


Scope Of Risk Assessment	Covid-19 Secure Planning Risk Assessment Results	Area / Location	IC4 & IC5 Buildings
Date of Assessment	15 June 2020	Assessed By	Simon Fitzer
Review Date	15 July 2020	Signed	

Assessment based on guidelines issued by UK Government on 11 May 2020
(working-safely-during-covid-19-offices-contact-centres-110520 & working-safely-during-covid-19-factories-plants-warehouses-110520)

Summary of risk assessment

Area of Risk / Hazard	People at Risk	What Existing Controls Are In Place
General Biocomposites' work areas	All staff	Increased cleaning with disinfectant in busy 'touch' areas (e.g. door handles, taps, photocopier, etc). Records kept by reception (IC4) Staff encouraged to handwash regularly and use of hand sanitisers. Disposable paper towels provided in handwash areas to discourage use of warm air hand driers.
Building shared areas	All staff & visitors	Keele Facilities Management shared area controls (e.g. 'one-person stair and walkways, lifts). Hand sanitisers installed in common areas on entry to building.
Reception Area	Reception & other staff, visitors	Layout enables social distancing. Screening considered but not deemed necessary after consultation with reception staff. Visitors should sign in with their own pen. Shared pens to be disinfected between use.
Office Seating IC4	Office staff	Distance of 2m between seating staff. Avoid face-to-face seating where 2m not possible. Reduced numbers of staff in the office as many working from home or furloughed.
Office Seating IC5	Office staff	Distance of 2m between seating staff. Avoid face-to-face seating where 2m not possible. Reduced numbers of staff in the office as many working from home or furloughed.
Hot-desk seating (IC4 1 st floor)	Multiple Staff	Restrict use of hot-desks. Provide allocated desks/equipment. If unavoidable, implement pre-post use cleaning regimes.
Production Area - External	Production & other staff	Distance of 2m between staff working areas. Avoid face-to-face seating where 2m not possible.
Production Area - Cleanroom	Production staff	Distance of 2m between staff working areas impractical for some activities. Risk is mitigated in the cleanroom as staff are fully gowned, including use of face masks. Avoid face-to-face activities where possible. Reduced number of staff permitted through Change Room.
Stores IC4	Stores & other staff	Distance of 2m between staff working areas. Avoid face-to-face activities where possible. Doors held open during normal working hours to reduce touching keypads and handles.

Stores IC5	Stores & other staff	Distance of 2m between staff working areas. Avoid face-to-face activities where possible.
Meeting Rooms	Staff & visitors	Distance of 2m between seating staff. Avoid face-to-face seating where possible. On-site visitors discouraged, use remote meetings where possible.
Kitchen & Breakout Areas	All staff	Encourage staff to wash hands on entering. Distance of 2m between seating staff. Avoid face-to-face seating where possible. Staff are encouraged to work as 'fixed teams' to reduce widespread social interaction. Dorgard (auto release door retainer) in use to enable door to be propped open but close if Fire Alarm sounds.
Laboratory & Office	Laboratory & other staff	Distance of 2m between staff working areas. Avoid face-to-face activities where possible.
First Aid	First Aiders & staff	Gloves, aprons and face masks are provided in first aid kits.
Emergency/Fire Evacuation	All staff	People do not need to stay 2m apart if it would be unsafe. Biocomposites operates a 'sweep' system so staff can distance at the assembly point (i.e. no need to be within earshot for a roll call).
Home workers	Office staff	Where possible, staff are encouraged to work from home.
General staff awareness	All staff	Staff are aware of the rules to not attend work if they, or a member of their family, has Covid-19 symptoms. Clinically vulnerable or staff living with clinically extremely vulnerable should also be home based. Staff returning to office after period of home working/furlough are made aware of workplace changes by discussion with their manager/HR on return to the office. Additional 'Working From Home' survey available from HR to aid in staff management. 5 Steps Covid-19 Secure poster on display.