



COVID - 19 Returning to Work Risk Assessment

Brief outline		This assessment covers the risk to staff of acquiring coronavirus during the courses of their employment in addition to the risks that others face from contact with us directly or indirectly as a result of work activities.		
Business Name	Lobster Pictures Ltd	Person completing the assessment	Kelly McKeown	
Assessment date	2nd June 2020	Review date	12th June unless government enforces a change	
Likelihood (L) Severity (S) Initial Risk Rating (RR) Likelihood x Severity = IR or RR Refer to the Scoring Matrix				
Key to risk level	Low 1-3	Moderate 4-6	Significant 8-12	High 15-25
Key to category	Staying at home	Travelling	Office	Construction sites
Key to category	Office / Workshop	Transport / vehicles		



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			Risk rating before controls or if guidance not followed			Recommended controls ticked when implemented	Score with controls implemented					
Category	Hazard	Persons affected / How	L	S	RR	Recommended Controls	✓	L	S	RR	Person Responsible	Date
1. Staying at home	Exposure to and/or contributing to the transmission of Coronavirus	Employees / others who may come into contact including visitors, postmen, food and delivery workers Risk of transmission when not at home whether travelling to work or working	5	5	25	All employees who are able to complete their duties at home ARE working from home unless required to go to the office for meetings or to build equipment	✓	2	5	10	KM / RA	2/6/20
1. Staying at home	Injury or ill health due to to work	Employees working from home	3	4	12	Homeworking assessment completed and all issues resolved or a suitable work environment		2	4	8	KM	3/6/20

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	environment / workstation or lack or correct equipment	<p>Poor workstation or other work environment at home could lead to Musculoskeletal issues, eye strain, stress or other work-related injuries.</p>			<p>created. Equipment provided to enable staff to work safely</p> <p>Homeworking assessment completed - main issues resolved for most employees - procedures in place for increased breaks away from workstation and physical activity encouraged where appropriate</p> <p>Homeworking assessment completed - some issues outstanding - reduced activities for some employees to reduce risk</p> <p>Group chat sessions established to encourage social interaction with colleagues - Employees concerns considered when deciding working arrangements</p> <p>KM allocated to support the management of employees' wellbeing / monitor for signs of stress</p> <p>Team briefing completed to inform</p>						
	✓	✓	✓								

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						<p>team members of the risks/signs of stress developing, along with coping mechanisms and support structures</p> <p>✓</p> <p>‘Talking with your workers during Coronavirus’ guide shared with all colleagues</p>					
2. Travelling to work	<p>Exposure to and / or contributing to the transmission of Coronavirus</p>	<p>Employees - members of the public / others</p> <p>Employees could become infected whilst travelling to work or infect others whilst travelling to work</p>	5	5	25	<p>All employees who can work from home, to stay wfh and not travel - only for essential work</p> <p>✓</p> <p>Employees travelling to work are travelling alone and are encouraged to walk/cycle/motorbike/drive if possible</p> <p>✓</p> <p>Employees encouraged to clean & disinfect vehicles (contact points) before and after each journey</p> <p>✓</p> <p>Employees and visitors to confirm daily that they are symptom-free and had had no contact with anyone showing symptoms</p> <p>Employees start / finish times are</p> <p>✓</p>	3	5	15	Line managers	3/6/20

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					12	<p>noted on Slack in order to reduce too many in the office at any one time</p> <p>Employees using public transport are provided with face coverings</p>						
2. Travelling to work	Stress or welfare issues	<p>Employees travelling to work</p> <p>Employees may be concerned about the risk of infection or vulnerable relatives / friends / colleagues</p>	3	4	12	<p>Colleagues or dedicated person allocated to support the management of employees wellbeing/monitor for signs of stress</p> <p>Government guidance on travelling to work shared with employees</p> <p>Regular team briefings in place to help allay concerns and educate employees about risk levels and controls in place</p>	✓	1	4	4	KM	3/6/20
3. The office	Exposure to an/or contributing to the transmission of Coronavirus	<p>Employees/others who may come into contact including visitors or contractors</p> <p>Risk of transmission when working through contact with an</p>	5	5	25	<p>All employees who can wfh to stay wfh and only essential workers and visitors to come to work premises</p> <p>Employees and visitors to confirm daily that they are symptom free and have had no contact with anyone showing symptoms</p>	✓	3	5	15	KM	3/6/20



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		infected person				<p>Signage at access point prohibiting unplanned visitors ✓</p> <p>Ensure distancing guidelines are followed, minimise working within 2 metres at any time, no face-to-face working ✓</p> <p>Work layouts amended to ensure 2 metre distancing (chairs/tables etc removed/repositioned) ✓</p> <p>Floor plans marked out to support distancing ✓</p> <p>One-way system in place ✓</p>					
3. The office	Exposure to and/or contributing to the transmission of Coronavirus	<p>Employees/others who may come into contact including visitors or contractors</p> <p>Risk of transmission when working through contact with an infected person</p>	5	5	25	<p>Start/finish times staggered to limit contact risk ✓</p> <p>Breaks to be taken outside when weather permits ✓</p> <p>Signage/markings used to support awareness of 2m distancing ✓</p> <p>Barriers in place where contact risks exist ✓</p>	3	5	15	KM	3/6/20

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					25	frequent handwashing promoted						
					25	Individual sanitiser provided for each member of staff	✓					
3. The office	Exposure to an/or contributing to the transmission of Coronavirus	Employees/others who may come into contact including visitors or contractors Risk of transmission when working through contact with any infected surfaces or contact points	5	5	25	Toilets/sinks/kitchen surfaces being used: process put in place for them to be cleaned before & after each use	✓	3	5	15	KM	3/6/20
						Doors propped open where appropriate to do so to remove need for physical contact	✓					
						Employees/visitors to bring own food & drinks to enable restricted use of facilities	✓					
						Signage/posters in place to remind teams of hygiene requirements	✓					
						Guidance e.g. catch it-bin it- kill it shared/communicated	✓					
						Employees required to regularly clean-disinfect tools and equipment	✓					
						Contactless delivery regimes in	✓					

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					12	place						
3. The office	Stress of welfare issues	<p>Employees working in small groups or in isolation</p> <p>Employees may be concerned about the risk of infection or vulnerable relatives / friends / colleagues</p> <p>Employees may be affected by an increase in workload and low staff numbers to allow for distancing</p>	3	4	12	<p>Colleagues or dedicated person allocated to support the management of employees wellbeing / monitor for signs of stress</p> <p>Regular team briefings in place to help allay concerns and educate employees about risk levels and controls in place</p> <p>Working safely during coronavirus - HSE guidance and Govt guidance shared with employees</p> <p>'Talking with your workers during Coronavirus' guide shared with all colleagues</p>	✓	2	4	8	KM & line managers	3/6/20
4. The office / workshop	Exposure to and/or contributing to the transmission of Coronavirus	<p>All persons</p> <p>Transmission risks</p> <p>Welfare concerns</p>	5	5	25	<p>Control measures will be complied with</p> <p>Machine layouts and routes reviewed and amended to support 2m distancing</p>	✓	3	5	15	KM / AR/ techs	3/6/20

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						Tools and workstations cleaned regularly Covid-19 poster to be displayed	✓					
						Common area cleaning routines put in place	✓					
5. Construction sites	Exposure to and/or contributing to the transmission of Coronavirus	All persons Transmission risks Welfare concerns	5	5	25	Ensure site has measures in place and has been risk assessed Employees to attend induction outside or in well ventilated are if possible Tools and equipment to be cleaned regularly and not shared Waste management plan in place to control disposal	✓ ✓ ✓ ✓	3	5	15	KM / DH / techs	5/6/20
6. Construction sites, working on neighbouring buildings	Exposure to and/or contributing to the transmission of Coronavirus	All persons Transmission risks Welfare concerns	5	5	25	Ensure building has measures in place and has been risk assessed Employees to use current guideline knowledge, training and practices when at location	✓ ✓	3	5	15	KM / DH / Techs	5/6/20



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7. Transport / vehicles	Exposure to and/or contributing to the transmission of Coronavirus	All persons Transmission risks Welfare concerns	5	5	25	Controls highlighted in the risk assessment will be complied with ✓ Single person in vehicles where possible and where not, fixed teams in place and isolated ✓ Handwashing and contact surface leaning increased ✓ Regular contact with drivers to maintain welfare ✓ Ensure access to welfare facilities ✓	3	5	15	KM, DH / techs	3/6/20
8. In all cases	Exposure to and/or contributing to the transmission of Coronavirus	Lack of information and understanding could lead to individuals putting themselves at risk Attempts at controlling risks could disadvantage some individuals or groups	5	5	25	Teams to be fully briefed to follow procedures strictly. All personnel to read and understand risk assessment document ✓ Ensure all individuals are treated fairly and there is no favouritism in individuals selected to work ✓	3	5	10	KM	3/6/20

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	Other risks introduced as a result of other Covid-19 precautions <ul style="list-style-type: none"> • Fire • COSH H 	All persons Failure to maintain safety or re-assess due to changes / periods of non-use could lead to increased risks developing	3	5	15	Fire risk assessment reviewed & updated by competent person following changes to workplace layout / use / routes / one-way system COSHH substance inventory updated and assessments undertaken if necessary Air-con. Has a competent person confirmed the system will not spread infection risk?	✓	1	5	5	KM	3/6/20
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Please sign below to confirm you have read and understood the contents of this risk assessment:

Name	Please type 'read' and date
Robbie Allen	Read, 8th June 2020
Harry Coelho	Read, 8th June 2020
Libby Cosedge	Read, 8th June 2020
Dennis Hendy	Read, 15th June 2020
Rick Hewes	Read, 8th June 2020



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Joe Horton	Read, 11th June 2020
Hannah Johns	Read, 9th June 2020
Barney Livingston	Read, 8th June 2020
Kelly McKeown	Read, 8th June 2020
Anthony O'Donoghue	Read, 23rd July 2020
Scarlett Oliver	Read 10th June 2020
Andy Rodgers	Read, 8th June 2020
Luke Slater	Read, 23rd July 2020
Marcus Tanner	Read, 8th June 2020
Catriona Tully	Read, 16th July 2020
Caroline Waters	Read, 10th June 2020
Ellis Watts	Read, 16th July
Melissa Wyman	Read, 10th June 2020