



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.

### Ongoing Safety During COVID-19

Channel 4 are welcoming back all staff to their offices. Channel 4 have carried out a revised risk assessment for this period onwards to ensure that any risk from transmission of the virus is reduced as far as is reasonably practicable and in line with Government guidance in place at the time of the assessment. The overarching aim is to ensure the safety of our staff and those we work with, to comply with the current advice in place, and [to continue to act carefully and remain cautious](#).

Channel 4 has a duty of care, and as shown in the approach in the earlier stages of the pandemic, has chosen to phase in the removal of Government restrictions to ensure as much as possible, that staff comfort and safety is prioritised. This risk assessment documents the final removal of social distancing except in those areas where it is still necessary based on our risk assessment and sets out what measures are in place at all English offices (**Bristol, Leeds, London and Manchester**) at this stage of the pandemic. The **Glasgow** office has slightly different measures, due to Scottish Government guidelines, which will be highlighted where applicable.

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

### Key principles that our risk assessment and day to day operations will focus on 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 in 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 information** 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 unless there is significant business benefit that the visit should go ahead. 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** in certain areas.
- 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 and use certain areas or facilities will be encouraged to continue to practice physical separation.
- Certain areas of the building have been restricted; we will limit the amount of people where necessary i.e. meeting rooms, changing rooms.

### 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 and test in line with Government guidelines and follow the latest 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.
- General visitors are not permitted, however any visitors who are deemed to have significant business benefit will need to complete a COVID-19 health declaration, as detailed above. 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 via the People Team.

### **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.
- To support our commitment to ensuring necessary ventilation, we will carry out ongoing monitoring of CO2 levels across our spaces to ensure any areas of concern are highlighted and given attention.

Channel 4 are committed to ensuring clear and open communication with all staff during this time. If there are any concerns, please speak with your line manager or People Partner.

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>