

MTN COVID-19 RISK ASSESSMENT

Booking Collection Date	
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Location	Marjan Television Network LTD		
Outline of risk assessment <i>Summary of what is proposed</i>	COVID-19 (Coronavirus)		
Team members / experts / contractors / etc. <i>List those involved</i>	CREW / PRODUCTION STAFF / NON - PRODUCTION STAFF / AUDIENCE / GUESTS / TALENT/ CONTRACTORS / SUPPLIERS / PREGNANT STAFF / STAFF WITH UNDERLYING HEALTH ISSUES		
Assessor	Name Signature	Nerada Green	Date completed 22/09/2020
Manager	Name Signature	Marjan Abbassi	Date completed 22/09/2020

Hazard list – select your hazards from the list below and use these to complete Part B

Situational Hazards	Tick	Physical / Chemical Hazards	Tick	Environmental Hazards	Tick
Assault by person		Contact with hot or cold liquid / vapour		Litter	
Over Crowding		Contact with hot or cold surface(s)		Nuisance noise / vibration	
Objects falling, moving or flying		Electric shock		Physical damage	
Crush by load(s)		Explosive blast		Substance released into soil / water	
Working at Height (roof, scaffolding, hoists, ladders, etc)		Explosive release of stored pressure		Substance released into air	
Vehicle impact / collision / pedestrians		Fire		Adverse Weather Conditions (outdoor events)	
Obstruction / exposed feature		Hazardous / chemical substance			
Ergonomic risk due to lack of space		Hot or Cold environment		Additional Hazards (please list)	
Slip, Trips and Falls		Laser light (Class 1 or 2)			
Manual Handling (separate Assessment required)		Stroboscopic Lights (flashing lights)			
Props (guns, knives, etc)		Vibration			
Unsafe Ground Conditions (excess water, mud, underground tunnels, caves, slopes, etc)		Noise			
Overhead obstructions (power lines / cables, suspended ceilings)		Smoke			
Sharp object / material		Live Electrical Working			
Lone Working (Permit required)					
Confined Spaces (Permit required)		Health Hazards	Tick		
		COVID-19 (Coronavirus)	x		
Machinery / Equipment (cranes, hoists, electrical, tools etc)		Disease/Infection			
Restriction by Work Equipment or PPE/RPE		Lack of food/water			
Young Persons (under 18 years of age)		Physical fatigue (unusual working patterns, night working, etc)			
Animals (wild / domestic)		Static body posture (standing for long periods)			
		Repetitive action			
		Stress			
		Extra medical issues adding further risk (please list)			

Risk Matrix – use this to determine risk for each hazard i.e. how bad and how likely

Severity of Harm	Likelihood of Harm		
	Unlikely	Possible	Probable
Slight e.g. minor cuts and bruising, irritation, headaches, etc	Very low	Low	Medium
Moderate e.g. deep cuts, burns, minor fractures, etc	Low	Medium	High
Severe e.g. major fractures, poisonings, multiple & fatal injuries etc	Medium	High	Extremely high

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Hazards² List what could cause harm from this activity <i>e.g. working at height, trip hazard, fire, etc.</i>	Who and HOW exposed? List who might be harmed from this activity esp. 'at risk groups' <i>e.g. staff, public, children, disabled, elderly etc.</i>	Risk For each hazard, decide level of risk as if you were to do the activity without your controls	Control measures For each hazard, list the measures you will be taking to minimise the risk identified <i>e.g. appointing competent persons, training received, use of personal protective equipment, provision of first aid, etc.</i>	Observations and additional comments	Risk For each hazard, now decide level of risk once all your controls are in place
Spread of COVID-19 (Coronavirus)	<ul style="list-style-type: none"> • Staff • Staff with underlying health issues • Visitors • Guests • Contractors • Suppliers 	<p style="text-align: center;">MEDIUM</p>	<ul style="list-style-type: none"> • Thermal temperature camera in the main reception to take everyone's facial temperature prior to entering the main office. • Hand sanitizer dispensers located around the MTN building. • Regular hand washing encouraged • MTN cleaners regular sanitizing communal areas. • COVID-19 signage across MTN areas • Social distancing signage across MTN areas • Taken steps to review work schedules, start/finish times & working from home to reduce the number of staff on site at any one time. • PPE issued to relevant departments working in confined spaces. • Staff with underlying issues will have declared these with HR who will be aware individual circumstances & liaise with staff member & line managers. • COVID-19 symptoms – if anyone has symptoms, they will be sent home & told to follow the governments guidelines. Their working area will be disinfected immediately & their line manager/HR will remain in contact. • Staff canteen seating reduced to maintain social distancing. • Designated delivery area for any deliveries. 	<p>On site security to monitor social distancing is being followed & report any findings to line managers or incident log email.</p> <p>Staff total numbers on site sent midday daily to monitor numbers in the building.</p>	<p style="text-align: center;">MEDIUM</p>

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			<ul style="list-style-type: none"> • Fire magnet doors in most high traffic areas to prevent doors being touched. 		
			<ul style="list-style-type: none"> • All external crew will enter the site at our Deer Park Rd entrance whilst working on site. They will get temperature checked prior to entry. 		
			<ul style="list-style-type: none"> • Staff now separated across the site to adhere to social distancing measures. 		
			<ul style="list-style-type: none"> • 3 canteens/Tpoints set up across the site for staff in certain areas to use. 		
			<ul style="list-style-type: none"> • 3 separate toilet facilities available for staff to use in certain areas in the building. 		
			<ul style="list-style-type: none"> • Anyone working in the following areas must wear a mask/face covering – Gallery, Studios, confined space 		
			<ul style="list-style-type: none"> • Staff seating plans reviewed regularly to ensure 2 meter distance between staff at desks, facing each other or next to each other 		

Continue on separate sheet if necessary

1 – complete separate table for each activity 2 - from hazard list in Part A 3 - from risk matrix in Part A