



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 facilitate an incremental and phased approach to repopulating our offices. Currently, the majority of our general staff are supported to work from home, however during Step 4 of the Government Roadmap and following a period of consultation with anyone who may be at extra risk from COVID-19 or Clinically Extremely Vulnerable, we will be inviting all to return over the summer.

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

As of the date of this review, the key directives from Government are:

The maintenance of **heightened cleaning regimes**, we will clean regularly touched items and shared areas more often.

The provision of adequate **ventilation** – we will monitor CO2 levels in areas of high or regular use, and either improve ventilation wherever reasonably practicable, or restrict use of areas where levels fall outside those recommended by the [HSE](#) and [CIBSE](#) guidance.

The continued strict **management of those with symptoms, or any suspected or confirmed cases** - this applies to any staff, contractors and those who carry out work in our spaces.

The enablement of all to check in at our locations either manually or using QR codes to **support NHS Test and Trace (NHS Test and Protect in Scotland)**.

Continue to **communicate with our staff and ensure they receive safety and COVID-19 relevant training** prior to being permitted access to an office.

These are the core messages we will maintain to our staff and those who work with us.

General visitors will not be permitted access at this time and there will be no activities which require close contact or physical exertion on site. Therefore, these are not considered under this risk assessment. Any activity falling outside the general safety measures contained in this risk assessment will be reviewed and documented separately.

Protection in our Offices:

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

- Continue to encourage 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.
- **Maximise Ventilation** – ongoing monitoring of natural and mechanical ventilation in our offices.
- **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 or have been asked to self-isolate by NHS Test and Trace (Test and Protect Scotland) or as a requirement following travel.

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.

Our Key Protocols Are:

Social Distancing

- Staff and contractors who return to the offices will be encouraged to continue to observe 2 metre social distancing whilst onsite; this is something we will do for the comfort of those we welcome onsite, and will be a temporary measure and will be reviewed periodically.
- Certain areas of the building have been restricted to ensure safety and comfort, with maximum occupancy numbers set for shared areas.
- For travel to/from the office where public transport is required, we will ask that all comply with the COVID-19 travel requirements put in place by their travel provider. We will provide flexibility with regards to working hours to avoid peak travel times.

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 to act as a reminder.
- PPE is provided where social distancing measures cannot be maintained, for example to first aid responders or other frontline staff.

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 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 a mandatory induction which sets 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 monitored indefinitely by their respective Line Managers.
- 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.
- Any staff who are at higher risk of COVID-19 or are Clinically Extremely Vulnerable will be consulted and provided with the relevant support.

Ventilation

- Staff will have access to natural ventilation where available in their location i.e. outdoor terrace, doors/windows (where permitted in line with any statutory or building safety measures).
- Ventilation systems and air speed settings have been reviewed to ensure we have the necessary levels of fresh air.
- Ongoing monitoring and reviews as we increase staff numbers into our spaces.

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).

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