

Covid-19 a Chynhyrchu i S4C – Arfer Da. Gorffennaf 2020.

Gyda bron i bedwar mis o brofiad o'r Pandemig yn y DU, a sawl sefyllfa newydd wedi dod ger bron Tîm Rheol/Covid S4C, roedd teimlad (yn dilyn sgyrsiau gyda'r sector cynhyrchu) bod gwerth rhannu arfer da ac unrhyw wersi sydd wedi eu dysgu o'r sefyllfa - gan gofio am wefan Cynhyrchu S4C Covid-19, sydd ar gael yma:

<http://www.s4c.cymru/cy/cynhyrchu/page/38190/gwybodaeth-diweddaraf-covid-19/>

Fel darlledwr rydym wedi gweithio yn agos iawn gyda'r awdurdodau megis Llywodraeth Cymru, Iechyd Cyhoeddus Cymru (ICC), chi'r sector gynhyrchu - yn uniongyrchol a drwy TAC, ac arbenigwyr Iechyd & Diogelwch. Diolch i chi am bob cydweithrediad.

Ni hefyd wedi trafod a rhannu arfer da â'r darlledwyr Prydeinig eraill, yr EBU yn ogystal â sawl ffynhonnell Covid-19 iechyd a diogelwch arall.

Mae cwmnïau wedi bod yn barod i rannu eu profiadau Covid gyda S4C er mwyn helpu'r dysgu, ble bu i aelod o'r tîm brofi yn bositif ar gyfer Covid-19. Gyda'r esiamplau hyn roedd systemau I&D/Covid yn dda ac yn gadarn gydag asesiadau risg clir a chyflawn a phrosesau clir yn ddibynnol ar ddealltwriaeth unigolion o'u dyletswyddau iechyd a diogelwch, gan gynnwys datgan eu sefyllfa iechyd personol o ran Covid-19.

Dylid nodi bod S4C a'r awdurdodau pan gododd y sefyllfaoedd hyn, wedi bod yn hapus fod y cwmnïau wedi ymateb yn gyfrifol a chlir.

Defnyddiwyd canllawiau ICC ar gyfer olrhain cysylltiadau gyda'r esiamplau ac roedd profiad y cwmnïau o'r broses yn gadarnhaol ond hefyd yn profi pwysigrwydd cadw cofnod o symudiadau pawb o fewn y timoedd i gyd. Gwefan Covid-19 ICC ar gael yma: <https://icc.gig.cymru/pynciau/coronafeirws/>

O'r esiamplau rydym yn awyddus i rannu'r pedwar pennawd isod:-

1. Cymryd tymheredd / PPE

- Mae'r broses o gymryd tymheredd yn arferiad da gan ei fod yn darbwyllo unigolion i feddwl am eu cyfrifoldebau a hefyd yn un ffordd o ddangos symptom y feirws a rheoli'r risg.
- Mae'n bwysig bod y PPE priodol yn cael ei defnyddio (yn unol â'r asesiad risg) a bod hyfforddiant ar ei ddefnydd e.e. gwisgo masg yn gywir. Mae canllawiau ar gael gan y gwneuthurwyr.
- Yna amlwg mae'n hanfodol bod y cynhyrchiad yn cynnig ardaloedd ar gyfer golchi dwylo a gyda systemau glanweithdra cadarn yn eu lle.

2. Yr Asesiad Risg Covid

- Tanlinellu'r pwysigrwydd fod pawb yn darllen a deall yr wybodaeth / systemau sydd yn eu lle oherwydd yr asesiad risg sydd wedi ei ysgrifennu yn arbennig ar gyfer y lleoliad / cynhyrchiad mewn golwg. Mae disgwyl gyda rhai, bod unigolion yn arwyddo i gydnabod eu bod yn deallt eu cyfrifoldebau yn y ddogfen.

3. Hyfforddiant cyn ac ar leoliad

- a. Fod "induction" llawn a briffio/ hyfforddi'r criw yn bwysig gan sicrhau fod unigolion yn rhannu eu dyletswyddau a bod yna blismon neu warden Covid-19 (gyda dylanwad ac wedi cymhwys) yn cael ei gyflogi fel rhan o'r asesiad, er mwyn sicrhau systemau diogel. Gall y person yma rannu eu dyletswyddau yn ddibynnol ar faint y cynhyrchiad a gellir cymryd cyngor proffesiynol ar y dechrau i gydweithio a hyfforddi.
- b. Bod gwybodaeth syml am drefniannau yn y "call sheet" fel rhan o'r hyfforddiant Covid gan nodi pwy sydd yn gallu cyngori petai unrhyw bryderon neu ble i fynd am gymorth.
- c. Gwybodaeth ar gael i staff a gweithwyr llawrydd a bod dealltwriaeth o'r hyn a ofynnir yn y wybodaeth.
- d. Bod y syniad o grwpiau/cohort/pods hefyd yn un da ar gyfer cynhyrchiad canolig/mawr - nid yn unig ar gyfer rheoli cysylltiad agos, ond hefyd i gynorthwyo os fydd achos positif o Covid. Mae'n bwysig bod prosesau clir yn eu lle petai gofyn i bobol ynysu yn sgil achos positif a beth yw oblygiadau'r systemau hyn i'r unigolyn gan gynnwys elfennau megis iechyd meddwl, diogelu data ac ystyriaethau eraill.

4. Dros nos a theithio

- a. Bod angen ystyried os oes rhaid aros dros nos / o gartref a deall yr oblygiadau o ran yr asesiad risg Covid (sydd hefyd yn codi ambell gwestiwn am niferoedd yn gyffredinol).
- b. Nodir bod rheolaeth yr ardaloedd cynhyrchu, toiledau a bwydo lot fwy cymhleth gan gynnwys hefyd teithio criw o le i le.
- c. Pwysigrwydd bod y gymuned leol a'r awdurdodau priodol yn deall unrhyw drefniannau Covid penodol a'r asesiad risg yn ei le gan fod hwn yn bwysig iawn i'r lleoliad.

Gwerthfawrogir os bydd unrhyw griw ffilmio o fwy na 6 i gyd yn cael ei nodi drwy e-bostio: obcovid@s4c.cymru - bydd angen y wybodaeth isod:

Enw'r cynhyrchiad;

Lleoliad

Dyddiad & amser;

Person cyfrifol a rhif cyswllt ar y lleoliad;

Cyswllt y cwmni cynhyrchu a chyfeiriad e-bost;

Bydd yr wybodaeth hon yn cael ei rhannu'n fewnol o fewn S4C yn unig.

Diolch yn fawr am bob cymorth, byddwn yn parhau i ddefnyddio'r wefan Covid-19 S4C ([dolen yma](#)) er mwyn sicrhau bod gwybodaeth bwysig a diweddar ar gael am y sefyllfa Covid-19 ac os am rannu arfer da – dylid anfon at: corona@s4c.cymru gyda'ch enghreifftiau.

Covid-19 and S4C Production – Good Practice. July 2020.

With almost four months experience of the Pandemic in the UK, and with examples being discussed at S4C's Management/Covid team, there was a feeling (following conversations with the production sector) that there was value in sharing good practice and any learning, not forgetting information already available on S4C's dedicated Covid-19 production website:

<http://www.s4c.cymru/en/production/page/38190/covid-19-information-update/>

As a broadcaster we have worked very closely with authorities such as the Welsh Government, Public Health Wales (PHW), the production sector - directly and through TAC, and Health and Safety experts. Thank you for all your co-operation.

We have also discussed and shared good practice with other British broadcasters, the EBU as well as several Covid-19 sources specialising in health and safety.

Companies have shared their Covid experiences with S4C in order to help the learning, where a team member has tested positive for Covid-19. In these examples, the H&S/Covid systems were good with full and clear risk assessments and firm processes - dependent on the individual's understanding of their health & safety duties and responsibilities which included declaring their personal health situation in relation to Covid-19.

It should be noted that S4C and the authorities were happy that the companies responded responsibly and in a clear way to these incidents.

The PHW guidance for track and trace was followed for these examples and the experience of the process was positive and proved the importance of keeping a record of all movements within the teams.

ICC Covid-19 website available here:

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

Of these examples we want to share the following four headers of learnings as good practice:-

1. Temperature testing / PPE

- a. The process of temperature testing is good practice as it reminds individuals to think about their responsibilities and highlights one symptom of the virus and the risk.
- b. It is important that the appropriate PPE is used (in accordance with the risk assessment) and that training in its use is given e.g. fitting mask-dressing correctly to avoid contamination. Information is available from manufacturers on this.
- c. Obviously it is essential that the production offers areas for hand washing and have good cleaning regimes and systems in place.

2. Covid Risk Assessment

- a. The importance of everyone reading and understanding the information / systems in place identified in the risk assessment is essential and must be written especially for the setting / production in mind. It is a requirement by some for individuals to acknowledge their understanding by signature.

3. Pre-and post-location training.

- a. That a full "induction" process and training/briefing of the crew is important, ensuring that individuals share their responsibilities and that a Covid-19 warden employed (who has influence and is competent) as part of the assessment to aid managing the safety procedures. This person can share their duties depending on the size of the production and initial professional advice may be taken to aid training.
- b. There is simple information about safety systems in the "call-sheet" made available as part of the Covid training and a note of who to go to for more guidance or if there are any concerns.
- c. All information to be made available for all staff and freelance workers and that they understand what is asked of them.
- d. The idea of groups/cohorts/pods is also worth considering for medium/large production – not only for social distancing, but also to assist in the event of a positive Covid case. It is important that there are systems in place should there be a requirement to isolate due to a positive case and what are the implications of such processes on the individual(s) e.g. their mental health and their personal data amongst other considerations.

4. Overnight and travel

- a. To consider whether an overnight stay is really needed and to understand the implications in terms of the Covid risk assessment, (which also raises some questions including numbers generally).
- b. It is noted that the management of the production areas, toilets and feeding area is so much more complex, including travelling talent and crew from place to place.
- c. The importance of the local community and the appropriate authority's understanding of any specific Covid safety systems its effect on the locality and the risk assessment in place for a location is very important and should not be underestimated.

It would be appreciated that any film crew of more than 6 in total is noted by emailing: obcovid@s4c.cymru – the following info is required:

Production Name;
Location;
Date & time;
Responsible person and contact number on location;
Production company contact and email address;

This info will be shared internally only within S4C.

Many thanks for all your efforts, we will continue to use the website Covid-19 S4C ([see link](#)) to make available important and updated information about the Covid-19 situation and we want to share good practice – it should be sent to: corona@s4c.cymru with any examples.