

Risk Assessment - DCM (COVID-19)

Company name: Digital Cinema Media

Assessment carried out by: Ethan Chapples

Date assessment was carried out: Wednesday 15th July 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading COVID-19 by not washing hands or not washing adequately	DCM Employees Visitors Regents Place Employees Delivery Services	Following government guidance on hand cleaning Providing water, soap and drying facilities at wash stations Providing hand sanitiser at several points within the office including entrance and exits.	Monitor that the guidance is being followed Place signs around the office to remind people to wash their hands and sanitise regularly Replenish the soap and sanitiser daily Monitor users' skin and ensure any dryness or crack are brought to our attention	Ethan Chapples		

Getting or spreading COVID-19 in common use areas, such as breakout areas, kitchen, meeting rooms, entry/exit points	DCM Employees Visitors Regents Place Employees Delivery Services	Implementation of one-way system. Separate entry and exit points Maintain a two-meter distance throughout the office where possible All meetings rooms are out of use Kitchen points are closed and all communal facilities i.e. fridges, kettles, microwaves are marked off and unusable. Large meeting table marked out for safe use	Monitor that all procedures are being followed, including the one-way system and a two-meter distance Highlight and monitor any further close call points that may arise Near miss reporting shall be recorded and looked in to as a matter of urgency Encourage more meetings through Microsoft Teams even when in the same building to stop people gathering together. Put together a cleaning regime to ensure cleaning of high use areas regularly	Ethan Chapples		
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		Breakout area tables cleared to allow more room for social distancing Increase online working to allow meetings to happen on-line Leave the entry door open to allow more ventilation and less chance of people touching the handles				

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Getting or spreading COVID-19 through workers living together and/or travelling to work together	DCM Employees	Identifying groups of workers who live together and monitoring their status regularly Identifying any group of workers who travel together and monitoring their status regularly	Discuss with these groups who they can limit and prevent the risk of spreading COVID-19	Jemma White		

Getting or spreading COVID-19 by not cleaning surfaces, equipment and workstations	DCM Employees Visitors Regents Place Employees	Following the government guidelines Identify surfaces that are frequently touched, surfaces, door handles etc. Highlight all shared equipment, eradicated where possible Reduced the need for people to move around the office, lowering the risk of contamination No sharing of equipment or documents	Put in monitoring regime to ensure people are following all advice Provide information to all staff with clear guidelines on what needs to be cleaned and when Create a cleaning regime and establish who will clean all surfaces regularly throughout the day Identify any further areas we can reduce human contact with surfaces	Ethan Chapples		
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		Keep surfaces clear to make cleaning easier				

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Mental Health and wellbeing affected through isolation or anxiety about COVID-19	Employees	Managers to have regular catch ups with their teams, individually and as a group Microsoft Teams Buddy system - allowing people to connect regularly for a catch up Regular feedback survey sent to employees to find out what people are struggling with during lock down Monthly coaching sessions with Clare Downes	Share information and advice with employees about mental health and well being Keep monitoring everyone's mental health with regular check-ins	Jemma White		

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Contracting or spreading COVID-19 by not social distancing	Employees Visitors Regents Place Employees	Identified areas that are not able to social distance Implemented a one-way system Marked 2m distance on the floor throughout the office Used marker tape on the floor to highlight safe and unsafe areas Limiting the number of people on site at any one time Holding meetings virtually rather than face-to-face	Monitor and ensure social distancing is adhered to throughout the office Signage at entry and throughout the office to ensure people are reminded to keep socially distant Create a drop off point outside of the office for deliveries - minimising any external contacts from outside the office entering the building	Ethan Chapples		

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Increased risk of infection and complications for vulnerable workers	Employees	Creating a list of all employees that identify as vulnerable and ensuring they are able to work from home whilst also feeling part of the company	Check in with those more vulnerable, more regularly and engage when they feel it is right for them to return	Jemma White		

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

