



CHS RA No : RA152
 Author : Jane Watton
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RISK ASSESSMENT

RISK	COVID-19 - Return to Work			
LOCATION	The Island and Sea Vixen			
DESCRIPTION OF ACTIVITY	Return to work from Government Lockdown due to Coronavirus pandemic. Social distancing and other measures to prevent the transmission or contraction of COVID-19 in the workplace.			
PERSONS EXPOSED	Y	N	NUMBER	COMMENTS
EMPLOYEES	X		52	All members of staff

CORONAVIRUS - COVID-19

In response to the Coronavirus pandemic CHS has been monitoring the Government’s guidelines throughout the lockdown period and their recommendations for a return to work.

As an employer, we have a legal responsibility to protect all members of our staff and others from risks to their health and safety. We will therefore do everything reasonably practicable to minimise the risks to our employees whilst recognising that we are not able to completely eliminate the risk of COVID-19.

Currently the Government is continuing to recommend that businesses should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, we are required to make every reasonable effort to comply with the social distancing guidelines set out by the Government by keeping people 2m apart wherever possible.

CHS has therefore been working to provide an environment for those members of the Team who will be returning to work to ensure that social distancing rules are adhered to.

A significant number of measures have been implemented but this will also require the co-operation of all members of staff who will be returning and therefore any social distancing, hygiene or PPE requirements put in place by CHS must be observed at all times by everyone on both sites.

Any member of staff who feels unwell at any time, must inform their manager immediately, leave the premises and work from home if they are able to do so. No member of staff may enter either site if they are showing symptoms or have been diagnosed as having COVID-19 or living with someone who has or is showing symptoms and must self isolate in accordance with Government guidelines.

Item	Government Guidelines/ Recommendations	Details of existing control measures	Details of further action which may be required	Risk Level
1.	<p>Who should go to work</p> <p>Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.</p>	<p>All members of staff whose normal place of work is The Island have been provided with the means to enable them to work from home.</p> <p>For personnel who normally work from the Sea Vixen site laptops have been provided where possible and alternative arrangements have been made for staff to connect to the CHS servers etc via their own computers where they have provided agreement to do so.</p> <p>Please refer to the CHS-Covid-19-WFH Response document, produced by Chris Southgate dated 17.03.2020, attached to this RA.</p> <p>Following the implementation of the Government's Track and Trace app, CHS actively recommends that all members of staff download this app to help prevent the transmission of the virus.</p> <p>Information on the Test and Trace system can be found below:</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</p>	<p>To remotely provide ongoing technical assistance to all members of staff working from home.</p> <p>Continue to provide updates to all members of staff on the Track and Trace app or Test and Trace system when this becomes available.</p>	Low
2.	<p>Who should go to work</p> <p>Planning for the minimum number of people who need to remain at The Island or the Studio at Sea Vixen.</p>	<p>Currently members of staff from The Island are working from home or currently on furlough.</p> <p>Staff from the Sea Vixen site are working from home where possible, with a number of staff working at the Photographic Studio whilst observing social distancing guidelines or currently on furlough.</p> <p>At The Island, other than for regular security checks of the building or to obtain specific files, there are no members of staff on site.</p>	<p>Where two or more members of staff are returning to The Island, for security checks or collect files etc, they must complete a Return to Work questionnaire and provide the answers to the Finance or Office Manager before entering the building.</p> <p>Any additional members of staff returning to the Studio at Sea Vixen from furlough or visiting for work related purposes are required to complete the Return to Work questionnaire as above prior to entering the premises and must observe the social distancing and hygiene requirements.</p>	Low

			MF100 - Coronavirus Medical Questionnaire for CHS staff returning from Annual Leave -18.05.2020 V3.0. This document will continually be reviewed in line with Government guidance and updated when necessary.	
3.	<p>Who should go to work</p> <p>Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.</p> <p>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</p>	<p>Daily general keeping in touch email "Good morning CHS" is sent to all personnel, either through their CHS email address if they are working from home or through their personal email address if they have been furloughed, giving them a contact point in the event of any queries or concerns.</p> <p>A manager will contact all personnel who have been furloughed via telephone on a weekly basis to check in with them.</p> <p>All managers will make contact with all members of their staff who are working from home or in the Photographic Studio on a daily basis and provide a daily update to the Office Manager who will record the data on WhosOff and ensure that contact has been received from each manager.</p> <p>Staff have been made aware of the awareness of mental health during the pandemic and provided with the link to the Government site for advice:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>A company wide virtual presentation to all members of staff was made by the Managing Director to provide an update and reassurance on all areas of the company.</p> <p>CHS are currently trialling a company who support mental health - The House of Wellbeing. Information has been provided to all members of staff to enable them to explore the website and trial any of the audios available on their website. CHS will make a decision whether to continue with a subscription following staff feedback at the end of the trial period.</p> <p>www.houseofwellbeing.co.uk</p>	<p>Continue with the same process until all members of the team have returned to full time work on company premises.</p> <p>Provide an update to all staff on the Company's decision on whether a subscription will be made to continue with The House of Wellbeing.</p>	Low

4.	<p>Protecting people who are at higher risk.</p> <p>To protect clinically vulnerable and clinically extremely vulnerable individuals.</p>	<p>Where employees are clinically or extremely vulnerable they will be provided with the facilities to work from home, where possible.</p> <p>Where employees are living with someone who is clinically or extremely vulnerable, they will be provided with the necessary support to work from home, where possible, until Government or medical guidelines enable them to return to the office if it is necessary for them to do so.</p> <p>When it is necessary for an clinically or extremely vulnerable person or the employee who is living with them to return to the office, socially distanced accommodation/seating will be provided for them, as is reasonably practicable.</p>	<p>Monitor the requirements on a case by case basis in accordance with the Government and medical information available.</p>	Low
5.	<p>People who need to self-isolate</p> <p>To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p>	<p>All employees have been advised not to attend work if they have symptoms of COVID-19, or live in a household with someone who has symptoms, and have been provided with links to the Government and NHS 111 websites on the correct course of action.</p> <p>CHS will ensure that self isolating employees are paid in accordance with the Government's SSP regulations.</p> <p>Following the implementation of the Government's Track and Trace app CHS actively recommends that all members of staff download this app to help prevent the transmission of the virus.</p> <p>Information on the Test and Trace system can be found below:</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</p> <p>When members of staff are asked to return to the office, temperature scans will be carried out on a daily basis.</p>	<p>CHS will continue to monitor the Government and NHS 111 websites for any changes to the SSP system, or alterations to the rules regarding self isolation.</p> <p>Continue to provide updates to all members of staff on the Track and Trace app or Test and Trace system when this becomes available.</p>	Low

		<p>This will be carried out via a thermal thermometer by one member of staff who will be wearing a face mask, face visor and gloves.</p> <p>This will be MANDATORY for all persons entering either site.</p> <p>Anyone who has a reading in excess of 38°C will be asked to return home and obtain a test for COVID-19.</p> <p>Please refer to the Test and Trace information earlier in this section for further details.</p>		
6.	<p>Equality in the workplace</p> <p>To treat everyone in your workplace equally.</p> <p>In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.</p> <p>It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.</p> <p>Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.</p>	<p>CHS considers itself to be an equal opportunities employer and will ensure any decisions are made fairly, taking each employee's circumstances into account and communicating with them to ensure any adjustments which may be required are considered.</p>	Continue to act fairly in all decisions	Low
7.	<p>Social distancing</p> <p>To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.</p>	<p>Strict social distancing procedures have been put in place to ensure, as far as is reasonably practical, the safety of our employees.</p> <p>These measures include, but are not limited to:</p> <ul style="list-style-type: none"> • One person at a time to sign in - Sea Vixen • 2m social distancing floor markers • one way systems for narrow corridors • restricting numbers of personnel in specific areas, e.g. the kitchen, props room etc • alternative seating arrangements in line with Government recommendations • purchase of additional PPE and cleaning supplies 	Continue to monitor the Government websites for updates on recommended social distancing requirements.	Low

		<ul style="list-style-type: none"> • out of hours contract cleaning • issue of Dek - Welcome Back to The Island - Return to Work and Managing Social Distancing • issue of Dek - Welcome Back - Managing Social Distance - Sea Vixen • staggered lunch breaks have been implemented • staggered start and finish times will be reviewed as more members of staff return to work • Stylist and Photographer to use Capture One laptops to enable social distancing - Sea Vixen • hand sanitiser provided at the entry points to each building • Advisory posters are positioned throughout both sites 		
8.	<p>Social distancing</p> <p>To maintain social distancing between individuals when they are at their workstations.</p>	<p>Floor markers have been positioned throughout the premises to assist employees to maintain 2m social distancing.</p> <p>At The Island workstations have been re-arranged to provide 2m social distancing between employees. The new seating arrangements will permit members of staff to sit back-to-back and diagonally with a 2m distance between each other.</p> <p>Until the Government relaxes or removes the social distancing requirement, only a limited number of personnel will be permitted to work on either site.</p> <p>The remainder will continue to work from home, or remain on furlough, until further notice.</p> <p>A staggered return to work will be implemented in 3-phases to ensure social distancing measures can be controlled and implemented effectively.</p> <p>The Bed at The Island has been made available to members of the Sea Vixen team should social distancing become difficult when more members of the Team return to work.</p> <p>To prevent overcrowding in the Stylist kitchen at Sea Vixen, where possible, any cooking or baking will be carried out at home.</p> <p>Purchasing of props or food for photographic shoots, where possible, will be ordered online to prevent visits to shops and supermarkets.</p>	Continue to monitor Government guidelines on social distancing and working within an office for updates.	Low

9.	<p>Social distancing</p> <p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p>	<p>Where meetings are required these will be conducted via Zoom whenever possible.</p> <p>Where it is necessary to carry out in-house meetings these will be carried out in a large space where 2m social distancing can be maintained.</p> <p>At The Island the maximum number of persons in the meeting rooms has been limited as follows and must be observed by all members of staff:</p> <p>The Waterworks - maximum of 6 persons at any one time.</p> <p>The Pool - maximum of 3 persons at any one time.</p> <p>Signage will be placed on the doors of each meeting room as a reminder when entering the rooms.</p> <p>When entering or leaving the meeting rooms all staff should be considerate of their colleagues and continue to observe the 2m social distancing requirements.</p> <p>Sea Vixen - The Hub - maximum of 4 persons at any one time</p> <p>Sea Vixen meeting room - maximum of 3 persons at any one time.</p> <p>Transfer of equipment, e.g pens etc will not be permitted and hand sanitiser will be available at all times.</p>	<p>Continue to monitor Government guidelines on social distancing and working within an office for updates.</p>	Low
10.	<p>Social distancing</p> <p>To maintain social distancing while using common areas.</p>	<p>Use of the kitchen:</p> <p><u>The Island</u></p> <p>Only two persons are permitted in the kitchen area at any one time.</p> <p>Signage will be placed on the door to this effect.</p> <p>During lunch breaks, employees have been advised to eat at their desks or to use the outside facilities during</p>	<p>Continue to monitor Government guidelines on social distancing and working within an office for updates.</p>	Low

		<p>their lunch breaks. Members of staff are to bring their own outdoor seating for their own use.</p> <p><u>Sea Vixen</u></p> <p>Only one person is permitted in the kitchen area at any one time.</p> <p>Signage to this effect has been posted on the door to the kitchen at both sites.</p> <p><u>The Island and Sea Vixen</u></p> <p>Employees are to make their own drinks and wash up their own cups during the day using disposable paper towels. For personnel at The Island, only CHS provided crockery, cutlery etc is to be placed into the dishwasher at the end of the day.</p> <p>All personal food containers and cutlery are to be removed from the premises on a daily basis.</p> <p>A zero tolerance to food storage in the fridge will be applied. Only food for consumption during each working day is to be stored in the fridge. Nothing is to be left in the fridge overnight. Any items which remain at the end of the working day will be disposed of.</p> <p>All personal food must be stored in tupperware style containers - no loose food or food in open packaging is permitted.</p> <p>Use of the microwave – please ensure you wash your hands before using the microwave and clean the controls after use on every occasion.</p> <p>All communal use items, including microwaves, kettles, hot water boilers, milk bottles/cartons, tea/coffee/sugar containers etc to be disinfected after each use.</p>		
11.	<p>Accidents, security and other incidents</p> <p>To prioritise safety during incidents.</p> <p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p>	<p>All employees are aware of the fire and evacuation procedures and assembly points in place for their work site.</p> <p>All currently certified first aiders have been provided with information and advice from St John's ambulance and other recognised organisations on how to deal</p>	Continue to monitor Government guidelines and ensure that PPE supplies are replenished after use.	Low

	<p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	<p>with first aid requirements during the current pandemic.</p> <p>PPE supplies have been purchased for use in the event of an emergency.</p>		
12.	<p>Managing customers, visitors and contractors</p> <p>To minimise the number of unnecessary visits to offices by visitors.</p>	<p>All members of staff are to minimise the number of visitors to the site and use Zoom or other remote meeting sites to conduct any meetings.</p> <p>Any visitors are required to complete our visitor questionnaire before being permitted access to our premises.</p> <p>Contractors and essential service visits are to be staggered to avoid overcrowding in the building and to enable social distancing to be maintained.</p> <p>All visitors, contractors etc are to be advised to use the hand sanitiser on each entry to the building. This is MANDATORY.</p> <p>Temperature scans will be carried out for all persons entering the building. This is MANDATORY.</p> <p>This information will be carried out via a thermal thermometer by one member of staff who will be wearing a face mask, face visor and gloves.</p> <p>Individual temperature readings will not be recorded. However anyone who has a reading in excess of 38°C will not be permitted to access the building.</p> <p>Ensure that the member of staff hosting the visitor has been advised to provide all information on CHS' social distancing and hygiene requirements. Details are included in the CHS Deck - Welcome Back to The Island - Return to Work and Managing Social Distancing.</p> <p>CHS to keep a record of all visitors. CHS employees are to complete the visitor log to prevent sharing of pens etc.</p> <p>All model shoots and set building at Sea Vixen have been cancelled until further notice.</p>	<p>Continue to review Government websites and update our visitor rules as required.</p>	Low

13.	<p>Cleaning the workplace</p> <p>Hygiene – handwashing, sanitation facilities and toilets.</p> <p>Before returning to work - To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <p>An assessment for all sites, or parts of sites, that have been closed, before restarting work.</p> <p>Carrying out cleaning procedures and providing hand sanitiser before restarting work.</p> <p>On return to work - To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p> <p>Hygiene - To help everyone keep good hygiene through the working day.</p>	<p>Arrangements have been put in place for the contract cleaners to enter and clean the building prior to return to work and occupation by members of staff.</p> <p>Where necessary any air conditioning units will be adjusted to ensure that ventilation is not decreased due to lower occupancy.</p> <p>Windows and roof lights will be opened, where possible and weather permitting, to allow fresh air to circulate throughout the building.</p> <p>Additional hygiene supplies have been purchased, including soap, hand sanitiser, anti-bacterial sprays, wipes, paper hand towels and paper kitchen towels.</p> <p>An enhanced cleaning schedule will be carried out at regular intervals throughout the day for all surfaces, door handles, computer and telephony.</p> <p>Cleaning of all high touch items after each use will be carried out, including microwaves, fridge, alarm pads, photocopiers etc.</p> <p>Regular removal of waste.</p> <p>Hand washing and sanitising signage is displayed throughout the buildings.</p> <p>Hand sanitiser is provided at multiple points throughout the buildings.</p> <p>Signage for social distancing and hand washing to be placed in the toilet areas.</p> <p>Hand dryers at The Island have been turned off and paper towels have been provided.</p> <p>Additional bins have been put in place and will be emptied regularly.</p>	<p>Hygiene and cleaning procedures will be reviewed on a regular basis and amended where required to ensure that safety of our staff.</p>	Low
14.	<p>Changing rooms and showers</p> <p>To minimise the risk of transmission in changing rooms and showers.</p>	<p>The Island only -</p> <p>For members of staff who wish to use the shower after cycling to work, they must ensure that they thoroughly clean the area following each use, paying particular</p>		Low

		<p>attention to the door handles on exit.</p> <p>In addition, the door handles will be included in the regular daily in-house cleaning schedule.</p> <p>No personal clothing is to be left in the shower room.</p> <p>Any cycling or exercise clothing may be hung in the porch area next to the Waterworks. Please leave spaces between the hangers where possible to prevent cross-contamination of clothing.</p>		
15.	<p>Handling goods, merchandise and other materials</p> <p>To reduce transmission through contact with objects that come into the workplace.</p>	<p>Cleaning procedures for goods or deliveries to CHS have been put in place. Additional cleaning products are available. Disposable gloves are available for use.</p> <p>Where possible online purchases are to be limited to one large order to minimise contact with delivery persons.</p> <p>Drop off points for deliveries have been set up and staff receiving the goods advised that additional hand washing/sanitising must be adhered to following receipt of goods and post. Hand sanitiser is provided. Disposable gloves are available for use.</p> <p>Any personal deliveries will no longer be delivered to your desk. You will be contacted either via email or Slack to advise that your parcel has been received and its location ready for you to collect at an appropriate time during the day. In order to safeguard your colleagues we would request that you keep any personal deliveries to a minimum.</p>	Procedures to be reviewed on a regular basis to ensure staff remain safe.	Low
16.	<p>Personal Protective Equipment (PPE) and face coverings</p>	<p>The current Government guidelines do not recommend the use of additional PPE, specifically face coverings/masks, in an office environment as protection against COVID-19.</p> <p>Additional methods of preventing the spread of COVID-19 in the workplace have been implemented throughout the company including working from home, 2m social distancing, hand washing posters, the purchase of additional hygiene products, increased hygiene reminders and an increased cleaning regime throughout the day.</p>	CHS will continue to monitor the Government and associated healthcare websites for updates and guidance on the use of PPE in the workplace.	Low

		<p>CHS will support employees who choose to wear a face mask/covering, however they must follow strict rules on removal and disposal.</p> <p>A copy of PPI30 PPE (Personal Protective Equipment) for First Aiders is attached providing information on correct use, removal and disposal of PPE.</p>		
17.	<p>Workforce Management</p> <p>To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.</p>	<p>Where possible members of staff will continue to work from home.</p> <p>When staff are required to return to work a staggered return will be implemented for both sites, The Island and Sea Vixen, to ensure social distancing measures can be controlled and implemented effectively.</p> <p>Staggered lunch breaks will be implemented to ensure social distancing is possible and staff are able to ensure maximum occupation of the kitchen area is observed.</p> <p>Staff members have been advised not to share office supplies. Where transfer of items between staff members cannot be avoided a dedicated drop off/collection point must be put in place.</p>	Regular reviews of the drop off/collection point will be carried out and any improvement will be made accordingly.	Low
18.	<p>Work related travel</p> <p>To avoid unnecessary work travel and keep people safe when they do need to travel between locations.</p>	<p>All unnecessary travel is not permitted.</p> <p>Where necessary travel is required in company owned vehicles these must be cleaned regularly and after each use. Only one member of staff is permitted in the vehicle at a time.</p> <p>Where deliveries/collections are required social distancing must be implemented at all times.</p>	Monitor use of the vehicles and review procedures where necessary.	Low
19.	<p>Training and Communication</p> <p>To make sure all workers understand COVID-19 related safety procedures.</p> <p>To make sure all workers are kept up to date with how safety measures are being implemented or updated.</p>	<p>Regular updates have been issued to all members of staff detailing new ways of working and health and safety updates.</p> <p>All new or updated policies and procedures relating to the Coronavirus pandemic are issued to all staff as and when they are revised.</p>	CHS will monitor Government websites for any new advice or updates and communicate these to the staff members as soon as is practicable.	Low

Supporting documentation with this for risk assessment:

CHS-Covid-19-WFH Response - Chris Southgate - 17.03.2020
MF100 - Coronavirus Medical Questionnaire for CHS staff returning from Annual Leave - 18.05.2020 V3.0
MF098 - Coronavirus Medical Questionnaire for visitors to CHS - 20.05.2020 V3.0
PP130 - PPE (Personal Protective Equipment) for First Aiders
DEK - Welcome Back to The Island - Return to Work and Managing Social Distancing
DEK - Welcome Back - Managing Social Distance - Sea Vixen

Local Hospital Address:

Royal Bournemouth Hospital - Emergency Department (24 Hrs)
Castle Lane East
Bournemouth
Dorset
BH7 7DQ

Tel: 01202 303626

Southampton General Hospital - Emergency Department (24 Hrs)
NHS Foundation Trust
University Hospital
Tremona Road
Southampton
SO16 6YD

Tel: 023 8077 7222

Poole General Hospital - Emergency Department (24 Hrs)
Longfleet Road
Poole
BH15 2JB

Tel: 01202 665511

Local Eye Hospitals

Eye Emergencies - Acute Referral Unit - Bournemouth and Christchurch

An appointment system is in place for all emergency eye conditions.

Before visiting the unit please telephone the unit for an assessment on: Tel: 01202 704181

Opening hours: 08.00 am - 6.00 pm - Monday - Friday
08.30 am - 6.00 pm - Saturdays and Bank Holidays
08.30 am - 2.00 pm - Sundays

For emergency conditions out of hours please visit the Emergency Department at the Royal Bournemouth Hospital - details below:

Royal Bournemouth Hospital
Castle Lane East
Bournemouth
BH7 7DW

Tel. 01202 303626

Eye Emergencies - Southampton

Eye casualty is a specialist emergency department for urgent sight problems and eye treatment based at Southampton General Hospital..

We are an emergency service, so do not offer appointments.

Opening Hours : Monday to Sunday, 8am to 6pm

Southampton General Hospital
Tremona Road
Southampton
Hampshire
SO16 6YD

Call us on 023 8120 6592. If your call is not answered, please try again in a few minutes.

If you have an urgent eye problem outside of these hours, please contact your GP to access their out of hours service or call 111 for further advice. An ophthalmologist is on call in case of an emergency.

Signatures:

Assessor Name Jane Watton	Signature	Date
Head of Department Steve Keats/Paul Hand	Signature	Date
Review Date		