

Covid-19

Managing the Risk in the Workplace



INTRODUCTION

The Health and Safety of our employees is of utmost importance at Facilities by ADF.

We are committed to ensuring a safe working environment for all our staff during these difficult times.

The aim of this document is to set out a general risk assessment, which can be applied to our business to minimise the risk of transmission of Covid-19 while allowing work to continue under any Government restrictions and distancing measures, which may still be in place both in the short and long term.

The process has identified potential risks for each group of employees and proposed actions to be taken to address/manage this risk.

FACILITIES BY ADF COVID-19 COMPLIANCE TEAM

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HEALTH DECLARATIONS

We will obtain a written declaration from all Facilities staff at the start of production stating that:

- They are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 10 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
- That they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.
- That they have not received a notification from NHS test and trace to self-isolate as a result of a positive test recording.

Anyone developing symptoms while at work shall be sent home (by private transport) and told to seek medical advice from the NHS.

WHAT IF I TEST POSITIVE?

Employees who test positive or are exposed to someone who tests positive for COVID-19 must follow these protocols:

- If you have symptoms of Covid-19 or receive a positive test result (regardless of symptoms), you must immediately self-isolate at home for 10 days. If you live with others, all other household members need to stay at home and not leave the house for 14 days.
- If you have been informed that you are a 'Contact' (by Track & Trace or by Production), you must immediately self-isolate at home for 14 days from the date of your last contact with the person who has tested positive for COVID-19. A 'Contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others).
- Self-isolation means you must stay at home and not leave the house for the advised period of time. Do not go to work, school, or public areas, and do not use public transport or taxis. Self-isolating in this way will help protect your family, friends, the wider community and the NHS.
- It is very important that you follow this advice even if you feel well, as symptoms can take up to 14 days to appear from your last contact with the person who has tested positive for COVID-19.

TESTING

- It is not feasible to obtain Testing kits for all employees, particularly where these are still required for the NHS staff.
- However, employees can be monitored for symptoms by use of a handheld temperature gauge.
- Where possible, this may be undertaken by a suitably trained medic (whilst on base working with Productions).
- Where this is not possible, the employee should pay careful attention to the onset of symptoms of COVID-19 and undertake a self-testing regime.
- Anyone with a raised temperature ($>37.8^{\circ}\text{C}$) should be sent home after discussion with a member of the ADF COVID-19 Compliance Team.
- We will obtain consent from individuals for testing (as part of the Health Declaration).
- In addition to this, you may be tested several times prior to or during a Production depending on Production Protocols.

EDUCATION

- COVID-19 Safer Working induction training will be undertaken by all ADF Employees prior to their work commencing. This will include best practice in general principles such as:
 - Social distancing, and hand and respiratory hygiene requirements
 - Department-specific needs
 - Awareness of mental health and wellbeing at work during the pandemic
 - Accessibility and inclusivity in COVID-19 safer working practices
- COVID-19 Enforcement Training will be provided to the ADF COVID-19 Compliance Team.
- The Facilities by ADF COVID-19 Compliance Team will meet at least weekly and ensure that any amendments to the Government Guidelines are communicated to all staff in an timely manner.
- Training will be provided via electronic means such as Skype/Video/Email presentations.
- First Aid Training will be reviewed to ensure it includes managing the risk of COVID-19.
- In addition to this, you may be required to complete Production-specific training, regarding the Covid-19 protocols that apply to that Production, as part of your role or work activity.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- We will source the appropriate Protective Equipment for each role such as masks/gloves etc.
- Both the FFP and surgical type masks deteriorate over a relatively short time and therefore need to be renewed regularly and disposed of carefully.
- Disposable gloves may also be useful for certain functions but again need to be used with care and disposed of carefully if they are to afford protection and not create an additional infection risk.
- All single use PPE including masks and gloves should be disposed of at the end of each task or shift so they cannot be re-used.
- After removing any PPE the wearer must wash their hands thoroughly with hand soap or sanitiser.

FACE COVERING POLICY

- In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth.
- It is now mandatory to wear face coverings in shops and other indoor areas. Although office spaces are not specified, it is company policy to wear face coverings whilst frequenting ADF business premises. This includes all Facilities by ADF depots, Base and studio sites in areas where social distancing is difficult to manage, including: Shared areas (e.g. canteen and despatch area) and whilst in transit to another area of the depot (e.g. the corridors/ on the way to a meeting room or using a photocopier). You will not need to wear a face covering once you are positioned at your workstation (unless detailed in a task-specific risk assessment).
- There may also be additional policies to follow at Base and Studio sites and this will be communicated to you through either the planning department pre-deployment or the relevant HOD when you arrive at site.
- There are some circumstances where people may not be able to wear a face covering; please discuss this with the relevant head of department/manager prior to undertaking any task or job for Facilities by ADF.
- This applies to all ADF Employees, Visitors, Agency and Temporary staff i.e. contractors. It does not replace Government rules on face coverings (which vary by location) which may still be applicable depending on your area of work or outside of work.

RISK ASSESSMENT – ALL EMPLOYEES

Risk Means of Transmission	Control Measure to be Carried Out	Completed by	Responsibility	Recording
Person showing symptoms of Covid-19 in the workplace	Employees must fill out a health declaration prior to starting work declaring that they are free from symptoms, that those in their household are free from symptoms, that they have not knowingly come into contact with anyone showing symptoms of Covid-19 in the previous 14 days, and that they should not be self-isolating for any other reason laid out in government guidelines.	All Employees	HOD/Line Manager/COVID-19 Compliance Team	Actions logged on HOD weekly report
Suspected transmission from symptomatic person to other members of same department/team	Regular health checks, including temperature checks, to be undertaken on all employees on a daily basis Any person who shows any symptoms to be assessed immediately by the on-site medic/representative and removed from set/depot if symptoms are deemed to be indicative of Covid-19.	All Employees	HOD/Line Manager/COVID-19 Compliance Team	Actions logged on HOD weekly report
Person-to-person transmission from a-symptomatic carrier	Gloves and Masks to be made available to all persons at all times. Company policy to wear face coverings in shared areas and whilst in transit in the depots. All base and workshop staff to be required to wear the appropriate PPE/Face covering whenever in studio or location. Visitors and Contractors to complete health declaration prior to being 'booked in'. Any essential interaction between people should follow safe distancing guidelines as set out by government.	All Employees	HOD/Line Manager/COVID-19 Compliance Team	Actions logged in HOD Weekly Report. Areas of Non-compliance logged on Management System
	All Staff to have induction training on safe distancing guidelines/ good hygiene and use of PPE/ face covering. Reinforce safe distancing guidelines/good hygiene and use of PPE/face covering regularly through signage, communication, monitoring and enforcement.	All Employees	Human Resources Manager/ H&S Representative/ COVID-19 Compliance Team	Training Records

RISK ASSESSMENT – OFFICE/ WORKSHOP EMPLOYEES

Risk Means of Transmission	Control Measure to be Carried Out	Completed by	Responsibility	Recording
Person-to-person transmission from a-symptomatic carrier	Continuously review the number of staff on site and assess where employees are able to work effectively from home in line with social distancing requirements and local restrictions (weekly Compliance Team meeting).	Department Head/ Line Managers	COVID-19 Compliance Team	Weekly Management Meeting
	Hygiene Awareness posters will be prominently displayed. Increased frequency of cleaning of public areas including doors/equipment. All touch points sanitised daily by cleaner and prior to/after use by User. Maintenance of hot water in every site. Provision of hand sanitiser's, anti-bacterial wipes and sanitising cleaning products. Provision of Perspex screens where appropriate. Windows should be opened where possible to improve air circulation. Air Conditioning operates from closed circuit, therefore windows must be opened when in use.	Health & Safety rep/Company Administrator	COVID-19 Compliance Team	Weekly Management Meeting
	All relevant signage on display to advise on good hygiene, Social Distancing/ face covering requirements.	Health & Safety Representative	COVID-19 Compliance Team	Weekly Management Meeting
	Restriction of the number of people in the canteen at one time - staggered break times. Maximum of two people.	All Employees	COVID-19 Compliance Team	Weekly Management Meeting
	Transmission from contact with Equipment/items	Deliveries to the offices to be received without contact (delivered to agreed vacant area). Entry to be controlled. Deliveries to be handled with gloves if necessary. Thorough hand washing to take place after handling of any delivery.	Line Manager	COVID-19 Compliance Team
	Removal of the Clocking system in Bordon and Brynmelyn to minimise common touch points.	Logistics Manager/ Workshop Manager	COVID-19 Compliance Team	Weekly Management Meeting

RISK ASSESSMENT – WORKSHOP EMPLOYEES

Risk Means of Transmission	Control Measure to be Carried Out	Completed by	Responsibility	Recording
Person-to-person transmission from a-symptomatic carrier	Gloves and Masks to be made available to all persons at all times. All Workshop staff are required to wear the appropriate PPE/face covering whilst working on trailers where applicable. Any essential interaction between people should follow safe distancing guidelines as set out by government.	All Employees	Line Manager/COVID-19 Compliance Team	Weekly Management Meeting
	Provision of Perspex screens where appropriate to ensure social distancing.	Health & Safety representative	Line Manager/COVID-19 Compliance Team	Weekly Management Meeting
Transmission from contact with equipment	All staff working on equipment to wear the appropriate PPE at all times	All Employees	Workshop Manager	Weekly Management Meeting
	All equipment to be further disinfected by allocated person/persons within that department before distribution.	All Employees	Workshop Manager	Weekly Management Meeting
	Hand sanitiser available to each employee, as well as hand washing facilities.	All Employees	Workshop Manager	N/A
Unnecessary contact with equipment	Employees must not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their purview. Deliveries to the offices to be received without contact (delivered to agreed vacant area). Entry to be controlled. Deliveries to be handled with gloves if necessary. Thorough hand washing to take place after handling of any delivery.	All Employees	HOD	N/A

RISK ASSESSMENT –DRIVERS

Risk Means of Transmission	Control Measure to be Carried Out	Completed by	Responsibility	Recording
Unnecessary contact with equipment Person-to-person transmission from a-symptomatic carrier	Clocking in System to be disabled until further notice	Logistics Manager	Covid-19 Compliance Team	Weekly Management Meeting
	Handtowels/disinfectant to be made available next to digi-card reader.	Health & Safety Representative/ Company Administrator	Covid-19 Compliance Team	Weekly Management Meeting
	Drivers must use the equipment provided to clean/disinfect cabs, steering wheels etc.	All Drivers	Logistics Manager	Weekly Management Meeting
	Continual review and work with the Production Companies in relation to the procedures whilst attending Studio/Location sites. Production-specific Covid-19 training and Protocols must be adhered to.	Account Managers	Covid-19 Compliance Team	Weekly Management Meeting
	Drivers to arrive at Base location one hour after wrap time to minimise interaction with the Production Staff and ADF Base crews	Logistics Manager/Planning Team	Logistics Manager	Weekly Management Meeting
	Consideration for moves outside of UK to be reviewed in line with travel restrictions and country measures in each instances.	Account Managers/Logistics Manager	TBA	TBA

RISK ASSESSMENT – Base Employees

Risk Means of Transmission	Control Measure to be Carried Out	Completed by	Responsibility	Recording
Person-to-person transmission from a-symptomatic carrier	Account Managers will review the specific protocols with each Production and provide those details to the HOD as part of their initial brief. Production-specific Covid-19 training and Protocols must be adhered to. HODs to liaise with the Production's Covid-19 Supervisor/Contact and communicate information to team.		HOD/Account Managers/COVID-19 Compliance Team	Reviewed on a case-by-case basis with each Production
	Social Distancing measures to be adhered to at all times.	Account Managers	HOD/Account Managers/COVID-19 Compliance Team	
	Fixed Teams to support Productions – limited changeover of staff.	Account Managers	Account Managers/Planning Team	Twice weekly Planning Meeting
	All Employees are to travel to and from base individually – Either in their own vehicle or company vehicle where provided. The only exception to this is where employees live in the same house.	All Base Employees		Actions logged on HOD weekly report
	Daily Cleaning Routine to be agreed with Production. All surfaces / door handles / hand rails to be cleaned & sterilised at regular intervals during the day.	All Base Employees	HOD/COVID-19 Compliance Team	Actions logged on HOD weekly report
	All single use PPE including masks and gloves should be disposed of at the end of each task or shift so they cannot be re-used.		HOD/COVID-19 Compliance Team	Actions logged on HOD weekly report
	After removing any PPE the wearer must wash their hands thoroughly with hand soap or sanitiser			

RISK ASSESSMENT – Base Employees (Cont)

Risk Means of Transmission	Control Measure to be Carried Out	Completed by	Responsibility	Recording
Person-to-person transmission from a-symptomatic carrier	100% Adhere to Covid-19 Protocols and Guidance provided by Production. This may extend to non-working hours whilst working on a Production.	All Base Employees	HOD/COVID-19 Compliance Team	Actions logged on HOD weekly report
Transmission from contact with equipment	All equipment being sent out to location to be cleaned and sanitised prior to departure.	Workshop Manager/Logistics Manager	HOD/COVID-19 Compliance Team	Actions logged on HOD weekly report
	All staff responsible for loading/unloading and transporting equipment should wear gloves at all times when handling equipment.	All Employees	HOD/COVID-19 Compliance Team	Actions logged on HOD weekly report
	All equipment to be further disinfected by allocated person/persons within that department before being moved onto set.	All Employees		
	Gloves and suitable disinfection materials to be provided.	Workshop/Production		
	Hand sanitiser available to each employee, as well as hand washing facilities.	Production	Production	N/A
Unnecessary contact with equipment	Employees must not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their purview.	All Employees	HOD	N/A