

WORKING SAFELY DURING THE CORONAVIRUS (COVID-19) OUTBREAK **COSTUME DEPARTMENT RISK ASSESSMENT (SUPPLEMENTAL)**

TRANSMISSION RISK – LIKELIHOOD AND SEVERITY

Sars-CoV-2 is the virus and Covid-19 is the disease that develops once the virus is caught. According to current evidence, Sars-CoV-2 virus is primarily transmitted between people through respiratory droplets. These small droplets from the nose or mouth are spread when a person with Covid-19 coughs or exhales, and are of a weight that they will fall to the ground at around 1 metre (thus the 2 metre distancing rule) and land on objects and surfaces around the person. Other people then catch the virus by touching these objects or surfaces, and then touching their eyes, nose or mouth. People can also catch the virus if they breathe in droplets from a person with Covid-19 who coughs out or exhales droplets¹.

Current UK Government guidance suggests that the droplets can remain on surfaces for some time, depending on the type of material². We have also summarised an article from The Lancet about the retention of the virus on various surfaces which can be found on the Bectu Costume website.

Therefore, the main methods of preventing the spread of infection are distancing, thorough hand hygiene and extensive cleaning measures.

The likelihood of catching Sars-CoV-2 (Coronavirus) and developing Covid-19, where no control measures are in place, is very high. As a department we are at medium to high risk of exposure to the virus due to our close work with others. The severity of catching Covid-19 varies from person-to-person but, at worst, can cause death. Severity must therefore be considered very high. Therefore we need to be very stringent following the rules.

Current guidelines state that to return safely to work your production must do the following -

- Produce a Risk Assessment, completed by a competent person, in consultation with unions and workers. It should be regularly reviewed and updated.
- Provide Covid-19 Safer Working Induction training - to be undertaken by all crew prior to work commencing. The ScreenSkills training is available [here](#).
- Explore any concern raised by workers about attending the production.

To whom should I report my concerns if I have any?

Make sure you know the incident reporting procedure - there should be a feedback 'loop' in the guidance you receive from production.

- Firstly, talk to your HOD's (designer/supervisor) about any concerns.

¹ <https://www.who.int/news-room/commentaries/detail/modes-of-transmission-of-virus-causing-covid-19-implications-for-ipc-precaution-recommendations>

² <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/transmission-characteristics-and-principles-of-infection-prevention-and-control>

- Secondly, there should be a **Covid-19 supervisor and H&S rep** appointed to the production, as per the BECTU and BFC guidelines, to whom you can raise concerns.
- Thirdly, BECTU can offer support and guidance should you find yourself in an unsatisfactory position- <https://bectu.org.uk/coronavirus-support/>
- Additionally, you can contact the Health & Safety Executive - HSE COVID-19 enquiries, Telephone: 0300 790 6787 (Mon to Fri, 8:30am to 8pm) & HSE online; <https://www.hse.gov.uk/contact/concerns.htm> (includes an online reporting facility).

HoD's are to shoulder responsibility for their departments but ultimately the Producer and/or Line Producer remain responsible, and have a duty of care, for the health and safety of the crew.

Always follow the latest guidance from UK Government³, the Health & Safety Executive (HSE)⁴, NHS⁵ and Public Health agencies⁶.

The Government advice is continually evolving so make yourself aware of developments. Where the term 'Reasonably Practicable' is used in any Government or organisational guides, this legally interprets to mean that a risk assessment has to be undertaken.

“CLOSE CONTACT SERVICES” advice from the UK Government is available [here](#).

Risk Assessment

With particular regard to Covid-19 the hierarchy of control, when determining risk, looks something like this -

- Eliminate** Does the activity really need to be done? Are there other ways of achieving the same thing – e.g. remote working or rearranging the task to ensure a safe distance of at least 2m is maintained between people.
- Reduce** Where the task is essential and it's impossible to maintain a 2m distance, then minimise the number of people involved at any one time, for the shortest period of time (less than 15 mins ideally). Where possible, people in close proximity should work side by side or back to back rather than facing each other.
- Isolate** Keep groups of crew who have to work within 2m together as teams and separate from others if possible (cohorts/bubbles).
- Control** Consider an enhanced authorisation process (including these tasks in your Risk Assessment) for these activities and provide additional supervision. Ensure rigorous adherence to hand washing protocols.
- PPE** Use PPE (masks and gloves) as a last resort and immediately dispose of used equipment, maintaining hand washing procedures.

³ <https://www.gov.uk/coronavirus>

⁴ https://www.hse.gov.uk/coronavirus/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner

⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

⁶ <https://www.gov.uk/government/organisations/public-health-england>; <https://publichealthscotland.scot>; <https://phw.nhs.wales>; <https://www.publichealth.hscni.net>

**SUPPLEMENTAL COSTUME DEPARTMENT RISK ASSESSMENT
WORKING SAFELY DURING THE CORONAVIRUS (COVID-19) OUTBREAK**

	HAZARD (what might cause danger or injury?)	RISK (what will be the potential effect of the hazard? To whom? How?)	PRE Control Risk Rating (PxS)	CONTROL MEASURES	POST Control Risk Rating (PxS)	FURTHER ACTION & CONTROLS
Setting up the department - PRACTICALITIES	Contraction of Covid-19	All department crew	15	<p>Allow for distancing and hygiene protocols -</p> <p>DISTANCING -</p> <ul style="list-style-type: none"> • Ensure work spaces are clearly delineated and people are segregated to maintain distancing. • Utilise one way systems where possible. • Employ regular reinforcement messaging - using visual reminders and daily briefings. • Go digital where possible - reduce amount of paper in use and use 'Zoom' or equivalent for meetings <p>HYGIENE -</p> <ul style="list-style-type: none"> • Extensive hand washing facilities should be provided - soap, water and paper towels. • Hand sanitiser should be provided where hand washing facilities are unavailable. • Keep surfaces as clear as possible for ease of cleaning and put in place enough easily accessible, appropriate cleaning equipment for use throughout the day, particularly in shared areas and at entrances/exits. • Wipe down equipment within workspaces, at the beginning and end of a shift/work session, or if space/equipment is passed between users. • Ensure that cleaning chemicals do not introduce a safety hazard. <p>Establish a dedicated arrivals/departures room/area for quarantining costume.</p>	8	

Setting up the Department - HOLISTIC	Long working hours leading to tiredness and increased risk of accidents.	All department crew	16	<ul style="list-style-type: none"> • Additional precautions could lead to increased prep time for many departments, particularly those who traditionally work prep and wrap periods outside the normal shooting day. Due care must be exercised by productions to ensure that basic health and safety around working hours is not compromised due to additional caution around Covid-19. • No crew members' working day should be made longer by the additional measures needed to be implemented. 	9	
Crewing	Contraction of Covid-19	All department crew	15	<ul style="list-style-type: none"> • Employ local crew. • Consider creating two teams; one for set, one at unit base for the duration of working day – reducing movement between set and base. • Wherever possible departments should be organised into 'cohorts' and kept separate to minimise the knock-on isolation impact of one member developing symptoms. • Overall, crewing should be carefully considered to reduce the need for daily crew, so as to keep units as self-contained as possible. 	8	
Procuring costume	Contraction of Covid-19	All department crew	15	<ul style="list-style-type: none"> • Minimise use of cash floats - additional credit card facilities required with higher credit limits. • Returns policies are unknown at this time which will potentially mean higher spend. • Avoid large Malls/Shopping centres/markets where possible. • Isolate buyers – deliver into dedicated quarantine area and stay off-set/out of department as much as possible. • Buyers should not be pressured into sourcing in unsafe environments. • Consider dedicated costume vehicle to enable collections/deliveries and support buyer(s) by limiting travel time and time spent in busy public places. • Minimise costume crew who shop and/or pull rentals to restrict travel and exposure to public areas. 	8	

Procuring costume cont.			15	<ul style="list-style-type: none"> • Have a dedicated returns team for crowd rentals and shop returns if possible. • Allow for longer rental periods for quarantine period on arrival and before returning to supplier. • Isolated space required for quarantine (could be ozone/UV chamber or steam room/hot box) for all items/costumes arriving and/or leaving the department (could be dedicated trucks or portacabins). 	8	
Handling costume	Contraction of Covid-19	All department crew	15	<ul style="list-style-type: none"> • All Cast/Crowd costumes kept in individual garment covers. • All costume AND accessories to be cleaned/ disinfected after use. • Consider your use of PPE when handling costumes. 	8	
Washing & Laundering costume	Contraction of Covid-19	All department crew	10	<ul style="list-style-type: none"> • After wear/use of costume items, regularly and thoroughly launder/clean and then place in cloth or plastic garment covers. • Any garment/item fitted on/worn by Cast or Crowd member should be quarantined/cleaned/ laundered before re-use on another person. • Refer to the Bectu Costume Cleaning Brochure for guidance on suitable cleaning procedures. • If budget allows - consider the use of ozone. • In Studio set-up, provide additional separate laundry area and suitable equipment. • On location consider a laundry truck or additional costume truck for laundry only. • If budget allows, consider separate laundry team at studio or at department base. 	5	
Working with CAST	Contraction of Covid-19	All department crew and cast	20	<ul style="list-style-type: none"> • Allow sufficient prep for Costume Designer with Director/Producers to obtain pre-approvals whenever possible. • Access to cast for fitting minimum 7 days before shoot day to allow for any required quarantine, alterations and break down/cleaning. • Careful scheduling of cast fittings/camera tests to avoid congestion and overcrowding in the department. 	8	

Working with CAST cont.			20	<ul style="list-style-type: none"> • Only essential costume crew and cast present at fittings: designer/assistant/maker as required. • Fitting room should be thoroughly cleaned before and after any fittings. Hand-washing facilities and/or hand gel in the room or close by. • Final approvals by photo/video conference call. • Where possible, cast should receive their costume in trailer/room and dress without assistance. • All Cast own clothing kept in individual garment covers. • Ideally one on-set costumer per principal actor to reduce cross-contact and speed up process. Try to maintain continuity with costumers working closely with cast. • Regarding cast checks - only step in if necessary (this should be regular practise anyway). • Consider action to be taken with own clothing if cast member is found to have the virus during the working day. • Ensure adequate PPE is worn BY ALL (including cast members) and replaced frequently when working in close proximity. If you have a problem with compliance, keep your own PPE on and use the feedback loop to report. 	8	
Working with SA's	Contraction of Covid-19	All crew and supporting cast	20	<ul style="list-style-type: none"> • Allow spacious dressing/holding areas to enable social distancing while dressing/undressing. • Minimise number of SAs/Crew in dressing area. • SA's to dress themselves whenever possible. • All crowd own clothing kept in individual garment covers. • Encourage and enable remote checks/set supervision; Q Take/Crew Tools/Sync on Set etc. • Only set in for checks if absolutely necessary. • Consider action to be taken with own clothing if crowd member is found to have the virus during the working day. • Ensure adequate PPE is worn BY ALL (including supporting cast) and replaced frequently when working in close proximity. 	8	

Working on SET	Contraction of Covid-19	All crew	15	<ul style="list-style-type: none"> • Endeavour to minimise interaction with other departments. • When interacting with others PPE is required for both departments. • Envisage procedure for costumes given to other departments for rigging. • Plastic garment covers to be used when costume in transit. • Allow time for cleaning and disinfection when costumes handled by any other crew. • Consider quarantine if required on return to department. • Consider the use of a costume Tech vehicle (alongside Tech trucks on location) or dedicated Eazi-ups on set to reduce movement between set and base. 	8	
WORKING WITHIN 2m	Contraction of Covid-19	<p>All cast and crew of bubbles/cohorts requiring close contact –</p> <p>Carrying out tasks where working within 2 metres is necessary</p>	15	<ul style="list-style-type: none"> • Specify people essential to this higher risk activity (Costume designer/Set costumer etc.) • Identify other departments you will need to have close contact with (ie. stunts, sound etc.) • Where necessary, seek permissions/expert advice to establish this practice. • Limit close proximity working to small groups of the same workers (bubble/cohort). • Regarding cast checks - only step in if necessary (this should be regular practise anyway). • Limit time of interaction with others within 2m. • Work side by side/back to back when possible. • Maximise technology to enable some tasks to be completed - Encourage and enable remote checks/set supervision; Q Take/Crew Tools/ Sync on Set etc. requiring wi-fi at all times. • Where groups of cohorts meet social distancing must be maintained. • Maintain rigorous hand hygiene. • Ensure adequate PPE is worn and replaced frequently. • Review procedures regularly 	10	

Intimacy/Nudity	Contraction of Covid-19	Cast & On-Set crew - Performing and shooting intimate scenes are some of the highest risk activities on set. This is due to the intense proximity of actors to each other, proximity of face-to-face action and proximity of cast to crew.	20	Please refer to the “Intimacy” section of the Bectu Guidance. It includes the following requirements - <ul style="list-style-type: none"> • Modesty garments and barriers/padding will be bought or made for each actor. These will not be shared even if they are used as a second layer garment. • The Intimacy Coordinator will liaise with Costume department as to which modesty garments, adhesives and barriers are needed. • Standbys will solely be helping to dress the actors in modesty gear so contact with the actor is reduced. • Each actor will have their personal Standbys within the closed set. • Distancing and hygiene measures should apply at all times. • PPE should be worn at all times. 	10	
Use and sharing of equipment	Contraction of Covid-19	All crew	15	<ul style="list-style-type: none"> • Where possible persons should have dedicated work equipment. • Do not share phones/computers/ipads etc. • Wipe down equipment within workspaces, at the beginning and end of a shift/work session, or if space/equipment is passed between users. • Do NOT use other persons kit, including from other departments, unless essential and permission has been granted 	8	
Maintaining DISTANCING	Contraction of Covid-19	All cast and crew	15	<ul style="list-style-type: none"> • Minimise crew required to complete various tasks. • Maximise technology to enable some tasks to be completed. • Ensure work spaces are clearly delineated and people are segregated to maintain distancing. • Utilise one way systems where possible. • Workflow to be arranged in such a way as to minimise any cross-departmental contact. • Employ regular reinforcement messaging - using visual reminders and daily briefings 	5	

Ensuring good HAND HYGIENE practises	Contraction of Covid-19	All department crew	15	<ul style="list-style-type: none"> • Extensive hand washing facilities should be provided - soap, water and paper towels. • Hand sanitiser should be provided where hand washing facilities are unavailable. • Facilities should be regularly inspected and cleaned - soap, paper towels and sanitiser replenished, and used paper towels disposed of. 	5	
CLEANING - Contact with communal touch points and surfaces	Contraction of Covid-19 - From all surfaces	All crew	15	<ul style="list-style-type: none"> • Covid-19 Supervisor, in conjunction with Production, to manage dedicated cleaning team. This should be an additional resource. • Keep surfaces as clear as possible for ease of cleaning. • If possible non-contact facilities should be installed - soap dispensers, opening/closing of doors etc. • Put in place enough easily accessible, appropriate cleaning equipment for use throughout the day, particularly in shared areas and at entrances/exits. • Wipe down equipment within workspaces, at the beginning and end of a shift/work session, or if space/equipment is passed between users. • Ensure that cleaning chemicals do not introduce a safety hazard. 	8	
Using PPE	Contraction of Covid-19	All department crew	15	<p>PPE is considered to be the last line of defence in reducing the risk of transmission of Covid-19 and care should be taken to ensure PPE isn't worn for extensive periods. HSE PPE Regulations and Guidance can be found here - https://www.hse.gov.uk/pubns/ priced/l25.pdf</p> <ul style="list-style-type: none"> • Under Section 9 of the Health and Safety at Work Act, any PPE deemed necessary must be supplied by production at no cost to the individual. • Production must ensure adequate supply of PPE for the duration of the production process and, in conjunction with the Covid-19 supervisor, must establish clear protocols for provision, use of, and disposal of PPE. 	8	

<p>Using PPE</p>	<p>Contraction of Covid-19</p>	<p>All department crew</p>	<p>15</p>	<p>MASKS -</p> <ul style="list-style-type: none"> • Various face coverings and masks are available - make sure you are using one that offers an appropriate level of protection (task dependant). Not all type of masks offer protection against becoming infected, but non-ventilated masks can protect others around the wearer. Masks have a limited wearing-time and will need to be refreshed during the shooting day. • Masks are effective only when used in combination with frequent hand washing with soap and water or sanitiser (70% alcohol min.) <p>VISORS -</p> <ul style="list-style-type: none"> • Current government guidance on ‘Close proximity working’ allows the use of visors as an alternative to wearing masks. • Visors must fit the user and be worn properly. It should cover the forehead, extend below the chin, and wrap around the side of the face. • There is no requirement for the client (ie. colleague/actor) to wear any additional protection such as a mask or face covering, when the practitioner (ie. you) is wearing a visor. There is no benefit to either the client or the practitioner of wearing additional PPE to that which they would usually use, beyond the clear visor mentioned above. • Re-useable visors to be thoroughly cleaned after use and not shared between workers. <p>GLOVES -</p> <ul style="list-style-type: none"> • On average you touch your face about 20 times an hour. If you touch your face with a gloved hand you could still transmit the virus. If wearing gloves, these should be washed, or removed and replaced, as frequently as you would wash your hands and should not be used in lieu of good hand hygiene practices. • Should be treated as hands in terms of hygiene. • Latex/vinyl gloves can be kept clean with alcohol gels, saving the wearers hands. • Wash hands before and after removing. 	<p>8</p>	
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Using PPE cont.	Contraction of Covid-19	All department crew	15	<p>GLOVES cont.</p> <ul style="list-style-type: none"> • Ensure regular breaks from wearing non-breathable gloves. • Consider rotating the use of washable (and breathable for the wearer) cotton gloves for certain tasks eg. handling clean costume. • Good barrier creams should be used to protect hands from developing exacerbating skin conditions. <p>OTHER PPE -</p> <ul style="list-style-type: none"> • Overalls/workwear may be considered where there is felt to be a risk of clothing becoming contaminated. • Re-useable PPE to be thoroughly cleaned after use and not shared between workers. • A person should be designated to ensure compliance with the PHE guidelines on the disposal of any waste PPE/RPE (including disposable cloths and tissues). Waste can be stored safely for at least 72 hours, after which it can be disposed of as general waste. Prior to that it should be treated as Hazardous Waste. • Consider the environmental impact of your choices. 	8	
CATERING & EATING AREAS	Contraction of Covid-19	All crew	15	<ul style="list-style-type: none"> • Dedicated eating areas should be established and distancing maintained. • Crockery, eating utensils, cups, water bottles etc. can/should be brought from home - the owner is responsible for cleaning and ensuring they are identifiable. You could also use disposable alternatives (correct disposal should be established) - consider the environmental impact of your choices. • Breaks should be staggered. • Enhanced cleaning should be established in eating areas. • Clear your own rubbish. • Provide hand cleaning facilities and maintain rigorous hand hygiene. 	8	

TRAVEL & TRANSPORT (including to and from work)	Contraction of Covid-19	All crew	20	<ul style="list-style-type: none"> • Use local crew whenever possible. • All persons attending place of work shall travel by private transport or make use of private hire transport, such as taxis. Unit Drivers, hired by production, are preferable to taxis. • Car sharing is acceptable for cohorts/bubbles. • Alternative means of transport eg. cycle/walk/ scooter should be encouraged. • Every effort to provide additional parking spaces for cars and bicycles should be made. • Avoid public transport (especially at peak times) if at all possible. • Consider requesting a department vehicle for use during the working day. • Unit vehicles should be regularly cleaned. • Distancing and hygiene measures should apply at all times. • Use PPE whenever necessary. 	8	
MENTAL HEALTH	The COVID-19 risk and the response has a potential Mental Health impact for those working on your production	All cast and crew	9	<ul style="list-style-type: none"> • Provide space for people to 'rest' and have down time during the working day, if required. • Ensure people are aware of access to support. • Increase overall awareness of personal challenges at home and work. • Consideration should be given to managing the overall level of fatigue in cast and crew. • One route to support is through the Film & TV Charity - https://filmtvcharity.org.uk/ 	2	
BAME colleagues and others in high risk groups (clinically vulnerable)	Contraction of Covid-19	All cast and crew - Covid-19 is a disease which is more likely to lead to severe illness in some groups of people. An appropriate way to identify those more at risk should be introduced and their participation should be discussed in the context of advice from their own health professionals and, if appropriate, any company medical advisor.	20	<ul style="list-style-type: none"> • Identify those at higher risk. • Consider how persons identified may work safely. • Maintain distancing measures whilst working. • Maintain rigorous hand hygiene. • Ensure adequate PPE is provided when necessary - consider the use of higher grade PPE and arrange face-fitting for those in this group. 	10	

Health and Wellbeing	Contraction of Covid-19	All department crew	15	<ul style="list-style-type: none"> • Health Declarations should be completed prior to starting work. • A Unit Medic must be available at all places of work with suitable health monitoring equipment. • Procedures should be in place in the event that someone develops symptoms at work. • An isolation room needs to be available should someone develop symptoms whilst at work. • Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice from the NHS. • Testing should be carried out as soon as possible to determine any Covid-19 diagnosis. • In the event that one person in a 'cohort/bubble' becomes symptomatic or has to self-isolate, the entire 'cohort/bubble' will also be required to isolate. • Test/Track/Trace, if and when available, should be utilised. • Agents/Diary Services/Agencies to assist in keeping records of when crew are/are not isolating. • Job protection and sick pay encourage swift reporting of symptoms/issues and should be discussed in prep. 	10	
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Risk Assessment Rating Table

Calculation of Risk (R)							Action Level
		Negligible (No/trivial Injury)	Slight (Injury/ First Aid)	Moderate (Serious Injury)	High (Major Injury)	Severe (Multiple Injuries/ Death)	
Probability (P)	Extremely Unlikely	1	2	3	4	5	HIGH - Immediate action - Further controls needed - Further controls required to reduce level of risk
	Unlikely	2	4	6	8	10	
	Likely	3	6	9	12	15	MEDIUM - Justify or review for each work day
	Very Likely	4	8	12	16	20	
	Inevitable	5	10	15	20	25	LOW - no further controls required but kept under review
		Severity (S)					

Assessment completed by: (Name) COSTUME DESIGNER OR SUPERVISOR	Date of Assessment:
Risk Assessment authorised by: (Name) PRODUCER (Name) LINE PRODUCER

Distribution List				Additional Distribution List	
Producer		Line Producer		Insurers	
Members of costume department		H&S/Risk Assessment File		Other HoD's	
Health & Safety					

EMERGENCY CONTACT DETAILS	
<u>Department member</u>	<u>Next of Kin and Contact Details</u>