

Dated July 13, 2020



**DIRECT DIGITAL LIMITED** has conducted a COVID-19 risk assessment. The following are the results of its assessment.

**Key Information**

| Key              |  |   |    |                   |    |    |                   |   |
|------------------|--|---|----|-------------------|----|----|-------------------|---|
| L:<br>Likelihood | 5  | 5 | 10 | 15                | 20 | 25 | High risk: 15-25  | High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.                                   |
|                  | 4  | 4 | 8  | 12                | 16 | 20 |                   |   |
|                  | 3  | 3 | 6  | 9                 | 12 | 15 | Medium risk: 8-12 | Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced. |
|                  | 2  | 2 | 4  | 6                 | 8  | 10 |                   |   |
|                  | 1  | 1 | 2  | 3                 | 4  | 5  | Low risk: 1-6     | Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.  |
|                  |  | 1 | 2  | 3                 | 4  | 5  |                   |   |
|                  | S: Severity  |   |    | RR: Residual risk |    |    |                   |   |
| Guidance         | <ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol> |   |    |                   |    |    |                   |   |

## Company description

We are a leading Television, Film and Space rental house providing various high-tech film, television, photographic and video equipment and accessories.

As a responsible rental company, we understand the impacts of the COVID-19 to the industry and the world at large. Consequently, we are viewing the safety of our customers and staff as a priority.

## Background

### Coronavirus (COVID-19)

The World Health Organization (WHO) explains that coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome). This version, which first appeared in December 2019 in Wuhan, China, has been named "COVID-19".

Symptoms can include a fever, cough and shortness of breath. Some may suffer from a mild illness and recover easily, while in other cases, infection can progress to serious illness. Reports suggest that the elderly, those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death. Symptoms can appear in as few as 2 days after infection or as long as 14 days.

### Our duties as employer and a rental house

As a responsible company we have a duty of care towards employees and customers and will take reasonable steps to protect the health and safety of our workforce and customers by taking adequate control measures to reduce the risk of becoming infected by the virus.

### Covid-19: Rental Risks Assessment, Safe System of Work, guidance

This assessment is designed in compliance with current government and W.H.O. guidance and advice. In addition, it is in compliance with relevant health and safety legislation, standards and good practice as declared by the HSE in their Guide <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

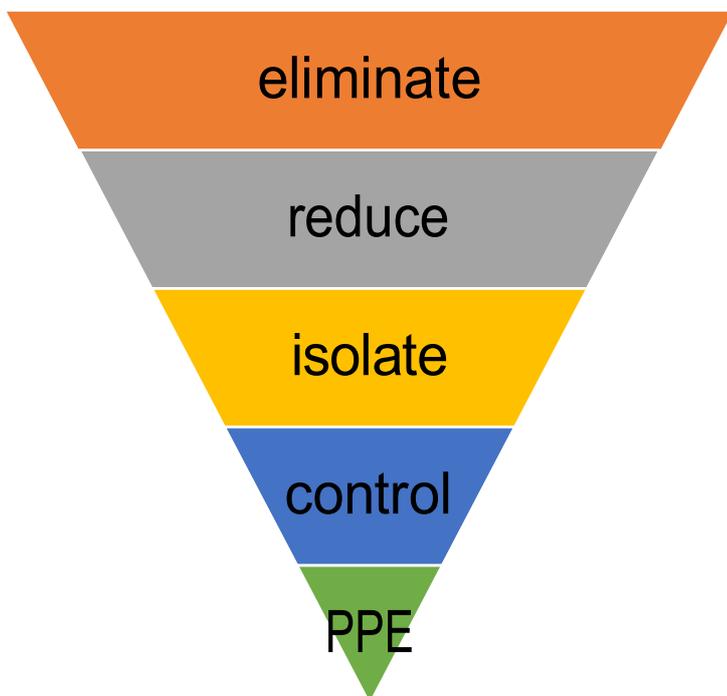
These arrangements are subject to change when the government guidelines change, or new ones are issued, or when the risks related to COVID-19 change.

The key elements to these arrangements are:

- HOME WORKING – Non-operational staff whose work allows it, will work from home as part of the response to the COVID-19 pandemic until circumstances change.
- SOCIAL DISTANCING – A staggered return to work is being implemented in terms of staff numbers on the selection basis of appropriate experience for the relevant re-start activities and taking into account any special circumstances that might be protected by legislation. Customers will only be allowed in to the building provided they comply with the requirements of the approved return to work plan. Wherever possible physical separation of at least 2m will be maintained during all work activities. Work will be planned to maintain this distance as the norm. If a 2m separation cannot be achieved, redesigning workspaces/ways of working/action involved will be considered, and if not practicable, consideration will be given as to whether the activity should continue.
- HEALTH MONITORING – Strict controls will be in place to help ensure that no-one who has the virus or symptoms of the virus is at work. This may involve health declarations & temperature check testing being carried out, as determined to be appropriate from time to time.

- **HYGIENE** – Enhanced hygiene procedures will be in place across all departments. Handwashing facilities – soap and water where possible, or if not possible, antiseptic hand gel dispensers (minimum 60% alcohol based) will be made readily available at all locations.
- **CLEANING** – Enhanced cleaning/disinfecting procedures will be in place across all departments – this will include cleaning of buildings, equipment, props.

The risk management hierarchy for managing the COVID-19 risk:



**Eliminate:** Does the activity really need to be done? Are there other ways of achieving the same thing – e.g. remote working

**Reduce:** Where the task is essential and it is impossible to maintain a 2m distance, then minimise the time of the task and the number of people involved.

**Isolate -** Keep groups of crew who have to temporarily work within 2m together as teams and separate from others if possible.

**Control -** Consider an enhanced authorisation process for these activities and provide additional supervision.

**PPE -** Use masks and nitrile gloves at all time and other PPE such as full face masks / aprons,

These documents will be updated regularly and adapted in line with changing UK government advice. As the situation develops, it may be that further outbreaks occur and further lockdowns are imposed.

We will continue to monitor the situation.

**Personal Protective Equipment Assessment**

|                          |   |   |  |   |  |   |   |   |
|--------------------------|---|---|--|---|--|---|---|---|
| PPE assessment           |   |   | Note. In many instances, we will be asking staff/others to wear/use PPE. This note identifies which items of PPE are required for the task here: |   |  |   |   |   |
| Type of PPE:             |  |  |   |  |  |  |  |  |
|                          | Face  | Foot  | Eye  | Hand  | Hearing  | Hi-visibility   | RPE   | Fall arrest   |
|                          | Yes   | Yes   | Yes  | Yes   |  | Yes   | Yes   |   |
| Additional requirements: |   | Disposable nitrile gloves.<br>Disposable Nitrile Aprons<br>Full Face Visor          |  |   |  |   |   |   |

## Risks Assessment

Face coverings, fluid-resistant type IIR surgical masks  
 FFP3, face masks.  
 Anti-fog protective eyewear

Note. PPE in the form of nitrile gloves and face covering must be worn at all times for all employees on site. Other PPE should only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. Other PPE should always be considered as a last resort option and only be worn when there is reasonable justification for doing so.

### Prepping of Equipment

All rental equipment and accessories

#### Significant Risks:

- Potential exposure and transmission of the virus.

#### Who is at Risk:

- Equipment prepping staff, clients, delivery drivers and warehouse staff.

#### Control Measures and Precautions

- The areas will be well ventilated. The use of aerosol spray is discouraged and instead the use of disinfectant and cleaning solutions will be used
- Social distancing rules as discussed above under "Social Distancing" will be followed at all times and monitored in all of our premises
- All prepping staff will be provided with appropriate PPE, 60% alcohol cleaning wipes, Isopropyl alcohol, non-chlorine bleach/oxidizing agents and solutions. Rental equipment and prepping equipment and surfaces will be disinfected with the provided disinfectant before leaving our sites and on return
- All prep must be done in a designated area and without customers present
- Procedures contained in Panavision's Equipment Cleaning Guidelines will be implemented
- Work surfaces will be cleaned and disinfected regularly
- Sufficient hand washing facilities equipped with hot water, anti-bacterial soap, paper wipes, hand dryers or hand sanitiser will be provided.
- Prepped and disinfected rental equipment will be placed in a safe designated area for collection

#### Residual Risk Rating

| Likelihood | Severity | Residual Risk | Risk Definition | Further actions required  |
|------------|----------|---------------|-----------------|---|
| 1          | 5        | 5             | Low             | To be reviewed regularly or when government guidelines change or when new risks is identified |

### Cleaning and disinfection of equipment and workspace

#### Significant risks:

- Potential exposure and transmission of the virus

Who is at Risk:

- Equipment prepping staff, clients, delivery drivers and warehouse staff

Control Measures and Precautions

- UVC disinfectant equipment to be considered for disinfection of delivery vehicles upon return of equipment where and on equipment types that is safe to apply UV light.
- Deep cleaning regime will be in place to clean all our premises
- Work surfaces, handrails, switches, doorknobs or handles, etc. will be disinfected and clean more than usual – at least twice during working hours
- Foot door openers and automatic door retainers to be installed on all toilet and high traffic corridors and offices/areas
- PCs, laptops, and mobile devices will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in around the building
- 'Bin it, catch it and kill it' campaign posters and other posters encouraging hygiene will be installed around the building
- Where someone develops any symptoms of the virus the supervisor must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

Residual Risk Rating

| Likelihood | Severity | Residual Risk | Risk Definition | Further actions required   |
|------------|----------|---------------|-----------------|--|
| 1          | 5        | 5             | Low             | To be reviewed regularly or when government guidelines change or when new risk is identified |

**Transport of Equipment (Delivery and collection)**

Significant Risks:

- Exposure and transmission of virus when loading in/out of studio/ location

Who is at Risk:

- Clients, customers, delivery drivers and warehouse staff

Control Measures and Precautions

- For all rentals the company will request all productions, clients/customers to collect, load, and return all hired equipment
- Where it is not possible for customers/clients to collect and return hired equipment then by prior arrangement our drivers will take the following precautions in delivering them – the drivers will:
  - only deliver to agreed locations, studios etc. on the basis that the customers unload and load the vehicle;
  - wear appropriate PPE i.e. disposable latex gloves & full face or face visor, and carry 60% alcohol anti-static sanitising wipes and hand sanitiser;

- not sign any electronic pads for confirmation of delivery or collection, all confirmation of deliveries will be done manually and a paper delivery receipt will be signed;
- be assigned a specific vehicle for their personal use only;
- Drivers must not at any time carry passengers in the delivery vehicles;
- Drivers must carry their own pen at all times and must not allow others to use it;
- Social distancing guidelines of 2 metres separation will be observed by our drivers;
- On collection or delivering of hired equipment all the touch points in the cab and around the vehicle will be disinfected by our drivers;

#### Residual Risk Rating

| Likelihood | Severity | Residual Risk | Risk Definition | Further actions required   |
|------------|----------|---------------|-----------------|--|
| 1          | 5        | 5             | Low             | To be reviewed regularly or when government guidelines change or when new risk is identified |

#### Workplace safety

Access control, reduced workforce, safe work environment and health checks

#### Significant risks:

- Potential exposure and transmission of the virus.

#### Who is at Risk:

- All employees, customers and contractors.

#### Control Measures and Precautions

- Four members of staff are initially returning to work with two on site and two working remotely.
- Work from home will be risk assessed in compliance with HSE guidance on an individual basis.
- Face to face meetings to be avoided; meetings should be carried out remotely using video conferencing platforms etc.
- Where this is not possible, the numbers of persons in the meeting will be reduced to an absolute minimum, social distancing guidelines of 2 metres apart will be respected and the participants required to use appropriate PPE i.e. face masks, disposable nitrile gloves as is required for all employees on site in any event.
- All staff will be required to complete an attestation document each day before they start work to confirm that they do not currently have an elevated temperature and that they have not experienced COVID-19 symptoms, or been in contact with anyone who has COVID-19 symptoms, within the last 14 days. Thermometers will be available on site for employee use, in private, with no temperature readings to be held by the Company. Thermometers to be used with nitrile disposable gloves and disinfected between use.
- All staff to be issued with the COVID-19 Sickness Policy Addendum to which they must agree before working.
- Health monitor: if anyone already in the building develops symptoms of the virus the supervisor must be informed immediately and they will be asked to return home, seek NHS advice and their work area

disinfected immediately. We will also comply with NHS and HSE guidance as regards notification and contact tracing.

- On arrival on site, at the entrance all will clean their hands via the provided hand washing facilities or suitable hand sanitiser, wear gloves and face mask
- Reception, security and other front end staff work area will have clear health protection screens of appropriate size and construction installed
- Social distancing guidelines and hand safety hygiene floor and wall signage & posters will be installed in and around the building
- 'Bin it, catch it and kill it' campaign posters will be installed around the building
- Hygiene: the offices surfaces and other surfaces in the building especially touch points will be cleaned daily using disinfectant and Handwashing facilities to be provided wherever possible with soap, water and paper hand towels. And antiseptic gel dispensers (minimum 60% alcohol based) should will be provided around the building and office desks
- Cleaning: All work areas to be regularly (twice daily) cleaned and disinfected. For large enclosed spaces, the use of specific antiseptic fogging measures in addition to normal cleaning to be considered
- All offices and work areas should be able to provide good ventilation, and as far as possible the length of time spent in any work area should be limited and workers allowed to take regular breaks for fresh air.
- We will consider additional control measures and precautions in line with government guidance for staff who are in particular at risk groups and/or whose protected characteristics (as defined in the Equality Act 2010) make them especially vulnerable to COVID-19

#### Residual Risk Rating

| Likelihood | Severity | Residual Risk | Risk Definition | Further actions required   |
|------------|----------|---------------|-----------------|--|
| 1          | 5        | 5             | Low             | To be reviewed regularly or when government guidelines change or when new risk is identified |

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment is all equipment worn or held by people at work to protect them against one or more risks to their health or safety. This can include protective clothing (gloves, footwear, aprons, helmets, high-visibility wear) as well as protective equipment (eye and face protectors, life jackets, respirators, breathing apparatus, safety harnesses)

Personal Protective Equipment at Work Regulations 1992 place duties on employers to protect their employees from hazards within the workplace and PPE is provided free of charge.

#### Significant risks:

- Significant risks include contracting and transmission of the virus.

#### Who is at Risk:

- Customers, visitors, contractors and members of staff

## Control Measures and Precautions

- Disposable nitrile gloves & apron to be supplied to all employees involving in cleaning, prepping, receiving, storing and maintenance of equipment, accessories and delivery vehicles as is required for all employees on site in any event.
- Fluid-resistant type IIR surgical masks, etc. will be made available to all staff to wear working at any of our premises or delivering or collecting from our clients
- Full face visor to be provided to employees involving in cleaning, prepping, receiving, storing and maintenance of equipment, accessories and delivery vehicles
- EN345 (200 Joules) complaint Steel toe cap safety footwear are provided to our employees involving in cleaning, prepping, receiving, storing and maintenance of equipment, accessories and delivery vehicles
- Appropriate safety handling gloves are provided to our employees working in the warehouse and involving in loading and unloading, handling of heavy equipment etc.
- Anti-fog safety eyewear is provided to our employees involving in cleaning, prepping, receiving, storing and maintenance of equipment, accessories and delivery vehicles and it to be worn in addition to face shields where appropriate
- Risk Assessment: appropriate PPE risk assessment are conducted and to be reviewed regularly.
- Providing training and instructions on PPE issued: training and instructions as recommended by the manufacturer will be provided to all staff
- Storage and Disposal: Appropriate storage systems and disposal arrangements will be provided

## Residual Risk Rating

| Likelihood | Severity | Residual Risk | Risk Definition | Further actions required   |
|------------|----------|---------------|-----------------|--|
| 1          | 5        | 5             | Low             | To be reviewed regularly or when government guidelines change or when new risk is identified |

## Training

- The company recognises that it has a duty, especially during this pandemic, to protect the health, safety and welfare of our employees while they are at work and others who might be affected by our work activities. Among other specific arrangements, all staff, on re-entering the workplace, will be trained by Health & Safety to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk of contracting corona virus and misuse of PPE. In addition, all staff will undergo online COVID-19 Return to Work training either before re-starting or on their first day of work.

## Significant risks:

- Significant risks include contracting and transmission of the virus.

## Whom at Risks:

- Customers, visitors, contractors and members of staff.

## Control Measures and Precautions

- PPE training will be provided to all employees and provided PPE should be used only after adequate training and instructions have been given to users. The training will cover:

- why the PPE is being issued: the hazards and risks it is protecting them from
- where and when employees need to wear it, and if there are any exemptions
- how the PPE should be worn or used correctly (advising that supervisors will be instigating spot checks)
- how the PPE should be checked before use and kept in good condition
- their legal responsibilities in terms of PPE
- the penalties for not wearing the PPE when and as instructed
- Coronavirus (COVID-19) awareness training will be provided to all employees
- All training records will be kept and refresher training will be provided if required

Residual Risk Rating

| Likelihood | Severity | Residual Risk | Risk Definition | Further actions required   |
|------------|----------|---------------|-----------------|--|
| 1          | 5        | 5             | Low             | To be reviewed regularly or when government guidelines change or when new risk is identified |

**Servicing, Inspection and Maintenance of equipment and accessories**

Unsafe equipment and COVID-19 pose risks to both equipment suppliers and clients. As a responsible rental house all our film, TV, Photographic & video equipment and accessories are serviced, inspected and maintained to comply with COVID-19 recommendations.

Significant risks:

- Significant risks include injuries, damage to other equipment, fire, contracting and transmission of the virus\_

Who is at Risk:

- Customers, visitors, contractors and members of staff

Control Measures and Precautions:

- Equipment is treated and maintained in accordance with the Company's cleaning guidelines.

Residual Risk Rating

| Likelihood | Severity | Residual Risk | Risk Definition | Further actions required   |
|------------|----------|---------------|-----------------|--|
| 1          | 5        | 5             | Low             | To be reviewed regularly or when government guidelines change or when new risk is identified |