

COVID-19 Risk Assessment – V3

Company name: Raytec Ltd

Initial Assessment carried out by; Simon, Ian, Carol, Tom (7/5/20)

5th Review by; Simon, (12/8/20)

V3 Changes summary : Procedure for staff presenting with COVID-19 symptoms included in the miscellaneous section.

: Fire door auto closers action complete.

Area / Activity	Hazard / Risk	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Done
Entering & Exiting the Building	Droplet Infection	Staff & Visitors	2m social distance markers	Include sanitisation instructions in "Return to Work Document" (this is applicable to all risks identified)		Yes
	Surface contamination from keypad or door		Sanitisation stations at both entrances	None		Yes

			Specific additional daily cleaning regime introduced	None		Yes
			Discourage visitors and meetings	A5 guidance produced for visitors, located next to the sign in book		Yes
Walkways & Stairs	Droplet Infection	Staff	One-way system introduced with clear direction arrows	None		Yes
			Specific "look and wait" notices at pinch points & blind spots	None		Yes
	Surface contamination from handrails		Included in specific additional cleaning regime (daily)	Consider one-way gates at certain pinch points Consider a traffic light system at corridor of doom / admin junction. Or a "stop & look" if admin people come back	Felt to be unnecessary Felt to be unnecessary	No No
Toilets	Droplet Infection	Staff & occasionally Drivers	Single person occupancy system & some cubicles disabled. Drivers to be accompanied (note min requirements are for 16 to 30 men = 2 toilets & 1 urinal)	Consider installing an automated traffic light system	Felt to be unnecessary	No

	Surface Contamination	Staff	<p>Main entry doors wedged open</p> <p>Hand dryers disabled and replaced with hand towels Sanitisation stations in both main toilets</p> <p>Long handled tap extensions</p> <p>Included in specific additional cleaning regime (daily)</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Canteen	Droplet Infection	Staff	<p>Staggered breaks (3 sittings, each 30 mins for lunch)</p> <p>5 tables in canteen & 3 in corridor of doom each with single chair. Single person occupancy in the small kitchen</p> <p>Included in specific additional cleaning regime (daily)</p>	<p>None</p> <p>None</p> <p>None</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p>
	Surface contamination	Staff	Sanitisation station installed	None		Yes
Working in an Office	Droplet Infection	Staff	<p>Maximum occupancy & office layouts derived for each office (screens are not required to maintain 2m)</p> <p>Sales = 13 Admin 4 (possibly 5) Tech 1 = 5 Tech 2 = 5 Ops = 8</p>	Move furniture around in Admin, Tech 1 & Tech 2.	TBA (hold re consideration of office use)	10%

	Surface Contamination	Staff	Sanitisation stations installed in all offices for desks, keyboards, phones	Include in return to work document		Yes
			Introduce empty and clean desk policy Staff to sanitise desk, phone, mouse & keyboard twice a day	Include in return to work document & notices in offices		Yes
Working in the Factory	Droplet Infection	Staff	Workstations moved and socially distanced to 2m. Some WS disabled. Install barriers on Flood, S/A & Vario test & pack Walkway barriers installed such that you can walk widthways but not length ways.	We need to keep reminding each other. It is very easy to lapse! None	Everyone!	Yes
	Surface Contamination	Staff	Cleaning benches with IPA or surface wipes at the end of each day	Reinforce regularity		Ongoing
Working in Stores or Dispatch	Droplet Infection	Staff & Drivers	Social distancing barriers with notices installed	None		Yes
	Surface Contamination		No sharing of pens with Drivers Sanitisation station installed	None None		Yes Yes
Meeting Rooms	Droplet Infection	Staff	Max Occupancy signs, chairs removed Shop Floor Large = 5 Shop Floor Small = 3	None		Yes

	Surface Contamination		<p>Sales = 3</p> <p>Sanitisation stations installed in all meeting rooms</p> <p>Included in specific additional cleaning regime (daily)</p>	<p>None</p> <p>None</p>		<p>Yes</p> <p>Yes</p>
Miscellaneous	Suspected COVID-19 case on site	Staff	<p>Procedure if a member of staff for visitor feels ill or develop symptoms whilst working on site;</p> <ul style="list-style-type: none"> • Inform your line manager or a senior manager immediately. (visitors inform their site contact) • A decision will be taken very quickly as to whether you should go home and self-isolate as per Gov't guidelines. • You will be asked to get tested for COVID-19. • For info we have purchased a handheld infra-red thermometer that can be used for self-temperature checking only. This is entirely optional for the individual. 	None		Yes
	Fire Doors	Staff	<p>All internal doors have been wedged left open.</p> <p>Ten x fire doors have auto close devices installed which will close the door in the event of a fire.</p> <p>In the event of a fire the one-way system becomes null and void.</p>	None		Yes

	Lack of trained First Aiders on site (Law is 1 first aider for up to 50 employees but we want to be better than this)	Staff	As of 8/7/20 we have 4 first aiders trained (Andrew McGuire, Dawn, Chris Charlton, Ian)	None		Yes
	Light Switches		Included in Specific clean down regime	None		Yes
	Door handles & banisters		Included in Specific clean down regime	None		Yes
	Visitors		Discourage visitors but we have developed written guidance just in case.	None		Yes
	Pool Car		Put a tub of surface wipes inside & some specific "wipe down" instructions inside the pool car.	None		Yes

Support Systems

- Carol Patterson has been appointed "Pandemic Co-ordinator".
- Returning staff will be issued with a "Return to Work Document" and will be given a "re-onboarding tour".
- Management emphasis on "checking-in" on people.
- Suggestion Box has been changed to "COVID-19 Concerns"