



# S+O Media: Covid-19 Rental Risks Assessment

## SUMMARY

This assessment has been produced in compliance with the present government guidance on COVID-19 mitigation. These arrangements are subject to change as the government guidelines develop, or new ones are issued.

Key working elements for Covid-19:

**HEALTH MONITORING** – Strict measures will be actioned to ensure that no staff exhibiting viral symptoms are allowed in the work environment. This may involve health declarations and temperature check testing being carried out, as determined to be appropriate. Should any of our staff test positive they will be asked to immediately self isolate for 5 days. They can then leave self isolation following 2 negative Covid tests taken 24 hours apart.

**HYGIENE** – Enhanced hygiene procedures will be practised across all departments. Hand washing facilities with soap and water or alternatively antiseptic hand-gel dispensers are available throughout the facility and to all members of staff. Additionally, thorough cleaning procedures will be in place across all departments.

## RISK ASSESSMENT

Risk Level	Hazard	Who is at Risk	Mitigation Measures
Low	<b>Equipment Handling</b> Exposure and transmission of viral disease through equipment and vehicles.	S+O Staff, Clients, delivery drivers.	<ol style="list-style-type: none"> <li>All equipment to be disinfected before leaving the offices as well as upon its return.</li> <li>All prepping staff to be provided with appropriate PPE.</li> <li>Working areas to be well ventilated and use of aerosol spray to be discouraged.</li> <li>Work surfaces as well as delivery vehicles will be cleaned and disinfected regularly.</li> </ol>
Low	<b>Crew Owned Equipment</b> Exposure and transmission of viral disease through external or outsourced equipment.	S+O Staff, Clients, delivery drivers.	<ol style="list-style-type: none"> <li>Any crew owned equipment, tools and baggage should be taken straight to location by crew or arranged otherwise by the Production.</li> <li>Drivers are instructed to refuse collection of any items that were not supplied as part of the original order.</li> <li>Crew owned equipment that is returned to S+O will be placed in a holding area, at the owners' own risk.</li> </ol>
Low	<b>Transport of Equipment</b> Exposure and transmission of viral disease when delivering and collecting equipment.	S+O Staff, Clients, delivery drivers.	<ol style="list-style-type: none"> <li>Drivers will only deliver to agreed locations on the basis that customers will unload and load the vehicle.</li> <li>Drivers will wear appropriate PPE and have access to sanitising wipes and alcohol gel.</li> <li>Drivers will be assigned a specific vehicle for their personal use only.</li> </ol>
Moderate	<b>Equipment Test and Prep</b> Exposure and transmission of viral disease between crew members and S+O staff.	S+O Staff, Crew, Clients.	<ol style="list-style-type: none"> <li>Equipment testing and prepping to be arranged off-site by the Production.</li> <li>Whenever off-site prep is not feasible, access to S+O premises will be limited to essential staff and crew in the interest of maintaining compliance with social distancing guidelines.</li> </ol>

Moderate	<b>Workplace Safety</b> Exposure and transmission of viral disease within the work environment.	S+O Staff, Clients, contractors.	<ol style="list-style-type: none"> <li>1. Social distancing rules will be followed and monitored at all times.</li> <li>2. Disposable PPE will be issued to employees involved in cleaning, prepping, receiving and maintaining rental equipment.</li> <li>3. All employees will be trained on the correct utilisation and disposal of PPE.</li> <li>4. COVID-19 awareness training will be provided to all employees.</li> </ol>
Moderate	<b>S+O Crew: On-location Safety</b> Exposure and transmission of viral disease between crew members.	S+O Crew, S+O Staff, Clients.	<ol style="list-style-type: none"> <li>1. Crew are instructed to follow social distancing rules as per above summary.</li> <li>2. Crew to use company provided or own vehicles for transportation.</li> <li>3. Crew will be supplied with adequate PPE when hired for any production as requested.</li> <li>4. Sanitising products will be provided to any crew member on a hire exceeding two days.</li> <li>5. On Location S+O Crew will liaise and work with Production and Covid-19 Health and Safety Supervisors to adhere and maintain guidelines.</li> </ol>
Moderate	<b>Lockdown disruption</b> Disruption to company services including hires.	S+O Staff, Clients.	<ol style="list-style-type: none"> <li>1. We will be closely following any changes to government and WHO guidance in regards to COVID-19 response.</li> <li>2. Staff are well trained to work remotely, which will minimise downtime.</li> <li>3. Early delivery and late collections can be accommodated to anticipate and avoid travel disruptions.</li> </ol>

## ADDITIONAL GUIDANCE

UK Government ..... <https://www.gov.uk/coronavirus>  
HSE Guide ..... <https://www.hse.gov.uk/coronavirus/index.htm>  
APA Guidelines ..... <https://www.a-p-a.net/2022/02/news/updated-regularly/>  
British Film Commission ..... <http://britishfilmcommission.org.uk/guidance/regarding-covid-19-coronavirus>