



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.

### **Living with COVID-19**

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 this risk assessment documents the final removal of restrictions at all of our offices (**Bristol, Glasgow, Leeds, London and Manchester**) at this stage of the pandemic.

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:**

A focus will remain on ensuring:

- those at higher risk from COVID-19 and other respiratory infections are supported.
- adequate ventilation; we will monitor CO2 levels in areas we use as an indicator of fresh airflow, and will either improve ventilation wherever reasonably practicable, or restrict use of areas where levels fall outside those recommended by the [HSE](#) and [CIBSE](#) guidance.
- those who are unwell and experiencing any COVID-19 symptoms or other respiratory illness do not visit an office or work-related event. Any visitors or contractors that use or work in our spaces will be asked to adhere to our COVID-19 building access statement.
- effective cleaning regimes; we will clean regularly touched items and shared areas.
- our teams, visitors and those we work with are reminded that high standards of hand hygiene help reduce the spread of COVID-19. Soap and water and disposable towels where possible, or if not possible, antiseptic hand gel dispensers (minimum 60% alcohol based) to be made readily available.
- office users are reminded of good personal hygiene procedures; staff, visitors and external arrivals will continue to be encouraged to cough or sneeze into a disposable tissue or the crook of their arm, if they use their hands, they should immediately wash their hands.

We'll continue to communicate with our staff and ensure they receive safety and COVID-19 relevant information when necessary, as a result of changes in Government guidance or the external COVID-19 situation i.e. changes to travel restrictions, meeting guidance or HSE guidance.

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.

COVID-19 and Working In Our Offices for Bristol – Glasgow - Leeds - London – Manchester



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>