

<b>Company name</b>	The Brighton Studio		<b>Location of planned shoot</b> (Studio A, Studio B, Workspace, Kitchen, Breakout, other...)	Studio A, Studio B, Workspace, Kitchen, Breakout, Office, Communal spaces and entry points.
<b>Production title</b>	COVID-19 amendments to general RA		<b>Summary of the shoot</b> (i.e Group stills for corporate client, Music video, Dog-food commercial etc)	n/a
<b>Assessor (Your name):</b>	Xoe Kingsley	<b>Position (Your title in this production):</b>	Director	<b>Expected number of total users of the space</b> (Including crew and talent)
<b>Your email</b>	hello@thebrightonstudio .com	<b>Your phone</b>	n/a	<b>Risk Rating (auto updates from completed risk assessment below)</b>
<b>First date of planned shoot</b>	15th June 2020	<b>End date</b>	Ongoing	<b>Date of this assessment</b>

<b>Risk Rating (auto updates from completed risk assessment below)</b>	<b>Moderate</b>
--	-----------------

In addition to the unique hazards that your project may present, the following is an integral list of hazards and the risk mitigation expected of you / your production.

Risk/Hazard	Controls
<b>Fire</b>	Good housekeeping, disposal of waste and debris as you go, the use of fire retardant fabrics and materials, no overloading circuits, no open flames, adhere to Studio fire evacuation policy, fire routes to be kept clear of obstruction at all times
<b>Electrocution</b>	All equipment should be used as the manufacturer intended, should be regularly PAT tested, should be mechanically sound and should be used by trained or experienced professionals
<b>Slips, trips &amp; falls</b>	Good housekeeping, disposal of waste and debris as you go, clean up spills as you go, use mats in wet weather, no solo working at heights, follow manual handling guidelines when moving equipment, props, wardrobe etc, ensure appropriate protective measures are in place if talent or crew are to undertake potentially harmful work
<b>Lighting</b>	Indoor and outdoor lighting must be adequate for your activity. Mark clear, safe routes through the space for activity in low light.
<b>Physical activities</b>	Physical activity includes: that PPE is provided where required; sufficient training for working at heights and manual handling has been provided to those that require it, adequate breaks for food and rest are factored into your schedule.
<b>Child Protection</b>	Children should be accompanied by a guardian at all times and must have appropriate consent forms signed, any work undertaken by a minor must not Child Employment Laws, known allergens must be kept out of reach
<b>Set and Props</b>	Should be stable, secure and built in a way as to not cause injury or harm. Consider whether PPE is required in assembly, disassembly or use.

Risk matrix. Use this to determine the Risk Rating of your hazards and of the

		Severity of the potential injury/damage				
		Insignificant damage to Property, Equipment or Minor Injury	Non-Reportable Injury, minor loss of Process or slight damage to Property	Reportable Injury moderate loss of Process or limited damage to Property	Major Injury, Single Fatality critical loss of Process/damage to Property	Multiple Fatalities Catastrophic Loss of Business
		<b>0 – 5 = Low Risk</b>				
		<b>6 – 10 = Moderate Risk</b>				
		<b>11 – 15 = High Risk</b>				
		<b>16 – 25 = extremely high unacceptable risk</b>				
Likelihood of the hazard happening	Almost Certain <b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	Will probably occur <b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	Possible occur <b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	Remote possibility <b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	Extremely Unlikely <b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Hazards identified	Who may be harmed?	Existing controls	Likelihood (L)	Severity (S)	Risk Rating (L X S)	Additional controls (if low risk, none required)	Who is doing the additional control?	Additional control completion date
Coronavirus COVID-19 CV19	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Working from home</b> Software and equipment has been provided for off-site administrative work. Studios cannot operate without employees on site.	1	1	1			
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Social distancing of 2m including while arriving at and departing from work.</b> A one-way system [keep to the left] has been implemented building-wide. Where hires are in multiple spaces, arrival and departure times are staggered to avoid crowding in and out of the studios. To reduce public transport use, on-site bike-parking facilities are available as is nearby parking (NCP, on-street).	1	5	5			
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Social distancing of 2m in workspaces/offices.</b> One (1) person in the office at any time [co-habiting people Two (2) people in the office]. Where workstations are used, people will work back-to-back or side-to-side.	2	5	10	Monitor compliance.		
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Social distancing of 2m in studios/hired spaces.</b> A case-by-case reduction of capacity for all hires in all studios. Workspace in 'Workshop', 'Production', 'Meeting', 'Presentation' set-ups operate with a reduced capacity. Workspace furniture arrangement to comply with 2m distancing rules OR side-to-side and back-to-back configurations.	2	5	10	Monitor compliance.		
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Social distancing of 2m in common areas</b> A reduced capacity of 2ppl in the kitchen. A reduced capacity of 3ppl in the breakout. A reduced capacity of 4ppl in the changing room.	2	5	10	Monitor compliance.		
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Reducing transmission by frequent handwashing for 20-30 seconds.</b> Touch-free sanitation points have been installed at high-traffic entry points throughout the studio complex. Antibacterial soap is provided at all washstations. Signage to encourage hygiene standards are in place.	1	5	5			
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Reducing transmission due to face-to-face meetings.</b> Viewings of the spaces can be achieved with 2m social distancing and only essential participants in attendance. Remote-working for person-to-person and group meetings.	1	5	5			

	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Reducing transmission due to surface contamination.</b> Enhanced cleaning of all facilities with increased regularity. Business deliveries are wiped down on arrival. Minimising unnecessary contact at delivery points. Shared crockery, cutlery, cups and glasses will be removed until further notice (staff and clients must bring their own). Kettles must be wiped down after each use. Kitchenware must be washed and dried immediately after use. Disposable roll must be used in place of tea-towels and hand towels.	2	5	10	Monitor compliance.		
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Reducing transmission due to airbourne infection.</b> Staff will be provided with Level 1 PPE (gloves and mask) where a task cannot be performed while maintaining 2m social distance. Clients, contractors and visitors are responsible for their own PPE compliance. We reserve the right to refuse entry to any person not using Level 1 PPE (mask) where they are unable to maintain 2m social distancing. Paper towels are provided in the toilets instead of hand-dryers.	1	1	1			
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Government guidance: Keeping the workplace clean.</b> Frequently cleaning work areas, common areas and surfaces that are touched regularly such as door handles, phones and keyboards. All studios and communal spaces cleaned at the end of each day. High-touch items [kit-check in/out, printer, phone] limited and cleaned between use. Windows vented between hires. Waste removed at the end of each day or as appropriate.	2	5	10	Monitor compliance.		
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Government guidance: PPE</b> Single-use Level 1 PPE is required by staff for accepting deliveries (gloves), booking kit in and out (gloves), setting up equipment for pre-light (gloves), taking out waste (gloves), cleaning (gloves) and will otherwise be assessed on a case by case basis.	3	5	15	Compliance to be monitored. PPE does not replace thorough handwashing. Some evidence shows that using gloves could increase risk of contamination		
Possible on-site infection / Person on-site presenting symptoms	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Health Declaration:</b> Pre-arrival Health Declarations for shoot personnel are mandatory. Any person with symptoms will be sent home immediately. Studio hire clients to provide full call-sheet or attendee list in advance of booking including full names and contact details.	2	5	10	Monitor compliance.		
	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Communicating risk:</b> Studio safety document, RA and expectations emailed in advance of the hire. APA and AOP guidelines available. Signage in each hire space and at sanitation points.	2	5	10	Monitor compliance.		

First aid, Fire and Emergencies	Employees, clients, contractors, visitors, neighbours and by extension, their families and the wider community	<b>Changes to First Aid practices:</b> An additional supply of nitrile gloves will be provided at all first aid points for self-administration of minor first aid if appropriate. Where a first-aider is required and social distancing cannot be maintained, Level 2 PPE is required (face shield, mask, disposable apron, gloves). No change to existing Fire Evacuation policy.	2	5	10	Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice: Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims' mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn. After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.		
Overall risk rating for event					8			