

# MTN COVID-19 RISK ASSESSMENT

Booking Collection Date	
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<b>Location</b>	Marjan Television Network LTD		
<b>Outline of risk assessment</b> <i>Summary of what is proposed</i>	COVID-19 (Coronavirus)		
<b>Team members / experts / contractors / etc.</b> <i>List those involved</i>	CREW / PRODUCTION STAFF / NON - PRODUCTION STAFF / AUDIENCE / GUESTS / TALENT/ CONTRACTORS / SUPPLIERS / PREGNANT STAFF / STAFF WITH UNDERLYING HEALTH ISSUES		
<b>Assessor</b>	Name Signature	Nerada Green	<b>Date completed</b> 16/06/2020
<b>Manager</b>	Name Signature	Marjan Abbassi	<b>Date completed</b> 16/06/2020

## 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		<b>Additional Hazards (please list)</b>	
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)		<b>Health Hazards</b>	<b>Tick</b>		
		<b>COVID-19 (Coronavirus)</b>	<b>x</b>		
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
<b>Slight</b> e.g. minor cuts and bruising, irritation, headaches, etc	Very low	Low	Medium
<b>Moderate</b> e.g. deep cuts, burns, minor fractures, etc	Low	Medium	High
<b>Severe</b> e.g. major fractures, poisonings, multiple & fatal injuries etc	Medium	High	Extremely high

# MTN COVID-19 Risk Assessment

<b>Hazards<sup>2</sup></b> List what could cause harm from this activity <i>e.g. working at height, trip hazard, fire, etc.</i>	<b>Who and HOW exposed?</b> List who might be harmed from this activity esp. 'at risk groups' <i>e.g. staff, public, children, disabled, elderly etc.</i>	<b>Risk</b> For each hazard, decide level of risk as if you were to do the activity without your controls	<b>Control measures</b> 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>	<b>Observations and additional comments</b>	<b>Risk</b> 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"> <li>• Staff</li> <li>• Staff with underlying health issues</li> <li>• Visitors</li> <li>• Guests</li> <li>• Contractors</li> <li>• Suppliers</li> </ul>	<p style="text-align: center;"><b>MEDIUM</b></p>	<ul style="list-style-type: none"> <li>• Thermal temperature camera in the main reception to take everyone's facial temperature prior to entering the main office.</li> <li>• Hand sanitizer dispensers located around the MTN building.</li> <li>• Regular hand washing encouraged</li> <li>• MTN cleaners regular sanitizing communal areas.</li> <li>• COVID-19 signage across MTN areas</li> <li>• Social distancing signage across MTN areas</li> <li>• Taken steps to review work schedules, start/finish times &amp; working from home to reduce the number of staff on site at any one time.</li> <li>• PPE issued to relevant departments working in confined spaces.</li> <li>• Staff with underlying issues will have declared these with HR who will be aware individual circumstances &amp; liaise with staff member &amp; line managers.</li> <li>• COVID-19 symptoms – if anyone has symptoms, they will be sent home &amp; told to follow the governments guidelines. Their working area will be disinfected immediately &amp; their line manager/HR will remain in contact.</li> <li>• Staff canteen seating reduced to maintain social distancing.</li> <li>• Designated delivery area for any deliveries.</li> </ul>	<p>On site security to monitor social distancing is being followed &amp; 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;"><b>MEDIUM</b></p>

