



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 working document details the measures Channel 4 have implemented to manage the hazards associated with COVID-19 as we begin an incremental and phased approach to repopulating our offices. The majority of our general staff will continue to be supported to work from home, however an initial group of Staff and Contractors will be invited to return following a period of consultation. Following this, and after ongoing assessment of the effectiveness and 'comfort factor' of this new way of working under the relevant safety precautions detailed in this risk assessment, further numbers will be considered to return to the offices.

Any Production related activity is being carried out in accordance with Industry Standard Guidelines issued and does not form part of this Risk Assessment.

At this stage, due to the current Government Guidance, unfortunately visitors will continue to be denied access at this time and there will be no Events or activities which require close contact or physical exertion on site. Therefore, these are not considered under this risk assessment.

### Protection in our Offices:

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

- Increase personal separation through **Social Distancing**.
- Ask staff, contractors and those who provide essential services to us to **Frequently Clean their Hands**. These facilities will be provided in increased capacities.
- Regularly **Clean Office Surfaces** and hand contact areas.
- **Implement protocols which require all to cover the Mouth and Nose** when coughing and sneezing.
- **Observe the Health Status** of all who enter our offices.
- Deny **Access** to anyone who is unwell with symptoms of COVID-19.

We will continually assess the risk posed by COVID-19 to Channel 4 staff and contractors 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.

A protocol has been documented to manage any incidences of suspected or confirmed COVID-19 cases involving Channel 4 staff and contractors.



### **Our Key Protocols Are:**

#### **Social Distancing**

- In line with government guidance, general staff will continue to be supported to work from home. This includes anyone who continues to practice 'shielding' or are vulnerable to COVID-19.
- Internal building spaces have been reviewed using specialist software to establish an accurate maximum occupancy based on the Government social distancing guidance of 2m. These occupancy figures will not be exceeded.
- Selected staff and contractors who do return to the offices are always to observe the current social distancing guidance whilst onsite; this is reinforced with visual measures, barriers, one way systems and plastic 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. We recognise that unnecessary movement throughout an office may increase the risk, so protocols on movement have been implemented and apply to all.
- As per government guidelines, travelling to/from the office by walking or cycling is encouraged. Where travel on public transport cannot be avoided, flexibility has been offered with regards to staggering arrival and departure times around 'core working hours'.

#### **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 and toilets.
- Any COVID-19 symptoms experienced by 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.
- 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, for example to first aid responders or other frontline staff.
- Ventilation systems and air speed settings have been reviewed to ensure we have the necessary levels of fresh air.

#### **Cleaning**

- Enhanced cleaning and disinfection procedures are in place.
- Anti-viral treatments have been carried out and will be planned in routinely as an added precaution.



- Cleaning products are also available within the offices should staff wish to carry out any additional self-cleaning.
- Protocols are in place regarding post and incoming goods.

### **Health Monitoring**

- All who return to the offices will have completed mandatory inductions which set out the key symptoms of COVID-19, the reporting procedure should any symptoms be experienced, and that self-isolation is required – travel to the office with any symptoms is prohibited.
- The health of our staff and contractors will be continually monitored by their respective Line Managers.
- Non-contact temperature monitoring is in place and is a mandatory condition of entry to our offices.
- Any external contractors who need to carry out essential maintenance onsite will be required to complete a COVID-19 health declaration, to set out our own expectations on how they will behave and work while onsite. This is mandatory to complete before access is authorised.
- Vulnerable staff are able to self-elect as vulnerable and will be voluntarily excluded from returning to the office and provided with the relevant support.

Channel 4 are 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 (MOSS).