule may need to be broken to enable the safe evacuation of the premises Washing or disinfecting hands as soon as practically possible after such an evacuation should be implemented.				
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Print & display (at all entry points to DTV offices):

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Documents and sources consulted for the preparation of this risk assessment:

UK Government Health & Safety Executive

<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

CIBSE

<https://www.cibsejournal.com/technical/preventing-covid-19-spreading-in-buildings/>

<https://www.cibsejournal.com/technical/cleaning-the-air/>

<https://www.cibse.org/coronavirus-covid-19/coronavirus-covid-19-and-hvac-systems>

WHO (very old, early March 2020)

https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6

REHVA Covid Guidance (Federation of European Heating, Ventilation and Air Conditioning Associations) 17 March 2020

https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf

APA Shooting Guidelines <https://www.a-p-a.net/2020/06/news/16117/>

IWFM <https://www.iwfm.org.uk/coronavirus-resources/covid-19-guidance-returning-to-work.html>



Holborn Studios COVID-19 Social Distancing Procedures

To keep the building and its users as safe as possible, we ask that you adhere to the following guidelines that we have set out:



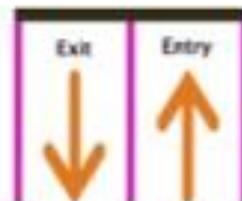
All corridors are one way. Please always follow the direction of the orange arrows and stay in between the pink lines at all times



Social Distancing markers have been set out every 2 metres – please keep to this distance at all times



Please keep out of the hatched areas



Please adhere to the separate 'Entry' and 'Exit' at each studio door



Please make use of the hand sanitiser dispensers in each studio and throughout the building



Additional PPE may be available (dependant on stock availability) Please ask at reception

