



AUTOGRAPH

General Warehouse Operations Assessment COVID-19

Autograph Operations Covid-19

Version 6.1

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1. Changes of Operating Procedure in response to COVID-19

The following procedures and risk assessments have been generated in response to the Coronavirus (COVID-19) pandemic. The document outlines additional procedures and mitigation are that put in place to minimise the transmission of the disease and provide a safe working environment.

This document should be read in conjunction with existing safety plans to ensure correct operating procedure for the safety of all workers.

This document will be reviewed regularly to adapt to the changing requirements of the pandemic and updates to government guidance.

2. Attendance & Health Monitoring

To protect the workforce all workers should consider the following before coming to work.

If you are able to work from home you should do so. Only come to work if it is essential to carry out your work. Please speak to your manager about work that may be able to be completed remotely.

Anyone who has a high temperature or a new persistent cough or loss to sense of taste should follow the guidance on self-isolation and not come to work.

Anyone in the clinically vulnerable category are able to come to work only if they cannot work from home and are able to adhere to social distancing. They should not undertake any activity where social distancing cannot be maintained.

You are clinically vulnerable if you:

1. aged 70 or older (regardless of medical conditions)
2. under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):
 - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
 - diabetes
 - a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets
 - being seriously overweight (a body mass index (BMI) of 40 or above)
 - pregnant women

Anyone who is living with someone who is in self-isolation or shielding upon government advice should not come to work.

Anyone who has been notified by NHS Track and Trace that they may have been exposed to Covid should not come to work.

If a worker develops a high temperature or a persistent cough while at work, they should leave site immediately and avoid touching anything. They should report their conditions to the supervisor asap.

3. Visitors and Freelance Workers

Visitors will only be admitted when essential. Alternative forms of meetings should be considered.

Visitors will only be admitted by pre arrange appointment and will be required to complete a brief health questionnaire before being admitted. All visitors will be asked:

- Have you had a positive or incomplete Covid-19 test in the last seven(7) days?
- Have you experienced a persistent cough in the last seven(7) days?
- Have you experienced a high temperature (over 37.5 degrees) or a constant cough in the last seven(7) days?
- Have you been in close contact with anyone who has displayed Covid-19 symptoms in the last seven(7) days?
- Have you travelled outside of the UK in the last fourteen(14) days to a destination requiring you to quarantine?

Answering yes to any of the above questions does not necessarily mean you will be denied access but further information may be required.

All visitor will be supplied with the Autograph Covid-19 Operations statements and risk assessments in advance and agree to abide by these guidelines.

4. Travel and Access

Parking is extremely limited on site and workers are encouraged to use public transport. Workers should always adhere to public transport guidelines on social distancing and face coverings.

Signing in and out should now be carried out on your mobile phone using the "signin app" or contactless using a QR code on the sign in stations. Non-Employees attending site need to be pre arranged and an invitation sent via the sign in system.

All workers must sign in and consent to a non contact temperature check on entrance to the work place. Workers with a temperature higher than 37.5 degrees will be sent home and instructed to follow self quarantine guidance and seek testing. Workers within 1 degree of the limit will be asked to agree to a temperature check using an ear thermometer.

All non essential visitors will not be allowed on site. Freelance workers will need to posses a valid invitation and will be required to complete a health questionnaire and agree to the site policies before being admitted.

Hand sanitiser will be provided at the entrance and should be used by all employees when entering or leaving the site.

Start times and shifts will be organised to minimise the amount of workers on site and be able to deliver more efficient social distancing.

5. Movement within the building

To limit close contact a one way system is in place through some areas of the building. All staircases are designated to either up or down traffic. Please adhere to the signage indication direction of travel.

Up Staircases - Front Office, Studio

Down Staircases - Kitchen, Grafton Road Entrance

Some areas are unavoidable bottle necks such as the lobby between the front office and the hire store and fire lobbies. We have taken steps to ensure that these areas are well ventilated but please take care to ensure that these areas are occupied by only **one(1)** person at a time. If the area is occupied, please wait for the person to clear the area before proceeding.

The number of staff in each section of the building shall be limited to allow for social distancing a guarantee sufficient airflow. There should not be more than the maximum number of workers in any section from more than 15 minutes without further mitigations such as face coverings. Windows should be open to increase ventilation where possible.

Maximum workers per area

Spring Place (SPL)

Front Office - 5
Main Hire Store - 8
Hire Office - 3
Mic Room - 1
Under Mez Area - 4
Beech Suite - 4
Workshop - 2
Radio Room - 3
Betty's Room - 4
Cable Store Warehouse - 6
Digital Office - 3
Digital Workshop - 3
Service Department - 8
Kitchen - 2
Boardroom - 6
Directors Office - 2
Design Office - 8
Studio Control Room - 3
Studio Recording Room - 1
Studio 2 - 4
Graveyard - 4

Tufnell Park (TPK)

Upstairs Office - 4
Workshop - 2
Kitchen - 1
Cable Store - 3
Warehouse Downstairs - 6
Warehouse Upstairs - 6

Alliance Court (ALC)

Office - 4
Demo Room - 2
Workshop - 2
Warehouse - 4

6. Facilities and Wellbeing

Food will be provided for Autograph Staff in the form of a sandwich or similar (Mon-Fri) at other times staff should bring a packed lunch if possible or make other arrangements.

The kitchen is not to be used for food preparation but Tea and coffee will be provided. Staff should respect social distancing and prepare their own food and drink. Food or drink should only be consumed in designated areas. Only two(2) people will be allowed in the Kitchen at any one time. Please use the hand sanitiser provided before entering the kitchen.

Workers should wash their hands before and after food consumption and regularly throughout the day.

Breaks should be taken in well ventilated and outdoor areas including the loading dock taking care not to block access or leave waste that may cause a hazard.

Signage shall be installed throughout the workplace reminding workers to adhere to the workplace rules. Signage on proper hand washing technique shall be deployed at all sinks and wash basins.

Facilities and surfaces will be cleaned regularly but workers should endeavour to keep a tidy and ordered work area disposing of waste in the bins provided.

Washrooms

We ask that you help keep the workplace clean any tidy including toilet and washroom facilities. After using toilets please wipe down surfaces with the disinfectant wipes provided and dispose of used wipes in the bins provided. **DO NOT FLUSH WIPES DOWN THE TOILET.**

Hand dryers are not to be used and paper towels are provided in each washroom. please dispose of used towels in the bins provided.

If the bins are full please inform member of staff who will arrange for the bin to be emptied.

7. Avoidance of Close Working

Non-essential work that requires close contact between workers should not be carried out and work requiring skin to skin and face to face contact should not be carried out.

Essential activities that require workers to be closer together than the 2.0m social distance will require further mitigations and are to be risk assessed for the task specific activity, a risk assessment shall be carried out to identify whether this specific task can be carried out safely whilst complying with Government advice and Public Health England (PHE) guidance.

The works should be planned so that contact is minimised between workers. Tasks are to be rearranged to enable them to be carried out by one person, or whilst still maintaining social distancing of 2.0m.

Re-usable PPE is to be thoroughly cleaned after use and not shared between workers. Single use PPE is to be disposed of so that it cannot be re-used.

Where essential meetings are required (toolbox talks etc), these will be carried out with the minimum number of attendees who will be spaced two metres apart from each other, with meetings held in open or outside areas wherever possible. Rooms to be well ventilated and windows opened to allow fresh air circulation.

8. Shifts and Teams

To minimise the risk of wider infections working teams will be kept to a maximum of four(4). Where possible, shifts will be organised so that members of teams consistently work together and are not mobile between teams.

A bubble system will operate with workers being members of only one bubble.

9. Meetings and Gatherings

All meetings and gatherings of more than Four(4) people should take place virtually unless essential or non practical. Where meetings face to face essential, social distancing should be enforced and workers should avoid being directly face to face.

Sound reinforcement should be used to avoid having to shout or raise voices.

Hand sanitiser should be used and will be provided in all meeting rooms.

10. Accidents and Emergencies

In an emergency where there is a risk to life such as a fire or accident workers do not need to adhere to social distancing if it is unsafe to do so. Workers should follow the existing procedures for evacuation in the case of a fire.

11. Personal Protection & Safety Equipment

The following personal protective equipment (PPE) and safety equipment has been identified as part of the control measures within this project's risk assessments.

Social Distancing

- Day to day work : Virus Transmission
- Driving\Passenger in Vehicles : Virus Transmission
- Driving\Passenger in Vehicles : Virus Transmission
- Attendance at work site : Virus Transmission

Gloves

- Day to day work : Virus Transmission
- Loading and stacking of equipment : Virus Transmission
- Attendance at work site : Virus Transmission

Hand Sanitiser

- Day to day work : Virus Transmission
- Loading and stacking of equipment : Virus Transmission
- Attendance at work site : Virus Transmission

Safety Shoes

- Loading and stacking of equipment : Virus Transmission

Face Covering

- Loading and stacking of equipment : Virus Transmission
- Driving\Passenger in Vehicles : Virus Transmission
- Driving\Passenger in Vehicles : Virus Transmission
- Cleaning and Sanitisation : Virus Transmission

Disinfectant

- Driving\Passenger in Vehicles : Virus Transmission
- Driving\Passenger in Vehicles : Virus Transmission
- Cleaning and Sanitisation : Virus Transmission
- Attendance at work site : Virus Transmission

Paper towel

- Cleaning and Sanitisation : Virus Transmission

Signage

- Attendance at work site : Virus Transmission

Risk Assessment 1

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	Day to day work		
Hazards	Virus Transmission		
Location	All Areas		
Stage of project	Every day		
People at risk	Everyone		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	3	Possible
	Severity	4	Serious
	Risk rating	12	Look to improve within specified timescale
<p>Control measures All work should be evaluated to adhere to social distancing of 2.0m whenever possible. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</p> <p>Hands to be washed regularly following the instructions on signage at all sinks and wash basins. Where wash facilities are not provided Hand Sanitiser should be used. Use of gloves when required Non essential works should not be carried out particularly where extra risk is involved such as working from height.</p>			
PPE or safety equipment required for control measures		Social Distancing, Gloves, Hand Sanitiser	
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		supervisor	
Prepared by: Scott George		Date prepared: 28/07/2020	Date of review:

Risk Assessment 2

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	Loading and stacking of equipment		
Hazards	Virus Transmission		
Location	Warehouse		
Stage of project	Every day		
People at risk	ASR staff		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	3	Possible
	Severity	4	Serious
	Risk rating	12	Look to improve within specified timescale
Control measures Staff to adhere to their Manual handling training. Adequate numbers of people to be employed to deal with loads. Where possible all measures should be taken to avoid close working including the use of lifting equipment. (Forklift, Pallet stackers etc) Steel toecaps and gloves to be provided and worn. Face covering to be worn where working within within 2.0m of each other is unavoidable. Where possible workers should position themselves side by side rather than face to face. Hands should be washed regularly following the methods displayed on posters at all sinks and wash basins. Where hand washing facilities are not available, hand sanitiser should be used.			
PPE or safety equipment required for control measures		Safety Shoes, Gloves, Hand Sanitiser, Face Covering	
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		supervisor	
Prepared by: Scott George		Date prepared: 12/05/2020	Date of review:

Risk Assessment 3

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	Driving\Passenger in Vehicles		
Hazards	Virus Transmission		
Location			
Stage of project	Every day		
People at risk	ASR staff		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	3	Possible
	Severity	4	Serious
	Risk rating	12	Look to improve within specified timescale
Control measures Multiple people in a vehicle should be avoided where possible and other arrangements made. A maximum of two(2) workers will travel together in a vehicle at any one time. Face coverings to be worn when social distancing of 2.0m cannot be adhered to. Vehicle cabs to be cleaned regularly with disinfectant and all surfaces wiped down.			
PPE or safety equipment required for control measures		Social Distancing, Disinfectant, Face Covering	
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		Hire Staff, supervisor	
Prepared by: Scott George	Date prepared: 12/05/2020	Date of review:	

Risk Assessment 4

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	Driving\Passenger in Vehicles		
Hazards	Virus Transmission		
Location			
Stage of project	Every day		
People at risk	ASR staff		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	3	Possible
	Severity	4	Serious
	Risk rating	12	Look to improve within specified timescale
Control measures Multiple people in a vehicle should be avoided where possible and other arrangements made. A maximum of two(2) workers will travel together in a vehicle at any one time. Face coverings to be worn when social distancing of 2.0m cannot be adhered to. Vehicle cabs to be cleaned regularly with disinfectant and all surfaces wiped down.			
PPE or safety equipment required for control measures		Social Distancing, Disinfectant, Face Covering	
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		Hire Staff, supervisor	
Prepared by: Scott George	Date prepared: 15/06/2020	Date of review:	

Risk Assessment 5

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	General Work in Office or Warehouse		
Hazards	Contact with persons suffering from coronavirus		
Location	All Areas		
Stage of project	Every day		
People at risk	Everyone		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	3	Possible
	Severity	4	Serious
	Risk rating	12	Look to improve within specified timescale
<p>Control measures</p> <p>If an employee or known visitor tests positive for coronavirus, all staff who have been in contact with that person or who work in the relevant areas without further mitigations will be instructed to quarantine themselves and organise a COVID-19 test.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>			
PPE or safety equipment required for control measures			
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		supervisor	
Prepared by: Scott George	Date prepared: 04/01/2021	Date of review:	

Risk Assessment 6

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	Handling Packages and Post		
Hazards	Contact with packages or items handled by persons who may have been exposed to coronavirus		
Location	All Areas		
Stage of project	Every day		
People at risk	Everyone		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	2	Unlikely
	Severity	4	Serious
	Risk rating	8	Look to improve at next review
Control measures All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.			
PPE or safety equipment required for control measures			
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		supervisor	
Prepared by: Scott George		Date prepared: 28/07/2020	Date of review:

Risk Assessment 7

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	Cleaning and Sanitisation		
Hazards	Virus Transmission		
Location	All Areas		
Stage of project	Every day		
People at risk	Everyone		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	3	Possible
	Severity	4	Serious
	Risk rating	12	Look to improve within specified timescale
<p>Control measures</p> <p>Employees are responsible for cleaning their own work areas. Cleaning products will be provided. Toilet surfaces should be cleaned after each use using the wipes provided. Wipes should be disposed in the bins provided and NOT flushed down the toilet. Rubbish will be cleared at least once a day or more frequently if required. Food recycling bins have been suspended and should not be used. Please dispose of food waste in the general waste bins or take it home with you. Hand dryers should not be used. Single use paper towels will be provided and should be placed in the bins provided after use. Door handles, handrails and high contact areas will be cleaned with disinfectant wipes twice a day. All hard surfaces, desks, phones etc will be disinfected at least once per week using chemical spray disinfectant. Desks should be kept clear of clutter at all times. Desk and all equipment including phones and computer keyboards should only be used by a single individual. The individual should clean this equipment regularly with appropriate disinfectant provided.</p>			
PPE or safety equipment required for control measures		Disinfectant, Face Covering, Paper towel	
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		everyone	
Prepared by: Scott George		Date prepared: 15/08/2020	Date of review:

Risk Assessment 8

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	General Work in Office or Warehouse		
Hazards	Contact with persons suffering from coronavirus		
Location	All Areas		
Stage of project	Every day		
People at risk	Everyone		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	3	Possible
	Severity	4	Serious
	Risk rating	12	Look to improve within specified timescale
<p>Control measures</p> <p>If an employee or known visitor tests positive for coronavirus, all staff who have been in contact with that person or who work in the relevant areas without further mitigations will be instructed to quarantine themselves and organise a COVID-19 test.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>			
PPE or safety equipment required for control measures			
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		supervisor	
Prepared by: Scott George	Date prepared: 15/08/2020		Date of review:

Risk Assessment 9

Project: General Warehouse Operations Assessment COVID-19		Client: Autograph	
Activity	Attendance at work site		
Hazards	Virus Transmission		
Location	All Areas		
Stage of project	Every day		
People at risk	Everyone		
Risk rating before control measures See risk matrix explanation for details.	Likelihood	3	Possible
	Severity	4	Serious
	Risk rating	12	Look to improve within specified timescale
<p>Control measures All work should be evaluated to adhere to social distancing of 2.0m whenever possible. Where a distance of 2.0m can not be maintained further mitigations are required including the use of a face covering.</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and dispose of the material in a bin immediately.</p> <p>Hands are to be washed regularly following the instructions on signage at all sinks and wash basins. Where wash facilities are not provided Hand Sanitiser should be used. A one way system implemented throughout the building to reduce close contact. Any bottle neck areas will be as well ventilated as possible and will have a one person at a time policy.</p>			
PPE or safety equipment required for control measures		Social Distancing, Gloves, Disinfectant, Hand Sanitiser, Signage	
Risk rating with control measures See risk matrix explanation for details.	Likelihood	1	Very unlikely
	Severity	4	Serious
	Risk rating	4	No further action, but ensure controls are maintained
Controls to be reviewed, monitored and checked on site by:		supervisor	
Prepared by: Scott George		Date prepared: 04/01/2021	Date of review:

Risk Assessment Definitions

To evaluate the risk rating, a score has been given to the likelihood (the chance of an incident occurring) and the severity (how bad the consequences are, should an incident occur).

Risk Rating		Explanation
18-25	Substantial	Resources might have to be allocated to reduce the risk. Urgent action should be taken.
10-17	Moderate	Look at risk reduction measures, which should take cost into account and should be implemented within a defined time period. Priority for improving control measures should be given to risks with greater consequences over those with greater likelihood.
5-9	Tolerable	No major additional precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
1-4	Trivial	No action is required and no detailed records need be kept.

Likelihood Definitions

Risk Rating	Likelihood	
5	Probable	It is inevitable that an incident would result, with an immediate danger to health and safety of the public, staff or property and resources. For example, there may be a 1 in 100 chance of the hazardous event happening.
4	Likely	A similar incident is known to have occurred in the past, and likely to occur again in the future one or more times. For example, there may be a 1 in 1,000 chance of the hazardous event happening.
3	Possible	An incident is possible to occur over time if the hazard is not corrected, or when additional factors are present. For example, there may be a 1 in 10,000 chance of the hazardous event happening.
2	Unlikely	An incident will require a combination of factors, multiple failures of safety and/or management systems but otherwise should not occur. For example, there may be a 1 in 100,000 chance of the hazardous event happening.
1	Very Unlikely	An incident will require an unusual combination of factors, otherwise harm will seldom occur. For example, there may be a 1 in a million chance of the hazardous event happening.

Severity Definitions

Risk Rating	Severity	
5	Major	Death, major injury or illness causing long term disability to more than one person OR Damage to equipment with enough severity to result in operations ceasing OR Long term impact to the environment with a recovery time of more than 12 months.
4	Serious	Death, major injury or illness causing long term disability to one person, or more than one person suffering work time loss injuries and illness causing short term disability OR Damage to equipment with enough severity to result in operations being temporarily halted, where repairs to, or replacement of equipment is required OR Medium term impact to the environment with a recovery time of between 1 and 12 months.
3	Moderate	Hospitalisation, minor injury or persistent health effects for one person with work time loss OR Minor damage to equipment where local repairs can enable operations to recommence OR Short term impact to the environment with a recovery time of up to 1 month.
2	Minor	First aid treatment (on premises), reversible illness with no work time loss OR Aesthetic damage only with no impact on use or operation of equipment OR Minimal impact to the environment with a recovery time of one day.
1	Negligible	Slight injury or health implications with no work time loss OR No damage or physical loss to equipment OR No impact to the environment.