

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer




Employer **Biocomposites Ltd.**

Date **14th July 2020**

Who to contact: **Simon Fitzer or your Representative of Employee Safety**

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Scope Of Risk Assessment	Covid-19 Secure Planning	Area / Location	IC4, IC5 & E2 Buildings
Date of Assessment	14 August 2020	Assessed By	Simon Fitzer
Review Date	14 September 2020	Signed	

Assessment based on guidelines issued by UK Government on 10 July 2020

(COVID-19 secure guidance for employers, employees and the self-employed -100720

Working-safely-during-covid-19-offices-contact-centres-110520 & Working-safely-during-covid-19-factories-plants-warehouses-110520)

Area of Risk / Hazard	People at Risk	What Existing Controls Are In Place
General staff awareness	All staff	<p>All staff should be aware of, and abide by, the Covid Secure Policy issued 01/08/2020 (Ref HSE0011) Key points include:</p> <ul style="list-style-type: none"> • Attending the Workplace • Risk Assessment • Symptoms at Work • Covid-19 Reporting <p>5 Steps Covid-19 Secure posters on display in IC4, IC5 & E2 (from 17/08/2020).</p> <p>Staff returning to the workplace after a period of home working/furlough are made aware of workplace changes by discussion with their manager/HR on return to the workplace.</p> <p>'Working From Home' survey is available from HR for returning staff to aid in staff management.</p> <p>Staff with concerns about returning to the workplace are encouraged to discuss with their line manager and/or HR who are trained to assist with mental wellbeing.</p>
Fire Evacuation	All staff	<p>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).</p>
First Aid	First Aiders & staff	Gloves, aprons and face masks are provided in first aid kits.
Building: Biocomposites' work areas	All staff & visitors	<p>Increased cleaning with disinfectant in common 'touch' areas (e.g. door handles, taps, photocopier, etc).</p> <p>Records kept by Reception & Laboratory Technician (IC4), Compliance Director (IC5).</p> <p>Staff encouraged to handwash regularly and use of hand sanitisers. Disposable paper towels provided in handwash areas if no hot air dryer available.</p> <p>No visitors unless essential to maintain essential work & services.</p>
Reception Area	All staff & visitors	<p>Layout enables social distancing during entry/exit. 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.</p>
Building: shared tenant areas	All staff & visitors	Keele Facilities Management shared area controls, e.g. one-person on stairs, walkways, lifts and inside toilet area. Hand sanitisers installed in common areas on entry to building.
Office Seating IC4	Office staff	<p>Distance of 2m between seating staff or 1m with risk mitigation where 2m not viable.</p> <p>Avoid face-to-face seating.</p> <p>Reduced numbers of staff in the office as many working from home.</p>

Office Seating IC5	Office staff	Distance of 2m between seating staff or 1m with risk mitigation where 2m not viable. Avoid face-to-face seating. Reduced numbers of staff in the office as many working from home.
Office Seating E2	Office staff	Distance of 2m between seating staff or 1m with risk mitigation where 2m not viable. Avoid face-to-face seating. Reduced numbers of staff in the office as many working from home.
Hot-desk seating (IC4 Ground & 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 or 1m with risk mitigation where 2m not viable. Avoid face-to-face working where possible.
Production Area - Cleanroom	Production staff	Distance of 2m between staff or 1m with risk mitigation where 2m not viable. Risk is further mitigated in the cleanroom as staff are fully gowned, including use of face masks. Avoid face-to-face working where possible. Reduced number of staff permitted through Change Room.
Stores IC4	Stores & other staff	Distance of 2m between staff or 1m with risk mitigation where 2m not viable. Avoid face-to-face working where possible. Doors held open during normal working hours to reduce touching keypads and handles.
Stores IC5 (warehouse)	Stores & other staff	Distance of 2m between staff or 1m with risk mitigation where 2m not viable. Avoid face-to-face working where possible.
Stores E2 (warehouse)	Stores & other staff	Distance of 2m between staff or 1m with risk mitigation where 2m not viable. Avoid face-to-face working where possible.
Laboratory & Office	Laboratory & other staff	Distance of 2m between staff or 1m with risk mitigation where 2m not viable. Avoid face-to-face activities where possible.
Meeting Rooms	Staff & visitors	Distance of 2m between staff or 1m with risk mitigation where 2m not viable. Cleaning material and hand sanitiser available. 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 staff or 1m with risk mitigation where 2m not viable. Avoid face-to-face seating where possible. Staff are encouraged to work as 'fixed teams' to reduce widespread social interaction. Dorgard (auto release sound activated door retainer) in use IC4 & IC5 to enable doors to be propped open but close if Fire Alarm sounds.
Home workers	Office staff	Working from home is in consultation with department heads and according to an agreed work pattern. Discretion on home working is applied as per government guidelines, as amended from time-to-time.
Shared vehicle	Divers of company vehicles	Cleaning of vehicle cab before and after use. Records kept by Production Director.