



Risk assessment for : Pageant Media Limited





Risk assessment name	Covid Secure Risk Assessment : PML - Cardiff	Assessment type	 General
Assessor name	Fay Osborne	Affected site(s)	Pageant Media Cardiff (CF10 3AE)
Assessment date	26/08/2020	Review period	Monthly
Approved by	Fay Osborne	Review date	26/09/2020
Approved date	26/08/2020	Reference	PML_CAR_AUG19







Workspace(s)	Description
 Office	<p>Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at: https://gov.wales/workplace-guidance-employers-and-employees-covid-19.</p> <p>It should be noted that wherever possible people should still be encouraged to work from home.</p> <p>This risk assessment sets out the controls that will be in place for the workplace (PML, Capital Tower, Greyfriars Road, Cardiff, CF10 3AE) and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is COVID-Secure.</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)






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 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div data-bbox="801 220 891 308"> </div> <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <div data-bbox="801 563 891 651"> </div> <p>Cleaning Of Premises Before Work Commences Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.</p> <div data-bbox="801 842 891 930"> </div> <p>Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk Based on current Government Guidance for Non-clinical Settings. This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <div data-bbox="801 1050 891 1137"> </div> <p>Increased Cleaning Frequency Of Cleaning Throughout Premises Increased cleaning regime in place throughout premises.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> <div data-bbox="1361 1050 1451 1137"> </div> <p>Workspaces Will Be Cleared Of Waste Frequently Personal items removed at end of shift and increased waste collection in place.</p>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>
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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> Increased Hand Washing Facilities Provided Increased hand washing facilities provided throughout the workplace including at entrances, exits, different parts of the building and common areas.</p> <p>Where this is not possible sanitiser will be provided.</p> <p> Increased Waste Management Additional waste facilities will be available throughout the site with more frequent collection where appropriate.</p> <p> Noise Reduced To Prevent Need To Raise Voice Sources of noise kept to a minimum to prevent the need for people to shout and raise voices which may increase risk of respiratory droplets transmitting infection. This includes radio/ music etc.</p> <p> Signs And Posters In Use To Remind To Practise Good Hygiene Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>




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 <p>3. Attendance And Movement Of People In The Workplace -The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<p> Controlled Movement Of People Throughout Workplace Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and social distances in place where appropriate.</p> <p> Emergency Plans Updated And Communicated People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p> Employee Will Work From Home Wherever Possible Only business-critical roles will be permitted into the workplace where remote working is not possible for operational reasons or home circumstances.</p>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>



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		<p> Information, Instruction and Training Provided To Employees Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p> Minimal Employees To Attend The Workplace Work organised so that minimal people are required to attend the workplace - where it allows work to be carried out safely whilst supporting social distancing.</p> <p>Where possible this will be limited to the same people to prevent mixing of groups.</p> <p> Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p> Remote Workers Adequately Supported Adequate work equipment will be provided to remote workers.</p> <p>Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.</p>	








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		<p> Signage And Floor Markings In Place To Remind Employees Of The Controls Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p> Touch-based Devices Disabled Where Possible Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled. For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.</p> <p> Vulnerable Employees Proactively Supported And Protected. Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported. This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions. Appropriate individual risk assessments will be completed where required. Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p>	






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		<p> Will Follow Guidance For Test, Trace And Isolation Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.</p> <p> Workstations Will Be Organised To Support Social Distancing Workstations will be arranged so that social distancing can be adhered to.</p> <p>Markers or floor plans to demonstrate social distancing.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use of all equipment.</p> <p>Where possible use of own peripherals such as mouse and keyboards and headsets will be in place.</p> <p>Where social distancing cannot be maintained further controls will be in place:</p> <p>Desks to allow people to work side by side or facing away from each other.</p> <p>Use of screens to separate people.</p> <p>Increased cleaning of areas.</p> <p>Increased ventilation</p> <p>Fixed Teams in place</p>	





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 <p>4. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. Where 2m cannot be maintained 1m+ may be followed with appropriate mitigation measures.</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Activity Assessed To Deem If It Will Proceed If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.</p> </div> <div style="width: 50%;">  <p>Employees To Avoid Face To Face Work Where Possible Where possible employees will work side by side or back to back to avoid working face to face.</p> </div> <div style="width: 50%;">  <p>Increased Cleaning Carried Out Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out.</p> </div> <div style="width: 50%;">  <p>Increased Handwashing Carried Out Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> </div> <div style="width: 50%;">  <p>Time Spent Within Advised Social Distance To Be Kept To A Minimum The time where persons are within the advised social distance will be kept to as short a time as practicable possible.</p> </div> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>






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 <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	 <p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p>  <p>Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.</p>  <p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>







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		<p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> Liaison With Local Health Authority With Confirmed Cases Where there are confirmed positive Covid-19 cases in the workplace- the local health authority will be contacted for advice and next steps.</p> <p> Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p>	







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		 <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. Decontamination-in-non-healthcare-settings</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	
 <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p>Safer Travel Supported Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing.</p>  <p>Work From Home Where At All Possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>






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 <p>Common Areas (Including Kitchen and Welfare Facilities) - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>All staff, Contractors Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p> Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens. Increased cleaning of the welfare facilities will be carried out on site- especially portaloos if in use.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p> <p> Numbers Of People In Common Areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <p> Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> <p> Regular Cleaning Of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>




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		 <p>Restricted Use Of Lifts Stairs will be used rather than lifts to prevent people from being in close proximity.</p> <p>Lifts will be available for those with disabilities.</p> <p>If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing.</p> <p>Touchpoints will be cleaned frequently.</p>	
 <p>Managing Customers, Visitors and Contractors Coming To Site.</p> <p>- Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	 <p>All Visitors To Site To Be Pre-Arranged And Times Staggered Non-essential visitors/contractors /customers to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p>  <p>Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p>  <p>Good Hand Washing/Hygiene Procedures Observed By Employees Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>







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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p> Increased Cleaning Regime In Place For Touch Points And Interfaces. Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> <p> Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be the use of effective queue management outside the premises where necessary,</p> <p>The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.</p> <p> Protective Interface Established Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> </div> <div style="width: 48%;"> <p> Information Communicated To Visitors Prior communication issued to expected visitors to site through phone, email or website.</p> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> <p> Remote Communication Encouraged Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> </div> </div>	

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		<p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <p> Supervision On Site Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p> <p> Visitor Records Maintained Records of those who have attended site to be maintained where possible.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p>	

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 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together.</p>  <p>Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p>  <p>Social Distancing To Be Maintained All participants to be reminded prior to meeting of the need to adhere to social distancing at all times.</p> <p>Desks and chairs will be arranged to support social distancing or meeting will be held stood up.</p> <p>Signs and markings to be used in regular meeting spaces to indicate the advised social distances.</p> </div> <div style="width: 45%;">  <p>No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> </div> </div>	<p>3 x 4</p>  <p>12</p> <p>Medium</p>

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

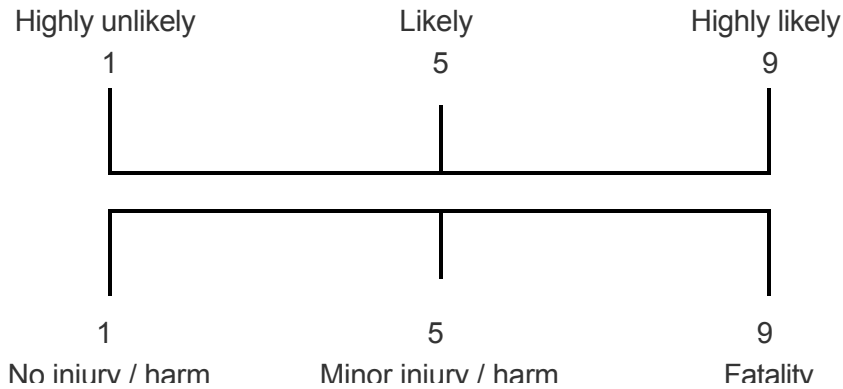
- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

The most up to date guidance for the UK can be found here:

Wales: <https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Fay Osborne

Approved by signature: Fay Osborne