



**R I S K P A L**

**Risk Assessment**

Project name: [London Historical Skyline Production](#)

Author: [David Simons](#)

Final Approving Manager: [Tom Stopeland](#)

Date of Approval: [03/09/2021](#)

# Risk Assessment Details

## PROJECT NAME

London Historical Skyline Production

## DEPARTMENT

Productions Team

## START DATE

09/03/2021

## END DATE

10/03/2021

## APPROVING MANAGER

Tom Stopeland

## PROJECT OVERVIEW

The team will film the London skyline from numerous rooftops across the city. We will be joined by two architectural historians on site who we will interview.

## PROJECT DETAILS

- **09:00** - meet at production studio on Newton Lane. Load equipment and PPE into production van. Receive COVID-19 briefing from H&S team. Head out.
- **10:00 - 16:00** - visit The Shard, St Pauls Cathedral, The BT Tower, and 1 Canada Square (Docklands). Andrew Kayes (historian) will be with us for the first 2 sites and Jannette Lawton (historian) at the final 2 sites.
- **17:00** - return to Newton Lane. Unload equipment from vehicle to store manager following COVID-19 guidance. Clean up and head into one of the cutting suites to download content.

# Team Details

## PROJECT MEMBERS:

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## SUPPORTING MATERIAL

### Attachments



1615251388053\_BFC\_COVID19\_Guidance.pdf

## ANY ADDITIONAL INFORMATION

Andrew Kayes (historian) - contact number 07876 767 512

Jannette Lawton (historian) - contact number 07132 878 934

Recording equipment list will be left and signed off with the store manager at the production studio.

All crew will be given and wear an FFP2 face mask. 2 x bottles of hand sanitiser to share. 1 x box of disposable gloves.

## Risks & Mitigation

### WILL YOU FOLLOW PRODUCTION GUIDELINES FOR MANAGING COVID-19 RELATED RISKS?

Severity	Likelihood	Persons Affected
Moderate	Possible	Project Team Member Talent & Guests

### MITIGATION MEASURES

See the attached PDF. All team members have been sent this via email, and will receive a COVID-19 safety briefing in the morning at Newton Lane.

### MITIGATION ADVICE

Ensure that you review and comply with the following TV Production Guidance issued in May 2020:

<https://www.pact.co.uk/static/uploaded/bafea386-4e38-4bfe-b77a98e804384e9b.pdf?userDownload=true>

Please see our [detailed COVID19 page](#) for much more detailed COVID19 safety guidance.

### WILL YOU BE USING RADIO MICROPHONES DURING YOUR ASSIGNMENT?

Severity	Likelihood	Persons Affected
Moderate	Possible	Project Team Member Talent & Guests

### MITIGATION MEASURES

Andrew and Jannette (historians) will need to wear clip mics for the outdoor interviews. We will follow this mitigation advice.

### MITIGATION ADVICE

All microphones are a potential source of cross-contamination. It is advisable to use 'boom' or 'fishpole' microphones for vox pops as standard. Radio mics should only be used under controlled circumstances combined with the adherence to strict hygiene protocols:

- Thoroughly decontaminate and clean radio mics before and after each individual use.
- Demonstrate the use of a radio microphone from at least 1-2 metres distance (depending on your government's advice). If this is not possible, ensure that all individuals involved wear a face mask and minimise the amount of time in close contact with each other. Individuals should wash or sanitise their hands once in place.
- Those wearing a radio microphone should tie up any long hair and instructed to avoid touching the microphone unless absolutely necessary.
- Wear disposable gloves when removing and cleaning the microphone, and **carefully remove** and dispose of the gloves afterwards. Cleaning should take place in a well-ventilated area, and on a hard or disposable surface (e.g. plastic sheet) that can be wiped down and disinfected afterwards. Hard surfaces should be dried off with a clean paper towel after cleaning.
- Thoroughly wash hands with hot water and soap after cleaning. A useful guide on how to wash and dry your hands properly [can be seen here](#)
- Wash all clothes that have come into contact with the microphone at a high temperature.
- Radio microphones should be placed in a clean and sealed bag when cleaning has been completed. On return to the office, ensure the microphone is signed back in to the person responsible for cleaning the equipment.

Please see our [detailed COVID19 page](#) for much more detailed COVID19 safety guidance.

## WHAT GENERAL MEASURES WILL YOU TAKE TO REDUCE THE RISK OF EXPOSURE TO COVID-19 (NOVEL CORONAVIRUS)?

Severity	Likelihood	Persons Affected
Moderate	Possible	Project Team Member Talent & Guests

### MITIGATION MEASURES

All team members will follow this guidance, and also the measures outlined in the attached COVID-19 PDF.

All crew will be given and wear an FFP2 face mask. 2 x bottles of hand sanitiser to share. 1 x box of disposable gloves.

### MITIGATION ADVICE

- Those in [COVID-19 vulnerable categories](#) should minimise interaction with the public.
- Work with the minimum number of people that is safe to do so.
- Avoid working with individuals who have recently been diagnosed with COVID-19 and/or those who are symptomatic.
- Observe [physical distancing measures](#) (1-2 meters depending upon your government's advice).
- Wear a good quality face mask indoors and/or confined spaces if adequate distance cannot be maintained.
- Avoid shaking hands, hugging and /or kissing.
- Wash hands regularly and [properly](#) for at least 20 seconds at a time using hot water and soap. Ensure hands are dried in the appropriate way.
- Use hand sanitiser if hot water and soap is unavailable ([greater than 60% ethanol / 70% isopropanol content](#)) - but always follow up with a hot water and soap wash.
- Cover your mouth and nose when coughing and sneezing.
- Avoid touching your face, nose, mouth, ears, etc.
- Avoid sharing cups/crockery/cutlery.
- Ensure your hair is covered. Long hair should be tied up and covered.
- Glasses, jewellery and watches should be carefully cleaned on a regular basis.
- If possible, avoid wearing contact lenses on assignment due to the chances of infection.
- Clothing should be washed at a high temperature with detergent after any assignment.
- Try to stand at an angle to a subject during an interview rather than face-on.
- Try and interview people in an outside space. If indoors select a location with some kind of airflow (e.g. open windows etc.) Avoid using cash on assignment, and ensure you clean your credit cards/wallet regularly.
- If possible avoid using public transport at rush hour. If traveling in a vehicle, infected passengers may spread virus droplets inside, so travel with the windows down if possible.
- Take regular breaks and be mindful of fatigue/energy levels.
- If you develop symptoms consider how you will seek medical treatment. Most government health bodies now recommend self-quarantine to prevent infecting others.

Please see our [detailed COVID19 page](#) for much more detailed COVID19 safety guidance.

## DOES YOUR ASSIGNMENT INVOLVE INTERACTION WITH MEMBERS OF THE PUBLIC?

Severity	Likelihood	Persons Affected
Moderate	Unlikely	Project Team Member Talent & Guests

### MITIGATION MEASURES

We will meet facilities management from each building who will take us up to the top. We will share this risk assessment with them in advance and have been provided briefings on their own building health and safety stipulations.

We will maintain a safe distance and wear face masks throughout the shoot.

### MITIGATION ADVICE

- Those in [COVID-19 vulnerable categories](#) should minimise interaction with the public.
- Check if a consent form or process needs to be completed as part of editorial guidelines.
- Observe physical distancing measures - ideally use fishpole/boom microphones and long focus lenses.
- Wear an appropriate facemask, disposable gloves, and take hand sanitiser with you (greater than 60% ethanol or 70% isopropanol). All equipment should be thoroughly cleaned and sanitised after any assignment, including vehicle interiors and exterior points of contact.
- Media workers should immediately go into self isolation if they develop any symptoms.

**WILL YOU BE WORKING ON ROOFS/CLIFF TOPS/MOUNTAINS/BRIDGES?**

Severity	Likelihood	Persons Affected
Minor	Unlikely	Project Team Member Talent & Guests

**MITIGATION MEASURES**

We will access either the roof or viewing platforms at all 4 locations. We will receive a safety briefing before going up.

The weather is due to be cold but no rain forecast and very low wind.

All team members will be dressed appropriately and with sturdy footwear.

**MITIGATION ADVICE**

- Research and check the history of the terrain - is it subject to sudden landslides, avalanches or rock falls?
- Avoid standing any closer than 2 metres of any unprotected drop (if possible mark the 2 metre distance so it's easy to spot) Pay attention to any loose or slippery areas and avoid them.
- Check local weather conditions in advance, including wind speed and direction as well as rainfall.
- Wear suitable clothing, including sturdy footwear - ideally with some kind of ankle support.
- Consider obtaining specialist advice, depending on the story and duration.

**WILL YOU BE WORKING AT HEIGHT ON A SCAFFOLD?**

Severity	Likelihood	Persons Affected
Moderate	Possible	Project Team Member Talent & Guests

**MITIGATION MEASURES**

Repairs are ongoing to parts of St Pauls. We may have to go out onto the scaffolding to access the eastern side to film.

The health and safety manager at St Pauls will be with us throughout and we will be given a harness and straps to wear if we do need to go out onto the scaffolding.

**MITIGATION ADVICE**

- Always check who owns the scaffolding and how long it has been there for. Consider that it may have been custom installed for the media for a particular event, or it could have been partially dismantled already and therefore not safe.
- If after talking with the owner it is made available for you to use, the following safety points should be checked:
  - Is there a safe access route (such as a secured ladder or a stair)
  - A current 'Scaff Tag' that shows when it was inspected and passed as safe (within the past 7 days)
  - A safety handrail over 1 metre high
  - Toe boards to help prevent items being kicked off
  - A gate to prevent accidental falls down the ladder
  - Points to secure your cameras or equipment to so they are not a hazard to people below
- After use, ensure that the owner will reinstate any safety barrier to prevent the general public from getting onto the scaffold (especially children).
- If you cannot establish ownership of the scaffolding it is advisable to avoid using it.
- If you are responsible for building a scaffold - use a vetted, competent and insured company. Consider the safety points detailed above and how the equipment will be taken up to the platform - lightweight via a stair or keeping hands free via a sling or backpack on a secure ladder? For heavier items of equipment will a camera hoist be required?
- If adverse weather conditions occur (such as heavy rain, winds, thaw etc) then the scaffolding must be re-inspected before use.

**WILL YOU BE WORKING WITH BATTERY POWERED ELECTRICAL EQUIPMENT?**

Severity	Likelihood	Persons Affected
Negligible	Unlikely	Project Team Member

## MITIGATION MEASURES

All equipment from the store is routinely checked to meet safety regulations. We will follow this mitigation advice.

## MITIGATION ADVICE

- Keep portable equipment in good order and Portable Appliance Tested (PAT).
  - Carry out a visual check of equipment before using it, checking for any signs of damage or wear.
  - Don't use anything in a poor state of repair or if damaged.
  - Switch equipment off when not in use.
  - Keep battery chargers clear of combustible materials.
  - Only use correctly rated batteries for each device.
  - Lithium batteries are a fire risk and are not allowed in the baggage holds of planes - lithium ion and lithium metal batteries must be transported in carry-on baggage only and kept with the passenger in the aircraft cabin
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