



The Farm Group's COVID-19

Health & Safety Practice

Version 4

Contents

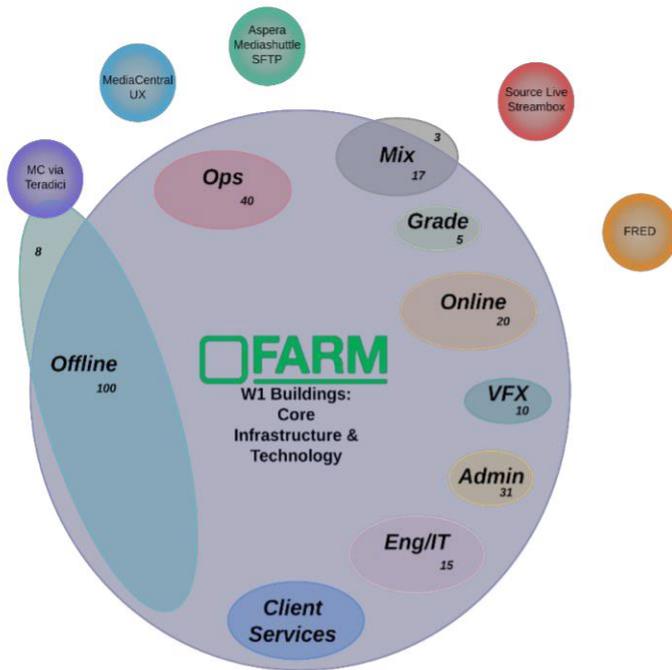
Introduction.....	2
1. Social Distancing	4
1.1 Working Bubbles	5
1.2 ‘Light-touch’ Client Service	5
2. Personal Hygiene and Well-being.....	6
2.1 Mental Health	6
3. PPE.....	6
Protective Masks.....	6
Disposable gloves.....	7
Hand Sanitisers	7
Anti-Bac Wipes.....	7
Training	7
4. Cleaning Practices	7
5. Symptom Management & Contact Tracing	8
6. Travelling to Work.....	9
7. Asset Handling	9
8. Compliance	9

Introduction

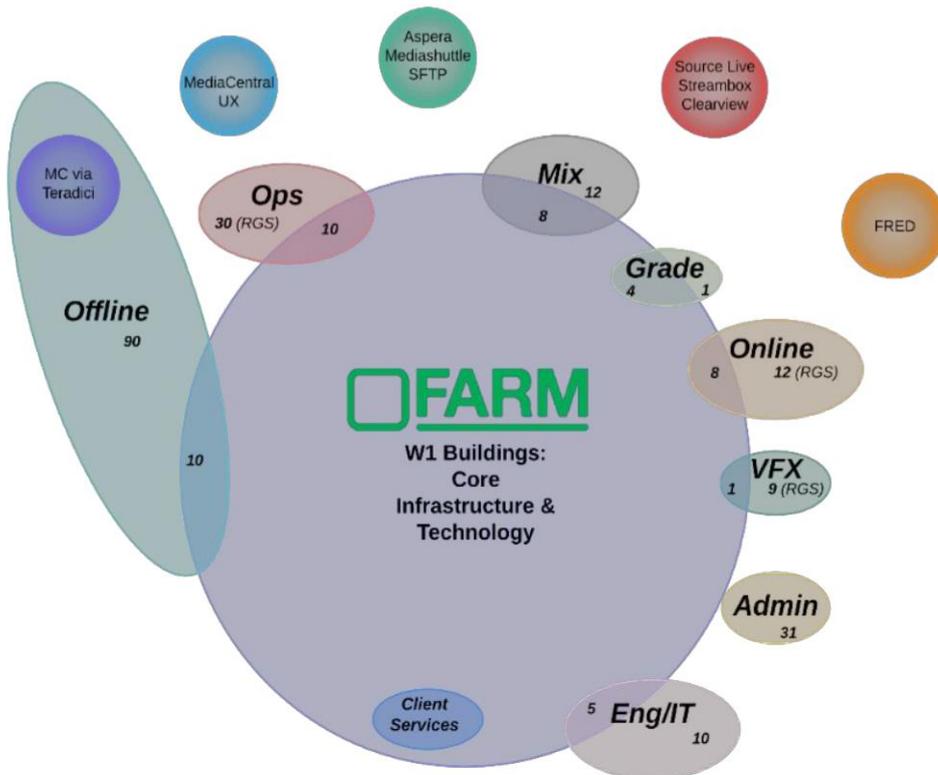
The Farm Group’s priority is to protect its staff and clients, and to prevent the spread of the virus. The Farm Group will continue to put the health, safety and wellbeing of its staff and clients at the forefront of all operational decisions.

The Farm Group’s COVID-19 Health & Safety policy is reviewed regularly by Senior Management and the Health & Safety team, and updated whenever any changes in operational procedures occur, whenever Government guidance changes, or whenever risk assessments dictate it.

Pre Pandemic - Resources across London buildings



During Pandemic - Redeployed Resources



1. Social Distancing

The Farm Group has taken measures to allow people working from the facility to socially distance themselves during work: These measures include:

- Designated work areas for all staff
- Removal of “hot desking”
- Designated seating plans for all staff & client areas
- Working ‘Bubbles’ designated to staff & clients
- An attendance list to prevent unpermitted access to the site.
- Permission to attend by Senior Management only.
- Social distancing tape placed in communal areas (production area, breakouts, support areas etc.)
- In/out-shelves and drop-off areas have been set up to avoid hand to hand interaction
- ‘1 in 1 out’ rule has been applied to certain communal areas (bike shed, lifts, etc.)
- Toilets have been separated into ‘client’ & ‘staff’ to avoid risk of cross contamination
- Receptionists who have to share desk space with security personnel due to 24-hour access are allocated personal mouse and keyboard
- Perspex shields have been erected around reception areas, office areas and production desk space
- Couriers are requested to wait outside 2 metres away from main entrance when awaiting despatches.
- Creatives within the facility are assigned their own suite
- Client viewings to take place in a separate suite to the creatives where possible
- One-way system in support areas to maintain social distancing
- Suppliers are encouraged to attend site ‘out-of-hours’
- Wherever possible procurement team will order larger quantities of supplies to reduce frequency of deliveries

The Farm Group will continue to support clients working in a remote environment. All facility attendees are signed off by senior management.

Unless absolutely necessary, all client viewings should take place in a separate room to the creative. If a client is required to attend a minimum distance of 2 metres should be maintained between client and creative, and face masks **MUST** be worn by clients. The Farm Group will determine a maximum number of attendees permitted to each suite which will be communicated to production team. The room should be aired and cleaned immediately after the viewing.

Kitchen areas are closed to clients. Runners are not given floats, and cannot accept cash from clients. Runners will not access suites being used by clients/staff.

When support staff need to access a suite, they must wear full PPE, and creatives/clients must vacate.

All personnel are asked to follow the governments social distancing guidelines - <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>.

1.1 Working Bubbles

The buildings have been separated into “working bubbles”.

All staff are able to move between “bubbles” if it is required but they should store and prepare food, and go to the bathrooms in their allocated bubbles. They should be advised to avoid unnecessary interaction with those from different “working bubbles”.

Clients must stay within their allocated bubble area, which can be provided to them prior to their arrival on day one.

Working Bubbles:

The Farm

Bubble 1 – LG & G

Bubble 2 – 1st floor

Bubble 3 – 2nd & 3rd floor

Bubble 4 – 4th & 5th floor

Uncle

Bubble 1 – Basement, Ground, 1st floor

Bubble 2 – 2nd & 3rd floor

William

N/A but splits of staff and clients have been made.

Production must limit the number of clients in a “breakout space” to the numbers allocated in The Farm Group’s seating plans for each area. The only time this can be mitigated is if the clients have booked the entire floor or the suites surrounding the “breakout area” effectively exercising a working bubble. This will allow the production to have more individuals working in the breakout spaces.

1.2 ‘Light-touch’ Client Service

The Farm Group will employ a light-touch hospitality service from September 1st:

- All foods must be left in the bags they were delivered in and not handled by the runner.

- The runner will use gloves and a face covering when they are preparing food and drinks.
- Food is delivered & cleared using trolleys to maintain social distancing rules.
- Trolleys to be wiped down and sanitised after breakfast and lunch service.
- All utensils, plates and cutlery must be washed on high temperature long wash, and must be boiled in washing up liquid and hot water prior to going in dishwasher.

2. Personal Hygiene and Well-being

The Farm Group will encourage all individuals in the facilities to adhere to the below personal hygiene measures. These include:

- Hand washing frequently using soap and water for 20 seconds.
- Verbal only greetings
- Employees and staff are not permitted to order personal items to the facilities
- Only essential personal items should be brought to the workplace
- All newspapers and magazines have been removed from reception and communal areas, along with fruit bowls & water jugs
- Biometric readers have been taped off with personal fob only access implemented across the group
- All air conditioning units across The Farm Group have been set to fresh air mode meaning no air is recycled.

High risk staff will be supported to work from home where possible even though from August 1st the government have ended their shielding programme. If high risk staff need to attend the facility the Health & Safety Officer must be informed by the individuals line manager, and a personal risk assessment must be carried out.

2.1 Mental Health

Employees are encouraged to speak with their line managers if they are struggling as well as using the Film & TV Charity number for support – 0800 054 0000.

3. PPE

Protective Masks

The Farm Group have made the use of masks mandatory when staff and clients are away from their desks. Protective masks should:

- Cover both nose and mouth
- Not be allowed to dangle around the neck after or between each use
- Not be touched once put on
- Be changed when they become moist or damaged

- Be worn once and then discarded
- Hand hygiene must be performed after disposal

Disposable gloves

- Disposable gloves must be worn when in contact with another individual, preparing food/drinks and handling of assets/equipment
- Disposable gloves are subject to single use and must be disposed of immediately after completion of a procedure or task, and after any personal contact, followed by hand hygiene. Double gloving is not necessary

Hand Sanitisers

- Foot operated hand sanitizer dispensers will be available in every reception area.
- Individual sanitizers will also be made available to use in every communal area and will be frequently cleaned.

Anti-Bac Wipes

- Anti-Bacterial wipes are supplied in suites, receptions & communal areas throughout the facilities.

Runners to don full PPE when in the kitchens, as well as when walking around the buildings.

Training

- Training has been given to all staff who need to use PPE

4. Cleaning Practices

When clients are attending “deep cleans” are carried out in the working areas before and after attendance. Deep cleans are carried out by Power Cleaning Services and include:

- Sanitising of all desk tops and legs
- Sanitising of all sills and ledges
- Sanitising of all paint work
- Sanitising of all hand rails and bannisters
- Sanitising of all doors and door furniture
- Sanitising of all chair arms and bases
- Pulling out all sofas and cushions and vacuuming thoroughly
- Washing of all bins and thorough disinfecting
- Sanitising of all cupboard doors
- Sanitising of all filing cabinets and radiators
- Sanitising of all push button panels in lifts
- Sanitising of all other exposed areas

- Sanitising of all telephones and computer equipment

The Farm Group on top of the daily cleaning provided by Power Cleaning has one staff member per day in each building with the following instructions:

- Spray/wipe down all door handles every hour
- Spray/wipe down all sanitiser dispensers every hour
- Spray/wipe down all lift buttons every hour
- Spray/wipe down all communal areas and coffee machines every hour
- Ensure hand sanitisers are always full
- Ensure toilets are cleaned and stocked with soap every hour
- Dispose of PPE in designated bins

The Farm Group have implemented the following cleaning regime for VO booths:

- Every artist to bring their own headphones
- Pop shields are changed frequently and disinfected in between sessions
- All surfaces are disinfected in between sessions
- VO artist must Wear gloves
- No shared iPads
- Scripts are either printed or people can bring their own tablet/script
- No shared pens and pencils
- Every booth must be fully aired for at least ten minutes in between sessions

Suites which aren't booked out on ScheduALL are to be locked and only opened by facilities team. This is to stop deep cleans of suites being missed by facilities team.

5. Symptom Management & Contact Tracing

The Farm Group has a staff and client sickness register for COVID-19 reporting.

- Anyone with symptoms must follow the Government guidelines on self-isolation and aren't allowed to attend any site

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The Farm Group will take temperature readings of all staff, clients and suppliers entering the premises. A reading of 37.8 or higher will be considered as a fever and therefore a symptom of the virus.

Individuals are required to take their own temperature on arrival. Full instruction on how to do so will be provided at reception.

Anyone with suspected COVID-19 in the facilities will be sent to an isolation room if they can't leave immediately. Transport will then be arranged for them to get home. All areas visited or potentially visited by the individual will then be deep cleaned.

Where an individual tests positive, any and all employees or clients who could have come into contact with said individual would be notified and asked to follow self-isolation guidelines (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>).

All visitors to The Farm Group's facility will be required to fill in a self-declaration health form.

6. Travelling to Work

The Farm Group encourages cycling and walking if possible. Bicycle storage facilities are located at each facility with a strict 1 in 1 out system in place.

Where it is not detrimental to the operation or productivity, line managers will be open to flexible start and finish times so that employees can avoid "peak-times" on trains, tubes and buses, where staff cannot get to work by any other means.

Where possible, line managers will stagger the start of the shift patterns to avoid too many staff in a working area.

7. Asset Handling

Librarians will use gloves when handling all assets; including but not limited to: collection or delivery of assets to and from reception; wiping of assets; and collection assets from edit supports/suites/clients.

Receptionists are required by The Farm Group to use gloves when handling any items, post, assets, and deliveries.

Assets shouldn't be passed directly from one person to another. In and out shelves have been supplied in technical areas and receptions.

All external post should be left in the drop box.

8. Compliance

The Farm Group encourages staff to report any non-compliance to the President (Seamus MacCormaic) and the Health & Safety officer (Craig Davies).

All instances of failure to comply with The Farm Groups social distancing and hygiene measures will be referred to The Farm Groups Senior Management. Multiple non-compliance may result in disciplinary action or access to The Farm Group's being prohibited.

The President and H&S Officer will store all reports of non-compliance in accordance with GDPR guidelines and will be deleted within twelve months.

All suppliers are required to wear face coverings, gloves and necessary PPE whilst accessing the facilities.

The Farm Group will regularly remind employees and clients of their responsibilities to ensure that The Farm Group operates in the safest possible environment.

The Farm Group will update staff with any changes to the health & safety measures outlined in this document occur.

Staff returning to work will be given a 'Back to Work COVID-19 Induction' which will outline all the new procedures & regulations that have been put in place by the President and Health & Safety officer.

Seamus MacCormaic (President) & Craig Davies (Healthy & Safety Officer) will conduct reviews on this document whenever the government updates their approach or where there are changes to operations at The Farm Groups facilities.

Health & Safety Practice Version 4.1	Carried out	Authorised by
Date: 12.08.2020	Craig Davies (Facilities Manager)	Seamus MacCormaic (President)
Signature	<i>Craig Davies</i>	<i>Seamus MacCormaic</i>