

## 11. Journalism (production)

This category applies to the production of student media output who normally meet face to face for editing and production.

For government guidance see standard business rules at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Risk category	Detail	Control measures	Person in charge
Communication	Risk of participants misunderstanding and ignoring precautions	<i>eg providing pre-event communications in multiple ways to inform participants eg remind all participants that social distancing will be required eg signage at the location eg consider equalities impacts in advance</i>	
Test and Trace logging	Cross-infection between participants	<i>eg use location's Test and Trace logging system for visitors or keep manual record of participants and their contact details for 21 days</i>	
Detection of infection	Detecting COVID-19 cases and encouraging COVID-19 sense	<i>eg reminding participants not to ignore COVID-19 symptoms eg possible use of non-contact thermometers on entry as nudges</i>	
Air viral load	Risk of transmission through the air	<i>eg fresh air or air replacement ventilation available eg can windows/doors be opened</i>	
Proximity	High numbers in editing/production group	<i>eg consider going fully online for meetings eg full social distancing between workers eg reduce numbers present and consider mixed-mode attendance eg create one-way routes around production location eg good signage in production location</i>	
	Proximity of group in room	<i>eg limit capacity to a level which can maintain social distancing and obeys location maximum capacity rules eg masks to be worn throughout eg prearranged layout or preassigned seating plan eg remove or block out unnecessary seats eg block or cross out areas of tables to socially-distance</i>	
Surface contact	Transmission of virus via	<i>eg open doors for ingress/egress</i>	

	fomite surfaces e.g. doors/codepads	<i>eg steward any open fire doors eg use of hand sanitiser</i>	
	In-room fomite surfaces such as tables, chairs etc	<i>eg cleaning before and after table/room use eg use of gloves and masks eg use of hand sanitiser</i>	
	Fomites as infected equipment touched by multiple people	<i>eg if equipment is needed, individual items per person/household group eg use of gloves eg cleaning of equipment eg use of hand sanitiser eg careful planning of jobs to avoid cross-contamination of print equipment eg use of barriers/screens at workplace eg project edited material onto viewing screens to avoid passing round paperwork</i>	
	Risk of cross-infection via water sources in offices	<i>eg ask individuals to bring their own water bottles eg handwashing at taps</i>	
	Risk of cross-infection via toilet facilities	<i>eg allocation of specific bathrooms in the venue to your group eg communication (via signage and/or in advance online) of toilet locations and usage rules to your group eg check that cleaning equipment is available in toilets eg signage to encourage handwashing, and cleaning of sinks etc after use</i>	