

Rural Media Charity

Coronavirus (COVID-19) - Risk Assessment Guidance for Staff, Freelancers and Visitors

14 December 2021

1. In accordance with government guidance Working Safely During COVID-19, and in accordance with Rural Media's Health & Safety Policy, Rural Media's Senior Management Team (SMT) has conducted a COVID-19 Return to Work Risk Assessment and shared the results with the people who work for and with Rural Media.
2. The following procedures have been adopted to allow staff to safely attend Packers House. These procedures have been drafted following consultation with all members of staff.
3. The SMT continues to encourage staff to work from home where it is safe and practical to do so. Access to the office remains restricted to use for an 'operational need' meaning creative production work and for face to face meetings where there is a strong case for conducting such a meeting in person rather than remotely. If you wish to attend the office, please contact Richard Deane or Ewa Olearczyk to discuss the requirement and to book a space. The number of staff working in the office at any one time is no longer restricted to 5 but Richard and Ewa will monitor office usage to ensure that the sum of all attendances does not put undue strain on the available space and resources, hence the need to keep Richard and Ewa informed of planned office visits.
4. Before travelling to the office, everyone is requested to take a lateral flow test.
5. If a member of staff develops any of the symptoms of COVID-19 they are required to inform their line manager and to immediately go home / stay at home. The day will be classed as a 'Working from Home' day if the staff member is well enough to work, or a sick day if not.
6. The automatic doors to the main entrance cannot be set to open on a movement sensor so please use your elbow to press the 'open' button.
7. The offices will be professionally cleaned each week but everyone is requested to do their own washing up and to keep their workspace, the kitchen, toilets and communal areas clean and tidy.

8. Hand sanitiser and anti-bacterial wipes will be available at each work station and throughout the office and their use by staff is encouraged. Face masks and gloves will also be available for those who wish to use them. Paper towel dispensers, which will be freshly stocked each morning, will be available in each toilet and in the kitchen area.
9. Everyone is required to pay particular attention to their personal hygiene. Good practice is to:
 - Use soap and water or a hand sanitiser when you: get home or into work, use the toilet, blow your nose, sneeze or cough, eat or handle food
 - Wash your hands for at least 20 seconds.
 - Minimising the touching of shared surfaces (e.g. door-handles, keyboards, table-tops, etc.)
 - Not touching the face as much as possible and use face masks if you feel comfortable to.
10. Desks will be positioned so that all staff can maintain a minimum 2m social distance whilst working. It is up to staff to maintain a minimum 2m distance when moving around the office.
11. Rural Media has provided each person with a headset and microphone so that meetings can be conducted by Zoom. Even if staff are in the office a Zoom meeting will be encouraged rather than using a physical meeting room.
12. The kitchen area has been identified as a higher than normal risk of cross-contamination. Therefore, hand sanitiser is to be used before touching work surfaces, drawer handles, kettle, fridge, taps, crockery or cutlery. Only one person is permitted in the kitchen area at any one time.
13. Staff are only permitted to make drinks for themselves and to always use their own mug. Everyone is responsible for promptly washing up their own crockery and for keeping the kitchen area clean and tidy.
14. These procedures will be reviewed and updated as government guidance changes in order to adapt to the practicalities of their implementation.
15. Please remember that Health & Safety is everybody's responsibility and that if you have any concerns you must raise them immediately with your line manager or any member of the SMT.