

Method Statement - Managing the risk of COVID-19 in the workplace

Whilst it will not always be possible for Spiritland Productions (SLP) employees and sub-contractors to keep a distance of 2m from one another, external workers or the general public, SLP shall do everything reasonably possible to reduce the risk of the transmission of Covid19 in the workplace.

1.1 Spiritland KX

- All visitors to Spiritland KX shall have their temperature taken via a no-touch thermometer before entering. Anyone with a temperature higher than 38 degrees centigrade will be refused entry (External forehead temperature may read no higher than 36 degrees centigrade due to instrument calibration).
- Hand sanitation shall be available at the entrance to the facility.
- A list of COVID-19 symptoms shall be listed next to the hand sanitation station.
- Anyone showing signs of any one or more symptoms shall be denied entry.
- All visitors shall be required to read and sign a COVID-19 guidance and contact form on entry to make sure that they are aware of heightened precautions at the facility.
- Advice on parking at the facility shall be supplied to all staff and visitors to avoid use of public transport by users wherever possible.
- Disinfectant wipes shall be available for regular wipe down of shared equipment.
- Producers should work remotely where possible - SLP will provide a live stream of the recording and the producer will be able to talk-back to the contributors via audio link coordinated by the engineer.
- Where the producer must be physically present, engineer and producer shall sit in separate rooms and communicate via comms system.
- No more than 2 people are to be in the studio where possible. A perspex screen shall divide the two contributors whilst sat at the table, allowing eye contact but lowering transmission risk.
- Show participants shall be recorded remotely wherever possible.
- Microphone pop shields will be sprayed with specific antibacterial cleaner or replaced after every user and surfaces will be wiped down by the engineer.
- Studio equipment shall be rigged and left in place for use and personal radio mics shall not be used for standard set-ups. If radio mics are to be used for specific productions then the contributor will have to mic themselves and the equipment will be cleaned before and after use.
- Participants sat outside of the studio live room in the dedicated recording area shall be at least 2m apart and shall have furniture and equipment in between anyone else nearby to act as a barrier.
- Where the production falls outside of a "standard" speech recording set-up the number of crew shall be kept to a minimum and arrival/rig/de-rig times shall be staggered.
- Artist's entourage shall be kept to a bare minimum, only essential members of production/performance shall be required on site. Content will be web streamed for production listening/viewing on a private share.
- No food is to be taken into or consumed within the studio. The wider (closed) restaurant area may be used for this, and a dedicated rest area shall be allocated with 2m compliant seating arrangement.
- There will be an enforced 30 minute minimum turnaround between bookings in order to allow for wipe down and clean of studio.
- Effective hand washing advice shall be displayed in the washrooms. Hand sanitiser or soap will be regularly restocked and surfaces cleaned.
- Toilet facilities shall be cleaned regularly and users shall be encouraged to clean the facility after use to minimise risk to on-site cleaning staff.

- On-site cleaning staff shall wear adequate PPE (Personal Protective Equipment) where necessary. Sub-contractors shall be made aware of local requirements in regard to COVID-19 procedures and their company policy and risk assessment will be checked before employment.
- A "shortfall" book shall be available for staff and visitors to record possible shortfalls to compliance advice so that protection or working practices can be Improved to ensure greater protection to individuals and to minimise chance of transmission of COVID-19. This document shall be reviewed regularly and the risk assessment process shall be updated accordingly.

1.2 OB Vehicles

- All visitors to the vehicle shall have their temperature taken via a no-touch thermometer before boarding - Anyone with a temperature higher than 38 degrees centigrade will be refused entry. (External forehead temperature may read no higher than 36 degrees centigrade due to Instrument calibration).
- A list of COVID-19 symptoms shall be listed at each vehicle entrance next to the hand wash station. Anyone showing signs of any one or more symptoms shall be denied entry.
- No-touch, hand sanitiser dispensers shall be available at rear and side doors.
- Disinfectant wipes shall be on board at each working location for regular wipe down of shared equipment.
- Engineers will stay in their own working areas and can communicate via local talkback panels.
- There will be a maximum of 3 people in the vehicle at any time.
- Entry and exit of vehicle should be made via the route least occupied i.e. both doors shall be available at all times.
- Non-essential visitors to the vehicle shall be refused entry.
- Floor markings shall be implemented to help staff and visitors to maintain 2m distancing.
- Where 2m distancing is not possible, there will be no face-to-face working. Side-to-side or back-to-back configurations will be encouraged and time sitting in these configurations will be kept to a minimum.
- Production staff shall be kept to a bare minimum i.e. 1 producer sat at 2m from SLP staff whilst on board.
- Vehicle air-conditioning filters shall be regularly cleaned and maintained.
- Frequent cleaning and disinfecting of surfaces and shared objects shall become part of the Guarantee Engineer role.
- Full clean of equipment and tools related to the vehicle shall be undertaken on return to the unit.
- A "Shortfall" book shall be available for staff and visitors to record possible shortfalls to compliance advice so that protection or working practices can be Improved to ensure greater protection to Individuals and to minimise chance of transmission of Covid19. This document shall be reviewed regularly and the risk assessment process shall be updated accordingly.

1.3 Office

- SLP employees will work from home for all administrative tasks.
- SLP employees have all been supplied with their own personal computer equipment and, as such, no sharing of devices needs to occur.
- Any meetings shall be conducted using the SLP Virtual Office system or by invitation from a client or supplier.

1.4 Employee Health and Wellbeing

- Weekly catchups via SLP Virtual Office shall be scheduled for all employees with their line manager and the wider group.
- Employees can also use the Virtual Office Chat facility if they would prefer for certain conversations. A number of methods are on hand to make people feel more connected to the wider team.
- These meetings will provide a chance to check on the welfare, mental and physical health, and personal security of the employee.
- These meetings should be informal and as centered on the employee as possible i.e. work related subjects should be kept to a minimum.
- All staff shall be made aware of the best way to find help and advice or support with mental health. One route would be to contact the industry union BECTU <https://bectu.org.uk/topic/stress-and-mental-health/>