

# CALICO RISK ASSESSMENT



<b>Job / Task Assessed:</b>	Workplace Management for Coronavirus Two day film shoot for HSE film W/C 8 <sup>th</sup> June 2020	<b>Area:</b>	AFTA Thought Office, 2 Taptan Way, L13 1DA	<b>Assessor:</b>	Helen Bush
<b>Person assessed (if any):</b>	HSE Film Production Team,	<b>Date:</b>	21/05/2020	<b>Job Number:</b>	

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
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Covid-19 virus. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Exposure to and transmission of covid-19. Contact with someone who has Covid-19 in the workplace, touch points or air droplets from coughing, sneezing, talking and breathing.	4	3	12	Staff Consultants Actors Film Crew	<p><u>Protecting People Who are at Higher Risk</u> The film director will check with all members of the film production team with regard the following</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable (shielding) workers who must not work outside the home;</li> <li>Those who have someone shielding in their household;</li> <li>Those that are considered at higher risk</li> </ul> <p><u>Pre office opening procedure</u> Legionella – all taps are to be run for a minimum of 2 minutes prior to the office being occupied for use</p> <p><u>Hygiene</u> All members of the film production team will be asked to wash their hands upon arrival Temperatures to be taken upon arrival using an infra-red thermometer Regular washing of hands with soap and warm water for at least 20 seconds will be encouraged Signs and posters will be displayed to increase awareness of good handwashing technique Team encouraged not to touch their faces Hand sanitiser dispensers installed at key points Electronic documents to be used rather than physical copies where possible, actors will be encouraged to bring their own scripts electronically Equipment should not be shared where practical and cleaned down in between different users if necessary If equipment needs to be passed between people a 'drop off / pick up zone' should be set up with cleaning products to wipe down the items.</p> <p><u>Social Distancing</u> All members of the film production team must maintain 2m social distance (members of the team identified as from the same household are exempt from the 2 M rule) Maximum occupation to be identified for each work space and reception area? Not sure if we need this from someone Designated person (Production assistant) to ensure social distancing protocols are being followed</p> <p><u>Coming To and Leaving film set location</u></p>	2x3=6

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						<p>Encourage production team to travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from set to maintain social distancing Provide a secure area for storing bikes if required Call times at the office to be pre agreed and staggered so people can keep to the 2 m social distancing rules by not using entry/exit points at the same time and the number of people on set at any one time is kept to absolute minimum necessary</p> <p><u>Moving Around 2 Tapton Way, L13 1DA, AFTA Thought office</u> A one way systems around 2 Tapton Way AFTA Thought office is not possible and there is only one entry / exit point, all members of the film production team must be extra vigilant to ensure</p> <ul style="list-style-type: none"> <li>• Not to pass on the stairs</li> <li>• Not to pass at the entrance door</li> <li>• Not to pass at internal doorways</li> <li>• Not to pass at pinch points</li> <li>• Not to pass in the building atrium</li> </ul> <p>The film production assistant will ensure that actors / cameraman / director are called to set in such a way as to avoid the need for passing Desks / chairs etc required for the film shoot and rest periods will be allocated on arrival on set and be consistent for the duration of the film shoot No visiting of other, desks, floors or other office spaces unless pre-agreed</p> <p><u>Use of Workstations and other areas on set</u> No hot desking or sharing of work stations, Desks will be allocated to individuals for the purpose of filming and be consistent for that individual for the duration of the entire film shoot.</p> <p>All members of the film production team should adhere to social distance criteria in all office set locations (Those members of the film production team identified as from the same household can be exempt from the 2M social distance rule) All members of the film production team must not assemble anywhere in the building when not required for filming</p> <p><u>Common Areas</u> <u>The sofa area will not be used for the duration of the film shoot, appropriate signage will be in place</u></p>		

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						<p>The printer to be used by 1 designated person (Production assistant) Kitchen equipment use to be kept to a minimum and only used by one person at a time preferably a designated person. Toilets are two separate individual use design toilets, atrium area outside toilets must be kept free of people except a person using the toilets, designated cleaner / set movement coordinator Upon entering the kitchen area every member of the production team must wash their hands before touching any equipment Production team must bring their own food and drinks for personal use only, the production team will be asked not to leave the location during their scheduled filming time duration Chairs and tables will be physically moved to ensure 2m distance and allocated to individuals Use outside areas/ own vehicles outside office for breaks until called to set The Actors/ production team will be instructed to bring everything they need for the duration of their time on set in any one day of filming to avoid the need to leave and return to set The office front door will be ajar where possible to avoid unnecessary use of entrance touch points Office well ventilated between shoots Internal fire doors should <b>not</b> be propped open at any time</p> <p><u>Accidents, Security and Other Incidents</u> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands The most senior manager on site will be appointed as the responsible person for any emergency situation Upon discovering a fire, raise the alarm by pressing a call point and leave the building by the exit Upon activation of the fire alarm, leave the building by the exit It is important that all members of the team are signed in and out so that they can be accounted for at the fire assembly point by the manager (this will also help with track and trace in the event of a covid-19 positive case) If somebody injures themselves at work and the injury requires treatment call 999 All equipment and safety features of the building will be serviced and maintained in line with manufacturer's guide lines</p> <p><u>Providing and Explaining Available Risk Assessment</u> All Covid-19 related Risk Assessments and guidance will be provided to all members of the</p>		

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						<p>film production team prior to the film shoot on</p> <p>Clear guidance on social distancing and hygiene will be provided to people on arrival, for example, signage or visual aids</p> <p><u>Cleaning the Workplace</u> There will be a designated cleaner on site for the duration of the film shoot to ensure regular and additional anti-viral cleaning of touch points, handles, rails, etc Anti-viral wipes available to wipe down set location and touch points Open windows and doors frequently to encourage ventilation, where possible</p> <p><u>PPE and Face Coverings</u> The risk of covid transmission is being managed through social distancing and hygiene 2M distance will be maintained at all times (actors on set from the same household will be exempt from the 2M distance rule)</p> <p><u>Communications and Training</u> All members of the film production team will receive an electronic version of this risk assessment and AFTA Thought guidance document, each team member will be briefed prior to the film shoot Communication notices and signage in place informing of rules Rehearsals and briefings will be carried out virtually prior to the film shoot The film production team will be encouraged to feedback any queries or concerns in order for them to be addressed All members of the film production team must inform the film director if they, or a member of their household, becomes unwell either prior to or during the film shoot The Government's 'covid-secure' notice must be displayed to assure people that we have followed guidance</p> <p><u>Inbound, Outbound and Handling of Goods and materials related to filming</u> Deliveries will be managed to be minimum necessary and scheduled prior to filming Handwashing facilities for employees handling inbound goods Restricting non-business deliveries, for example, personal deliveries to employees</p>		

Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

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**PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)**



Hard Hat		Ear Protection		Welding Helmet	
Safety Footwear		Goggles		Respirator (Type)	Surgical masks
High Vis Vest		Overalls		Gloves (enter type)	
Gas Welding Goggles		Safety Spectacles		Other (specify type)	

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Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors
5. Frequent (Almost Certain To Happen)	5. Catastrophic ( Fatality, Explosions Etc)	Special Cases (Pregnant Worker/Young People Under 18)





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<b>Overall Risk Rating: 4</b>	<b>Date of Next Review: when guidance changes</b>
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