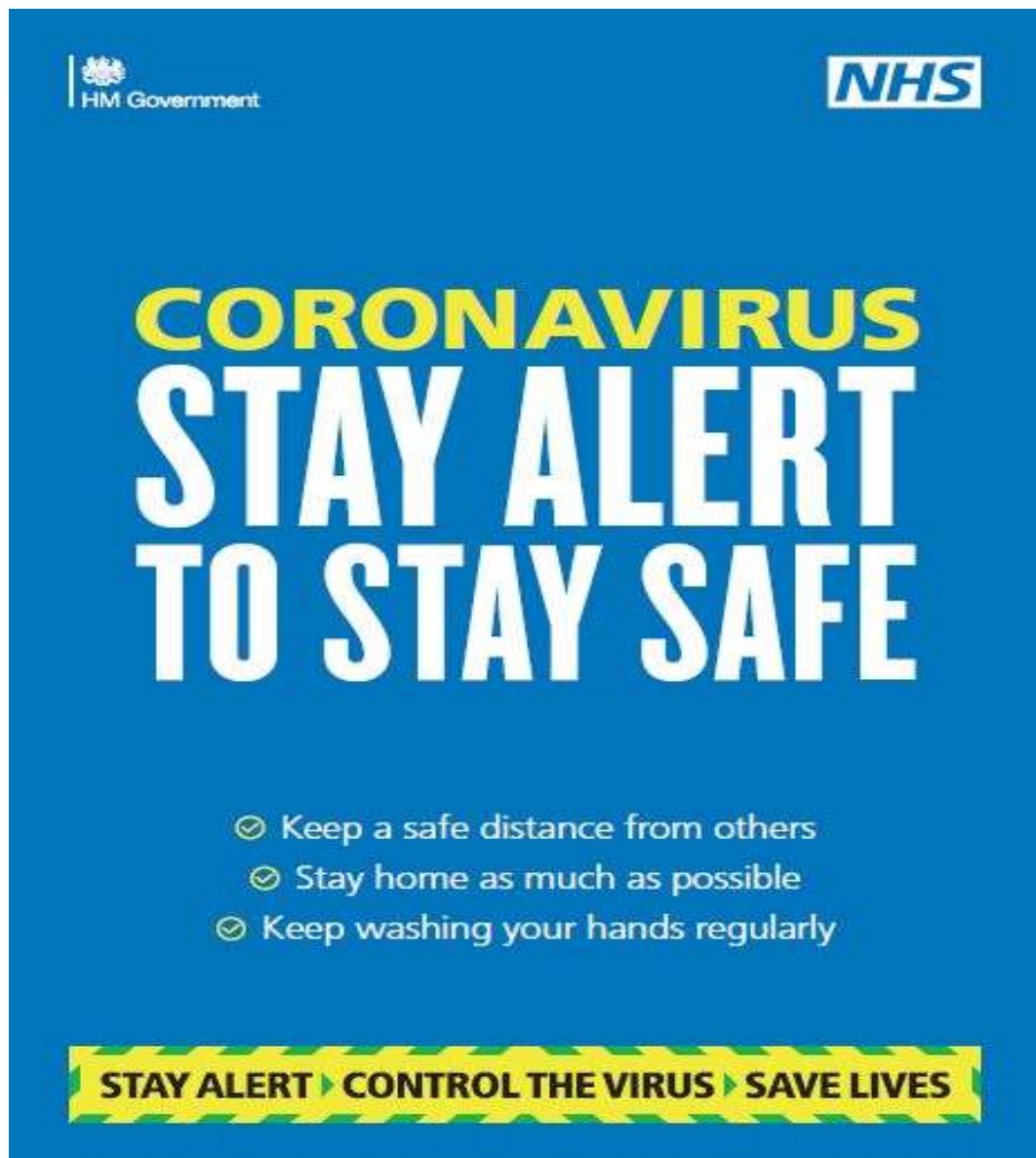


## Coronavirus Covid-19 Guidelines

A summary of the measures that Hampshire Greenscreen have taken regarding the Coronavirus Covid-19 pandemic, and in particular access to the Greenscreen.

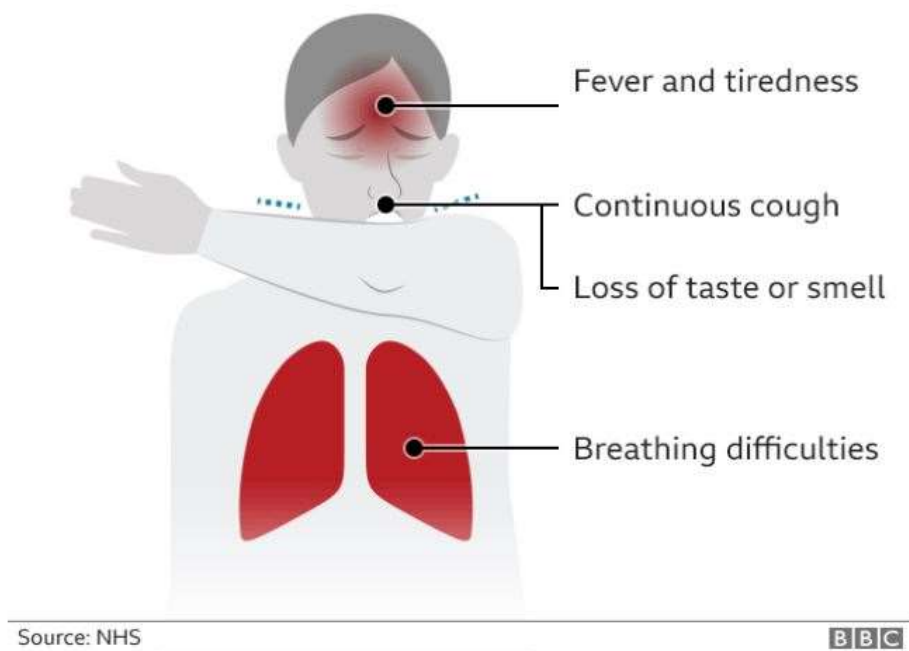


## Covid Secure

It is our intention to ensure that our Studios are Covid Secure, with comprehensive risk assessments being carried out and acted upon any findings that are apparent.

The first measure to maintain Covid Secure building is to prevent anyone with symptoms from accessing the buildings, the key symptoms of Covid-19 are as follows:

### Coronavirus: Key symptoms



Anyone with symptoms described above cannot enter the building.

Other measures in force are as follows:

- Hand sanitiser are available in each of the rooms.
- Keep your distance, 2m where possible
- Where 2m is not possible then use mitigation measures including wearing visors and/or face masks.
- Catch coughs or sneezes in a disposable tissue and bin immediately after use
- Limit contact with other people (no shaking hands, etc)
- Enhanced cleaning regime, especially touchpoints (door handles, rails, etc)
- Occupancy limit for Studio (3 people) and meeting room (4 people)

Where possible visitors to premises should be discouraged and meetings undertaken by phone or video conference.

Visitors to the Studio should be made aware of the procedures in advance of arrival by the Studio Manager who will be responsible for them for the duration of their visit.

Key points to note:

- Visitors should be given a copy of the information prior to their visit or if that is not possible on arrival
- No one displaying any symptoms, however mild, will be allowed in the premises.
- Should anyone become unwell at any time they will be asked to self-isolate immediately

#### **Safety measures taken in the Building:-**

- Thorough cleaning of shared spaces in the building twice a week
- Regular cleaning of worktops, door handles, railings, etc
- Number of visitors limited
- Handgel is readily available

#### **Safety measures specifically taken for the Greenscreen Studio:-**

- We will be limiting the amount of people present in the studio and would ask that a 2m distance be kept from the cameraman wherever possible. We will only be operating the session with people absolutely necessary to the filming.
- Extra visitors can view the session via video in the meeting room.
- All hard surfaces will be wiped down immediately prior to the studio booking.
- Masks will be worn when not being filmed.
- Window will be open or air conditioner running when possible to promote air flow in the rooms.

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### ● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## Risk Assessment

<b>Company Name</b>	Hampshire Green Screen					
<b>Activity or Task Covered by this Assessment</b>	Exposure to Coronavirus (Covid-19)					
<b>Significant Hazards</b>	<b>Assessment of Risk (Before Controls)</b>			<b>Assessment of Risk (After Controls)</b>		
	Likelihood 1- 5	Severity 1-5	Initial Risk 1-25	Likelihood 1-5	Severity 1-5	Remaining Risk 1-25
1. Contact with infected persons	5	4	20	2	4	8
2. Contact with contaminated surfaces	5	4	20	2	4	8
<b>Control Measures</b>						
<p>The most likely route of transmission of coronavirus is when an infected person coughs or sneezes and the virus within the droplets passes to a second person. The virus can live on surfaces for up to 72 hours so you could become infected by touching a surface contaminated with the virus and then touching your own mouth nose or eyes.</p> <p><b>Compliance with:</b> 2m social distancing – Ideally stay 2m away from other people. Every effort is to be made to maintain this - however in particular circumstances where this might not be possible other mitigating actions are required. Good hygiene practices – clean hands with alcohol sterilising gel and also wash hands thoroughly with soap and water in the event of physical contact with an infected person.</p> <p><b>Planning:</b> Persons who can work at home should do so. Planning work so 2m social distancing is maintained or other mitigating actions introduced. Enhanced cleaning routines in premises.</p> <p><b>Physical:</b> Wash or sanitise your hands before you start work and much more frequently than normal during the day. Avoid any physical contact with any persons (skin/skin contact) – do not shake hands. Avoid close contact with anyone who is clearly unwell. Cover your nose and mouth with a tissue or your sleeve (not your hands) when you cough or sneeze and bin the tissue immediately.</p> <p><b>Managerial/Supervisory:</b> Ensure alcohol-based cleaning gel is provided and used to supplement washing facilities. Ensure frequently touched objects and surfaces are to be cleaned and disinfected regularly. Ensure premises are suitably cleaned and sanitised should a case be confirmed of someone who has visited or worked at the premises.</p>						
<b>Circumstances which will require further risk assessment</b>						
A person who is known to be infected entering the workplace.						
<b>Generic Risk Assessment Completed by:</b>			<b>Date:</b>		<b>Date for Review:</b>	
Andrew Goode			1 <sup>st</sup> September 2020		1 <sup>st</sup> December 2020	