COVID 19 - Risk assessment

Company name: Uniquecapture **Assessment carried out by: Chris King**

Date of next review: 02/01/2021 **Date assessment was carried out: 30/03/2020**

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
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Customers Contractors/Models Drivers coming to your business Visitors	Follow our guidance on cleaning, hygiene and hand sanitiser - Provide water, soap and drying facilities at wash stations - Based on the number of workers and the number of people who come into your workplace decide: ➢ how many wash stations are needed ➢ where wash stations need to be located You may already have enough facilities	-Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash/disinfect their hands - Provide information to your workers about when and where they need to wash their hands	Studio Manager	14/04/2020	Yes

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		- Provide hand sanitiser as an additional method of keeping hands clean	- Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities			
Getting or spreading coronavirus by not cleaning surfaces,	Staff Customers	Use the guidance on cleaning and hygiene during the coronavirus outbreak - Identify surfaces that are frequently touched and by many people (often	- Put in place monitoring and supervision to make sure people are following controls, ie are implementing the	Studio Manager	14/04/2020	Yes

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equipment and workstations	Contractors/Models Drivers coming to your business Visitors	common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user	cleaning regimes implemented Provide information telling people who needs to clean and when - Provide instruction and training to people who need to clean. Include information on: ➢ the products they need to use ➢ precautions they need to follow ➢ the areas they need to clean			

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		- Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork - Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects	Identify how you are going to replenish cleaning products			

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		- Provide more bins and empty them more often - Provide areas for people to store personal belongings and keep personal items out of work areas - clean things like reusable boxes regularly - Put in place arrangements to clean if someone develops symptoms of coronavirus in work				
Contracting or spreading the virus by not social distancing	Staff Customers Contractors/Models	- Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules - Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:	sure social distancing rules are followed - Provide information, instruction and training to people to understand what they need to do	Studio Manager	14/04/2020	Yes

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	Drivers coming to your business Visitors	➢ using marker tape on the floor • ➢ one-way systems • ➢ holding meetings virtually rather than face- to-face • ➢ staggering start/end times • ➢ limiting the number of people on site at one time • ➢ having allocated time slots for customers • ➢ rearrange work areas and tasks to allow people to meet social distancing rules	- Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing			

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		• ➢ using empty spaces in the building for additional rest break areas where safe to do so • ➢ implementing 'drop zones' for passing materials between people • ➢ providing more parking areas or controlling parking spaces • ➢ providing facilities to help people walk or				

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		cycle to work, eg bike racks ➢ minimising contact at security offices for drivers - Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include: ➢ physical screens and splash barriers – if they are used in vehicles they must be safe, not impair visibility and will probably need approval from the vehicle manufacturer to ensure they don't compromise safety • ➢ place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face				

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		• ➢ reducing the numbers of people using lifts - If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: ➢ enhanced cleaning regimes • ➢ increase in hand washing • ➢ limiting the amount of time people spend • on the task ➢ placing workers back-to-back or side-by- side rather than face-to-face when working • ➢ 'cohorting' work teams so they consistently work together				

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		• ➢ improving ventilation - Display signs to remind people to socially distance (Please note – personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)				
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Customers Contractors/Models	Follow our guidance on heating ventilation and air conditioning (HVAC) - Identify if you need additional ventilation to increase air flow in all or parts of your workplace	Maintain air circulation systems in line with manufacturers' recommendations	Studio Manager	14/04/2020	Yes

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	Drivers coming to your business Visitors	- Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help - If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air				
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Staff Customers Contractors/Models	Follow our guidance on PPE during the outbreak There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus	Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out	Studio Manager	14/04/2020	Yes

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	Drivers coming to your business Visitors	- Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance - Identify which tasks you need PPE for and specify the right protection factor needed for those tasks - Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks - Where required, ensure that those using RPE are face-fit tested.				

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		- Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace (Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them you should support them)				

Mental health and wellbeing affected through isolation or anxiety about coronavirus		Follow our guidance on stress and mental health - Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell	Further advice and support - Share information and advice with workers about mental health and wellbeing - Consider an occupational health	Studio Manager	14/04/2020	Yes

		them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours	referral if personal stress and anxiety issues are identified - Where you have an employee assistance programme encourage workers to use it to talk through supportive strategies			
Increased risk of infection and complications for vulnerable workers		Identify who in your work force fall into one of the following categories: ➢ Clinically extremely vulnerable ➢ People self-isolating ➢ People with symptoms of coronavirus ➢ Groups who may be at higher risk of	- Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnan	Studio Manager	14/04/2020	Yes

		poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19)				
		- Discuss with employees what their personal risks are and identify what you need to do in each case				
		- Identify how and where someone in one of these categories will work in line with current government guidance				
		- If they are coming into work identify how you will protect them through social distancing and hygiene procedures				