



**R I S K P A L**

**RISK ASSESSMENT**

Project Name: [COVID-19 Italian Hospitals Reporting](#)

Final Approving Manager: [Charlotte Holmes](#)

Date of Approval: [11/05/2020](#)

## Risk Assessment Details

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### PROJECT NAME

COVID-19 Italian Hospitals Reporting

### DEPARTMENT

Travel Productions

### START DATE

17/05/2020

### END DATE

20/05/2020

### APPROVING MANAGER

Charlotte

### PROJECT OVERVIEW

The team will fly to Milan and head out to two local hospitals in the Lombardy region to film in the intensive care units, all under the supervision of the local health authorities.

### PROJECT DETAILS

- 17 May 2020 - fly LHR-FCO AZ203 12:15/15:55 then connect FCO-MXP AZ 2050 17:30/18:40. Overnight at Hotel Renaissance in the city centre.
- 18 May 2020 - head out with fixer in their vehicle to visit hospital 1 (to be confirmed). Return to Milan and overnight at Hotel Renaissance.
- 19 May 2020 - visit hospital number 2 (to be confirmed). Return to Milan and overnight at Hotel Renaissance.
- 20 May 2020 - head back to Milan airport for MXP-FCO AZ2071 15:00/16:10 then connect FCO-LHR AZ208 17:20/19:10

## Traveller Details

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### PROJECT LEAD:

NAME	EMAIL	MOBILE NUMBER
David Frances	<a href="mailto:davidfrances@productions.com">davidfrances@productions.com</a>	+447375638668

### OTHER PROJECT MEMBER:

NAME	EMAIL	MOBILE NUMBER
Natalie Waters	<a href="mailto:nataliewaters@productions.com">nataliewaters@productions.com</a>	+447375638668

NAME	EMAIL	MOBILE NUMBER
Henry Pryor	<a href="mailto:henrypryor@productions.com">henrypryor@productions.com</a>	+447375638668

### NON RISKPAL MEMBER:

NAME	EMAIL
James Bracken	<a href="mailto:jamesbracken@livemedia.com">jamesbracken@livemedia.com</a>

# Logistics

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**SUPPLIER NAME**

Hotel Renaissance

**MOBILE NUMBER**

+39 028845632

**COUNTRY**

Italy

**DAILY RATE**

110

**SOURCED BY**

3ML (local supplier in Milan)

**DESCRIPTION**

Good centrally located hotel.

**SERVICE PROVIDED**

Hotel

**EMAIL**

[hotel@renaissance.com](mailto:hotel@renaissance.com)

**CITY**

Milan

**CURRENCY**

EUR

**SUPPLIER NAME**

3ML Milan

**MOBILE NUMBER**

+39 0285423654

**COUNTRY**

Italy

**DAILY RATE**

350

**SOURCED BY**

Productions

**DESCRIPTION**

Local Fixer in Milan. We have used them many times before.

**SERVICE PROVIDED**

Fixer

**EMAIL**

roberto@3ml.com.it

**CITY**

Milan

**CURRENCY**

EUR

## Communications

### TEAM CONTACTS:

NAME

LOCAL TELEPHONE

IMEI

Natalie Waters

+44 7375638668

198752364

NAME

LOCAL TELEPHONE

IMEI

Henry Pryor

+44 7965201487

965853266

NAME

LOCAL TELEPHONE

IMEI

James Bracken

+44 7896523678

725412588

### LOCAL EMERGENCY CONTACTS

NAME

IMEI

Roberto Piscardi

7554128965

LOCAL TELEPHONE

EMAIL

+39 0254125478

roberto@3ml.com.it

OTHER INFORMATION

Roberto was in charge of logistics for the last team. Highly recommended

### CHECK-IN SCHEDULE

NUMBER OF CHECK-INS

TIMEZONE FOR CHECK-IN

1

(GMT +1:00) Brussels, Copenhagen, Madrid, Paris

CHECK-IN TIMES

21:00

**POINT OF CONTACT****TELEPHONE****EMAIL**

Charlotte Holmes

+44 7854532596

charlotte@productions.co.uk

**OVERDUE PROCEDURE (MINUTES/HOURS BEFORE CONCERN; TELEPHONE CASCADE PLAN/SYSTEM)**

WhatsApp or call if more than 2 hours late.

## Contingencies

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**WHAT MEDICAL PROVISIONAL/SKILL IS THERE TO TREAT A CASUALTY AT POINT OF INJURY?**

All team members are HEFAT trained.

**METHOD OF EVACUATION TO NEAREST HOSPITAL (SELF DRIVE/AMBULANCE ETC)**

Most likely self-drive under the circumstances.

**LOCAL HOSPITAL INFORMATION**

Milan Central Hospital, Via Pisicane, Cascina Merlata

**MEDICAL EVACUATION COMPANY**

World Wide Assistance Logistics

**EMBASSY LOCATION**

UK consulate, Via S. Paolo, 7, 20121 Milano MI, Italy

**FIRST AID KIT**

Number 11

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

2 boxes of gloves, 10 x FFP3 Face Masks

**SATELLITE PHONE****TRACKER ID**

Rock 7

**ADDITIONAL ITEMS**

Other PPE like coveralls will be provided on site by the Italian health authorities for when filming on location.

## Does your assignment involve international travel?

### MITIGATION ADVICE

Due to global travel restrictions, most international travel is currently extremely challenging.

Media workers travelling for international assignments should read the following safety advice. Please ensure you click on the section headers which will take you to more detailed safety advice on our **dedicated COVID-19 safety advice page**

### Pre-Assignment Considerations guidance

To minimise the risk of exposure, and wherever possible, phone/online interviews should be carried out rather than in person. Media workers should not be in the COVID-19 vulnerable category or have COVID-19 vulnerable people who depend upon them, particularly at home.

### International Travel guidance

Thoroughly research the latest entry and movement restrictions in place in your intended destination, as well as the feasibility of obtaining visas, permits and flights. Always have a contingency plan in place. Be aware that you may need to provide proof of having been tested against COVID-19, and/or may be subject to testing/quarantine on arrival.

### Flight Safety guidance

Travellers should be aware of the heightened risk of air travel due to virus droplets travelling further within pressurised cabins.

### Physical Security & Crime guidance

Many urban areas are now all but deserted and police resources stretched. Always research the latest security situation and crime threat in any location you are visiting. As the global economic situation continues to decline, with more people losing their jobs and falling into poverty, there is a risk that criminals may take advantage.

### Avoiding Infection guidance

Physical distancing should be observed at all times whilst on assignment (a minimum of 2 meters). Media workers should avoid using public transport or taxis, especially during busy periods. A strict hand washing routine should be maintained, and individuals should avoid touching their faces. All clothes should be washed post assignment. Minimise the amount of time spent in any location, as the longer you are there the greater the chance of infection.

### Face Masks & Medical Personal Protective Equipment (PPE) guidance

Depending on the location, media workers should consider the necessity of wearing PPE such as facemasks and disposable gloves. should receive guidance on safely removing PPE which should be bagged and disposed of safely once taken off.

### Equipment Safety & Cleaning guidance

The number of media workers and the amount of equipment they take should be limited to the essential. Use 'fishpole' microphones and long sight lenses to help maintain physical distance guidelines. All equipment should be thoroughly cleaned

and sanitised after any assignment by trained individuals, including vehicle interiors and exterior points of contact.

### **Digital Security guidance**

Journalists should conduct a thorough review of their digital security in advance of any overseas assignment, and thoroughly research all potential threats specific to the destination.

### **Post Assignment guidance**

Media workers should self isolate as a matter of course after reporting from any destination affected by COVID-19, whether they have symptoms or not, and should ensure they have a contingency plan in place should they develop symptoms.

### **Important: Please also refer to the following questions & advice:**

- Will you be reporting from a high risk location, such as a hospital or mortuary?
- Will you be exposed to distressing and/or traumatic scenes during your assignment?
- Does your assignment involve being on location amongst and/or interviewing members of the general public?
- Will you need to wear medical PPE (personal protective equipment) whilst on assignment?

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## **Will you be reporting from a high risk location, such as a hospital or mortuary?**

### **MITIGATION ADVICE**

Reporting from any of the following locations should be considered high risk, where the chances of coming into contact with COVID-19 poses a significant danger to workers:

- a hospital / healthcare facility
- a morgue / mortuary / crematorium / funeral service
- a care home for the elderly
- a densely packed urban dwelling (i.e. a slum or favela)
- a refugee camp
- a prison or detention centre
- on location with any of the emergency services (particularly paramedics / ambulance service)
- the home of anybody who is sick, elderly, pregnant, or who has a health condition
- a quarantine / isolation zone

**Media workers reporting from any high risk location should read the following safety advice. Please ensure you click on the section headers which will take you to more detailed safety advice on our dedicated COVID-19 safety advice page**



### **Pre-Assignment Considerations guidance**

To minimise the risk of exposure, and wherever possible, phone/online interviews should be carried out rather than in person. Media workers should not be in the COVID-19 vulnerable category or have COVID-19 vulnerable people who depend upon them, particularly at home. There may be limited numbers of media workers willing to work in high risk locations, and they should not be expected to do this activity on a regular basis.

### **Psychological Well-Being guidance**

Media workers may witness distressing scenes when reporting from a high risk location, particularly a hospital or mortuary. Appropriate managerial support and counselling support should be offered both pre and post assignment.

### **Avoiding Infection guidance**

Physical distancing should be observed at all times whilst on assignment (a minimum of 2 meters). Media workers should avoid using public transport or taxis, especially during busy periods. A strict hand washing routine should be maintained, and individuals should avoid touching their faces. A spare change of clothes for each individual should be taken, and all clothes washed post assignment. Minimise the amount of time spent in any high risk location, as the longer you are there the greater the chance of infection.

### **Face Masks & Medical Personal Protective Equipment (PPE) guidance**

Depending upon the high risk location, media workers should wear a variety of medical PPE. This could be supplied on site but it's preferable to take your own. PPE could include facemasks (N95 or FFP3), face visor or goggles, tyvek suit or gown, two layers of gloves and overshoes. Media workers must be trained in and supervised while donning/doffing all forms of PPE, which should be bagged and disposed of safely once removed.

### **Equipment Safety & Cleaning guidance**

The number of media workers and the amount of equipment they take should be limited to the essential. Use 'fishpole' microphones and long sight lenses to help maintain physical distance guidelines. All equipment should be thoroughly cleaned and sanitised after any assignment by trained individuals, including vehicle interiors and exterior points of contact.

### **Post Assignment Consideration guidance**

Media workers should immediately go into self isolation if they develop any symptoms, and ensure they have a contingency plan in place to manage the period of self isolation.

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## **Will you be flying either domestically or internationally for your assignment?**

### **MITIGATION ADVICE**

Travellers should be aware of the heightened risk of air travel due to virus droplets travelling further within pressurised cabins. If you are flying internally or internationally you should ensure the airline and cabin crew are practicing the following safety protocols

- Ticket sales for any flight should be limited, to ensure a minimum of 2 meters distance between passengers at all times

- Face masks should be worn by everybody at all times whilst on the aircraft
  - Food and drinks via trolley service should not be provided, due to the risk of cross contamination
  - Cabin crew should make all passengers aware of COVID-19 safety measures whilst on the aircraft
  - The aircraft should be deep cleaned on a regular basis
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## Will you be exposed to distressing and/or traumatic scenes during your assignment?

### MITIGATION ADVICE

- Even the most experienced journalists may struggle with reporting on the COVID-19 outbreak. Management should check-in on their journalists on a regular basis to see how they are coping, and to offer support if and when necessary
  - Family members will likely be concerned and/or stressed about covering the COVID-19 outbreak. Have a discussion with them about the risks and their concerns. If necessary, set up a conversation between family members and your organization's medical advisers
  - Consider the potential psychological impact of reporting from a location or area affected by COVID-19, especially if reporting from an emotionally distressing location such as a medical or isolation facility, or quarantine zone. A useful resource for media workers covering traumatic situations can be found via **The DART Center for Journalism and Trauma**
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## Will you need to wear medical PPE (personal protective equipment) whilst on assignment?

### MITIGATION ADVICE

Safely putting on and taking off any medical PPE (such as disposable gloves, face masks, disposable shoe covers, protective aprons/overalls/bodysuits etc) requires the strict observance of and adherence to best safety practices. **The risk of cross contamination is high, so do not be complacent about these measures.**

More detailed advice around medical PPE and the use of can be viewed on our **dedicated COVID-19 safety advice page**

### Face Masks & Medical Personal Protective Equipment (PPE) guidance

Depending upon the high risk location, media workers should wear a variety of medical PPE. This could be supplied on site but it's preferable to take your own. PPE could include facemasks (N95 or FFP3), face visor or goggles, tyvek suit or gown, two layers of gloves and overshoes. Media workers must be trained in and supervised while donning/doffing all forms of PPE, which should be bagged and disposed of safely once taken off.

A useful point of reference for safely donning (putting on) and doffing (taking off) medical PPE can be seen via the following links, produced by leading PPE manufacturer **Dupont**

- **Donning & Doffing PPE**
- **Selecting the Correct PPE**
- **Dupont Media Webinar on PPE Safety**

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## Are you subject to increased levels of stress and anxiety because of the COVID-19 pandemic?

### MITIGATION ADVICE

Staff may have experienced illness, bereavement and financial worry relating to the COVID-19 outbreak. Note that home responsibilities may have increased, with changes related to childcare, educational requirements and care of elderly relatives.

### Safety control measures

- Maintain and promote an open door policy to discuss concerns / additional workloads.
  - Use the Occupational Health and Employee Assistance Programme to get help.
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## ADDITIONAL INFORMATION

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PLEASE PROVIDE ANY INFORMATION THAT YOU HAVE MISSED OR EXPLAIN WHY SECTIONS OF THE RISK ASSESSMENT HAVE BEEN LEFT INCOMPLETE

PLEASE DETAIL ANY OTHER RISKS NOT ALREADY IDENTIFIED

I have a nut allergy; I have completed my RiskPal medical and emergency profile details.

### UPLOAD SUPPORTING MATERIAL



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