

The Edit - COVID-19 Risk Assessment - June 22 (Subject to regular review)

Businesses are required to do a risk assessment to identify those persons at risk (employees, freelancers, clients, contractors etc.) of exposure, and identify suitable, reasonable and proportionate control measures that can be put in place to prevent and limit the spread of the virus. The risk assessment should be regularly reviewed and updated as official guidance changes, if exposure rates in the local community increase and/or work activities change. Instruction and/or training in the control measures must be provided to those persons concerned.

Business name: The Edit					
Department/Area of Business: Office					
Date assessment completed: 20/06/2022					
Hazard	Persons at risk	Existing control measures	Action by whom	Action by when	Date completed
Exposure to and the spread of the COVID-19 Coronavirus	Employees, freelancers, tenant office employees, clients, visitors.	<p>Risk assessment - Risk assessment to be regularly reviewed and updated where necessary.</p> <p>Reporting & Isolation – Any staff or clients need to do a lateral flow test if they experience any Covid 19 symptoms. They are expected to report positive or suspected cases of coronavirus within their teams to the Office Manager and all persons of contact, without delay so that action can be taken to prevent/reduce exposure to employees and other users of the office space. There is a supply of LFT kits in the building, which can be provided upon request.</p>	Jess Green	Ongoing	
			Jess Green	With immediate effect, if required.	

Hazard	Persons at risk	Existing control measures	Action by whom	Action by when	Date completed
Exposure to and the spread of the COVID-19 Coronavirus	Employees, freelancers, tenant office employees, clients, visitors.	Ventilation – Natural ventilation from open windows is available in some office rooms. A fresh air ventilation system has been installed in all toilets, break-out rooms, meeting rooms and editing suites which have no window. The fresh air supply has been catered for 8-10L per second per person of fresh air to comply with building regulations.	Jess Green	Ongoing	

Hazard	Persons at risk	Existing control measures	Action by whom	Action by when	Date completed
Exposure to and the spread of the COVID-19 Coronavirus	Employees, freelancers, tenant office employees, clients, visitors.	<p>Physical social distancing</p> <p>Capacity – There are approx 40 employees (including staff and clients) using the office space at present. There are a sufficient number of office/editing suite rooms for everyone. The maximum number of people in 1 room at any one time is rarely above 2.</p> <p>If required, remote editing from home is an option for staff/ clients.</p> <p>Separation – Tenant offices and long term clients occupy their own designated office spaces. The ground floor is occupied by long term clients; the first floor is rented out to a</p>	Jess	Ongoing	
			Jess	Ongoing	

		<p>tenant office; the second floor is occupied by the edit; the top floor is occupied by the edit and used for client approvals.</p> <p>Employees (final post operators) will work in the same editing suite room as a client only if necessary for the purposes of the job task e.g. collaborative editing, client review meetings. See below for client review meetings.</p> <p>Kitchen – There are tea making/kitchen areas located on the ground floor, second floor and top floor, which minimises contact between people working on different floors. There are dishwashers on each floor to keep the cutlery and crockery clean.</p> <p>Communal walkways and toilets –There is a separate toilet on each floor, which minimises contact between people working on different floors.</p>	Jess	Ongoing	
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Hazard	Persons at risk	Existing control measures	Action by whom	Action by when	Date completed
Exposure to and the spread of the COVID-19 Coronavirus	Employees, freelancers, tenant office employees, clients, visitors.	<p>Cleaning & disinfection</p> <p>Contract cleaners – An external professional cleaning agency provides a daily cleaning service in all edit suites and communal areas including disinfection of the desks, workstations and hand touch points (door handle, light switch, buttons and handles on office equipment) They operate in the evening to avoid contact with employees/tenant offices/clients.</p>	Jess	Ongoing	

		<p>Clients– Requested to keep their own equipment clean and to deposit any waste in the bin provided in each office/suite room.</p>	Jess	Ongoing	
		<p>Tenant offices – Requested to keep their own equipment clean and to deposit any waste in the bin provided in each office/suite room.</p>	Jess	Ongoing	

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Exposure to and the spread of the COVID-19 Coronavirus	Employees, freelancers, tenant office employees, clients, visitors.	<p>Hygiene</p> <p>Hand hygiene – Toilet wash hand basins are supplied with hot and cold running water, liquid soap and paper towels.</p>	Jess	Ongoing	
		<p>Face coverings – Mandatory use of face coverings in offices is not currently required by the government. Face coverings will be provided by the Office Manager if and when needed.</p>	Jess	If required	

Hazard	Persons at risk	Existing control measures	Action by whom	Action by when	Date completed
Exposure to and the spread of the COVID-19 Coronavirus	Employees, freelancers, clients, visitors.	<p>Personal belongings</p> <p>A clean sponge, cloth and reusable tea-towel are supplied in each kitchen each day. Dirty tea-towels are washed regularly by the external cleaning company.</p>		Ongoing	

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Mental health and wellbeing affected by isolation or anxiety about coronavirus	Employees	Employees are updated on what is happening so they feel involved and reassured. Risk assessment shared with employees. Open door policy for employees to share any issues.	Jess	Ongoing	