

Allies and Morrison

Studios and Modelshop

Covid-19 Arrangements and Procedures

Allies and Morrison

Covid-19 Arrangements and Procedures v. 14

Introduction

This document has now been updated to reflect updated Government advice and guidance for working safely during coronavirus (COVID-19) in offices, issued on 13th December 2021. This document sets out our current arrangements and procedures for our staff, those working or collaborating with us and visitors.

The government announced that the move to [Plan B](#), in response to the risks of the Omicron variant, on 9th December 2021. The direct impact to Allies and Morrison is that 'office workers' who can work from home should do so.

These arrangements are under constant review to ensure that they continually reflect changing circumstances, the current Government advice and HSE guidance.

Allies and Morrison are committed to consulting with all our staff and those who work in our buildings to develop and share a best practice approach to providing a safe place to work without undue risk.

For the current government guidance please see:

<https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

This document should be understood in conjunction with our workplace risks previously presented by our annual Studio and Modelshop Risk Assessments, Modelshop Practice Procedures, both dated 30 July 2021, and with our Health and Safety Policy. We are constantly monitoring the arrangements to ensure that they continue to meet the standards required to support all our staff and to reflect any changes in Government and HSE guidance.

If you are worried about anything or consider that something requires reviewing, please do contact Jo Bacon, Managing Partner, jbacon@alliesandmorrison.com

STAYING COVID-19 SECURE IN 2021

safer working together

we have taken all reasonable steps to help people work safely from our COVID-19 secure workplace and remotely

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here.
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance.
- ✓ We have published our **COVID-19 Arrangements and Procedures guidance**.
- ✓ **Masks should be worn in all communal and circulation areas unless sure that 2m distance is maintainable.**



signed on behalf of employer:
date: 19 July 2021



employer: Allies and Morrison
contact: Jo Bacon (Partner)

For and behalf of Allies and Morrison LLP: Joanna Bacon, Managing Partner, Allies and Morrison Health and Safety Representative or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647

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Covid-19 Arrangements and Procedures v. 1.4

Allies and Morrison want to positively promote the safety measures in place to reassure and reduce anxiety for all. This document has been created to inform all who work with Allies and Morrison and set out procedures and protocols for safe working in all our studios, our Modelshop and for those working remotely in two sections:

- Studios & Modelshop Arrangements & Procedures
- Supplementary Information and guidance (final page)

Promotion of positive wellbeing of all during these challenging times is critical and has included:

- Providing support through resources such as the Employee Assistance Programme, various other tools and guidance on the practice intranet.
- Encouraging team members to keep regular contact, with keeping in touch guidance being put in place.
- Studio briefings, events and lectures for all staff to keep in touch and combat feelings of isolation and loneliness, and help people adapt to new ways of working.
- Creation of additional online learning.
- More flexible working patterns by arrangement
- Online stretch yoga class available to all
- Online lectures and events i.e. Friday evening talks and CityMakers conference
- Consulting with staff on future blended working, studio clear-up and planning of future studio spaces
- Group Representatives receiving feedback from staff and regular meetings with Partners and HR Director to consult on matters of concern.
- Provision of Lateral Flow Tests, LFT, for those working in our studios (effective from 09 March 2021)
- When government guidance allows then our blended or hybrid team working with Red, Green, Blue and Yellow teams working at different times from 19 July 2021 has been established as a new working pattern.

Before coming to the studios staff must have attended an online briefing with HR and H&S leaders to share these protocols for Covid-19 and detailed recommendations for safe working as well having reviewed these arrangements and procedures along with how to raise any concerns. Updates are regularly given online as part of the studio briefings.

Compliance with protocols should reduce personal risks for all.

Hazards	Protocol
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1 FIT TO WORK

<p>1.1</p>	<p>Check well to work</p>	<p>We all have a responsibility not to jeopardise the health and safety of others.</p> <p>Access to rapid lateral flow self-tests, LFT, via a pharmacy is now the quickest way for most people. You will need a 'collect code' from the GOV.UK site: https://test-for-coronavirus.service.gov.uk/collect-lateral-flow-kits</p> <p>Alternatively, there are some test kits available from our reception in the Southwark studios. In consultation with our HR team, we can organise sending lateral flow tests to your home in preparation for your studio visit if you are not able to procure them locally.</p> <p>About 1 in 3 people with COVID-19 do not have symptoms but can still infect others. Rapid tests help to check if someone has COVID-19. If people test positive and self-isolate, it helps stop the virus spreading. Research shows rapid tests are a reliable test for COVID-19. They give a quick result and do not need to be sent to a lab. Even if you're vaccinated, you could still catch the virus or pass it on. Doing rapid tests helps to protect yourself and others.</p> <p>While the tests are voluntary, all our staff and others who want to attend our studios (Contractors, Service providers, Tenants etc) are expected to make use of the availability of self-tests to benefit our wider studio community. We want our studios to be a place where our people, who cannot or find it difficult to work from home, feel safe to work.</p> <p>Given the virulent nature of the current Omicron variant, while tests are voluntary, we are asking all our staff to self-test before attending the studios - no more than 18 hours before the visit. It is suggested you take a test on the eve of your visit to the studios.</p> <p>Government advice is that regular testing is an effective way to reduce transmission of COVID-19 and could potentially reduce the need for self-isolation for contacts of positive cases. Each positive case identified can help prevent many additional people becoming infected over time. Further advice is to do rapid LF tests on days when you're more likely to catch or spread COVID-19. For example, do a test before you:</p> <ul style="list-style-type: none"> • mix with people in crowded indoor places • visit <u>someone who is at higher risk of getting seriously ill from COVID-19</u>
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Hazards	Protocol
	<p>You should also do daily rapid tests (1 a day for 7 days) if you've been in contact with someone with COVID-19 and are fully vaccinated.</p> <p>If you get a positive result from these self-tests, it is very important that you do not come to work. You will need to self-isolate immediately, book a further test via https://www.gov.uk/get-coronavirus-test to confirm the result and follow the stay at home guidance for a possible coronavirus infection. When you report your positive result, to our HR team confidentially, we will provide further information on the next steps to take.</p> <p>If you get an invalid or void test, you will need to repeat the test and log a negative result before you come to work.</p> <p>Alternatively if either you do not wish to participate in the lateral flow test programme or our HR Director accepts that we do not require you to engage on the programme then you will be asked to check your temperature daily when considering attending our studios, a site or any work activity. Call NHS 111 if unsure. Contact our HR team to discuss or advise if not well for travel to work or work. Do not leave home before these steps are taken.</p> <p>The precautions that must be taken if anyone appears to have, or discloses that they have, symptoms consistent with COVID-19 are all held here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If you or anyone you have been in contact with receives a positive test, or has symptoms, you must inform and agree any return to studio working with our HR team. Until that agreement you will be refused entry to our studios.</p> <p>It is also not acceptable to work outside your Designated Location if you have travelled abroad to any country requiring quarantine. We consider that the action of failing to quarantine in accordance with the UK government requirements, when returning from a country not on the travel corridor list, as potentially jeopardising the safety and health of our team and those affected by our work.</p>
1.2	<p>Unwell at work</p> <p>Be aware of your health at work. Notify your team leader, the HR team or one of our First Aiders if you feel unwell and leave the studios immediately, if you are well enough to do so. If not call NHS 111 immediately and take instructions from them. If symptoms are consistent with COVID-19 an individual must call or book online a test through NHS 111 and stay isolated until test results are issued. Advise the HR team of a positive test.</p>

Hazards	Protocol
	<p>Guidance on first aid during the COVID-19 pandemic from the HSE guidance here: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=linkedin&utm_medium=social&utm_campaign=coronavirus&utm_term=rescue-breath-omission&utm_content=first-aid#non-healthcare</p> <p>This has been shared with our trained First Aiders.</p>
1.3 Working safely measures	<p>We will continue to follow the working safely measures, even if our staff, contractors and those providing services in our studios have:</p> <ul style="list-style-type: none"> • received a recent negative test result • had the vaccine (either 1 or 2 doses, a booster and the flu jab)
1.4 Vulnerable and Shielded staff	<p>Our HR team will discuss all individual cases with each shielded staff member seeking medical advice as required.</p>
1.5 Vulnerable and Shielded family	<p>Follow Doctor and Government advice. Advise our HR team. Our HR team will discuss all individual cases with each staff member as required.</p>
1.6 Early Outbreak Management	<p>The Single Point of Contact (SPOC), to whom any concerns or positive cases should be reported, who will also lead on contacting local Public Health teams, will be Lorraine Dixon, our HR Director. Her role ensures that staff confidentiality can be maintained as required.</p> <p>If a COVID-19 case is reported, and this person(s) has been in our studios 48 hours before a positive test (LFT or PCR) then we will trace and identify any close contact, meaning within 2.0m for more than 15 minutes or having been working together in an enclosed space, with the confirmed case(s). We will establish a full list of possible contacts and we will talk to anyone on this list.</p> <p>Anyone who has been identified as being in close contact with an individual who has tested positive will be asked to self-isolate for 5-10 days and request a COVID-19 PCR test. To obtain a PCR test refer to: https://www.gov.uk/get-coronavirus-test</p>

Hazards	Protocol
	<p>Should there be any instance of a confirmed case of COVID-19 with someone who has been in our studios or Modelshop, within 48 hours of a positive test, then we will close down the area concerned and ensure a deep clean can be completed imminently before the isolated area is re-opened, if possible after 72 hours.</p> <p>In the event that we are seeing more confirmed cases, i.e. five or more positive cases within 14 days, or a member of staff has been admitted to hospital the SPOC will contact the Public Health England (PHE) local Health Protection Team.</p>
1.7	<p>RIDDOR reporting</p> <p>The UK Health and Safety Executive has issued updated guidance on the requirements for reporting cases of COVID-19 under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The reporting requirements relating to cases of, or deaths from COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.</p> <p>A RIDDOR report should only be made when one of the following circumstances applies:</p> <ul style="list-style-type: none"> • An accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence. <i>Note: for the purposes of AAM undertakings in design and construction this scenario is not applicable.</i> • A person at work has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease. <i>Note: In the case of AAM design and construction work outside of healthcare settings, this scenario would not be relevant.</i> • A worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent. <i>Note: In the case of design and construction work outside of healthcare settings, this scenario would not be relevant.</i>

Hazards	Protocol
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2 TRAVEL TO WORK

2.1	Bikes and motorbikes	Recommend all staff watch guidance on city cycling https://tfl.gov.uk/travel-information/safety/road-safety-advice or similar and wear safety gear including a helmet. Remind staff to continue to effect social distancing when riding a bike or at stop points.
2.2	Walking	Recommend all staff to effect social distancing or wear a face covering when this is not possible.
2.3	Public transport	All staff should wear a face covering, in line with government advice in transit. Follow all advice from train operators, TFL and bus operators. Make use of flexible working hours if this supports travel at earlier or later times to reduce contact with other people. Try to avoid travelling during peak periods, thought to be 05.45 to 08.15 and 16.00 to 17.30 but which may vary in your travel area.
2.4	Vehicle or car travel for business	Not advised due to environmental impact but may be considered on an individual basis. No parking available at studios. Please refer to the practice arrangements and procedures on travel for work, H&S Policy Section 3.17, using your own vehicle or car hire, held here X:\AAM-WORKGROUP DATA\AAM_Health and safety_H&S MANUALS and POLICIES NB: A Risk Assessment must be completed and submitted to Andrew Woods of the HR team see X:\AAM-WORKGROUP DATA\AAM_Health and safety_ASSESSMENTS & INSPECTIONS\3.17_Travel for Work\Driver Risk Assessments Please note that we should try not to share a vehicle with those outside our household or support bubble. If our team have no option but to share transport they should try to: <ul style="list-style-type: none"> • Share with the minimum number of people at any one time. • Keep windows open. • Travel side by side or behind other people rather than facing them where seating arrangements allow. • Maximise distance between people • Wear a face covering

Hazards	Protocol
	The vehicle should be known to have been cleaned between journeys.

3 STUDIOS (inc. Modelshop)

3.1 All areas	<p>Advice signage has been provided at our studio entrance and elsewhere as required to make procedures clear to all. More than one person may use the lift if face coverings are used.</p> <p>Everyone to wear masks when using all circulation spaces unless 2.0m distancing is maintainable. Effectively this means wearing a mask in staircases, internal corridor and circulation areas where one-way systems are not in place.</p> <p>All our desk layouts achieve at least 1.0m minimum side by side distancing with mitigation.</p> <p>Anyone may wear a face covering as a reassurance measure. Disposable masks are available. All disposable face coverings to be placed in a 'no-touch bin' at the end of use.</p> <p>We are promoting personal responsibility and social distancing measures apply to everyone.</p>
3.2 Surfaces	<p>We all have a responsibility to consider any surface that we touch.</p> <p>Take the appropriate action i.e., either wash hands or use hand sanitiser afterwards or clean the surface thoroughly before using or handling the surface concerned.</p> <p>Consider more regular handwashing in any case or use hand sanitiser where this is not practical. Advice is not to touch surfaces unless either confident they have been cleaned to personal satisfaction or to wash hands after contact.</p> <p>Keep your own desk area clean (desk, keyboard, phone, chair handles etc) as much as possible. Desk area and components/equipment etc may be wiped with virucidal/bactericidal disinfectant spray before starting work, during work and before leaving at the end of the day.</p> <p>Virucidal/bactericidal disinfectant spray is provided in teapoints and cleaning stations for cleaning of any shared surfaces, equipment, desks, tables etc.</p> <p>Disposable latex gloves are also made available in all at the cleaning stations.</p> <p>Adherence to the British Institute of Cleaning Science (BICS) cleaning standards form the basis on which the cleaning process is conducted by Principle cleaning team.</p>

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4. SPECIFIC AREAS FOR CONSIDERATION

4.1	Swipe card system on any door.	Avoid touching swipe card unit but use swipe card system as staff records are required for fire and attendance records.
4.2	Temporary swipe cards	Disinfect thoroughly before putting back into circulation.
4.3	All doors and gates	If a door surface or handle is touched, then wash or sanitise your hands afterwards.
4.4	Reception	<p>We remind all to keep 2.0m distance to the reception desk or to wear a face covering.</p> <p>Please log studio attendance in your personal diary. This is in addition to any swipe card system operation available in any studio.</p> <p>We are required to maintain good records for the government to assist the Test and Trace service by keeping records of attendance for 21 days. We will provide this data to NHS Test and Trace if needed. A QR code is available at 85 Southwark Street and 93 Southwark Street entrances for anyone wishing to use this as part of their own Test and Trace records. We encourage all guests to use this QR code for records see 4.11.</p>
4.5	Fire exit procedure	Maintain social distancing while following fire procedures. Fire Marshals and others are advised to take a bottle of sanitiser with them if fire alarm sounds so anyone can clean hands after exit. Congregate in agreed location but maintain social distancing.
4.6	Fire Wardens present	<p>In our studios Fire Wardens will be in attendance in appropriate numbers. Our security team are also trained as Fire Wardens. All have been advised of their responsibilities.</p> <p>Record of Fire Wardens and contact numbers are held at Reception and on display in tea points.</p>
4.7	First Aiders present in studios	First Aiders will be in attendance in appropriate numbers. All have been advised of their responsibilities.

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	Record of First Aiders in studios and contact numbers are held at Reception and on display in tea points
4.8	Mechanical equipment in studios All equipment has been commissioned and tested to support staff occupation with respect to air and water systems.
4.9	Arrival in studios Hand sanitising station in reception. Recommend full hand wash on arrival in WC areas. Sanitiser, surface cleaning materials, disposable masks and gloves are available for all, at cleaning stations in the studios.
4.10	<p>Guest invitations to visit our studios</p> <p>Any guest will be asked to respond to the following email before coming to our studios:</p> <p><i>Thank you for accepting the invitation to attend our studios for the xxxx meeting on xxx at xxx.</i></p> <p><i>We would ask that all visitors have taken a lateral flow test no more than 18 hours before a visit to our studios – and received a negative result.</i></p> <p><i>Please be aware that we will not be able to admit you to our studios if, upon arrival, you appear to have or disclose that you have symptoms consistent with COVID-19. We'd therefore ask that you reassure yourself that you are well enough to travel to our studios before departure. We additionally confirm that we are not able to permit entry to our studios to anyone who has had or has been exposed to others with the recognised symptoms consistent with COVID-19 in the last 5-10 days. We also need to remind all guests that it is not acceptable to work outside your designated location if you have travelled abroad to any country requiring quarantine in the last 14 days</i></p> <p><i>We trust you understand the above measures and look forward to welcoming you to the meeting. In the meantime, please note our arrangements and procedures for COVID-19 working are available on our website:</i> https://www.alliesandmorrison.com/policies</p> <p><i>We will issue an invitation via email and would request that you accept this so that we may keep good records to support NHS Test and Trace.</i></p> <p><i>Out of courtesy, we would ask guests to alert us if they have a positive COVID-19 test in the 5 days after a visit to our studios for a meeting.</i></p> <p><i>There is a QR code on display for anyone using the NHS Test and Trace App which we encourage guests to scan.</i></p>
4.11	<p>Hosting a meeting</p> <p>If you are the Host for a meeting in the studios you should take seriously the responsibility to</p> <ul style="list-style-type: none"> • Please greet your guests at reception, ask if they have scanned the QR code and take them to the meeting • Advise attendees to maintain social distancing or wear a mask in all circulation areas • Check with all guests that everyone is comfortable with the meeting set up • Be the responsible person keeping an eye on procedures being maintained • It is your responsibility to ensure all attendees are logged and noted as accepted in the Google diary invite

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	<ul style="list-style-type: none"> Do not exceed the occupancy in the room booking system. If this is exceeded we will need to seek express permission from all those attending the meeting that they have accepted that the arrangements proposed.
4.12 Reception post and deliveries	Personal parcels should not be sent to the studio. Trolley will be set up for daily collection of packages - to minimise handling. Recommend use of hand washing after handling of packages.
4.13 Modelshop deliveries	Through back gate trolley or similar for sheet material and packages to minimise handling. Recommend use of hand washing after handling of packages. Use face mask if social distancing is not possible when handling material.
4.14 Social spaces and interaction	Restrict social interaction to 2.0m separation or wear a mask unless eating. Avoiding preparation of food in shared areas - recommend staff bring own drinks and food containers.
4.15 Tea points and hospitality area	Maintain social distancing and hand cleansing. If anyone uses the cutlery, water carafes, glasses, mugs, plates etc these should be placed after use in the dishwasher by the user. We encourage all to bring own hot drink container and water bottle etc to take home for own cleaning at end of day.
4.16 Clean desks and other surfaces	All staff to keep clear desks so surfaces may be fully cleaned at the end of day. Encouraging any concerns with building cleanliness or soap supplies to be referred to Will Clayton, Jo Bacon or the management team quickly.
4.17 Use of lifts	Lifts may be used by more than one person with face covering to maintain social distancing.
4.18 Shared equipment	When using shared equipment i.e. printers, books, staplers, paper recommend wash or cleanse hands after use.
4.19 Meeting rooms	<p>Meeting rooms remain bookable. See diary booking system for limits to numbers allowed in each room. .</p> <p>The host of the meeting will be the responsible person for checking that all attendees and staff are comfortable with any set up. Anyone may choose to wear a facemask and raise concerns that need to be addressed. We are encouraging all and any guests to wear masks whilst walking around the studio, for example when outside the meeting rooms.</p>
4.20 Modelshop, Spray Shop or Laser Room	One person working in the laser room at any one time. One staff member to be able to collect prints or material.

Hazards	Protocol

5. VISITS

5.1	All visits	On any visit carry hand sanitiser, maintain social distancing and scan available QR codes for the NHS Test and Trace programme.
5.2	Visits to offices, buildings in use or places	<p>It is now assumed that anyone who is attending the studios, places, other offices, etc:</p> <ul style="list-style-type: none"> • is not classified as an individual who has been advised by their Doctor to self-isolate for medical reasons. • Is well and has had no symptoms consistent with COVID-19 - however mild in the last 14 days. • has not been exposed to others with symptoms in the last 5-10 days. <p>Please follow all government advice and respect guidance provided at the location you are visiting. Please maintain social distancing.</p>
5.3	Visits to Sites	<p>For visits to Sites; occupied buildings, unoccupied buildings and construction sites, an AAM site specific Project Site Risk Assessment is to be prepared by Ewan Morrison with the Project Leader.</p> <p>This risk assessment will require anyone visiting sites to:</p> <ul style="list-style-type: none"> • hold a CSCS (Construction Skills Certification Scheme) card. • have read and understood H&S Policy Section 3.20 held here X:\AAM-WORKGROUP DATA\AAM_Health and safety_H&S MANUALS and POLICIES • have had a briefing on the AAM PPE equipment with the Deputy H&S, Ewan Morrison • understood the risks and requirements of the Site • confirm that they are healthy and comfortable to attend the site • refer to other practice guidance as required ie Travel for work <p>The RA will then be submitted to Jo Bacon, Health and Safety Designated Partner, to sign off.</p>

Hazards	Protocol
	<p>The RA should be kept up to date with details of any team members visiting the site concerned who should have read and understood the risks and made appropriate preparations.</p> <p>Jo Bacon to issue approval in response within two working days. If she is absent from the studios she will have delegated this authority to Ewan Morrison, Deputy to the Designated Partner Health and Safety.</p> <p>All AAM PPE should be returned to our studios following the site visit and stored in the PPE returns container located in the basement of 89 Southwark Street where it will appropriately be processed for re-use. It is not recommended that staff take PPE home in-case the PPE has become contaminated. If this is unavoidable, we will need to agree a methodology to suit the circumstances. If PPE is to be provided by the Contractor it should be new and previously unused by others.</p>
5.3	<p>Visits to CSCS test centres</p> <p>If you are asked to go to a CSCS test centre you must read and consider all the instructions for visiting the chosen test centre on the Pearson website and be personally willing and well to take the test. See: https://www.cscs.uk.com/applying-for-cards/</p>
5.4	<p>Travel abroad</p> <p>Foreign, Commonwealth & Development Office (FCDO) travel advice sets out COVID-19 and other risks that you may face if you travel abroad. We continue to advise against all non-essential international travel.</p> <p>You should check the government COVID-19 foreign travel guidance before you consider a client request to travel for work. See https://www.gov.uk/foreign-travel-advice</p> <p>When monitoring the international situation we will take a range of factors into account. For COVID-19, this includes the incidence rate and the resilience of healthcare provision in each country.</p> <p>For international travel for work written approval from Jo Bacon Health and Safety Designated Partner, who will need to check all the factors including insurance and current government guidance, is required.</p> <p>If you are legally permitted to travel abroad to your country of destination then a personal risk assessment and travel plan will be required. Some countries have closed borders and may further restrict movement or bring in new rules including testing requirements with little warning.</p>

Hazards	Protocol
	<p>We will need to make sure we have <u>appropriate travel insurance</u> available and this could impact on ability to travel. All our team must comply with quarantining requirements as they apply at the time of their return from overseas.</p> <p>Anyone that holds visa or other exemption status from quarantining requirements who is travelling from a country not on the travel corridor list will be required to submit to COVID-19 testing prior to being permitted to return to the studios. This test must be negative for COVID-19.</p>

6. NON COMPLIANCE

6.1	Staff team or guests do not follow guidance	<p>It is in the interests of all to act safely. We must all think about our safety and the safety of others in all that we do at all times. In the first instance please contact Jo Bacon or the management team with any feedback or concerns.</p> <p>If a staff member needs to raise a concern with their Group Representative or confidentially with the HR team then this will be taken very seriously and any serious non-compliance by our staff team may result in our Disciplinary Procedure being applied.</p>
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7. WORKPLACE HAZARDS – not specific to a Pandemic

7.1	Slips and trips	<p>The premises are maintained (planned preventative, condition-based and breakdown) using relevant contractors where appropriate e.g. competent persons required by specific regulations.</p> <p>Window cleaning, planting, decoration in addition to maintenance of plant and services (heating and ventilation, lifts, electrical systems etc.) is undertaken by qualified contractors.</p> <p>Monthly recorded inspections are undertaken with issues reported and actioned.</p> <p>Bi-annual recorded Workplace Assessments are undertaken with the Health and Safety Advisor.</p> <p>Staff are inducted and reminded to maintain high standards of housekeeping.</p>
7.2	Inadequate provisions as required by the Workplace (Health, Safety and Welfare) Regulations	<p>These provisions apply to ventilation, temperature control, lighting, cleaning, floor surfaces, room dimensions with regards to sufficient space, workstations (now covered by DSE), falls and falling objects (where Work at Height Regulations also apply), glazing, windows, doors and gates, sanitary conveniences, washing facilities, drinking water, accommodation for clothing, facilities for changing, seating, facilities for rest and the eating of meals.</p>

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	<p>Our Southwark studio premises were designed and built after the Workplace (Health, Safety and Welfare) Regulations were introduced; therefore, all requirements of these Regulations were met along with the Building Regulations and further legislation. For example, sufficient light, space, ventilation provided (studios open plan) and glazing, handrails, stairs etc. all meet relevant standards.</p> <p>Separate workplace assessments have been done for our studios in Cambridge</p> <p>Premises maintenance, Workplace Inspections and Workplace Assessments are undertaken as a Control Measure and in line with 6.1 above.</p>
7.3 Working at workstations and with Display Screen Equipment (DSE)	New staff are informed and inducted regarding Workstations and DSE and undertake Workstation DSE assessments. The Workstation online DSE assessments are planned for review annually or at least on a 2-year basis, unless an issue is identified requiring earlier review.
7.4 Manual Handling	<p>The need for manual handling is eliminated as far as is reasonably practicable.</p> <p>Where manual handling cannot be eliminated, it is reduced as far as is reasonably practicable e.g. by use of trolleys or the lift rather than stairs.</p> <p>Trained contractors are used for non-standard tasks such as moving large, heavy or numerous items between floors or within our premises.</p>
7.5 Fire or any other Emergency	<p>Fire prevention is practiced by maintaining premises and plant, good housekeeping, use and storage of any flammable substances in our Modelshop and good work procedures particularly required in the Modelshop.</p> <p>Emergency procedures are in place including procedures for evacuation, provision of First Aid supplies & First Aid trained staff, trained Fire Wardens and staff induction to the procedures.</p>
7.6 Electrical System and Equipment	Fixed Wiring Electrical Inspection and Portable Appliance Testing is undertaken annually with both being maintained as necessary.
7.7 Storage	High storage avoided, particularly for any heavy items, where possible.

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	Appropriate access equipment and steps are provided and used for reaching high storage. All items stacked should be stored securely and the overloading of storage avoided. Good housekeeping should be maintained in all locations.
7.8	Use of Work Equipment As noted in current Health & Safety Policy CP8. Training is given to all members of staff on the equipment they are required to use.
7.9	Basement Store 89 Southwark St A limited number of staff access this area and are briefed on the low ceiling height and familiar with this.
7.10	Access to Plant Areas Access to basement and roof plant areas is strictly limited to very small number of authorised staff, with key or keycode access, who have been trained in checking, re-setting etc. or the various plant servicing and testing is undertaken as necessary by competent external sub-contractors as indicated on the Planned Maintenance Schedule

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Supplementary Information and guidance

We encourage all staff to read about the Health and Safety risks as well as those of COVID-19. We would also like to encourage feedback, to Jo Bacon or your Group Representative, on our procedures and arrangements in our studios and Modelshop. Feedback can be confidential to the HR team as the situation requires.

We need feedback to make improvements in all that we do.

The following useful material is all available online and on our studio intranet, the Hub:

Remote working:

HSE Guidance on Homeworking: <https://www.hse.gov.uk/toolbox/workers/home.htm>

Working in studios or offices:

Working Safely during COVID-19 in offices:
<https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs>

COVID-19 related advice:

www.NHS.uk/coronavirus

www.gov.uk/coronavirus

ISO/PAS 45005: Occupational health and safety management- General guidelines for safe working during the COVID-19 pandemic.

For guidance on COVID-19 alert levels and how to stay safe and prevent the spread see:
<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

Download the NHS Test and Trace App here
<https://www.covid19.nhs.uk/help-downloading.html>

Action cards for early outbreak management
<https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Commercial-Workplaces-Action-Cards/>

First Aid
https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm?utm_source=linkedin&utm_medium=social&utm_campaign=coronavirus&utm_term=rescue-breath-omission&utm_content=first-aid#non-healthcare