

Post Lockdown – Reoccupation RA Review

Company name: SIDE UK

Assessment carried out by: S. Forry | M. Glancy

Date of this review: 21st July 2021

Date for next review: 16th August 2021

Risk	Is there any change to how the risk is already controlled?	AP	Who owns the AP?	When will the AP be closed?	Done
Staff levels onsite	No	Further review of all essential roles based onsite resulted in reduced numbers. SIDE reduced to one engineer per studio when in operation, one manager and one FOH.	All LOB Heads	21 st Jul 21	SF
LL and BM	No	Face coverings to be worn in common areas of all buildings. Sanitizer widely available in common areas. Appropriate signage with prompts installed.	SF	21 st Jul 21	SF
Social distancing	No	Since the last review, no reports received of any non-compliance. 2m social distance remains in place across all locations. Temperature readings continue at point of entry for all. Face masks to be worn at all times continues, except when seated at desk, eating/drinking, performing in booth, working alone in control room.	SF	21 st Jul 21	SF
Fire and first aid safety	No	All LOB's Heads are aware of the information to be cascaded regarding onsite safety/incidents.	SF	21 st Jul 21	SF
Housekeeping	No – essential role	Intense cleaning of touch points is being maintained at every location, despite the changes in England from 19/7/21. HEPA filters installed in A/C units of all recording studios at Tileyard location. These will be	SF	21 st Jul 21	SF

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		maintained biannually. HVAC contractor will be onsite three times per year for contractual maintenance.			
PPE	No	High level of stock (face masks/gloves/sanitiser/hand soap) available at each location for employees/visitors. These stock numbers are monitored frequently.	SF	21 st Jul 21	SF
Online resources	No	All online resources remain the same as per initial RA.	SF	21 st Jul 21	SF
Visual reminders onsite	No	Installations all reviewed as correct and some may not be aligned with with local Government guidance as we maintaining all original safety measures, despite some restrictions lifting.	SF	21 st Jul 21	SF
RA review	No	Monthly reviews scheduled. And any additional as per local government announcements/exceptional dates.	SF/MG/MM	Ongoing	SF
Vendor control	No	Essential vendors authorised access at each location, this is mainly restricted to housekeeping.	SF	21 st Jul 21	SF
Contractor control	No	Essential contractors authorised to provide mandatory maintenance i.e., fire fighting kit, security systems etc. All of whom will continue to comply with the PTW/SIDE safety measures.	SF	21 st Jul 21	SF
Unauthorised/unannounced control	No	Each location has someone onsite from local WE/FOH/Support team to manage unauthorised or unannounced visitors.	SF	21 st Jul 21	SF