



At Channel 4, we aim to create and sustain a culture where Health and Safety is taken seriously. We are committed to providing all employees with a safe and secure working environment to ensure our staff, those who work with us and those who visit us are not placed at risk by our activities.

Maintaining safety during COVID-19

This is a working document which details the measures Channel 4 has implemented to manage the hazards associated with COVID-19, specifically for those staff carrying out essential roles within our buildings during lockdown. These essential roles are restricted to personnel from our specific teams such as Security, Cleaning, Engineering etc. responsible for maintaining the London HQ building. All other Channel 4 offices are currently closed to staff and visitors. This document will be updated as work activities change. This Risk Assessment does not cover our general staff and will be revised and re-published when it is deemed appropriate for our staff to return to our building(s).

Any Production-related activity is being carried out in accordance with industry standard guidelines issued and does not form part of this Risk Assessment.

Protection in our building:

The key steps to prevent the spread of COVID-19 at our locations is to:

- Increase personal separation through **social distancing**.
- Ask staff and those who work with us to **frequently clean their hands**.
- Regularly **clean building surfaces** and hand contact areas.
- **Cover the mouth and nose** when coughing and sneezing.
- **Observe the health status** of staff.
- **Prevent contact** in the building with anyone who is unwell with symptoms of COVID-19.

We will continually assess the risk posed by COVID-19 to Channel 4 staff and our operations and will review any measures in line with government guidance and industry best practice or as new technology or scientific data becomes available.

Our key protocols are:

Social distancing

- In line with government guidance, all of our offices have been closed to general staff, who are being supported to work from home.
- Essential staff (Security, Cleaning and Engineers) are always to observe the current social distancing guidance whilst onsite; with visual measures and screens being introduced throughout the building to promote compliance.



- Certain areas of the building have been restricted to ensure safety and comfort, with maximum occupancy numbers set for shared areas.
- As per government guidelines, travelling to/from the office on public transport has been actively discouraged, with guidance provided on other modes of travel.

Personal hygiene

- Enhanced hygiene procedures are in place with increased hand sanitising facilities throughout the building at high touch points and at all building entrances/exits.
- Any COVID-19 symptoms experienced by essential staff are to be reported immediately to their Line Manager and the affected staff member will be advised to self-isolate in line with government guidelines and follow all other guidance.
- Essential staff are encouraged to cough or sneeze into a disposable tissue or the crook of their arm. If they use their hands, they are advised to immediately wash their hands. Visual aids are in place throughout the building to act as a reminder.
- PPE is being provided, where social distancing measures cannot be maintained, to all essential staff while they work to maintain the building in lockdown.

Cleaning

- Enhanced cleaning and disinfection procedures are in place.
- Cleaning products are also available within the office should staff wish to carry out any additional self-cleaning.

Health monitoring

- The health of our essential staff who are maintaining Security, Cleaning and Engineering plant are regularly monitored by their respective Line Managers.
- Vulnerable staff are able to self-elect as vulnerable and will be excluded voluntarily from the office and provided with the relevant support.

Channel 4 is committed to ensuring clear and open communication with all staff during this unprecedented situation.

More detailed information on our management of COVID-19 for our staff is readily available on our intranet.

Anyone wishing further information can contact us at
<https://www.channel4.com/4viewers/contact-us>.