



## Risk assessment for : Pageant Media Limited


















<b>Risk assessment name</b>	Covid Secure Risk Assessment - PML - London	<b>Assessment type</b>	 General
<b>Assessor name</b>	Georgia Parry-Jones	<b>Affected site(s)</b>	Pageant Media Limited (EC2Y 5EA)
<b>Assessment date</b>	26/08/2021	<b>Review period</b>	Custom
<b>Approved by</b>		<b>Review date</b>	26/11/2021
<b>Approved date</b>		<b>Reference</b>	PAG1259908








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 for your country is referred to including referring to any local area restrictions.</p> <p>This risk assessment sets out the controls that will be in place for the workplace 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> <p>This risk assessment only covers the 8th floor which is the demise of Pageant Media Limited within One London Wall.</p>

Overall risk rating : 14 ( **Medium** )





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








 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff, Contractors</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 style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b> 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> <div style="width: 48%;">  <p><b>Contracted cleaners are employed to carry out daily cleaning of the office.</b></p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p><b>Cleaning Of Premises Before Work Commences</b> Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.</p> </div> <div style="width: 48%;">  <p><b>Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk</b> 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> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p><b>Increased Cleaning Frequency Of Cleaning Throughout Premises</b> Increased cleaning regime in place throughout premises.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> </div> <div style="width: 48%;">  <p><b>Workspaces Will Be Cleared Of Waste Frequently</b> Personal items removed at end of shift and increased waste collection in place.</p> </div> </div>	<p>2 x 5</p> <p style="font-size: 2em; color: orange;">10</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> <b>Employees Advised To Wash Clothing After Work</b> Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p> <p> <b>Increased Hand Washing Facilities Provided</b> Increased hand washing facilities provided throughout the workplace including at entrances, exits, different parts of the building and common areas.  Where this is not possible sanitiser will be provided.</p> <p> <b>Increased Waste Management</b> Additional waste facilities will be available throughout the site with more frequent collection where appropriate.</p> <p> <b>Noise Reduced To Prevent Need To Raise Voice</b> 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> <b>Signs And Posters In Use To Remind To Practise Good Hygiene</b> Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.  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> <b>Use Of Face Coverings</b> If employees choose to wear face coverings then they will be supported in the workplace.  Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p>	<p>2 x 5</p> <p> <b>10</b></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> <b>Emergency Plans Updated And Communicated</b> 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> <b>Flexible Work Patterns</b> Working patterns are flexible to reduce the number of persons on-site at any one time and to reduce the number of people arriving and leaving to prevent cross over.</p> <p>Desk booking system in place to ensure that the amount of people in the office is controlled to below and safe amount.</p> <p> <b>Information, Instruction and Training Provided To Employees</b> Employees consulted on risks and controls in the work place. All staff have been given access to the 're-entry' policy.</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> <b>Pro-active Monitoring In Place</b> Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p> <b>Remote Workers Adequately Supported</b> 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>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>










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		<p> <b>Ventilation On Site Increased As Much As Possible.</b> Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Fire doors will not be propped open.</p> <p>Guidance on use of Shared Air Condition will be taken with a competent engineer. Air conditioning system is under the control of the landlord.</p> <p> <b>Vulnerable Employees Proactively Supported And Protected.</b> 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.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p> <b>Will Follow Guidance For Test, Trace And Isolation</b> Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test &amp; Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.</p> <p> <b>Working Away From Home Strictly Assessed And Controlled</b> Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required.</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> <b>Cases Recorded and Investigated.</b> 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> <b>Employee Not To Return To Work And Should Self-Isolate</b> 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> <b>Employee To Go Home Immediately</b> 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> <b>Good Hand Washing/Hygiene Procedures Observed</b> 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> <b>Liaison With Local Health Authority With Confirmed Cases</b> 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>3 x 7</p>  <p>21</p> <p>Medium</p>

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		<p> <b>Temperature checks taken for all staff and visitors at the entrance.</b> Infrared temperature camera is in place at the 8th floor office entrances and all staff and visitors must have their temperature taken upon entry. All people displaying a high temperature (37.8 degrees or above) must not come into the office and must go immediately home and follow the government guidance of isolation and testing.</p> <p> <b>Waste Disposed Of With Care With Local Guidelines.</b> 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> <b>Will Follow Government Advice On Testing And Tracing</b> Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p> <p> <b>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.</b> 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>	











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 <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><b>Flexible working patterns in place</b> Where at all possible shifts will be flexible to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts.</p>  <p><b>Safer Travel Supported</b> 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>3 x 7</p>  <p>21</p> <p>Medium</p>
 <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 waiting areas, seating areas and kitchen areas.</p>	<p>All staff, Contractors</p> <p>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><b>Increased Frequency Of Cleaning of common areas such as the kitchen.</b> Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Disposable cutlery / cups used to reduce the risk of contamination.</p>  <p><b>Regular Cleaning Of Common Area And Touch Points.</b> 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><b>Pro-active Monitoring In Place</b> Common areas, are monitored frequently, ensuring individuals are exercising social distancing.</p>	<p>2 x 6</p>  <p>12</p> <p>Medium</p>



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 <p>Handling Items and Materials. Employees sharing equipment at work.</p>	<p>All staff</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>All Items To Be Cleaned Regularly</b> Any goods or items entering the site will be cleaned using appropriate cleaning products.</p> <p>All commonly used equipment such as printers, copiers will be cleaned on a frequent basis.</p> </div> <div style="width: 48%;">  <p><b>Good Hand Washing/Hygiene Procedures Observed Before and After Use</b> All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p><b>Non-Essential Deliveries Not Permitted</b> Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work.</p> </div> <div style="width: 48%;">  <p><b>Non-essential Travel Prevented</b> Journeys will not be made where at all possible and work carried out remotely.</p> </div> </div> <div style="margin-top: 20px;">  <p><b>Rotation Equipment Reduced</b> Rotation equipment reduced where safe to do so where it does not present other risks to avoid the risk of contamination.</p> </div>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>
 <p>Managing Customers, Visitors and Contractors Coming To Site. - 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>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>Access To Welfare Facilities Controlled</b> Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> </div> <div style="width: 48%;">  <p><b>All Visitors To Site To Be Pre-Arranged And Times Staggered</b> 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> </div> </div>	<p>3 x 6</p>  <p>18</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="801 316 891 408"></div> <p><b>Documentation Issued Electronically Where Possible</b> To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <div data-bbox="801 571 891 663"></div> <p><b>Increased Cleaning Regime In Place For Touch Points And Interfaces.</b> 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> <div data-bbox="801 826 891 919"></div> <p><b>Remote Communication Encouraged</b> Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> <div data-bbox="801 1027 891 1120"></div> <p><b>Revised Pick Up and Drop Off Procedures</b> Designated areas for non-contact deliveries will be in place with clear instructions for couriers.  Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.  Limited people to carry out the collection of deliveries.</p> <div data-bbox="801 1283 891 1375"></div> <p><b>Sanitiser Available At Visitor Interfaces.</b> Sanitiser available at locations where contractors / visitors will present to employees.</p> <div data-bbox="1357 316 1447 408"></div> <p><b>Good Hand Washing/Hygiene Procedures Observed By Employees</b> 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> <div data-bbox="1357 571 1447 663"></div> <p><b>Information Communicated To Visitors</b> Prior communication issued to expected visitors to site through phone, email or website.  Information signs displayed at visitor arrival areas to make procedures clear.</p>	

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		 <p><b>Visitor Records Maintained</b> 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>	
 <p><b>Meetings</b> People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	 <p><b>Meetings To Be Held In Well Ventilated Locations</b> Meetings will be held in well-ventilated rooms through the use of air conditioning system.</p>  <p><b>Sanitiser To Be Provided</b> As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>
 <p><b>Shared Workspaces With Other Organisations</b> Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.</p>	 <p><b>Communication and Cooperation With Others Occupying Premises (Including Landlords)</b> There will be effective communication between any other employers, organisations or contractors in shared premises to ensure there is cooperation on the controls in place to reduce transmission.</p>  <p><b>Increased Hand Washing</b> Supporting of increased handwashing through the provision of facilities such as additional wash stations or provision of sanitiser where this is not available.</p>  <p><b>Increased Cleaning Arrangements In Place (by landlord)</b> A coordinated approach to increased frequency of cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities.</p>	<p>3 x 6</p>  <p>18</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.
- The roll out of the UK COVID\_19 Vaccination Programme
- Keeping the activity time involved as short as possible.
- 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:

England: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

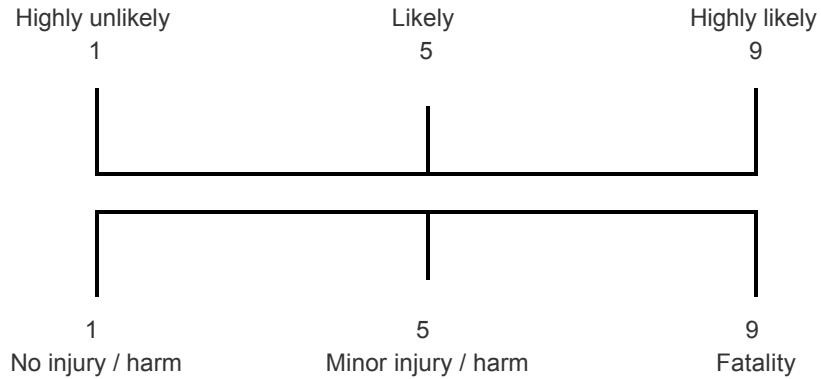
Wales: <https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

Northern Ireland: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Republic of Ireland: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

**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: Georgia Parry-Jones

Approved by signature: