



CloserStill Media – COVID-19 Risk Assessment

The government requires every setting must carry out a risk assessment before re-opening. All employers have a duty to consult employees on health and safety and this document helps to meet this requirement. The purposed of this risk assessment is to identify the potential contact points of transmission of COVID-19 within the CloserSill offices and the steps we have taken to protect of staff, contractors and visitors from exposure to COVID-19.

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.
- It may be possible that a person can get COVID-19 by **touching a surface or object that has the virus on it** and then touching their own mouth, nose, or possibly their eyes.

This risk assessment will be reviewed on a monthly basis, or as and when government guidelines change

Office Location	CloserStill Media, Exhibition House, Addison Bridge Place, Hammersmith, W14 8XP
Description	The offices comprise of 7 units within the building. There are other units in the building occupied by other commercial tenants who share the same common areas (stairways, halls, lifts). The Closerstill offices are open There are open plan kitchens, 2 shower rooms, meeting rooms, toilets and boardroom
COVID Compliance Officer	Suzanne King
Single point of contact (SPOC)	Stephane James or Rena Zhou in her absence
Risk Assessment prepared by	Julie Mann, Office Manager, Health & Safety representative
Date of assessment	Revised on 30/3/22
Distribution	This risk assessment will be shared with all CloserStill employees, relevant contractors and will be published on the CloserStill Website
Monitoring	The COVID Compliance officer is responsible for ensuring government guidance and internal policies are adhered to within the CloserStill Offices

Risk Assessment Key
P Probability: Likelihood of transmission of COVID-19
S Severity: Extent to which COVID-19 impacts health
R Risk: calculation of probability x severity
Action Level: Level or risk once control measures are in place

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Probability (P)	Severity (s)
1: Low	1: Minor
2: Moderate	2: Significant
3: Even Chance	3: Major
4: Moderate	4: Fatality / life changing
5: Certain	5: Multiple Fatalities

Calculation of Risk (R) PxS		
1-5	Low (L)	Acceptable Risk
6-11	Medium (M)	Acceptable risk but daily monitoring required
12-28	High (H)	Implement immediate changes and further controls
19-25	Unacceptable (U)	Cease action immediately

Hazard/Risk identified	Those affected	P	S	R	Control measures	P	S	R	Action Level
Spread of virus from high touch points including handles, Entrances to Building and individual units	Staff	2	2	4	<ul style="list-style-type: none"> Hand sanitiser at entrance to building/units Enhanced cleaning of high touch point areas Where possible doors are to be kept open 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Visitors	2	2	4		1	2	2	LOW
Spread of virus from high touch points in kitchen areas (fridge, taps, coffee machine) and airborne transmission from people being in kitchen areas	Staff	2	2	4	<ul style="list-style-type: none"> Hand sanitiser available in kitchen Enhanced cleaning of high touch point areas 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Visitors	2	2	4		1	2	2	LOW
Spread of virus from high touch points in Meeting areas/offices (door handles, table surface, phones, remote controls, chairs) and airborne transmission from people being in close proximity	Staff	2	2	4	<ul style="list-style-type: none"> Hand sanitiser and anti-viral surface wipes available Capacity limited depending on size of room Enhanced cleaning of high touch point areas 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Visitors	2	2	4		1	2	2	LOW
Spread of virus from high touch points on work stations (Keyboards,	Staff	2	2	4	<ul style="list-style-type: none"> Hand sanitiser and anti-viral surface wipes available 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW

Mouse, desks, Chairs) and airborne transmission from people being in close proximity	Contractors Visitors	2 1	2 2	4 3	<ul style="list-style-type: none"> Enhanced cleaning of high touch point areas Signage reminding people to socially distance Capacity of usable workstations reduced to allow for socially distanced working. Desks need to be booked via Semana for tracing purposes All desks full sanitised every day 	1 1	2 2	2 2	LOW LOW
Spread of virus from high touch points in toilets	Staff	2	2	4	<ul style="list-style-type: none"> Hand sanitiser and anti-viral surface wipes available Enhanced cleaning of high touch point areas Signage reminding people to socially distance 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Visitors	1	2	3		1	2	2	LOW
Spread of virus from high touch points in Showers	Staff	2	2	4	<ul style="list-style-type: none"> Hand sanitiser and anti-viral surface wipes available Enhanced cleaning of high touch point areas Cyclists have been provided with a plastic box to store their belongings and shower items Cleaners briefed to clean the shower cubicles after every user No items to be stored in the showers 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW
Spread of virus from Travelling	Staff	2	2	4	<ul style="list-style-type: none"> When using public transport face coverings are required, and they are available for employees to use (stored in reception) Teleconferencing is encouraged rather than Face to face meetings 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Visitors	2	2	4		1	2	2	LOW
Spread of virus from bad ventilation	Staff	2	2	4	<ul style="list-style-type: none"> Air conditioning is on and serviced regularly and windows opened to ventilate rooms where necessary 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW
	Contractors	2	2	4		1	2	2	LOW
	Visitors	2	2	4		1	2	2	LOW
Effect on mental health due to the pandemic / anxiety of returning to	Staff	2	2	4	<ul style="list-style-type: none"> Management/HR to promote mental health & wellbeing awareness to employees during the 	1	2	2	LOW
	Vulnerable staff	2	4	8		1	4	4	LOW

the office / travelling on public transport					<p>Coronavirus outbreak and will offer whatever support they can to help Reference – https://www.mind.org.uk/information-support/helplines/</p> <p>https://www.hse.gov.uk/stress/mental-health.htm</p> <ul style="list-style-type: none"> • Regular meetings with employees and line managers to understand and alleviate any anxiety • All employees have access to the EAP programme. • Flexible working offered for travel outside of peak times 				
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Action plan for someone who has displayed signs of coronavirus	If anyone becomes unwell with a new continuous cough or a high temperature or displays any of the additional symptoms of Covid-19 in the workplace they can take a test that we will provide free of charge to employees
Action plan for someone who has confirmed case of coronavirus	<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises)</p> <p>Cleaning:</p> <ul style="list-style-type: none"> • All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal • Cleaning contractors use disposable cloths or paper roll and an appropriate alcohol based viricidal disinfectant solution. • Cleaning contractors are advised to wear appropriate PPE • Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.

The employee will be asked to follow the government advice to stay at home, and inform their close contacts.

- face-to-face contact under 1 metre for any length of time – including talking to them or being coughed on
- being within 1 metre of each other for 1 minute or longer
- being within 2 metres of each other for more than 15 minutes in total in 1 day

Typically, this could be people working on the same pod of desks, those in the same meeting, anyone they have had a conversation with (for more than a minute).

The employee will be able to return to the office after 10 days or after 5 days if they have 2 consecutive negative tests.