


Scope Of Risk Assessment	COVID-19 Secure Planning	Area / Location	IC4, IC5 & E2 Buildings
Date of Assessment	15 July 2021	Assessed By	Simon Fitzer
Review Date	31 October 2021 (unless change in government guidelines or other specific circumstances)	Signed	

Assessment based on government COVID-19 stage 4 easing of lockdown restrictions effective 19 July 2021.

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 19/07/21 (Ref HSE0011 rev 3) Key points include:</p> <ul style="list-style-type: none"> • Risk Assessment • Attending the Workplace • Symptoms at Work • COVID-19 Reporting • Isolation periods <p>Persons with COVID-19 symptoms should obtain a PCR test.</p> <p>LFD testing is widely available for anyone who is asymptomatic unless exempt due to having tested positive by PCR or LFD within a period of 90 days, unless they develop new symptoms in which case obtain a PCR test.</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>1m+ rule no longer applies. No restriction on visitors.</p>
Fire Evacuation	All staff	1m+ rule no longer applies.
First Aid	First Aiders & staff	Gloves, aprons and face masks are provided in first aid kits if required.
Building: Biocomposites’ work areas	All staff & visitors	<p>Periodic cleaning with disinfectant in common ‘touch’ areas (e.g. door handles, taps, photocopier, etc).</p> <p>Weekly records are kept by the Compliance Director.</p> <p>Minimise 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>
Reception Area	All staff & visitors	Visitors should sign in with their own pen. Shared pens to be disinfected between use. Visitors should sanitise hands on arrival.

Building: shared tenant areas	All staff & visitors	Until Keele Facilities Management update their Risk Assessment, shared area controls apply as per KFM Risk Assessment. Viz. 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	1m+ rule no longer applies.
Production Area - External	Production & other staff	1m+ rule no longer applies. Doors held open during normal working hours to reduce touching keypads and handles.
Production Area - Cleanroom	Production staff	1m+ rule no longer applies.
Stores IC4	Stores & other staff	1m+ rule no longer applies. Doors held open during normal working hours to reduce touching keypads and handles.
Stores IC5 & E2 (warehouse)	Stores & other staff	1m+ rule no longer applies. Doors held open during normal working hours to reduce touching keypads and handles.
Laboratory & Office	Laboratory & other staff	1m+ rule no longer applies. Doors may be kept open during normal working hours to reduce touching keypads and handles.
Meeting Rooms	Staff & visitors	1m+ rule no longer applies. Doors may be kept open during normal working hours to reduce touching keypads and handles.
Kitchen & Breakout Areas (IC4, IC5 & E2)	All staff	1m+ rule no longer applies. 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.
Home workers	Office staff	Employees who have been home working are encouraged to return to the office. It is expected that office staff should be on site at least 3 days per week. Continued 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. Employees are required to self-declare they have an appropriate home-working environment.
Shared vehicle	Divers of company vehicles	Cleaning of vehicle cab before and after use. Records kept by Production Director.
	Employees	1m+ rule no longer applies.