

Risk assessment

Company name: Space & Time Media Limited

Assessment carried out by: M Wilson (H&S Officer)

Date of next review: 08/09/2020

Date assessment was carried out: 08/06/2020

Space & Time Media has 120 employees across 5 locations; Bournemouth, Edinburgh, London, Manchester and Reigate. Each office has meeting rooms and a kitchen where employees can make drinks, heat/cool food and there are communal toilet and washing facilities available to employees in the common areas of the office blocks. The offices are currently cleaned by employees to limit the number of individuals accessing the offices and cleaning products are stored in locked cupboards.

Space & Time Media places the utmost importance on the safety and wellbeing of our employees, clients and customers so we have introduced a range of new health and safety measures which seek to reduce the risks associated with the presence of Covid-19 in the workplace and that are in line with government advice and the requirements of local health authorities.

This risk assessment has been produced as part of the Company's response to Covid-19 and the hazards that our employees may face daily whilst at any one of our offices. The assessment was carried out by our health and safety officers in consultation with the Board of Directors, following HSE guidance <https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>

To ensure the safety of our staff, clients and customers this risk assessment will be regularly reviewed and updated, specifically on the release of new information from the Government, Health & Safety Executive and Public Health England and Scotland.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Spread of Covid-19 (Coronavirus)</p>	<p>Staff, visitors, cleaners, contractors, drivers. Vulnerable groups – elderly, pregnant workers and those with underlying health conditions. Anyone who meets/visits our offices in relation to company business.</p>	<p>Hand washing Hand washing facilities with soap and water in place.</p> <p>Stringent handwashing taking place. See guidance on handwashing; https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels; https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers available for use in all offices where touching of surfaces is necessary.</p> <p><u>Wearing of PPE (Personal Protective Equipment).</u></p> <p><u>Disposable gloves</u> provided for use when touching surfaces in the kitchen area and shared facilities such as toilets.</p>	<p>Employees will be reminded to wash their hands regularly and to ensure that they catch coughs and sneezes in tissues & follow the guidance.</p> <p>Catch it Bin it Kill it</p> <p>Staff will be advised not to touch their face, eyes, nose, and mouth with unclean hands with the use of literature such as posters and leaflets.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Staff to keep any creams or emollients on their own workstations.</p> <p>One sanitiser per employee per desk, employees to notify managers when supplies are running low to ensure product ordered promptly.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Managers and Health & Safety Officers.</p> <p>As above.</p> <p>Employees.</p> <p>Managers and employees.</p> <p>Managers and Health & Safety Officers and employees.</p>	<p>Ongoing.</p> <p>As above.</p> <p>Ongoing.</p> <p>As above.</p> <p>As above.</p>	

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		<p>Face masks available where required. Staff actively encouraged to wear face masks on leaving the office to use shared facilities and whilst out on lunch breaks.</p> <p>Social Distancing Social Distancing; Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency and the Government; https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Desks have been spaced to allow employees to sit the recommended 2 metres apart.</p> <p>No hot desking permitted.</p> <p>Single pathways around office introduced where possible and these are clearly marked in relevant offices.</p>	<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	<p>Managers and Health & Safety Officers.</p> <p>As above.</p>	<p>Ongoing.</p>	

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		<p>Conference calls (Zoom & Teams) now being used instead of face to face meetings where possible.</p> <p>Working from home encouraged to reduce numbers of employees on site at any one time.</p> <p>Employees encouraged not to share vehicles or taxis, where suitable distancing cannot be achieved when travel to meetings is required.</p> <p><u>Office Cleaning</u> We have introduced frequent cleaning and disinfecting of objects and surfaces that are touched regularly specifically in areas of high use such as door handles, light switches, reception area and kitchen area, using appropriate cleaning products and methods.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. We have thermometers and thermometer covers in place to take temperatures if required.</p>	<p>Employees to ensure their own workstations are cleaned regularly using the cleaning items available in the kitchen areas. Products and cloths provided in all offices.</p> <p>Internal communication channels and cascading of messages through managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p>	<p>Employees.</p> <p>Managers and Health & Safety staff.</p>	<p>Ongoing.</p> <p>As and when required.</p>	

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		<p>Managers will maintain regular communication with staff members during this time via weekly emails and monthly all agency meetings.</p> <p>If it is advised that a member of staff has developed Covid-19 and were recently in the office, the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p>Mental Health Management are actively promoting mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help staff throughout the pandemic and beyond.</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	<p>Managers will offer as much support as possible to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support. Mental Health champions situated at each site available to all staff.</p>	<p>Managers.</p> <p>Managers and Mental Health champions.</p>	<p>As and when required.</p> <p>As and when required.</p>	

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		<p><u>Couriers, Post & Visitors</u> Post, courier packages and parcels are now only allowed to be delivered to the ground floor of the building.</p> <p>Visitors to the office should be avoided as much as possible. A record should be kept of all visitors to ensure that they are traceable should the need occur when normal work can resume.</p> <p><u>Staircase & Lift</u> At all times be mindful of all other persons on the staircases, passing people on a narrow staircase is not advised.</p> <p>The lifts are small, and it is not possible to achieve the 2-metre distance needed for social distancing. Only one person per lift is advised until further notice. Staff to ensure they stand at least 2 metres away from the lift doors so that passengers can also maintain the social distancing required.</p>	<p>Each office has guidelines to follow from the landlord of each building. These are attached to each office risk assessment and readily available in print form at each site.</p>	<p>All staff.</p>	<p>Ongoing.</p>	