


Scope Of Risk Assessment	COVID-19 Secure Planning	Area / Location	IC4, IC5 & E2 Buildings
Date of Assessment	14 December 2020	Assessed By	Simon Fitzer
Review Date	01 February 2021	Signed	

Assessment based on COVID-19 secure guidance for employers, employees and the self-employed issued by UK Government on 10 July 2020 & Working-safely-during-COVID-19-offices-contact-centres-13December2020 & Working-safely-during-COVID-19-factories-plants-warehouses-13December2020)

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-19 Secure Policy issued 14/12/2020 (Ref HSE0011) Key points include:</p> <ul style="list-style-type: none"> • Risk Assessment • Attending the Workplace • Symptoms at Work • COVID-19 Reporting • Isolation periods <p>5 Steps COVID-19 Secure posters on display in IC4, IC5, E2 & website</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> <p>Visitors should be restricted to essential maintenance, servicing or other business critical activities where possible.</p>
Fire Evacuation	All staff	<p>Not necessary to stay 2m apart if it would delay evacuation.</p> <p>Biocomposites operates a 'sweep' system so staff can socially 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 periodic cleaning with disinfectant in common 'touch' areas (e.g. door handles, taps, photocopier, etc). Weekly records are kept by the Compliance Director.</p> <p>Avoid use of shared 'common touch' equipment where possible (pens, staplers, computers, etc). Clean shared items before/after use (e.g. remote controls)</p> <p>Staff encouraged to handwash regularly and use hand sanitisers.</p> <p>Disposable paper towels provided in handwash areas if no hot air dryer available.</p> <p>No visitors except for essential maintenance or business critical activity.</p> <p>Staff are encouraged to work as 'fixed teams' and reduce widespread social interaction.</p>
Reception Area	All staff & visitors	<p>Layout enables social distancing during entry/exit.</p> <p>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. Face coverings required in all public and communal areas on the university Campus/Science Park buildings as per University/Science Park Risk Assessment (Sept 2020) [Effective 28/09/2020]
Office Seating IC4, IC5 & E2	Office staff	Distance of 2m between seating staff or 1m with risk mitigation where 2m not viable. Avoid face-to-face seating. Use allocated desks & equipment Avoid use of hot-desks where possible. If unavoidable, implement pre-post use cleaning regimes. Reduced numbers of staff in the office as office staff can work from home as per government guidelines.
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 & 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. Doors held open during normal working hours to reduce touching keypads and handles.
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 (IC4, IC5 & E2)	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. Dorgard (auto release sound activated door retainer) in use IC4, IC5 & E2 to enable doors to be propped open during working hours but close if Fire Alarm sounds. Staff should limit social interaction to no more than 6 people and maintain social distancing.
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 Employees	Cleaning of vehicle cab before and after use. Records kept by Production Director. Staff are discouraged from sharing vehicles with others who are not in their household or support bubble.