

Staying Covid-19 Secure 2021

COVID 19 RISK ASSESSMENT & SAFE FACILITY GUIDE DECEMBER 2021

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a Risk Assessment for dealing with the current Covid-19 situation in the workplace as well as a guide for those visiting the facility on our in place procedures & practices.

IMPORTANT INFORMATION ON BACK PAGE

**This is the statement of general policy and arrangements for:
FITZROVIA POST LIMITED
Keiran Brown
has overall and final responsibility for health and safety
Keiran Brown and Nicola Lacey
has day-to-day responsibility for ensuring this policy is put into practice.**

Current Context

The recent decision by the UK government to implement it's plan B measures to combat the Omicron variant has meant new changes and practices are now to be in place. With cases doubling every 2-3 days the severity of the infection is uncertain.

There are 4 main changes highlighted below with more information in the document to follow.

- From 13th December, people are asked to work from home if they can
- From 10th December, face coverings will be compulsory in most public venues other than hospitality.
- From 15th December, certain venues and events will be required by law to check that visitors aged 18 and over are fully vaccinated, have proof of a negative test in the last 48 hours or have an exemption.
- If you have been a contact of someone with COVID-19 and are not legal obliged to self-isolate, you are strongly advised to take a lateral flow test every day for 7 days.

The plan B measured relating to working from home from 13th December has led to Fitzrovia Post Ltd to reassess plans to continue to have staff on-premises or hybrid working. From 20th December all staff members have been deployed to home working. This will be reviewed continually and staff will return to work in a safe way. It is important to stress that this is not another lockdown of the kind we saw this time last year.

We will continue to operate using a combination of working from home via remotely connected equipment, or by operating from the workplace in accordance with government Covid-secure regulations.

Working from home using remote technology will continue to be an effective mitigation against unnecessary contact with potentially infected people and therefore can also mitigate against business continuity risks.

Strict Covid-19 protocols are in place at Fitzrovia Post Ltd and measures will remain in place for the foreseeable future.

Priority Actions

Turning People Away

Anyone with the following reasons should not attend any Fitzrovia Post Ltd premises and should self isolate, they are:

- If they have a high temperature (37.8 degrees or higher)
- If they are feeling unwell
- If they have cold or flu like symptoms
- A new continuous Cough
- Loss or change in their sense of smell or taste
- Have tested positive for Covid-19
- Have been told to self-isolate by NHS Test and Trace
- Live in a household with someone who has symptoms unless they are exempt from self-isolation - see below

People who are fully vaccinated or aged under 18 and 6 months do not need to self-isolate if they've had close contact with someone who has COVID-19, unless they are informed by NHS Test & Trace that they have been in contact with a suspected case of the Omicron variant; in which case they must self isolate regardless of their vaccination status. If they get any COVID-19 symptoms, they should self-isolate immediately and get a PCR test.

If any visitor/guest feels unwell please notify the production company (client) and our bookings team on bookings@fitzroviapost.com as soon as possible before attending Fitzrovia Post Ltd premises. If they start to feel unwell on site the system response plan may be initiated.

Cleaning

All surfaces that people touch a lot are to be cleaned frequently and in some cases after each use. Equipment used to sign in such as an iPad is sanitised between each use. Restrooms are frequently cleaned with touch points sanitised. Headphones, pens, glasses, water bottles are cleaned between each session or each visitor.

Staff and visitors are required to use hand sanitiser to clean their hands frequently. Hand washing for more than 20 seconds is also recommended and advised.

Communication

Our staff and visitors will be kept up to date with any new safety measures in place and how to best practice them on the premises.

Testing

Anyone visiting Fitzrovia Post Ltd will be required to complete a Lateral Flow test before coming to the premises and send the results to testresults@fitzroviapost.com to confirm a negative result has been obtained. If this has not been completed access will be denied.

Pre-attendance Procedures

A document called Visiting Fitzrovia should be shared and circulated with all individuals attending Fitzrovia Post.

Managing Risk

The objective is to reduce risk to the lowest reasonably practical level by taking preventative measures.

The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person.

Surfaces and belongings can also be contaminated with COVID-19, when people who are infected cough or sneeze near them or if they touch them.

This Risk Assessment will details ways to reduce the risk of the virus spreading through aerosols, droplets, and contaminated surfaces.

Covid-19 Testing

Fitzrovia Post has introduced testing for workers and visitors who are not showing symptoms of COVID-19, cannot work from home and need to attend the workplace. Testing is voluntary and care must be taken not to discriminate against any individual who does not consent to testing.

Fitzrovia Post Ltd now has a [daily testing policy](#) whereby each employee should test every morning before coming into the workplace. Regular testing could help to identify more positive cases of Covid-19 quickly.

Anyone who do not have symptoms has free access to Lateral Flow Test sites around the UK as well as as home testing packs which can be collected from local pharmacies or delivered to a home address.

We ask all visitors and guests who need to come to Fitzrovia Post Ltd for attended sessions that cannot take place remotely to complete a Lateral Flow Test before attending the premises. Test results should be sent to testresults@fitzroviapost.com once obtained.

Fitzrovia Post Ltd is aware that introducing a workplace testing regime is not a substitute for the requirement to make their workplace COVID-secure. Staff must continue to enforce social distancing, hand hygiene, the wearing of face coverings when required and the operation of a good ventilation strategy.

Fitzrovia Post Ltd is aware that introducing a workplace testing regime may result in workers and visitors reducing their level of compliance with regulations and guidance. We take steps to counter this possibility and keep the workplace COVID-secure by increasing their communication with Workers and Clients to reinforce the need to maintain compliance even if they have tested negative for COVID-19.

Tests should be conducted sufficiently in advance of entering the workplace to allow time for the results to be received. In the case of PCR tests, this will mean up to 72 hours in advance.

Fitzrovia Post must process, store and dispose of any employee's test results in accordance with data protection regulations, remembering that this is personal health data and is subject to a higher standard of protection.

Fitzrovia Post Ltd does not allow for tests to be carried out on site and should always be completed before coming to the studios.

Attending The Workplace

The Objective is to support a safe return to the workplace and to find an approach that best suits the needs of the business in a safe way.

The current government guidelines request that people work from home if they can. You do not need to be classed as a critical worker to go to work if you cannot work from home.

Fitzrovia Post Ltd actively support the booster dose of the vaccine rollout and so encourage our team to obtain this as soon as they possibly can even during work hours to help with encouragement. During this period we remain responsive to staff who have not yet received the booster and have practices in place to reduce the risks in the workplace.

We support staff who need to self-isolate and do not ask them to attend the workplace. If the worker remains well and it is practicable to do so, Companies may find alternative work that can be completed at home during the period of self- isolation.

Where we, in consultation with their employee, judges an employee can carry out their normal duties from home, they should do so. Those who are Clinically Extremely Vulnerable persons should not attend the workplace. Anyone else who cannot work from home should go to their place of work. The risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely. Extra consideration should be given to those people at higher risk. People who are clinically extremely vulnerable no longer have to shield from 1st April 2021.

Fitzrovia Post Ltd considers each employees situation to assess whether home working is appropriate for those facing mental or physical health difficulties, as well as those with particularly challenging home working environments.

Self Isolation

The self isolation advice for England changed on 14th December 2021. Anyone aged 5 years and over, who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate in order to protect other people.

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken) and up to 10 days after – as this is when they can pass the infection on to others.

If you are informed that you are a contact of someone who has had a positive test result for COVID-19, you are legally required to stay at home and self-isolate unless you meet one of the following conditions:

- you are fully vaccinated: fully vaccinated means you have had 2 doses of an approved vaccine such as Pfizer BioNTech, AstraZeneca or Spikevax (formerly Moderna) – you are also fully vaccinated if you have had one dose of the singledose Janssen vaccine
- you are below 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial

- you are not able to get vaccinated for medical reasons

You are advised to take a single PCR test while you are self-isolating. You should take this PCR test because you are at a higher risk of being infected. The results of the PCR test will help NHS Test and Trace contact people who may have caught the virus from you. They can then self-isolate and avoid passing it on to others.

You should arrange to have this test as soon as possible within your 10 day isolation period.

If your PCR test result during your isolation period is negative, you must continue to self-isolate as you could still become infectious and pass the infection onto others. Stay at home for your full isolation period to avoid putting others at risk.

Reducing Contact and Resource Allocation

Social distancing guidance no longer applies and there are no limits on social contact between people from different households. COVID-19 can still be spread through social contact. You can mitigate this risk by reducing the number of people your workers come into contact with.

Our teams are split across two facilities in 'fixed teams' to reduce the numbers in one building and so each person only works with a few others. The layout of office spaces use screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face. Hot desks or the sharing of workstations on a daily or part-daily basis is not permitted.

Where possible, Fitzrovia Post Ltd allocate suites and equipment so that they are not shared between different workers. Engineers are in most cases are dedicated to a specific suite and are not visited by other workers.

Staff and Engineers are still asked to keep a good distance from all clients and guests. There should be minimal contact between the engineer and

Travelling To & From The Workplace

The Government currently recommends that you walk or cycle if you can. Where this is not possible, use public transport or drive. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability, or other reasons. Public transport includes buses, coaches, trains, trams, Tubes, ferries, aircraft and in transport hubs like railway stations and airports. It is mandatory for drivers and passengers to wear face coverings in taxis and private hire vehicles. The police and Transport for London authorised personnel will be able to issue fixed penalty notices.

Fitzrovia Post Ltd actively encourage cycling or walking to work. Hand sanitiser is provided at all entry and exit points to the facility.

Face Coverings & Personal Protective Equipment (PPE)

Face coverings are required in most public settings except hospitality. People should wear face coverings in crowded and enclosed settings where they come into contact with people they do not normally meet. Where worn correctly, this may reduce the risk of transmission to themselves and others.

Face coverings must be worn in communal spaces at all times, they should cover your mouth and nose. You may only remove your face covering if you are isolated in a room or recording booth on your own.

Symptom Response Plan

The main symptoms of coronavirus are:

- **High temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least one of these symptoms.

A clear symptom response plan is in place should a member of staff or guest exhibit symptoms of COVID-19 or be at work when they should be self isolating. The following actions should be taken within the workplace:

1. The individual exhibiting symptoms will immediately be taken into a designated isolation room (Studio 4) and will be requested to remain there during the short period while transport is arranged to send the person home.
2. The isolation room will immediately be deep cleaned and disinfected after use along with any areas in the workplace that had been visited by the person showing symptoms.
3. Especially objects visibly contaminated with body fluids and all potentially contaminated high- contact areas such as restrooms.
4. The individual exhibiting symptoms will only be released from the designated isolation room when no other staff/guests are present.
5. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal as well as ventilated.
6. Staff cleaning potentially contaminated areas and all cleaning staff should wear appropriate PPE.
7. Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine.
8. Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.
9. The suspected case should be sent home as soon as possible via private transport with appropriate protections for the driver. The suspected case should seek advice from the NHS 111 service.
10. A suspect or confirmed case should not return to work and must isolate for 10 days or until they receive a negative test result via follow up PCR test.

We strongly recommend that the suspected case orders a COVID-19 test from the NHS Test and Trace system. <https://www.nhs.uk/ask-for-acoronavirus-test> or calls 119. Any test should be done within 5 days of first showing symptoms. If the test result is negative, the suspected case no longer needs to self-isolate and may return to work.

Fitzrovia Post Ltd will instigate contact tracing to identify and inform any workers or visitors who had been in contact with the suspected case within the last 2 days. Before contact from the NHS Test and Trace service, the co-workers and other close contacts of the suspected case do not officially have to self-isolate yet. They will not be required to self isolate if they are fully vaccinated. They may return to the premises, if the original suspected case returns a negative test result for COVID-19.

The suspected case should keep Fitzrovia Post Ltd updated on their prognosis as requested by us. The worker should inform the Company of the result of any subsequent COVID-19 test.

Hazard Identified	Risk: To Whom	Action & Precautions Required
<p>Prior to Attendance</p> <p>Person to Person Transmission and possibility of exposure</p>	<p>Staff, clients, visitors</p>	<p>Pre-attendance Procedures</p> <p>A written declaration must be obtained by all individuals entering the studio the day before to the commencing session day. The Declaration will include:</p> <ul style="list-style-type: none"> - that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 10 days. - they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days - declaring any international travel undertaken in the last 14 days prior to commencing work on the production - that they are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus - that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. - Are not experiencing any cold or flu symptoms - declare a lateral flow or PCR test result completed that day - Are not currently sick or have flu like symptoms <p>Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS/CDC. This will also enact the symptom response plan.</p>
<p>People Becoming Infected Onsite</p> <p>Person to Person Transmission</p>	<p>Staff, clients, visitors</p>	<p>Health Monitoring/testing</p> <p>Testing upon each visit to the studio is required with results to be sent to testresults@fitzroviapost.com. A pre-attendance form is to be completed ahead of an attended session to indicate if there could be any risks.</p> <p>Displaying Covid-19 Symptoms</p> <p><i>If any person develops symptoms, or thinks they may have come into contact with someone who has Covid-19, they are not to attend location and should be isolated for a minimum 10 days and not return to work for until they are legally permitted to do so. A negative test result will be required in order to enter the facility,</i></p> <p>If any individual starts to develop or show symptoms of Covid-19 as listed below it will enact the symptom Response Plan (see page 6). Management must immediately be informed and the session taking place must immediately stop.</p> <p>The individual is required to ensure they are wearing PPE (face covering) and self isolate in a separate designated room. Covid-19 symptoms include:</p> <ul style="list-style-type: none"> - a dry, continuous cough - A fever or high temperature - A loss or change in sense of smell or taste <p>Private transport will be arranged to remove the individual and the driver must have appropriate PPE.</p> <p>When home they should seek medical advice and report the symptoms to NHS or their local authority. They will need to self-isolate until further notice as per the government guidelines. This is currently 10 days as per NHS instructions. Whilst isolating, the individual may be asked to track and trace their whereabouts (ie. Write a timeline of the people and places they have been in contact with.)</p> <p>Once self isolating at home they should obtain a PCR test and report back to production as well as Fitzrovia Post Ltd.</p>

Hazard Identified	Risk: To Whom	Action & Precautions Required
<p>People Becoming Infected Onsite</p> <p>Person to Person Transmission</p>	<p>Staff, clients, visitors, talent/ artistes</p>	<p>Testing POSITIVE for Covid-19</p> <p>In the event a staff member or visitor becomes ill and tests positive for Covid-19 AFTER attending the facility the following steps will be implemented:</p> <ul style="list-style-type: none"> - The individual will isolate and follow strict NHS/local procedures and advice. They will not return to the facility under any circumstances. - They will be encouraged to complete the government initiative Track & Trace and log all persons they have been in contact with as per required. This includes any person who they have been in close proximity to (under 2 metres) for longer than 15 minutes. - All staff that have worked in Close Contact with the individual will be alerted immediately and will be asked to isolate unless they are exempt from self isolation. This prompt will help reduce the risk of workplace outbreak. - They will be allowed on premises after 10 days if they have a negative test result.
<p>PPE</p> <p>Contaminated surfaces & equipment transmission</p>	<p>Staff, contributors, talent/ artistes</p>	<p>All staff, guests and visitors are required to wear face coverings in the facility. The only exceptions are when isolated in a room on their own, when outside and socially distanced and whilst consuming food or drink.</p> <p>Face coverings should be worn before entering the facility as each individual should have a mask in their possession. Masks may be provided by Fitzrovia Post where needed. Anyone using a face covering/mask should be given information on how to use it and dispose of it safely, <u>the main points are:</u></p> <ul style="list-style-type: none"> - wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings. They should also do this before and after removing them. - avoid touching their faces or face coverings. Otherwise they could contaminate them with germs from their hands. - change their face coverings if they become damp or they've touched them. - continue to wash their hands regularly. - change or wash their face coverings daily. - if the material is washable, to wash it in line with manufacturer's instructions. If it's not washable, to dispose of it carefully in their usual waste. - Remove any face coverings from behind the ears/head. Never touch the front part of the covering as germs may spread onto the mask. <p>Disposable gloves may be useful for situations where hand washing or sanitising is not readily available. However gloves are only a "second skin" and therefore wearers need to continue to apply hygiene precautions (ie not touching the face). They must be hygienically disposed of and new pair used as frequently as possible. The WHO have a useful guide on the use of disposable gloves: https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf</p> <p>All single use PPE including masks should be disposed of at the end of each task so they cannot be re-used. Used PPE must be double bagged and tied off securely and left for 72 hours before it can be thrown away.</p>
<p>Travel to and from the studios</p> <p>Person to Person Transmission</p> <p>Contaminated surfaces</p>	<p>Staff, contributors, visitors, talent/ artistes</p>	<p>Individuals will travel to and from the studio on their own.</p> <p>Wherever possible public transport should be avoided and private transport such as cycling, driving or walking should be used. This will allow distancing and hygiene to be very low risk.</p> <p>If private transport is not available then privately hired transport such as taxis should be used maintaining social distancing and good hygiene practices as far as possible.</p> <p>We encourage people traveling together in one vehicle to use fixed travel partners, do not sit face to face and open windows when travelling. Provide adequate ventilation by switching on ventilation systems that draw in fresh air or opening windows. You could open windows only partially if it's cold. Shared vehicles should be regularly cleaned.</p> <p>As a last resort employees should use public transport and where possible maintain social distancing, good hygiene practices, and where necessary keep the time in close proximity to others to a minimum.</p>

Hazard Identified	Risk: To Whom	Action & Precautions Required
<p>Enclosed spaces</p> <p>Person to Person transmission</p>	<p>Staff, clients, visitors</p>	<p>Good ventilation will mitigate the res of aerosol spread of Covid-19 in enclosed spaces.</p> <p>Fresh clean air that is brought inside will dilute any airborne virus. In poorly ventilated spaces, residual virus can remain in the air after an infected person has left and increase the risk of COVID-19 spreading.</p> <p>Audio suites and booths do not have functioning windows that open due to the impact this would have on audio quality. To mitigate this the following is in place:</p> <ul style="list-style-type: none"> - Windows in reception will be left open where possible to circulate fresh air into the building. - When a suite/booth is not in use the doors will be propped open to allow fresh air to circulate. - A wait time of at least 30 minutes between sessions is required to allow for fresh air to circulate in the booths and control rooms. - Air conditioning and mechanical ventilation is available in all control rooms and booths. The system is set to maximise fresh air and minimise air circulation. <p>The numbers in a control room should never exceed more than 4 individuals including the audio engineer. In smaller control rooms the number of permitted attendees is no more than 3 including the engineer, Edit suites must only contain 1 individual at a time.</p> <p>When sessions require a higher number of attendees time in the studio may be restricted to reduce the risk of aerosol transmission.</p> <p>We recommend any lunch breaks that see face coverings being removed to consume food or drink should ideally be taken outside in the fresh air.</p>
<p>Close Contact for Workers</p> <p>Person to Person Transmission</p> <p>Workplace Outbreak</p>	<p>Staff</p>	<p>By reducing the number of people staff come into contact with the spread of Covid-19 is reduced.</p> <p>Staff are split across two facilities in 'fixed teams' which lowers the possibility of a total workplace outbreak and do not hot desk, they remain in one workstation per day. Cleaning between use is essential.</p> <p>Layouts to work stations use side-topside and back-to-back working instead of face-to-face. Screens are used to separate people from each other if face-to-face working is taking place.</p>
<p>Understanding Guidance</p> <p>Confusion on protocols leading to possible virus transmission</p>	<p>Visitors, Clients, Contributors, Talent & Artistes</p>	<p>Clear information regarding company policy are shared both written and verbally in various stages of each booking.</p> <p>Upon each client booking a document 'Visiting Fitzrovia' will be shared which details key information and Covid-19 practices that must be followed when attending the facility. This should be circulated to the relevant individuals by the client.</p> <p>A health Declaration form should be signed and completed by all attendees to the studio upon arrival.</p> <p>Upon arrival to the studios key protocols such as wearing face coverings, washing hands regularly, maintaining social distancing and general hygiene recommendations will be verbally communicated and enforced by Front of House staff.</p> <p>Visitors should be prepared to remove face coverings if asked to do so by police officers and staff for identification.</p> <p>All the information provided by Fitzrovia Post is to ensure the safety of our staff, clients and visitors.</p>

Hazard Identified	Risk: To Whom	Action & Precautions Required
<p>Remote Working in Other Peoples Homes</p> <p>Person to Person Transmission</p> <p>Contaminated Surfaces</p>	<p>Staff and Contributors</p>	<p>Remote voice records may be an ideal solution for many productions. In order to provide this service we advise that no staff member from Fitzrovia Post should attend the remote site.</p> <p>If a staff member should need to go to a contributors/talents/artistes home to set up technical kit the following must be implemented:</p> <ul style="list-style-type: none"> - Asking households to leave all internal doors open, to minimise contact with door handles. - Taking breaks outside where possible and waiting outside. - Limiting the number of people within a confined space to maximum of 2. - Wearing face coverings at all times during a session in a remote setting. - All waste that may have contamination from an individual should be double bagged and left for 72 hours before throwing away. Staff should not leave any of their waste at the location. - Allocate the same staff member to the same household each time there is a visit where possible. - Social distancing should be maintained at all times. - Narrow or busy areas in a house hold should be identified before the session so movement through that area can be minimised.
<p>Cleaning the Studios</p> <p>Contaminated Surfaces</p>	<p>Staff, Visitors, Clients, Contributors, Talent & Artistes</p>	<p>The workplace remains thoroughly cleaned to prevent the spread of Covid-19 from touching contaminated surfaces.</p> <p>All staff should clean their workstations before and after every use, this includes disinfecting keyboards, mice, faders, and other regular touch points. All waste and belongings from the work areas should be removed or disposed of at the end of each session and day.</p> <p>Expensive specialist equipment is disinfected carefully by the audio engineers and are not cleaned by any other members of staff to protect them from accidental damage.</p> <p>Extra non recycling bins are available for workers and visitors to dispose of single use PPE and face coverings.</p> <p>Cleaning products are in plentiful supply at all times as well as single and reusable cleaning cloths.</p> <p>If a suspected case of Covid-19 has been in the facility refer to this guidance on cleaning in non-healthcare settings.</p> <p>Regular touch points such as door handles, coffee machines, iPads, and desk surfaces, restrooms are sanitised frequently throughout the day.</p> <p>Equipment such a headphones, microphones and pop shields are cleaned and sanitised between each session and each contributor/talent/artist.</p>

Hazard Identified	Risk: To Whom	Action & Precautions Required
<p>Good Personal Hygiene</p> <p>Person to Person Transmission</p> <p>Contaminated Surfaces</p>	<p>Staff, Visitors, Clients, Contributors, Talent & Artistes</p>	<p>Everyone who enters the facility should practice good personal hygiene throughout the working day.</p> <p>Signage in restrooms explains how to effectively wash hands and reminds people to wash their hands frequently throughout the day and to not touch their faces.</p> <p>Coughs and sneezes should be captured in a tissue (these are provided in all booths) or into their arms if a tissue is not available. Tissues should not be left in studios and should be binned safely. Hand washing after a sneeze or cough is highly advised.</p> <p>Single use paper towels for drying hands are provided.</p> <p>Hand Sanitiser is in every room and located throughout both facilities such as in kitchenette areas. Each entrance also has a contact free sanitiser.</p> <p>Enhanced cleaning in busy areas such as restrooms with special care taken to clean toilets, restrooms and kitchenettes.</p> <p>Any used plates and cutlery that isn't single use should be placed directly in the dishwasher. Any staff member who does this should wash their hands for 20 seconds after use with soap.</p> <p>All doors should be kept open to allow for optimum ventilation unless a session is actively taking place.</p> <p>Showers are cleaned by professional cleaners but are currently not recommended to be used.</p> <p>Hand sanitiser is available at entry and exit points.</p>
<p>Handling Goods and Shared Equipment</p> <p>Contaminated Surfaces</p>	<p>Staff</p>	<p>Equipment that is usually shared between staff has been duplicated where possible to keep equipment contained to one room or staff member.</p> <p>Each workstation is cleaned by the engineer before and after each use, this includes mixing desks and recording equipment shared between staff.</p> <p>Staff are encouraged to wash their hands regularly throughout the day to reduce the likelihood of contamination.</p>
<p>Face Coverings</p> <p>Incorrect wear can increase contamination risk on surfaces and in the air</p>	<p>Staff, Visitors, Clients, Contributors, Talent & Artistes</p>	<p>Fitzrovia Post supports staff and guests in wearing face coverings in the studio, particularly in communal or shared areas.</p> <p>Face coverings should be worn safely, see how below:</p> <ul style="list-style-type: none"> - wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings. Also do this before and after removing them. - avoid touching their faces or face coverings. Otherwise they could contaminate them with germs from their hands. - change their face coverings if they become damp or they've touched them. - continue to wash their hands regularly. - change or wash their face coverings daily. - if the material is washable, to wash it in line with manufacturer's instructions. If it's not washable, to dispose of it carefully in their usual waste.

Hazard Identified	Risk: To Whom	Action & Precautions Required
<p>Tests and Vaccinations</p> <p>Levels of protection is not always guaranteed</p>	<p>Staff & Visitors</p>	<p>Fitzrovia Post actively encourages its staff to get fully vaccinated and boosted. Regular testing in conjunction with vaccination is an additional safety measure we have but will not be successful without all other practices in place.</p> <p>All our measures stay enforced and apply even if the following reasons are applicable to an individual:</p> <ul style="list-style-type: none"> - received a recent negative test result. - had the vaccine (either 1 or 2 doses). - natural immunity (based on proof of a positive PCR within the past 180 days) <p>Testing on site with a Lateral Flow or PCR test is not permitted in any circumstance. Tests must be completed before attending the studio or after.</p> <p>Staff will not receive any discrimination should they wish not to have the vaccine for whatever reason.</p>
<p>Travel to and from the UK</p> <p>Person to Person Transmission</p>	<p>Staff, Visitors, Clients, Contributors, Talent & Artistes</p>	<p>Government guidelines should be adhered to when travelling to and from the UK.</p> <p>Please see the latest government advise when travelling as this is the advise Fitzrovia Post follows.</p> <p>Details on restrictions, test to release, and quarantine relating to travel can be found here under section 18 on version 4-7.</p>
<p>Mental Health During the Coronavirus Outbreak</p> <p><i>Infectious disease outbreaks like coronavirus (COVID-19) can affect mental health. Individuals may notice:</i></p> <ul style="list-style-type: none"> - Increased anxiety - Feeling stressed - finding yourself excessively checking for symptoms, in yourself, or others - Becoming irritable more easily - Feeling insecure or unsettled - Fearing that normal aches and pains might be the virus - Having trouble sleeping Feeling helpless or a lack of control - Having irrational thoughts 	<p>Staff</p>	<p>Mental wellbeing is extremely important to Fitzrovia Post. We support all staff members in their needs and have healthcare in place should an individual wish to use it.</p> <p>Be aware of yours and others anxiety and concerns during these challenging times. Be aware of and apply the following strategies where possible:</p> <ul style="list-style-type: none"> - Gather mental health resources (e.g. mental health hotlines, local treatment centres, therapists covered by benefits) and communicate them to the company. - Set up a mental health support group. - Management to be informed of the mental health effects and to monitor their crews, cast and contributors accordingly. - 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. - 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

Operational Practices

Responsibilities During Activities Requiring Client Attendance

Clients should be prepared to brief audio engineers clearly and then trust them to get on with the creative process unattended, wherever possible. This is the preferred way of working not just for working from home but also when the work is being carried out at Fitzrovia Post Ltd's premises.

Should remote working not become a viable option managed client attendance is permitted. Only individuals who are absolutely essential for the smooth running of the production may attend. Wherever possible communication between postproduction creatives, production teams and commissioning executives should use electronic means, such as phone, email, or video conferencing, and the review and approval processes are conducted by security approved internet uploads, or streaming services.

Production companies that have Dry-hire bookings at Fitzrovia Post Ltd's facility must take responsibility to ensure safe working is practiced within the confines of the hired studio(s). Fitzrovia Post Ltd has the responsibility to provide a safe environment and functioning equipment.

Where the booking is "Wet hire", Fitzrovia Post Ltd has a duty of care to ensure safe working practices for its workers and visitors involved in booking.

Clients must ensure that the conduct of their staff and contractors whilst on Fitzrovia Post Ltd's premises, does not endanger the safety of other visitors or workers. We will endeavour to allocate facilities and rooms to keep individual productions concentrated in one part of the premises and isolated from other productions with the intent of eliminating close contact between productions in common areas such as kitchens, washrooms, corridors, and stairways.

Fitzrovia Post Ltd's clients are recommended to advise their post-production teams that they should follow government guidance during their personal lives as well as during their working lives. This includes social distancing and avoiding gathering of large groups of people, in order not to inadvertently bring the virus to the workplace and jeopardise the health and safety of their work colleagues, which could then impact the business continuity of the production to if they all have to self-isolate.

Adherence at all times to Fitzrovia Post Ltd's on Covid-safe working is a condition of hire and of admittance to the premises. It is at Fitzrovia Posts sole discretion to temporarily or permanent bar any visitors who persistently or seriously fail to comply with the Company's COVID-19 policies.

It is at Fitzrovia Posts sole discretion to suspend or terminate a hire if the production company fails to take action to ensure their staff or contractors comply with the Company's COVID-19 policies.

Common & Break Out Areas

Fitzrovia Post Ltd requires visitors to wear face coverings while in the common parts of the premises.

Break out areas are not available on the premises, each production is allocated a designated suite or recording booth where clients should largely remain if in attendance. However, clients are able to use the reception space if there are no other client in or expected to be in the space. Client's production members are expected to return to their designated space when asked by staff to allow for safe movement within the premises.

Where possible, Fitzrovia Post Ltd will designate specific toilet facilities for the exclusive use of the post-production team or each of its constituent cohorts. No other cohorts, workers or clients should use those toilet facilities. The toilet facilities are regularly cleaned throughout the working day.

Hospitality & Runner Services

As restricted client attendance is in place, Fitzrovia Post Ltd has limited hospitality and runner services. Runners have been allocated additional duties to ensure regular cleaning of "frequent touch" areas. Clients should therefore modify their expectations of hospitality service in these circumstances.

Visitors are encouraged to bring their own food and drink but not use communal fridges.

There is no communal food serving allowed, only single-serving, pre-packaged food, soft drinks, water, and condiments. No unwrapped food or snacks are left out.

Kitchen areas should not be used by visitors and are disinfected before and after serving food and at least every two hours in between.

To avoid congregations of workers or visitors in catering areas during meal breaks or tea breaks. Companies should close these areas if social distancing is not possible. Eating at the individual's workspace is preferred.

Take-away food should not be plated-up. It is delivered to workers and visitors in their suites in its original packaging. Runners should avoid entering suites. Deliveries and wrapped food should be left outside the suites for collection. Workers and visitors in suites should be encouraged to clear their own used catering items and place them outside the suite for collection by the runners.

Runners are not required to handle cash as there is a suitable cashless system in place.

Runners are expected and encouraged to wash their hands frequently, as they are the people who move around the premises more than any other worker.

Audio Dubbing & Re-recording

The use of a remote viewing service rather than the client attending the premises is preferred. Interaction between dubbing mixers or dubbing editors and clients should be via phone, email, messaging apps, bespoke review and approval systems or video conferencing.

If it is necessary for a client to review on the premises (e.g., a final Dolby Atmos, 5.1 surround mix or theatrical mix), at the sole discretion of Fitzrovia Post Ltd, only the minimal number of people from the production may attend the session to give sign-off, preferably just 1 person. Where practical and possible, we will consider using two rooms to separate operators and clients and conduct the viewing remotely.

As dubbing mixers often work with different clients each day, if it is necessary for the mixer and client to be in the same room, it is advisable for all persons present in the room to wear face coverings and for maximum social distancing to be practiced, which in all cases should be at least 2m. Only persons essential to production decision making should attend and only for the minimum time necessary.

Audio Recording

If VO or ADR sessions take place on the premises, a separate studio and control room set-up is provided for maximum social distancing.

Should the artist, recording engineer or director need to be in the same room, they must all always maintain social distancing. The room size and layout must be sufficient to facilitate this. Currently this mode of working is not advisable.

If using clip-on personal mics, the voice talent should be instructed to mic themselves up under supervision, maintaining social distancing at all times.

Disinfect microphones, pop-shields, headphones, and lecterns after each session, Runners should keep a log of when it was done.

Clients are advised to avoid using printing paper scripts, electronic tablets are better. The voice talent should use their own device if possible, but if a studio-owned tablet is used it must be disinfected after each session.

For crowd background recording or "loop-groups" the studio space must be large enough to accommodate the actors each with proper social distancing. This may mean limiting the number of actors and using multi track layering to achieve the effect of a larger crowd. Actors must always observe social distancing between each other and between other workers, including on arrival, during the session, recording breaks and leaving the premises.

Performers in loop-groups should not share microphones or associated stands and pop-shields.

There is an increased risk of transmission of the virus in aerosol form where the performance requires raised voices, shouting, singing or playing wind instruments. These circumstances may present additional risks requiring extra mitigations such as increased distancing between each performer and everyone else in the room.

Workers in a dubbing suite must not share equipment; they must only operate their own workstations and control surfaces. They should also be responsible for the regular sanitising of their own equipment.

Social distancing must always be maintained and face coverings worn correctly throughout the entirety of the session unless isolated in a booth on their own.

Remote Kit Hire & Installation

Fitzrovia Post Ltd ensures that any equipment to be hired out or loaned for remote working is sanitised before dispatch to another company or to a private dwelling.

Detailed instructions are provided to allow the recipient to set up the equipment to avoid workers having to visit the premises. These instructions will be sent electronically and be included within the hired equipment package. Telephone support will also be provided should it be required.

When workers are required to enter other company's offices for the delivery, or installation of equipment they must respect the social distancing and hygiene protocols of the visited company if they are stricter than their own company protocols.

When workers are required to enter private dwellings for the delivery, installation or de-rig of equipment, they must comply with the specific government guidance for people performing services in other people's homes such as plumbers, meter readers or locksmiths.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. This may offer some reassurance to the installation location's occupants and would also be good customer service.

Fitzrovia Post Ltd will discuss the hygiene measures to be taken with the occupants of the installation location ahead of the visit and ask that they maintain the required social distance from those working. To minimise contact with occupants and avoid surface transmission by minimising touch with surfaces outside the installation area and frequent contact areas like door handles and tabletops.

No work should be carried out in a household which is isolating because one or more family members has symptoms – unless it is to remedy a direct risk to the safety of the household or to public safety.

Even though shielding has been paused, particular care and strict social distancing should be observed when working at the home of a clinically vulnerable or extremely clinically vulnerable person.

Workers visiting private dwellings or other companies' premises should take their own food and drink and take breaks outside where possible.

Use sanitiser to wipe down the installation area before commencing the installation. Once the installation is complete and working, wipe the equipment, installation area and any frequent contact areas over once again with sanitiser before handing the equipment over to the client.

Once the equipment is returned to the Company's hire depot. It should be sanitised before storing for re-use.

Viewings

Viewings should be conducted remotely wherever possible to avoid visits to the premises by persons from outside the post-production team. Remote streaming of the post-production suite output or the uploading of review and approval files via the internet are both viable and secure options.

Clients should be aware that Fitzrovia Post Ltd takes great care to ensure the calibration of their sound monitoring systems to give consistent and accurate results. Some basic remote viewing systems which are optimised for real-time viewing over the internet or for rapid upload and download of files, may not give a wholly accurate representation of the sound quality of the edited material. This is a necessary compromise for speed and convenience. While these solutions are suitable for editorial collaboration and review, a higher-level remote viewing solution may be deployed to critically assess sound quality remotely. In any case Fitzrovia Post Ltd not have control over the calibration of the customer's own viewing or listening device or the environment in which they are reviewing. Clients should be mindful of this advice before requesting or insisting on an unnecessary viewing at the Company's premises.

When it is not practical to view remotely, visitors from outside the post-production team may attend the premises by prior appointment notified to the Company and at Fitzrovia Post Ltd's discretion. This allows the Company to manage the reception signing in process efficiently and to limit excessive and unnecessary numbers of people attending viewings. Only the minimum number of visitors should attend viewings; preferably just one key decision maker.

Where possible, the use of an isolated viewing area to separate edit teams from those viewing is strongly recommended. This can be achieved by using two audio suites with suitable communication between them. There may be an additional charge for this.

There must be no visits to the post-production team by persons not directly connected to that production.

Gov Guidance: <https://www.gov.uk/coronavirus>

Raise a concern by:

Contacting your employee representative

Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm>

Contact HSE by phone on 0300 003 1647

Notice

As a business Fitzrovia Post Limited are taking Covid-19 very seriously, it is everyone's responsibility across the office/studios to make sure they and our clients are safe. Therefore should you wish to raise a concern or you have a suggestion on the safety of your office/studio then please direct these to Keiran Brown and Nicola Lacey.

As a collaborative environment it is paramount all stakeholders and employees are heard and if appropriate their input is made a part of our COVID SAFE PROCESS. Keiran Brown can be contacted directly on 07557 452 667 or email keiran@fitzroviapost.com

Symptom or Illness Reporting

If you should suddenly become ill with any Covid-19 symptoms either at work or at home then you should follow these steps immediately: - SEEK PROFESSIONAL MEDICAL ADVICE

Do not come to work if you are at home

If you are at work leave immediately, following the symptom response plan in place.

Inform Keiran Brown on 07557452667 or email keiran@fitzroviapost.com

Book a Covid-19 test online using the following link <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> - You will be asked to self-isolate at home until you have your test results back which is usually within 48 hours.

Once you have your results Keiran Brown will then discuss your return to work or ongoing self-isolation. - Information regarding your condition will be cascaded to colleagues and Public Health England will be alerted to your symptoms as per the Government Guidelines.