

Property Details	
Company Name:	Arrow International Media
Property Address:	17-18 Margaret Street, Fitzrovia, London
Number of Floors:	5 separate floors
Maximum number of occupants:	
Person responsible for Health & Safety on site:	Beth Cox
Person completing this Risk Assessment & Date of Risk Assessment:	Jack Panton (First Option), Beth Cox (Arrow) 24/06/2020; updated in consultation with First Option on 20/11/2020, 26/03/2021, 04/02/2022
Review Date	This risk assessment will be reviewed frequently or after any significant changes i.e. number of staff.

Background/Notes:
<p>The Virus</p> <p>C 19 is a virus which causes flu-like illness sometimes leading to serious respiratory failure particularly in the elderly or those with underlying health conditions. The main symptoms are a new persistent cough, a high temperature and a loss or change to your sense of smell or taste. The virus is spread primarily in droplets coughed or sneezed from infected individuals which can be inhaled by others in close proximity (less than 2m) or which fall onto surfaces where the virus can be picked up on the hands and infect the individual when they touch their face. Individuals can be infectious before they experience any symptoms (between 3 and 5 days).</p> <p>UK Government Advice</p> <p>To help employers ensure workplaces are as safe as possible so that workers can return to work, the government have published 14 guides which cover a range of different types of work, including offices. The office guide can be found here: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres. All workplaces must have a Covid-19 specific risk assessment in place before workers return to work.</p> <p>The key considerations when reducing the risks are:</p> <p><u>DISTANCING</u> - Wherever possible physical separation of at least 1.5m should be maintained during all work activities. Work should be planned to maintain this distance as the norm. If a 1m separation cannot be achieved, you should consider whether the activity should continue. Ways to help achieve this include working remotely, reducing the number of people at work to an absolute minimum, redesigning workspaces/ways of working.</p> <p><u>HEALTH MONITORING</u> – Strict controls will need to be in place to help ensure that no who has the virus or symptoms of the virus is at work.</p> <p><u>HYGIENE</u> – Enhanced hygiene procedures will need to be in place. Handwashing facilities – soap and water where possible, or if not possible, antiseptic hand gel dispensers (minimum 60% alcohol based) to be made readily available.</p> <p><u>CLEANING</u> – Enhanced cleaning/disinfecting procedures will need to be place - this will include cleaning of buildings, equipment, frequently used touch points.</p>

Hazards Identified and Risks Arising <i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i>		Risk Assessment & Precautions Required <i>Evaluate the risks and decide if existing precautions/controls are sufficient or more needs to be done. Take into account information from all available authoritative sources</i>
Hazard:	To Whom:	
<p>People with the virus or who are in the “shielded” or vulnerable categories being in the office</p> <p>Infected people entering the office</p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> • Before returning to work in the office, and at weekly intervals, all staff should be asked to complete a written declaration stating: <ul style="list-style-type: none"> - They are not in the highest risk group from coronavirus (clinically extremely vulnerable*). - They do not live with someone in the highest risk group from coronavirus (clinically extremely vulnerable*). - They have not experienced any recognised symptoms of COVID-19 within the last 10 days. These are: <ol style="list-style-type: none"> 1. High temperature or fever. This means you feel hot to touch on your chest or back (you do not need to measure your temperature) 2. A new continuous cough. This means coughing for longer than an hour or three or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual. 3. Loss of sense of smell or taste. This means you have noticed you cannot smell or taste anything, or things smell or taste different to normal - To the best of their knowledge, you have not been in close contact** with anyone who has had symptoms of COVID-19 in last 10 days. - They will declare immediately to the company any onset of symptoms or contact with anyone who has symptoms of coronavirus. - They will inform the company immediately of any significant changes to information of the above. • If any contractors are working in the office, their company procedures should be checked to ensure that they have procedures in place to ensure their staff are not working with any symptoms. If none in place, then the above declaration should also be obtained from contractors. • All visitors will have to complete a health declaration before arrival to the office. • All staff members and visitors will complete a temperature check upon arrival to the office. <ul style="list-style-type: none"> - If an individual has adequate reason for an elevated temperature, i.e. cycling to work allow them time to cool down before undertaking the temperature check, then retake their temperature and if it remains high, send them home via private transport and follow NHS guidelines.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> • All staff members and visitors will complete a lateral flow test upon arrival to the office, up to twice a week at 3 day intervals. - Lateral flow tests sourced from reputable, UK government approved supplier Healgen as stated on https://www.gov.uk/government/publications/assessment-and-procurement-of-coronavirus-covid-19-tests/outcome-of-the-evaluation-of-rapid-diagnostic-assays-for-specific-sars-cov-2-antigens-lateral-flow-devices. - Pre-packaged tests placed into disposable bags and labelled with identifying barcode, to assist in matching any positive test with its test equipment. - Bagged lateral flow tests handed to individuals upon arrival by front of house staff. Individuals self-test in the designated test zones in the reception and meeting room. Completed test cartridges are placed back inside its packaging and kept in designated zone on reception, for checking by front of house staff once 15 minutes wait period has passed. - All other test materials are placed into disposal bag and placed into designated bin by individual. - All parties to hand sanitize before and after contact with testing equipment. Face coverings also to be worn when handling test equipment. - Any positive tests to be matched with its test equipment, placed into an interim bin and held for 72 hours before disposal. The interim bin is labelled, and cleaning staff informed so not to empty before the appropriate period has elapsed. - The symptom response plan is initiated which involves alerting the individual to the test result and the need to remove them from the premises, placing them into the isolation room while private transport is arranged, and conducting contact tracing.

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Hazard:	To Whom:	
<p>Consider Using a Register of occupancy</p> <p>Information to be available to Public Health England should a person be confirmed or suspected of having Covid-19</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> • An electronic register is kept securely on intranet and maintained by front of house staff detailing the following: <ul style="list-style-type: none"> ○ Who is in the office at any one time throughout the week ○ Their names and contact numbers ○ Confirmation that they had their temperature taken and completed a lateral flow test (if due to) • Register deleted after 14 days have passed in line with GDPR regulations.
<p>General Office Activities</p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> • A revision of staffing levels should be undertaken and monitored. • Adequate ventilation will be maintained throughout all office areas, windows and doors should be kept open wherever possible. • Aircon filters will be frequently disinfected and changed. • Desk fans are only to be used when office windows are open. • Seating in all office areas including meeting rooms will be arranged to accommodate 1.5m (or greater) social distancing. Where possible, staff will work side to side or back to back. • The amount of staff members on site will be limited due to the reduced capacity of desks. • Hot desking will be implemented with kit cleaned by a trained, competent cleaning contractor every evening. • Where possible staff will be allocated their own fixed desks. • Wherever possible staff will be allocated their own equipment i.e. Keyboards. • Equipment such as spare chairs and desks will be removed or taped up to discourage the breaking of social distancing guidelines. • Antiseptic gel dispensers (minimum 60% alcohol based) will be provided at the entrance of every office space. • Equipment such as printers to be isolated or moved to ensure they are not in walking routes.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Technological advancements will be considered wherever possible to reduce human to human contact i.e. screen sharing. • Printers and photocopiers to be equipped with disinfectant wipes to clean after use. • Perspex screens will be erected in the reception area to act as a physical barrier between the runners and those entering the office as high traffic area. • Staff will be encouraged to store possessions close to them opposed the shared areas i.e. hanging coats and jackets on the back of chairs. • Lockers installed so staff have adequate space to store their possessions individually. • Signage will be placed in muster points throughout the workplace reminding staff of social distancing guidelines. • Competent persons throughout all office areas will be allocated the responsibility of ensuring COVID-19 related protocols are adhered to. • Staff will not be permitted to have personal packages delivered to the office, except for in exceptional circumstances.
<p>Edit Suites/ Basement</p> <p>Person to person transmission</p> <p>Contaminated surfaces/ equipment</p>		<ul style="list-style-type: none"> • Hand sanitiser will be available upon entry to the basement area. • Editors will work in the same edit suites, if these are switched, they will be deep cleaned beforehand. • Hand sanitisers and antibacterial wipes will be provided in all edit suites. • Only one person at a time will be allowed access to each edit suite, other members of the team must work remotely. • Only suites with windows available to be opened will be able to accommodate 2 or more persons. • Suites able to accommodate 2 or more persons will be approved with First Option before use and any desking/seating adequately distanced and marked so not to be moved. • Suites able to accommodate 2 or more persons will be kept ventilated by a fresh air supply via open windows and doors open where possible.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> • If circumstances require others to enter edit suites, such as edit assistants attending a hardware or software issue, the main occupant must leave beforehand and thoroughly wipe down all surfaces with antibacterial wipes upon re-entry. • Occupied signs on the outside of edit suites so other staff members know whether they are permitted to enter. • Windows and doors should be left open where possible in the basement area to allow for adequate ventilation. • All desks are facing walls to ensure staff members are not working face to face. • The bike store located in the basement will operate a one in one out system.
<p>Meetings Person to person transmission Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> • Arrangements made to ensure social distancing guidelines are adhered to between staff members. • Meeting rooms should be allocated a max number of occupants to ensure current social distancing guidelines are maintained. Number of chairs in the room will reflect this fixed number. • Equipment in meeting rooms will be wireless wherever possible i.e. consider Bluetooth. • Staff will be required to bring their own whiteboard pens to meetings if they are required - these must not be shared. • Hand sanitisers and antibacterial wipes will be available in all meeting facilities.
<p>Kitchen/Food Areas Person to person transmission Contaminated surfaces/ equipment</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> • Where Arrow Media provide food for their staff through a catering company, their COVID-19 RA and protocols must be reviewed before engaging with them. • If interacting with any communal food, staff will wear a face covering and sanitize hands before handling and before consuming. • Any communal food will be pre-packaged or pre-sliced, removing the need for staff to handle food they will not consume. • All kitchen areas allocated a max number of occupants to enable social distancing.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Clear signage to be installed in area to help inform and direct staff. • Any communal cutlery to be placed in the dishwasher (rather than hand washed) • Seating will be removed in all kitchen areas to reduce likelihood of mustering in these areas. • Hand sanitizers will be located in all kitchen areas. • Antiseptic wipes will be located in all kitchen areas, staff will be instructed to wipe down equipment with these after use i.e. microwaves.
<p>Poor Hygiene procedures</p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> • Handwashing facilities should be provided wherever possible with soap, water and paper hand towels. Where handwashing facilities are not immediately available antiseptic gels dispensers (minimum 60% alcohol based) should be provided. • Employees should wash or sanitise their hands when they arrive at work and regularly throughout the day when they handle any shared equipment or frequently used objects/surfaces; after using the toilet, before eating, before touching your face. • Hand sanitising stations will be located at the entrance of all office areas. • Hand sanitisers will be located at the end of each bank of desks. • Disinfectant wipes will be available throughout all workspaces and upon request. • Information posters on how to maintain proper hand hygiene should be displayed on site. • Staff reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it” • Adequate numbers of suitable, clean toilets with handwashing facilities to be provided. • The office will be deep cleaned weekly by a trained, competent individual.
<p>Poor Cleaning Regimes</p> <p>Contaminated surfaces/equipment transmission</p>	<p>Office Staff Contractors Visitors</p>	<ul style="list-style-type: none"> • Enhanced cleaning procedures to be in place. Where applicable check with landlord what arrangements are in place (consider the shower rooms). • All routine touch points such as door handles, bannisters, lift buttons, door entry buttons etc will be regularly cleaned/disinfected.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> • All areas to kept well ventilated. Open windows where possible. • Closed bins which are regularly emptied to be provided. • All equipment should be wiped down with alcohol wipes regularly and whenever it is used by different individuals. • Any shared areas must be wiped down when one person has finished there before another person starts.
<p>Lack of PPE or misuse of PPE</p> <p>Person to person transmission</p> <p>Contaminated surfaces/equipment transmission</p>	Office Staff	<ul style="list-style-type: none"> • PPE protects the user against health or safety risks at work. It includes items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks. Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. • Face coverings, while not PPE, are to be worn when away from workstations (desks and edit suites) as adequate distancing cannot be guaranteed. • Face coverings to be worn when working under 1.5m with other persons but activity to be limited to under 15 minutes where possible and area kept well ventilated throughout. • While at work it is critical to emphasise that maintaining the current social distancing guidelines, enhanced hygiene and cleaning procedures, minimising time spent in close contact etc are the best and the main control measures to help reduce the risks of catching and spreading the virus in the workplace • PPE should be provided where the risk assessment shows it is necessary – it may be necessary for certain activities where it is not possible to maintain social distancing or where equipment has to be handled as it is not possible to sanitise and handwashing/sanitising isn't readily available. • If face masks are to be worn, they should ideally be of the FFP2/3 type which afford some protection against inhaled infection (particularly if properly fitted and tested). However, these are in short supply and rightly prioritised for health workers. If FFP type masks are not available, surgical masks provide some protection against asymptomatic spread by the wearer.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> • Anyone using a face mask or covering should be given information on how to use it and dispose of it safely. The WHO has a useful guide: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks. The main points are: <ul style="list-style-type: none"> ○ Before putting on a mask, clean hands with soap and water or alcohol based hand wash. ○ Cover mouth and nose with mask and make sure there are no gaps between your face and the mask. ○ Avoid touching the mask while using it – if you do you must clean your hands immediately. ○ Replace the mask as soon as it is damp and do not re-use single use masks. • To remove the mask, remove it from behind – do not touch the front of mask – discard immediately by double bagging it and placing in a closed bin. If a face covering is being used and is washable, - wash in line with manufacturer’s instructions. Clean hands immediately. • Disposable gloves may be useful for situations where hand washing or sanitizing is not readily available or possible. However, gloves are only a ‘second skin’ and therefore wearers need to continue to apply hygiene precautions (not touching the face) and they should be hygienically disposed of and a new pair used as frequently as possible. • All PPE will be available upon request in the reception area for situations where they are expected to break social distancing guidelines for an extended period of time. • All staff will receive adequate information and instruction on the proper use and disposal of PPE.
Mental health <i>Infectious disease outbreaks like coronavirus (COVID-19), can be worrying. This can affect mental health. Individuals may notice:</i>	Office Staff	Be aware of yours and others anxiety and concerns during these challenging times. Be aware of and apply the following strategies where possible: <ul style="list-style-type: none"> • If you are taking any prescription medications, make sure you have enough and readily accessible. • Keeping a realistic perspective of the situation based on facts is important. Stay informed but set limits for news and social media. Use trustworthy and reliable sources to get your news. • Read up-to-date, factual information • Keep up your healthy routines including exercise,

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Hazard:	To Whom:	
<ul style="list-style-type: none"> • <i>increased anxiety</i> • <i>feeling stressed</i> • <i>finding yourself excessively checking for symptoms, in yourself, or others</i> • <i>becoming irritable more easily</i> • <i>feeling insecure or unsettled</i> • <i>fearing that normal aches and pains might be the virus</i> • <i>having trouble sleeping</i> • <i>feeling helpless or a lack of control</i> • <i>having irrational thoughts</i> 		<ul style="list-style-type: none"> • Ensure you get a good night's sleep • Keep hydrated • Keep a balanced diet, • Avoid excess alcohol, • Use relaxation techniques, • Improve your mood by doing something creative, • Stay connected to others • Try to anticipate distress, seek support and support each other <p>For further advice go to: https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-COVID-19</p>
<p>Travel to and from the office from home</p> <p>Person to person transmission</p> <p>Contaminated surfaces</p>	Office Staff	<ul style="list-style-type: none"> • Where private transport via foot, cars or bikes is not possible consider Uber – maintain good hygiene principles whilst on route. • Ensure good personal hygiene is maintained throughout the course of the journey. • If it is necessary to break social distancing, ensure this is for the minimum amount of time possible. • If taxis are used in any case, ensure any companies used have adequate COVID 19 related cleaning procedures and risk assessments.

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Hazard:	To Whom:	
		<ul style="list-style-type: none"> • If public transport cannot be avoided, then where possible maintain social distancing, good hygiene practices, and keep the time in close proximity to others to a minimum. Ensure TFLs guidelines are adhered to whilst travelling. • A storage facility for bicycles is provided.

Emergency Arrangements e.g. Fire, First Aid
<p><u>Fire</u></p> <p>Fire arrangements remain unchanged, refer to the Fire Evacuation arrangements for the building which are displayed at each call point/fire exit. During an emergency such as a fire alarm people may temporarily breach the 2-metre distance guideline.</p> <p>As staff on site will be reduced, checks to be made to ensure there are an adequate number of fire wardens still in place, as the fire wardens could be working from home. There should be at least 1 fire warden per floor.</p> <p><u>First Aid</u></p> <p>Check how many first aiders are currently on site. There should be at least 1 first aider per 50 people. The minimum requirement is an appointed person to take charge of first aid arrangements.</p> <p>Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings:</p> <p>Whenever CPR is carried out, particularly on an unknown victim, there is some risk of cross infection, associated particularly with giving rescue breaths. Normally, this risk is very small and is set against the inevitability that a person in cardiac arrest will die if no assistance is given. The first things to do are shout for help and dial 999. Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:</p>

- 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 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. Further information, including an instructional video, can be found at <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Detail how this risk assessment will be communicated to all relevant parties:

- This risk assessment will be emailed to all office staff
- A copy will be posted on the company website where there are more than 50 staff and employees directed where to find it
- A copy will also be displayed in the office.
- Below is a link to the government guidance notice that you should display in your workplace to show you have followed the government guidance:

[Staying COVID-19 Secure in 2020](#)

Sign Off by Person Responsible for Health & Safety on site:

Name: Beth Cox

Role: Facilities Manager

Signature: 

Overall Risk Level when all controls are in place and fully implemented: *(Please Tick)* ✓

LOW -



MEDIUM –

HIGH –