

RISK ASSESSMENT

On-Set Location Services Limited, Brook Road, Bassingbourn, Royston, Herts SG8 5NR

Activity: Working on location with COVID-19

Likelihood: 1. Unlikely 2. Possible 3. Likely 4. Very likely 5. Certain	Severity: 1. Trivial or no injury 2. First aid treatment 3. Over 7 day injury 4. Major injury 5. Death	Risk score = Likelihood x Severity 1 – 5 LOW – No further action required 6 - 9 MEDIUM – List actions to reduce the risk to a tolerable level 10-25 HIGH - List actions to reduce the risk as far as is reasonably practicable
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Issue	Date	Details	Produced by	Reviewed by
4	1 st March 2019	First issue	Tony Adcock	Nigel Howard
5	18 th May 2020	COVID-19 control measures added.	Tony Adcock	Nigel Howard
6	5 th June 2020	Minor changes	Tony Adcock	Nigel Howard
7	1 st January 2021	Annual review	Tony Adcock	Nigel Howard
8	1 st March 2022	Annual review	Tony Adcock	Derek Foster

Activity	Hazard	L1	S1	R1	Control measures	L2	S2	R2	Comments
COVID-19	Employees may be infected by each other or by others they come in to contact with. Others may be infected by employees.	4	5	20	<p>Employees will never knowingly be allowed to attend a location if they are infected with COVID-19.</p> <p>Any employee becoming unwell or suffering from the symptoms of COVID-19 will be instructed to leave location immediately, go home and self-isolate.</p> <p>Employees to adhere to all special procedures and</p>	1	5	5	

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					<p>arrangements put in place by the Company or the production company to reduce the risk of infection by COVID-19.</p> <p>Employees to maintain a minimum separation of two-metres from fellow employees, other contractors, the production company's employees or actors.</p> <p>Where a separation of two metres cannot be achieved safe working methods must be agreed with the supervisor and/or the production company contact to minimise the risk so far as is reasonably practicable, including the use of face masks.</p>				
Travel to site	Employees may be infected by fellow workers or by members of the public while travelling to site.	4	5	20	<p>Surfaces in vehicles to be cleaned daily with sanitising wipes.</p> <p>Sanitising hand gel to be provided in vehicles and employees to apply it when</p>	1	5	5	

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					<p>getting in to and out of vehicles.</p> <p>Employees to travel to and from site in separate vehicles if possible.</p> <p>Where two or more employees have to travel in the same vehicle they should keep as far apart as possible, wear face masks and look away from each other. Windows to be kept open for maximum ventilation.</p> <p>No passengers, other than employees, to travel in Company vehicles.</p>				
<p>Manoeuvring vehicles on site, including coupling and de-coupling.</p>	<p>Employees, production staff, contractors or others may be hit by moving vehicles.</p>	3	4	12	<p>Check surroundings before starting. Use a second person as a banksman to assist in tight or congested areas.</p> <p>Ensure that brakes are applied, stabilisers or outriggers are lowered and chocks are used if on a slope.</p>	1	4	4	

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Electrical installation	Employees, production staff, contractors or artists may suffer electric shock or burns resulting in serious injury or burns.	2	5	10	<p>All employees to receive BS7909 training.</p> <p>All portable equipment to be PAT tested.</p> <p>Heavy duty cable covers to be used where they may be crossed by vehicles.</p> <p>Cables to be run away from pedestrian walkways, or where this is not possible covered by cable protectors.</p> <p>Fixed electrical installations in trailers to be inspected and tested annually, and certificates prominently displayed in trailers.</p> <p>Installations to be visually checked for damage before going out to locations.</p>	1	5	5	
	Fire	2	5	10	Fire extinguishers to be provided and maintained by the production company.	1	5	5	
Toilets	Poor toilet facilities and inadequate hygiene standards may result in	4	5	20	The Company will ensure that a high standard of hygiene is maintained in	1	5	5	

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	infection of employees, other contractors, production company employees or actors from COVID-19.				<p>toilet facilities, including the provision of adequate toilet paper, hot running water, soap, hand towels, (and a lidded pedal-bin for their disposal), or electric hand dryers.</p> <p>Toilets to be cleaned at least three times daily and all surfaces cleaned with effective sanitising materials.</p> <p>Employees to wash their hands thoroughly with soap and hot water after using toilet facilities.</p>				
	Injury to employees from contact with hazardous substances while cleaning toilets.	2	4	8	<p>Employees to wear appropriate personal protective equipment when handling hazardous substances, (protective clothing, gloves and goggles).</p> <p>Employees to be trained in the safe use of the toilet equipment, including tank emptying and cleaning.</p> <p>Equipment to be serviced</p>	1	4	4	

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					regularly by a competent contractor.				
	Scalding from hot water to employees, other contractors, production company employees or actors.	2	3	6	Hot water temperatures to be controlled by thermostatic mixer valves.	1	3	3	
Eating and drinking	<p>Inadequate hygiene standards may result in infection of employees, other contractors, production company employees or actors from COVID-19.</p> <p>If social distancing cannot be maintained the risk of infection of employees, other contractors, production company employees or actors from COVID-19 will increase.</p>	4	5	20	<p>Where dining trailers are provided, table and other contact surfaces will be cleaned three times daily with suitable sanitising materials.</p> <p>Social distancing to be maintained in dining trailers.</p> <p>Employees should either bring their own food and drink from home, or use catering facilities if available.</p> <p>Shared equipment such as kettles, toasters, microwaves, fridges, crockery or cutlery should be avoided where possible,</p> <p>Employees should eat and drink in their vehicle cabs,</p>	1	5	5	

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					(but only one employee to be in the cab at a time), or outside where social distancing can be maintained.				
Sleeping	Inadequate hygiene standards may result in infection of employees, other contractors, production company employees or actors from COVID-19.	3	5	15	Actors trailers will be cleaned at least daily. Company employees, other contractors or production company employees must never sleep in actors' trailers at any time. Employees will sleep in their vehicle sleeper cabs where available. Where sleeper cabs are not available, employees will stay at local hotels. While in hotels they will ensure that they maintain a high standard of hygiene and maintain social distancing.	1	5	5	
First aid	Employees, other contractors, production company employees and actors may be injured and require immediate treatment.	2	4	8	First aid kits to be provided and maintained by the production company. Trained first aiders to be	1	4	4	

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	First aiders may be exposed to the risk of infection with COVID-19 when treating injured or un-well people				<p>provided by the production company.</p> <p>Employees to have mobile phones to enable them to call the emergency services if required.</p> <p>First aiders to be trained in the risk of applying first aid, and in particular CPR, where a safe distance of two-metres cannot be maintained. (See St John Ambulance document).</p>				Check with production company.
Trailer maintenance	Inadequate hygiene standards may result in infection of employees, other contractors, production company employees or actors from COVID-19.	4	5	20	<p>Trailers to be cleaned three times daily, including all contact surfaces such as door handles, hand rails, etc.</p> <p>Pump action sanitising hand gel dispensers to be provided in all trailers.</p>	1	5	5	
	Slips trips and falls entering and leaving trailers.	2	4	8	<p>Steps and handrails to be maintained in good condition.</p> <p>Damaged or broken steps and handrails to be marked with hazard tape and</p>	1	4	4	

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					repaired as soon as possible. Employees must never access or egress a vehicle without using either integral steps or portable steps.				
Use of tail lifts	Tail lift may fail resulting in injury to employees and others.	2	4	8	Tail lifts to be subject to six monthly LOLER statutory thorough inspections. Employees to be trained in the use of tail lifts. Barriers, tapes or cones to be used to exclude others from the loading/unloading area in busy areas.	1	4	4	
Lone working	Employees could have an accident or suffer a sudden illness.	2	5	10	Lone working to be avoided as far as possible. Where lone working is necessary, employees to be provided with "man-down" alarms.	1	5	5	
Housekeeping	Poor housekeeping could result in slips, trips and falls.	2	3	6	Ensure that a high level of housekeeping is maintained on the location site. Ensure that all packing	1	3	3	



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					materials or other rubbish is removed from site daily.				
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