

ARRI RENTAL UK – GUIDELINES ON INFECTION PREVENTION AND CONTROL (IPC) RISK ASSESSMENT

The objective of this document is to provide guidance on Infection Prevention and Control in the context of COVID-19 to prevent the virus from entering the facility, spreading within and outside into the community. We are monitoring the situation closely and will periodically update company guidance based on current recommendations from Public Health England and the World Health Organisation.

This document is intended to identify best business practice for dealing with the risk associated to COVID-19. It does not supersede any Government guidelines or advice. All other health & safety regulations and safety standards and protocols still apply. Due to the nature of the pandemic, its spread and global migration patterns, the control measures are there to protect are infinite and should be treated as such. This guidance is in place to protect employees, contractors within ARRI, their families, clients using equipment and in turn members of the public and an exponential number of possibilities after this.

This document has been supported by MSS Safety Ltd. A very open and thorough review of all activities has taken place which has resulted in the development of this very comprehensive risk assessment.

Other organisations accessing our location for the purpose of equipment testing are requested to submit a risk assessment relevant to the risks of the activities they are carrying out. Test rooms and equipment will be provided clean and sanitised and crew using these rooms will operate under the risk assessment of their employer.

CONTENTS

Key Leaders Identified.....	3
Key Recommendations.....	4
Impact Conclusions.....	8
General Considerations – Risk Assessment.....	9
Equipment Handling – Risk Assessment.....	17
Equipment Disinfection Process.....	21
Transportation – Risk Assessment.....	23
Visitors.....	25
Employee Personal Protection and Responsibilities.....	26
Useful Links.....	27
Guideline and Instruction Reference.....	28

KEY LEADERS IDENTIFIED

Employee Name	Title / Role	Responsible Department
Dana Harrison	Director of Operations	UK Operations – ALL and non-department staff
Russell Allen	Director of Business Development	UK Operations – ALL and non-department staff
MSS Safety	On-site Medic	UK Operations – ALL and non-department staff
Pennie Holdaway	Facilities Manager	Facilities - ALL
Rob Waters	Camera Operations Manager	Camera Department
Dean Amor	Grip Department Manager	Grip Department
Luke Rand	Senior Business Contact & Warehouse Supervisor	Lighting Department
Agnieszka Fraszczak	Administration / Shipping Supervisor	Administration
Rose Johnson	Camstore Manager	Camstore
Matt Bounsall	Head of Client Contacts	Rental Department
Phil Mitchinson	Engineering Supervisor	Engineer Department
Pete Godfrey	Transport Manager	Transport Department
Claire Juchau	Receptionist	Reception
Tracy Bowler	Receptionist	Reception

KEY RECOMMENDATIONS

TRAVEL TO/FROM PLACE OF WORK

- All employees, when possible, should travel by private transport. Alternative means of transport, such as cycling and walking, to be encouraged. Public transport should be avoided, if possible. If it is unavoidable, social distancing and hygiene measures should always apply. Ensure that proper hand washing / hand sanitising measures are followed before entering the building. The company will endeavour to allow for flexibility to travel during non-peak hours to avoid crowded environments.

HEALTH AND WELL-BEING

- All staff and visitors will be required to complete a health questionnaire before entering the building. (See 'Health Declarations' below)
- A wellness check will take place by a trained on-site medic.
- Any employee showing symptoms should stay home. The current company sick pay policy is in place and must be adhered to. Symptoms of COVID-19 are described as a high temperature and a new, continuous cough, loss of taste and/or smell. A normal temperature is defined as (below 37.8 ° Celsius/ 100.04° Fahrenheit).
- All staff and visitors will be provided with a wrist band to be worn at all times. This will signify that they have completed the wellness check and are authorised to be inside the facility.
- The company commits to providing support pertaining to mental well-being through our employee resource programs to help reduce anxiety or other concerns about coming back to work.

HEALTH DECLARATIONS

- A written declaration will be obtained from all employees and visitors before returning to work or accessing the facility stating the following:
 - That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous seven (7) days.
 - That they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms with the previous 14 days.
 - That they are not 'shielding' (as described by the NHS) or have any underlying health conditions which might make them vulnerable to coronavirus.
 - That they will declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus.
- Anyone developing symptoms while at work will be sent home immediately.
- Upon returning to the facility, a new health questionnaire and health declaration will be completed.

KEY RECOMMENDATIONS

DISTANCING

- All employees must follow current social distancing guidelines set out by the government.
- A one-way system has been implemented with visual guides throughout all areas of the business.
- All employees must remain within their dedicated department and should avoid unnecessary movement around the facility (building to building or department to department).
- Workflow to be arranged in such a way as to minimise any cross-department contact.
- Communal work areas (kitchen, reception etc.) should only be used for basic needs and socialising should be avoided.
- Limit restroom use to one person at a time.
- For all employees that can work from home, should continue to do so. Video conferencing technology should be the favoured tool in communication.
- Sneeze Guards have been installed in all open workspaces, reception, camera and engineering benches and crew support.

HYGIENE / PPE

- Hand sanitiser, gloves and masks are always to be made available.
- Masks to be worn at all times where social distancing is not possible.
- Masks deteriorate over a relatively short time and therefore need to be renewed regularly and disposed of properly in the clinical waste bins provided by the company.
- After removing any PPE, the wearer must wash their hands thoroughly with hand soap or sanitiser.
- All employees should always practice good hygiene practices based on current government guidelines.
- Hand washing facilities should be provided wherever possible with soap and paper hand towels. Where hand washing facilities are not immediately available, sanitising gel dispensers will be provided by the business.

CLEANING

- Communal areas to be regularly cleaned and disinfected by a dedicated cleaning team.
- Care, consideration and suitable time to be taken to ensure that any equipment used has been properly disinfected prior to use.
- Disinfection stations set up around the workspace so that hand sanitiser, cleaning spray, wipes and paper hand towels are available and within easy reach.
- Shared workstations should be cleaned and disinfected between users.

KEY RECOMMENDATIONS

VENTILATION

- Ventilation of spaces should be considered for each department. All areas should be kept well ventilated and as far as possible the length of time spent in any workspace should be limited and employees should take regular breaks for fresh air. Special considerations need to be taken for departments that do not have windows that can be opened. (i.e., HEPA Filter Air Purifiers for these areas)
- All air conditioning units are to be shut down and not used **for any reason** until air conditioning specialists have ensured the filtration system poses no risk.
- Desk fan use at any time is **strictly prohibited**.

INFORMATION SHARING - EMPLOYEE

- Distribution of this risk assessment to each employee is required. Acknowledgment that it is read and understood is required and to be provided to Human Resources via the company document centre located on the Employee Benefits & Communication Platform.
- This will include expectations, personal responsibilities and Health Declaration to be brought with them to the facility and provided to on-site medic at time of arrival.
- A wellness check is to take place by the on-site trained medic before entry into facility is allowed.
- Daily department reviews are to take place. Stock of PPE (gloves, masks, hand sanitiser) should be taken daily. Needs to be communicated to management to fulfil requirements.
- Department meetings should take place at the start of each day and/or shift changes. Reminding all staff of their personal protection, personal responsibilities and to share any other information necessary.
- Signs will be provided and placed around the building to remind all employees of current guidelines (hand washing, social distancing etc.). This will encourage employees to stop, think, act and go slower than normal to ensure the right outcome is safely reached.
- Site safety inductions will be carried out by Key Leaders for all employees returning to work to explain new systems in place.

KEY RECOMMENDATIONS

INFORMATION SHARING – PRODUCTION AND CREW

- Distribution of risk assessment to be provided to each production.
- Risk assessment to be sent to crew before access to site. This will include expectations, personal responsibilities and Health Declaration to be brought with them to the facility and provided to on-site medic at time of arrival.
- A wellness check is to take place by on-site medic before entry into facility is allowed.
- Risk Assessment to be provided by production to ARRI Rental before any crew or visitor are permitted into facility.
- Signs will be provided and placed around the building to remind all employees of current guidelines (hand washing, social distancing etc.). This will encourage employees to stop, think, act and go slower than normal to ensure the right outcome is safely reached.
- Site safety inductions will be carried out by Key Leaders for all employees returning to work to explain new systems in place.

PROMPT IDENTIFICATION AND ISOLATION

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, customers and visitors in the workplace.
- Temperature of all staff and visitor to be taken twice a day by on-site medic. If any person has a fever or other symptoms, they should leave the premises immediately avoiding public transport wherever possible. Government guidelines regarding self-isolation should be followed.
- If leaving the premises immediately is not possible for any reason, move the potentially infectious person to a location away from employees, customers and other visitors. Designated quarantine areas will be communicated.
- Take steps to limit spread of the respiratory secretions of a person. Provide a face mask and ask the person to wear it.
- Restrict the number of personnel entering isolation areas.
- Designated quarantined areas and employee workspace should be disinfected once the area is clear.
- All the above will apply to spouse or partners related to potentially infectious individual regardless of symptoms.
- The company must confirm the Health Declaration and eligibility of the employees before returning to work.

IMPACT CONCLUSIONS

- While many of the measures listed here are rooted in good business discipline and best practices, and should be readily adapted by our employees, we need to remain mindful of the significant pressure placed on not only the physical workload demands, but more importantly the mental demands. This will require that all Key Leaders, Senior Management and the HR Department are available to discuss employee concerns and allow for open and transparent conversations. The business has a duty of care to all its employees and will be able to provide the necessary resources to support them both physically and mentally.
- Many of these measures could have an impact on space and time, which in turn can have a financial impact.
- The business will likely have to sacrifice production efficiencies in order to keep processes safe and our people working safely.
- All daily processes that already exist could be slowed down by considerations of limiting cross-departmental working, disinfection of equipment, employees remote working and not immediately available etc.
- Some additional costs will be unavoidable, but with careful and considered planning and flexibility, it may be possible to mitigate these additional costs to the business.

TRANSMISSION RISK – LIKELIHOOD AND SEVERITY

- People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which is spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. (WHO- 09/03/2020)
- The likelihood of catching COVID-19, where no control measures are in place, is high.
- The severity of catching COVID-19 varies from person-to-person but, at worst, can cause death. Severity must therefore be considered very high.
- This document deals with measures to reduce transmission with the goal of the residual risk after measures are in place to be identified as low. It does not consider the potential impact on the individual employee should they contract an infection.
- Hazard is defined as something that has the potential to cause harm.
- Initial risk is defined as the likelihood that a hazard will cause harm to what severity. Low, Medium or High.
- Residual risk is defined based on the control measures that are in place to reduce the severity of the initial risk.

GENERAL MEASURES

GENERAL MEASURES			Control Measures for spread of COVID-19	
Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Person to Person Transmission Entry of Virus into building	High	Entrance Management <ol style="list-style-type: none"> 1. A single point of entry (reception) into the building will be determined. A Medic/ Healthcare monitor will be based at this entry point. 2. Hand sanitiser will be placed outside entrance. All employees and visitors are required to use before entry. 3. Health Declaration must be completed by all staff and visitor entering the building. This has been developed in accordance the Human Resources Department. 4. A wellness check (temperature and review of Health Declaration) will be performed by on-site Medic/ Healthcare monitor before entering the building and all entering will be given tissue to keep in their pocket in case they need to sneeze or blow nose. 5. The use of loading bay, or side entrance will not be available to any person except couriers and delivery professionals who will not be allowed access to the building. Visible signage will be placed at these areas. 6. Gloves and masks will be available for any person who requests them and for use of specific tasks. 7. A one-way system will be implemented in all areas of operation to be used at all times except during a fire alarm. 8. This common area (reception and Medic/ Healthcare monitor station) should be disinfected every 2 hours. This should include, but is not limited to door handles, door entry buttons, bannisters, reception work surface etc. 9. Entrance door will be kept open and monitored by on-site Medic. If closed, the individual will remain at Healthcare monitor station until the wellness check can be completed. 10. A small windsock will be placed outside the entrance to the location for queuing employees and visitors to see direction of wind and avoid queuing in line with wind direction. The Medic will continuously assess this and move queueing cones as appropriate. 	Director of Operations Reception On-site Medical Team	Low

GENERAL MEASURES			Control Measures for spread of COVID-19	
Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Person to Person Transmission Health Declarations	High	<p>A written declaration will be obtained from all employees and visitors stating:</p> <ol style="list-style-type: none"> 1. That they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days. 2. That they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days. 3. That they have not tested positive for COVID-19 in the previous 14 days. 4. That they are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus. 5. That they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. 6. Anyone developing symptoms while at work should be sent home and told to seek advice from the NHS, with return to work support offered by the Human Resources Department. <p>This information has been taken from UK govt guidance on the .gov website and will be regularly checked.</p>	<p>HR Department</p> <p>On-site Medical Team</p> <p>Director of Operations Reception</p>	Low
Person to Person Transmission Testing	High	<p>It is unlikely that any clinical testing of employees will be available, however the business will consider checking the temperature of all employees and visitors twice a day.</p> <ol style="list-style-type: none"> 1. This will be done by a suitably trained Medic wearing appropriate PPE if required under their risk assessment. A Perspex screen will be between the Medic and the person being tested. 2. The trained Medic will provide a suitable risk assessment and clear sequence of work must be produced by the Medic. 3. Test results should be recorded and anyone with a raised temperature (above 37.8° Celsius/ 100.04° Fahrenheit) should be sent home and not allowed inside the building. This temperature measurement is in line with NHS guidance and as per the British Film Commission best practice. 	On-site Medical Team	Low

GENERAL MEASURES			Control Measures for spread of COVID-19	
Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Person to Person Transmission Physical Separation	High	<p>Wherever possible physical separation of at least 2m should be maintained. Work should be planned to maintain this distance as the norm. If necessary, the hierarchy of control should be followed:</p> <ol style="list-style-type: none"> 1. Eliminate – Does the activity really need to be done? Can the activity be revised or adjusted to reach the same result? 2. Reduce – Minimise the number of people involved for the shortest period of time. 3. Isolate – Keep groups of people who must work within 2m together as teams and separate others if possible. 4. Control – Consider and enhance authorisation process for these activities and provide additional supervision 5. PPE – Use PPE (masks and gloves) and properly dispose of the used equipment and then immediately wash hands if in confined areas where separation cannot be maintained. 	<p>Department HOD</p> <p>Director of Operations</p>	Low
Person to Person Transmission Hygiene	High	<ol style="list-style-type: none"> 1. Hand washing facilities should be provided wherever possible with soap and paper hand towels. 2. Where hand washing facilities are not immediately available sanitising gel dispensers should be provided. 3. Employees should wash or sanitise their hands regularly and immediately after using kitchen or toilet facilities or after handling equipment or objects that may carry the virus. 4. Employees should wash or sanitise their hands after the removal and disposal of any PPE. 5. Signs displaying proper hand washing techniques will be in place at all hand washing facilities and hand sanitizing stations. 6. All employees are required to complete the online training for Infection Prevention and Control. 	<p>Department HOD</p> <p>Director of Operations</p> <p>HR Department</p>	Low

GENERAL MEASURES	Control Measures for spread of COVID-19
------------------	---

Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Person showing Symptoms of Covid-19 in the workplace spreading the virus.	High	<ol style="list-style-type: none"> 1. All employees and visitors must complete a Health Declaration prior to entering the building declaring that they are free from symptoms, that they have not knowingly come into contact with anyone showing symptoms of COVID-19 in the previous 14 days, and that they should not be self-isolating for any other reason laid out in government guidelines. 2. Regular health checks, including temperature checks, to be undertaken on all employees and visitors (at least twice per day). 3. Prompt identification and isolation of potentially infectious individual to happen immediately. 4. To limit the spread, the employee or visitor should be provided with a mask to put on immediately. 5. If the employee or visitor cannot leave the building immediately, they should be moved to a designated quarantine area. 6. Restrict the number of individuals entering the designated quarantine area. 7. The quarantine area, staff workspace or area used by visitor should be cleaned and disinfected once the area is clear. 	HR Department Director of Operations Site Medical Team	Low

GENERAL MEASURES	Control Measures for spread of COVID-19
------------------	---

Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Suspected transmission from symptomatic person to other members of staff.	High	<ol style="list-style-type: none"> 1. In the case that a single department member develops symptoms, the department should be isolated from other departments. Further evaluation should be made as to whether any other employee should be sent home. Consideration must be given to safe working practices and measures which the department has applied before a decision is reached. 2. The member of staff should be asked what areas they have worked in that day, and if they have had close contact with any other employee or visitor in the building. 3. Before resuming any activity, the department equipment, workstations etc. should be disinfected so as not to expose any individual to an elevated risk. 4. All waste including masks, gloves, aprons, disposable hand drying towels will be disposed of by double bagging all waste bags and disposing of by the cleaner following a 72-hour period as per guidance on the .gov website dated 17th April 2020. Dedicated areas will be set aside for this waste disposal. 5. All waste from medical procedures or from anyone symptomatic will be disposed of as clinical waste overseen by the Medic as per guidance on the .gov website dated 17th April 2020. 6. In instances where members of staff or visitors witness non-compliance and examples of poor infection control standards they will be encouraged to feedback to their Head of Department or confidentially to the Director of Operations or the Human Resources Department. 	Department HOD Site Medical Team HR Department	Low

Note: Any employee showing symptoms, or having been asked to leave the business, should be required to go home without prejudice and treated with kindness by the business. He/ She shall be allowed to return to the work immediately following any isolation period and all Company Sick Pay Guidelines will be followed. **Steps above will apply to partner or spouse of same household of potentially infected person**

GENERAL MEASURES	Control Measures for spread of COVID-19
------------------	---

Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Person-to-person transmission from a-symptomatic carrier	High	<ol style="list-style-type: none"> 1. Limit general interactions between departments. 2. Any essential interaction between people should follow safe distancing guidelines as set out by the government. 3. Non-essential interactions should not take place at any time and is prohibited. 4. Access routes within the building will be kept clear and a one-way system will be implemented where possible. 5. Frequently wash hands carefully after the use of kitchen, toilet or when coming back into the building. 6. 'Sneeze guards' have been installed in all open office space, reception, camera and engineer work benches and Crew Support Department. 7. Use disinfecting wipes for individual staff areas. Computer keyboard, mouse, telephone, chair etc. 8. Personal tableware is recommended. Please place all used utensils in the dishwasher after use. 9. Hand sanitiser available to each department and receptacles will be placed on the walls around the building and in each department. 10. Hand washing facilities will always be available. 11. All air conditioning units are to be shut down and <u>not used for any reason</u> until air conditioning specialists have ensured the filtration system poses no risk. 12. The use of desk fans at any time is <u>strictly prohibited</u>. 13. Windows and doors should remain open wherever possible. 14. If windows are not accessible, separate ventilation should be considered and provided. (i.e., HEPA Filter Air Purifiers) 15. Remote working, virtual meetings and staggered shifts should always be considered to keep the number of people in the building at a minimum as well as having desks between technicians not used. 	Department HOD Director of Operations HR Department	Low

GENERAL MEASURES	Control Measures for spread of COVID-19
------------------	---

Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Transmission from contact with general surfaces	High	<ol style="list-style-type: none"> 1. Stair and door handles, door release buttons, chairs, sinks, toilets and other public surface should be wiped and disinfected multiple times throughout the business day. 2. All equipment such as photocopy machines, keyboards, mouse, phones etc. should be wiped and disinfected with anti-bacterial wipes or other cleaning methods multiple times throughout the business day. 3. Sinks, hand soap and hand sanitisers must always be sufficiently equipped and accessible for all employees. 4. Manufacturer instruction for use of all cleaning and disinfection products should be followed (e.g., concentration, application method and contact time, PPE). 5. Public spaces such as corridors, meeting rooms, kitchen areas and restrooms should be wiped down and mopped multiple times throughout the business day. 6. Toilet cubicles will have sanitising facilities available and are encouraged to be utilised. 7. Equipment is only to be handled by designated department employees responsible for that equipment to avoid any potential cross-contamination. Other department employees, unless authorised and supervised by Department HOD should avoid touching the equipment. If unavoidable, HODs will provide gloves, disinfectants to any temporary help for the department. 8. Employees should not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their responsibility or enter a red/ dirty area without wearing PPE and assessing risks of others close by. 	<p>Director of Operations</p> <p>Facilities Manager</p> <p>Administration Supervisor</p> <p>On-site Medical Team</p>	Low

EQUIPMENT HANDLING

Camera, Grip and Lighting

EQUIPMENT HANDLING			Control Measures for spread of COVID-19	
Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
<p>Transmission from contact with equipment</p> <p>From other Hire Companies or Productions upon arrival, where all equipment will be classed as 'dirty' and in red areas until decontamination when it is then 'clean' and enters green areas.</p>	High	<ol style="list-style-type: none"> Disinfecting equipment coming into building from other hire company or Production. <ol style="list-style-type: none"> Hire companies and production should take care to ensure that any equipment is fully disinfected before turning it over to the care of the company, however as part of ARRI's 2 part safety control all equipment entering is deemed as 'dirty' and will be cleaned by ARRI internally as a secondary measure. On arrival, all equipment should be unloaded into the designated department red area. All employees should wear gloves, aprons, protective eyewear and masks when handling incoming equipment, specifically those who handle hard surfaces (equipment cases etc.) and it is a requirement that all equipment, <u>where possible</u>, is to be held in a 72-hour quarantine before it is handled enabling the virus risk to be minimised. This time window is taken from the WHO Q&A guidance dated 17th April 2020. Equipment that is required for a fast turnaround may be decontaminated in a shorter timescale when the PPE and red/ green area safe systems of work will be adopted as the control measure. Regardless of quarantine time allowed, disinfecting of all equipment cases must be completed first. This includes all handles and latches. Gloves must always be worn. Already existing shipping, receiving and test best business practices should always be completed with gloves on. <p><i>*Bespoke process of disinfection to be documented and provided to all employees* - see Page 21 for reference</i></p>	<p>Department HOD</p> <p>All employees</p> <p>Hire Companies</p> <p>Production and Crew</p>	Low

EQUIPMENT HANDLING			Control Measures for spread of COVID-19	
Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
<p>Transmission from contact with equipment (continued)</p> <p>Off the shelf (in-house)</p>	Low	<ol style="list-style-type: none"> 1. A quarantine of 'off the shelf' is not required as the assumption is that this has already taken place. The process of disinfecting the equipment <u>does not change and will take place before equipment leaves the building.</u> 2. All employees should wear gloves when handling equipment, specifically those who handle hard surfaces (equipment cases etc.). 3. Disinfecting of all equipment cases must be completed first. This includes all handles and latches wearing full PPE as per red area requirements. 4. Already existing shipping, receiving and test best business practices should always be completed with gloves on, wherever possible. 5. For larger equipment cleaning, a steam pressure washer will be used to clean surfaces at temperatures over that of the 56° required to remove any viral risks. <p><i>*Bespoke process of disinfection to be documented and provided to all employees* - see page 21 for reference</i></p>	<p>Department HOD</p> <p>All employees</p>	Low
<p>Transmission from contact with equipment</p> <p>Cross Contamination</p>	High	<ol style="list-style-type: none"> 1. Equipment is only to be handled by designated department employees responsible for that equipment to avoid any potential cross-contamination. Other department employees, unless authorised and supervised by Department HOD should avoid touching the equipment. If unavoidable, HODs will provide gloves, disinfectants to any temporary help for the department. 2. Any equipment storage boxes with #ARRIsafe seal intact will be classed as clean and stored away with just an exterior clean carried out on outside of box. 3. All equipment prepared for test room will remain closed with #ARRIsafe seal in place. 4. Designated equipment exchange area will be in place for placement of equipment from test rooms for proper disinfection before returning to rental inventory. 5. No crew owned equipment will be handled by employees at any time. All personal owned equipment must be removed from the facility at the end of the testing period. No storage will be allowed. 6. All test rooms will be cleaned and disinfected after testing is completed and crew have left the premises. 	<p>Department HOD</p> <p>All employees</p>	Low

EQUIPMENT HANDLING			Control Measures for spread of COVID-19	
Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Transmission from contact with equipment (cont.) Unnecessary contact with equipment	High	<ol style="list-style-type: none"> Employees should not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their responsibility or enter a red/ dirty area without wearing PPE and assessing risks of others close by. All items designated for a test room will be sanitised and scanned onto order following normal prep procedures. Once turned over to the care of the customer, the employee will not have contact with the equipment unless the proper exchange procedure is followed. All crew will be responsible for loading their designated equipment into the mode of transportation with no support from employees. Employees should avoid entry into any test room unless there is a technical issue that can only be resolved by their direct involvement. If social distancing cannot be avoided, proper PPE should be in place. 	All employees	Low
Transmission from contact with equipment Contaminated water entering water course	High	<ol style="list-style-type: none"> Larger soiled equipment will be cleaned outside over drainage channel where water may enter the water course safely. Bio-guard cleaning solution will be used in a high risk mix 1:15 ratio. Bio-guard is environmentally friendly, biodegradable, nontoxic and non-accumulative in the eco-system ensuring any water possibly leaving the cleaning areas won't create an environmental hazard. 	All employees	Low

EQUIPMENT DISINFECTION PROCESS FOR **CAMERA, GRIP AND LIGHTING**

All processes for cleaning in red zones to be carried out by ARRI employees only in PPE consisting of gloves, safety glasses, apron and surgical masks in designated red areas. PPE to be replaced at regular intervals and disposed of correctly in designated clinical waste bins, as there is no way to audit what the equipment has come in to contact with while on location or out of building. All equipment coming into the facility to be considered contaminated and will stay in red/ dirty zones until decontaminated when it can then enter clean/ green areas.

Camera, Lenses, Grip (Heads, Legs etc.) and Lighting (B2B):

1. On arrival of delivery vehicles, driver to stay in cab and reverse to designated red zone.
2. ARRI UK employees in PPE consisting of gloves, safety glasses, apron and surgical mask will remove equipment from vehicle and place on pallet in designated red zone/ dirty areas for 72-hour quarantine (if possible) noting date and time of arrival.
3. Disinfecting will begin with the outside of cases (including handles and latches) and will be cleaned properly with provided disinfectant solution and atomizer provided. This will be a two-step process. Once outside of cases has been disinfected with solution and wiped down, the dry steamer will be used for all latches and handles.
4. Equipment contents will be removed and placed on clean designated magliner. All equipment to be scanned and received into the system at this time. Once receiving is complete, equipment will be taken to allocated service bench red zone. No one is to touch equipment whilst travelling through green areas to red areas and it will not be left unattended.
5. Case to remain in red zone to have interior foam surfaces dry steamed cleaned and left quarantined in red zone.
6. All equipment hard surfaces will be wiped clean using medical approved disinfectant and service will be carried out by department employees as per current procedures.
7. The disinfection of the eyepiece of a camera or any equipment that has a mechanism for viewing must be carried out before normal prep procedures take place.
8. Once equipment cleaning and servicing has been carried out, storage boxes to return to allocated service bench red zone. Cleaned equipment to be placed back inside of storage boxes wearing fresh clinical gloves and disposable surgical mask.
9. Storage box to be closed and ARRI paper audit seal to be dated, signed and placed over upper and lower joining parts of the case.
10. Case can now return to storage area.

Other Grip (Track, Dolly and Cranes etc.)

1. On arrival of delivery vehicles, driver to stay in cab and reverse to designated red zone.
2. ARRI UK employees in PPE consisting of gloves, safety glasses, apron and surgical mask will remove equipment from vehicle and place on pallet in designated red zone / dirty areas for 72-hour quarantine (if possible) noting date and time of arrival.
3. Any soiled equipment to be cleaned with a pressure washer with inducted foam supply in designated exterior area over drainage channels.
4. All touch points on track, dolly and cranes to be cleaned properly with provided disinfectant solution and atomizer. This will be a two-step process. Once touch points have been disinfected and wiped down, a dry steamer will be used for further cleaning.
5. Any materials or fluid absorbing surfaces (Dolly seats) to have soiled surfaces wiped clean and then steam cleaned allowing steam to penetrate material.
6. Once decontaminated, equipment can leave red areas for storage in green areas.

TRANSPORTATION

TRANSPORTATION			Control Measures for spread of COVID-19	
Hazard Means of Transmission	Initial Risk	Control Measure	Supervised by	Residual Risk
Person to Person Transmission Company Vehicles	High	<ol style="list-style-type: none"> Only one person in vehicle at any time. Each driver will have an allocated vehicle. Disposable seat covers (or waterproof and wipeable seat covers installed) will be provided. At the start and end of each shift, the vehicle steering wheel, dashboard, handles, seats etc. should be wiped down with disinfectant and paper hand towels, regardless if they were the last person to use the vehicle. Seat belts to be steam cleaned at regular intervals. PPE or 'Care Kit' (masks, gloves, safety glasses, seat covers) should be available in all vehicles and safely disposed in provided clinical waste bins after each use. Driver is responsible for re-stocking and alerting their Department HOD when that is necessary. A risk assessment will be requested from any agencies supplying drivers and non-ARRI staff to complete Health Declaration and wellness check before commencing duties. (Crane Techs & Agency Drivers) 	Department HOD All drivers	Low
Person to Person Transmission Delivery and Collection	High	<ol style="list-style-type: none"> Social distancing practices should remain in place when delivery or collection at a specified location is required. Gloves and masks should be used at each delivery and collection <u>without exception</u>. When taking a booking, employees responsible to ask client if there is any specific unloading procedures or routes to access location. All delivery and collections will be scheduled in advance in order to maintain a safe environment. All incoming equipment to be placed in designated red zone. The outlined equipment handling procedures to be followed once placed. No personal kit of any kind will be accepted by our drivers. It will be refused. No outside personnel will be allowed into building to use restroom facilities unless a Health Declaration is completed and a wellness check has taken place. Outside facilities to be considered. 	All drivers Production or Hire Company	Low
Transmission from contact with equipment Cross Contamination	High	<ol style="list-style-type: none"> Equipment is only to be handled by designated department employees responsible for that equipment to avoid any potential cross-contamination. Employees should not touch, move, lean against, pick up or otherwise disturb any piece of equipment which is not directly under their responsibility. 	Department HOD All drivers	Low

VISITORS & CREW

ARRI Rental - COVID-19 Golden Rules

#ARRIsafe

1. On arrival, our on-site Medic will take your temperature and then you are required to complete and sign a Health Declaration provided by ARRI Rental UK before entering the facility. The thermometers are regularly calibrated and if your temperature is over 37.8° Celsius/ 100.04 ° Fahrenheit then you will not be allowed access to our buildings. Please note your temperature will be taken twice a day.
2. You are required to provide your own PPE protection whilst in the building, which will need to be reviewed by the on-site Medic on arrival.
3. Testing hours will be strictly adhered to. This allows us to control the number of people on site and prepare for the following day.
4. There is a one-way system in place, please follow the arrows. It is important you adhere to the system as it is designed to reduce close contact with others. Please always observe social distancing guidelines of 2 metres. Floor markings will be in place. When leaving a test room for any reason a mask **MUST** always be worn. Be alert, keep your head up and please pay attention.
5. All personal crew gear and equipment must be taken directly into your designated test room and remain there, not leaving the room, until the end of your testing period.
6. There will be NO storage of personal crew gear and equipment at any time in ARRI Rental UK.
7. Please use the hand washing facilities and sanitising gel dispensers available throughout the building.
8. Dedicated Red Zones are located throughout the ground floor and are clearly marked by red tape. These zones are to be entered by ARRI Rental Employees **ONLY**. These are designated areas for the decontamination of equipment. Do **NOT** enter these areas.
9. Inevitably, there will be some areas where social distancing cannot be maintained, for example the toilet facilities. We ask that the utmost care is taken when approaching these areas, knocking before entering and using common sense to navigate around people. All hand dryers have been disabled to reduce any airborne spread of germs.
10. Due to the risks of fluid spread when using an aerosol, any use of compressed air cans within the building is restricted to your designated test room and used with great caution and at your own risk.
11. During these unprecedented times, movement between departments will be restricted. Staff will be in place to support you during your testing process.
12. We have shared and communicated our risk assessment with the intention of creating a safe place for everyone. However, if you have concerns about an ARRI Rental Employee or any visitor not adhering to these important procedures, you must contact Dana Harrison – Director of Operation immediately on 07788 394000.

#ARRIsafe will work, if we all work at being safe

Employee Personal Protection and Responsibilities

- On arrival, our on-site Medic will take your temperature and then you are required to complete and sign a Health Declaration provided before returning to work. The thermometers are regularly calibrated and if your temperature is over 37.8° Celsius/ 100.04° Fahrenheit then you will not be allowed access to our buildings. Please note your temperature will be taken twice a day.
- All employees should use personal protection equipment (PPE) as instructed. Wearing masks is mandatory in situations where social distancing cannot be maintained. Employees that have frequent contact with others are required to wear a mask and these will be provided by the business. Training will be provided on how to properly use a mask.
- There is a one-way system in place, just follow the arrows. It is important you adhere to the system as it is designed to reduce close contact with others and please continue to observe social distancing guidelines of 2 metres at all time. When leaving your designated department for any reason a mask **MUST** always be worn. Be alert, keep your head up and please pay attention.
- When leaving your designated department for any reason a mask **MUST** always be worn.
- All employees should wear gloves when handling incoming equipment, specifically those who handle hard surfaces (equipment cases etc.).
- All employees are responsible for safely disposing masks and gloves in the provided and labelled clinical waste receptacles.
- Wash your hands frequently and carefully after the use of kitchen, toilet or when coming back into the building.
- Dedicated Red Zones are located throughout the ground floor and are clearly marked by red tape. These zones are only accessible to employees that have been designated as responsible for the disinfection of equipment. Do **NOT** enter these areas.
- Inevitably, there will be some areas where social distancing cannot be maintained, for example the toilet facilities. We ask that the utmost care is taken when approaching these areas, knocking before entering and using common sense to navigate around people. All hand dryers have been disabled to reduce any airborne spread of germs.
- Use disinfecting wipes for individual staff areas. This should include, but is not limited to your computer keyboard, mouse, telephone, chair etc.
- Reduce the number of face-to-face meetings, wherever possible. Give priority to video conferences.
- Personal tableware and cups are recommended. Place all used utensils in the dishwasher after use. Do not leave it for someone else to clean up after you.
- Staff using canteen should use social distancing rules and remain no less than 2 metres away from each other.
- Desk fans are strictly **prohibited**.
- In instances where members of staff or visitors witness non-compliance and examples of poor infection control standards they will be encouraged to feedback to their Head of Department or confidentially to the Director of Operations or the Human Resources Department.

Useful Links

Well-being:

<https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>

Information for the public / Government detail

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

Information for the public / NHS detail

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

On-site Medical Support (UK) – MSS Safety Solutions Ltd

<http://www.stuntsafety.tv/Home>

World Health Organisation

<https://www.who.int>

Employee Health Declaration



COVID-19 EMPLOYEE HEALTH DECLARATION

ARRI UK – COVID-19 EMPLOYEE HEALTH DECLARATION

The safety of our employees and their families remain ARRI UK's overriding priority. As the Coronavirus (COVID-19) outbreak continues to evolve and spreads globally, ARRI UK are monitoring the situation closely and will periodically update company guidance based on current recommendations from Public Health England and the World Health Organisation.

ARRI UK have a duty to safeguard the health and well-being of all our employees. We have an obligation to provide a safe working environment under the Health and Safety at Work Act 1974. To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in our buildings. Thank you for your cooperation.

We would also like to seek your consent to provide temperature checks on site at the start of your workday and during your working day. The data will only be gathered for the purpose of deciding if an employee should remain on site and in our buildings.

Employee Name:	ARRI Company:
----------------	---------------

Self-Declaration by Employee	
1	Have you experienced any cold or flu-like symptoms in the last 7 days (to include fever, cough, sore throat, respiratory illness, difficult breathing, loss of taste and smell)? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact (as far as you are aware) with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Do you fall under the government definition of 'shielded' or have any underlying health conditions which might make you particularly vulnerable to Coronavirus? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Do you agree to declare immediately any onset symptoms or contact with anyone who has symptoms of Coronavirus? Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is 'yes' to questions 1 & 2, you will unfortunately not be able to enter the ARRI Buildings and should self-isolate according to the Government guidance.

Visitor Health Declaration



COVID-19 VISITOR HEALTH DECLARATION

ARRI UK – COVID-19 VISITOR HEALTH DECLARATION

The safety of our employees, supplier partners, customers, families and visitors remain ARRI UK's overriding priority. As the Coronavirus (COVID-19) outbreak continues to evolve and spreads globally, ARRI UK are monitoring the situation closely and will periodically update company guidance based on current recommendations from Public Health England and the World Health Organisation. Only business critical visitors are permitted at any ARRI UK facility at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in our buildings. Thank you for your cooperation.

We would like to seek your consent to provide temperature checks on site before access to the building is provided. The data will only be gathered for the purpose of deciding if an individual should be on site and in our buildings.

Visitor Name:	Phone Number: (mobile)
Visitor Company/Organisation:	Name of Project or ARRI Employee Visiting:

Self-Declaration by Visitor	
1	Have you experienced any cold or flu-like symptoms in the last 7 days (to include fever, cough, sore throat, respiratory illness, difficult breathing, loss of taste and smell)? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact (as far as you are aware) with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Do you fall under the government definition of 'shielded' or have any underlying health conditions which might make you particularly vulnerable to Coronavirus? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Do you agree to declare immediately any onset of symptoms or contact with anyone who has symptoms of Coronavirus? Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is 'yes' to questions 1 & 2, you will unfortunately not be able to enter the ARRI Buildings and should self-isolate according to the Government guidance.

ARRI Rental UK material list and examples

Disposable 3-Ply Surgical Face Masks



Disposable Surgical Gloves



Safety Glasses



Disposable Polythene Aprons



ARRI Rental UK material list and examples

Alcohol-Free Disinfectant

**British & European standards and environmentally safe*



Disposable disinfectant wipes



How to Wash Your Hands

The Importance of Hygiene

In certain types of business, hygiene is a legal requirement, such as where food is handled. For other workplaces it is still essential.

Essential reasons:

- Washing hands prevents the spread of germs which lead to diseases such as flu, stomach bugs and even potentially fatal diseases such as MRSA.
- Contamination on the hands can get onto food, cigarettes, etc.
- Contamination can also be passed onto others such as children.

Employers must provide hand-washing facilities that are well stocked and suitably sized.

Hand-washing facilities must be provided in toilet areas and close to food preparation areas. The facilities must include a basin with hot and cold water, liquid soap and paper towels with a waste bin.



Do's and Don'ts

Do:

- ✓ Use a hand cream or lotion, especially if you have to wash your hands regularly.
- ✓ Let your hands dry before putting on gloves.

Wash hands before:

- ✓ Treating cuts.
- ✓ Handling food.
- ✓ Visiting places with sick people or small children.

Wash your hands after:

- ✓ Using the toilet.
- ✓ You have touched a contaminant e.g. rubbish.
- ✓ You blow your nose or sneeze, even if you use a tissue.

Don't:

- ✗ Turn the tap off with clean hands.
- ✗ Use excessively hot water to rinse your hands.

Hand Wash Procedure

1 Wet your hands with water. 	2 Apply enough handwash/soap to cover your hands. 	3 Rub hands palm to palm. 	4 Rub right palm over the back of your left hand and vice versa.
5 Palm to palm with fingers interlaced. 	6 Backs of fingers to opposing palms with fingers interlocked. 	7 Rotational rubbing of left thumb clasped in right palm and vice versa. 	8 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.
9 Rinse your hands with water. 	10 Dry your hands thoroughly with a single use towel. 	11 Use the towel to turn off the tap. 	12 Your hands are now safe!

7 Steps of Handwashing with Hand Sanitizer

Step 1

Squeeze a small amount of sanitiser gel/soap over left palm and dip all fingers of right hand into left palm, and vice versa



Step 2

Palm to palm



Step 3

Right palm over left dorsum and left palm over right dorsum



Step 4

Palm to palm, fingers interlaced



Step 5

Backs of fingers to opposing palms with fingers interlocked



Step 6

Rotational rubbing of right thumb clasped in left palm and vice versa



Step 7

Rotational rubbing of right wrist and vice versa. Rinse and dry thoroughly.







DISINFECTANT CLEANING SOLUTION

A scientifically proven, independently tested, medical grade disinfectant and cleaning solution that is truly effective across the whole spectrum of professional healthcare environments.

The range includes a ready-to-use liquid and spray, and a concentrated formula, each with the following benefits:

- Independently tested to the highest British and European standards (EN1276, AFNOR, EN14476, EN12504, EN13727).
- Product is non-hazardous and non-toxic and has been MEA tested to ensure it is safe to use.
- Protects against 99.9% of bacteria, viruses, and spores tested.
- Alcohol free and pH neutral, so gentle on skin.
- Effective in under 30 seconds and long lasting residual efficacy.
- Suitable for use on virtually all surfaces, including fabric, without damaging or degrading them.
- Highly economical – Remains effective at high dilution rates, reducing the amount of product required.
- Dual Action – Combined cleaning and disinfecting action eliminates the need for separate products and cleaning procedures.
- Environmentally friendly – Proven by independent audits to be non-toxic, biodegradable and non-accumulative in the ecosystem. No special procedures are required for product disposal or in case of spillage.

Suitable for use on:

- Work surfaces, floors and walls.
- Fabric and furnishings.
- Equipment and utensils.
- Whole-room decontaminations.



Hygiene on the go

10ml pen spray and 50ml spray are designed to clean and disinfect hands as well as surfaces whilst on the go.



BIO10MLB



BIORTU050



BRTS



BR005

Product option	Product code	Pack size
Ready to Use		
25 Litres	BR025	1
5 Litres	BR005	4
1 Litre	BR001	12
500ml Trigger Spray	BRTS	12
50ml Spray	BIORTU050	336
10ml Pen Spray	BIO10MLB	250
Concentrate*		
25 Litres	BC025	1
5 Litres	BC005	4
1 Litre	BC001	12

*Product dilutions - 1:35 high risk, 1:40 medium risk, 1:100 low risk



HOW TO WEAR A MASK

1



Wear it with the **coloured side facing out**/white side facing in

2



Ensure it covers the nose & mouth **fully**

3



Tie/loop the straps around your head or over the ear

4



Use two fingers to **press the concealed metal wire down** to fit the shape of the nose



Health & Safety support to ARRI Rental UK during the COVID19 pandemic

28th May 2020

Andy Harriss *Grad. IOSH*

MSS Safety

Summary:

I am a Production H&S advisor with an NVQ4 in occupational safety and health, a graduate of IOSH and am supporting many of the current working groups for the media industry returning to work. I also have many years military, nuclear safety and emergency services experience as well as being a Care Quality Commission registered manager for front line Ambulance provision during the recent pandemic so have an on-going understanding of the safety and healthcare requirements relevant to COVID19.

I have been supporting Dana Harrison, ARRI Rental UK's Director of Operations over the last month in establishing new ways of working safely for the industry returning to work. Being engaged early on in this process has proved essential in us both learning of the hazards together and advising in how control measures in the risk assessment can be implemented at ARRI Rental UK's base.

Through a very open and thorough review of the activities that are carried out across the location a comprehensive risk assessment has been developed as the overall framework document to enable ARRI Rental UK to move forward in the months ahead, in a way where the safety and health of those accessing the location is a priority. It is essential to note that the risk levels posed by this constantly evolving new hazard that COVID19 has created is constantly changing and the processes created are by no means proven. However, I am confident that there is an effective risk management plan in place at this stage to protect ARRI Rental UK, its employees and their visitors.

Throughout my time supporting ARRI Rental UK all adequate measures to minimise risk have been instigated extremely cost effectively with the safety and health of those involved paramount over any financial limitations. This is very impressive to see at a time where the world's businesses are all encountering financial problems and is proof of the high standards of moral, ethical and legal responsibilities ARRI Rental UK operate under.

The organisation should be extremely proud of the dynamic changes and high standards being introduced.