



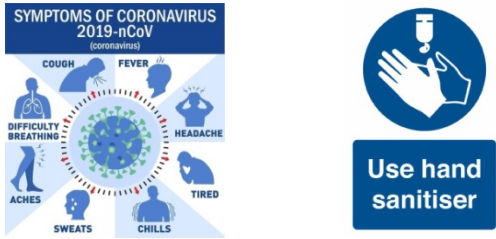


# SPT Labtech – Risk Assessment and Safe System of Work






<b>TASK/AREA/ ISSUE BEING ASSESSED</b>	Covid 19 whilst in Tiers 3, 4 & National Lockdown– Risk Assessment for Production, Office, Stores, Staff Facilities & Reception, and Common Areas								
<b>INITIAL ASSESSMENT CREATED BY</b>	Peter Bleeze								
<b>DATE</b>	07 January 2021								
<b>REVIEW DATES</b>	Monthly								
<b>APPLICABLE LEGISLATION/GUIDANCE</b>	Health and Safety at Work etc. Act 1974, Personal Protective Equipment at Work Regulations 1992, Management of Health and Safety at Work Regulations 1999								
<b>PEOPLE AFFECTED</b>	<input type="checkbox"/> MEMBERS OF THE PUBLIC <input type="checkbox"/> ADJACENT WORKERS <input type="checkbox"/> CHILDREN/YOUNG PEOPLE <input checked="" type="checkbox"/> CONTRACTORS <input checked="" type="checkbox"/> VISITORS <input checked="" type="checkbox"/> NEW/EXPECTANT MOTHERS <input type="checkbox"/> SHIELDED PERSONS								
ACTIVITY	HAZARD(S)	RISK RATING L X S = R			SAFE SYSTEM OF WORK/CONTROLS	RISK RATING L X S = R			Are all required controls in place? Y / N
		L	S	R		L	S	R	
<b>Business Visitors/Contractors</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>&gt; Managers to keep in mind to ensure social distancing</li> <li>&gt; limit number of all external visitors &amp; only permitted if visit cannot be completed via Zoom/Teams</li> <li>&gt; Where possible visits are after non-working hours to protect staff &amp; to ensure social distancing</li> <li>&gt; Visitor declaration form to be completed 24 hours before visit &amp; authorised by MD before visit can proceed</li> <li>&gt; Signage at entrance &amp; within reception to have clear signage, see below</li> </ul>	2	4	8	Yes


					 <ul style="list-style-type: none"> <li>➤ Sign in register at reception to display signage re Co-Vid symptoms</li> <li>➤ Visitors to receive basic induction to follow control measures relating to social distancing &amp; hand washing</li> <li>➤ Visitors to wear face coverings whilst on premises. Disposable masks provided if needed.</li> <li>➤ Where possible meeting to be held solely within the conference room to lesson the footfall within the building</li> </ul>				
<b>General Work Areas</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>➤ A procedure has been developed and distributed to all staff to ensure that everyone is aware of the new site rules and controls.</li> <li>➤ Screens have been installed in Production keeping everyone at a safe distance from one another.</li> <li>➤ Where possible, staff who can work from home, have been given VPN IT access and have suitable homeworking facilities.</li> <li>➤ Staff must wear a face mask or visor when not at work station.</li> <li>➤ Face masks provided to each member of staff. These must be clean daily and where not possible disposable face masks used.</li> <li>➤ All used tissues, disposable gloves, face masks etc to be placed in plastic bags and taken home by individual members of staff for disposal.</li> <li>➤ Staff must regularly wash &amp; sanitise hands.</li> <li>➤ Communication between all staff where possible is to be via telephone.</li> </ul>	2	4	8	Yes

					<ul style="list-style-type: none"> <li>&gt; Footfall in the building to be kept to a minimal, including the collection of paperwork for office staff</li> </ul>				
<b>Offices</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>&gt; Office capacity has been reduced to the minimum personnel. This has been achieved by allowing non-essential staff to work from home.</li> <li>&gt; The office has a sanitising dispenser area and staff instructed to sanitise workstation regularly</li> <li>&gt; Office staff have been requested to sanitise the photocopier regularly. H&amp;S</li> <li>&gt; Visitors kept to a minimum within the building.</li> <li>&gt; Staff must regularly wash &amp; sanitise hands.</li> <li>&gt; Collection of paperwork from other areas to be kept to a minimal to prevent footfall.</li> <li>&gt; Staff must wear a face mask or visor when not at work station.</li> <li>&gt; Conversations between other members of staff should be, where possible via telephone and not face to face</li> </ul>	2	4	8	Yes
<b>Reception / Communal Area</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>&gt; Sign in book positioned to table in reception</li> <li>&gt; Social distancing signage provided at entrance door</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>&gt; &gt; Dettol wipes provided if people wish to use whilst climbing the stairs. Bin at base of stairs and just inside office area.</li> <li>&gt; Following signage displayed</li> </ul>	2	4	8	Yes

									
<b>Production Areas</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>&gt; Screens erected within production area to make certain staff are socially distanced.</li> <li>&gt; If it is necessary for staff to work together i/e for testing purposes then 1m rule is adhered to and face mask or visor is worn.</li> <li>&gt; Communal tools are sanitised before &amp; after useage with antibacterial spray. &gt; Breaks/Lunch times staff must adhere to 2m rules.</li> <li>&gt; Staff must regularly wash &amp; sanitise hands.</li> </ul>  	2	4	8	Yes
<b>Canteen and external smoking area</b>	Risk of cross infection of	3	4	12	<ul style="list-style-type: none"> <li>&gt; In the canteen the 2-meter distancing rule must be adhered to at all times</li> </ul>	1	4	4	Yes

	CoVid 19 illness				<ul style="list-style-type: none"> <li>&gt; The conference room has been allocated as overspill eating area to meet demand</li> <li>&gt; Office staff are asked to eat at their desks and employees are encouraged to take breaks in their cars where feasible.</li> <li>&gt; Employees must ensure that the 2-metre distancing rule is adhered to at all times</li> <li>&gt; All utensils to be washed or put in the dishwasher and put away in the cupboard immediately after use</li> </ul>				
									
<b>Stores Area</b>	Risk of cross infection of CoVid 19 illness	3	4	12	> Only Store personnel permitted within area.	2	4	8	Yes
<b>Kitchen Area</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>&gt; To ensure that the 2-metre rule is always adhered to, only 1 person allowed in the kitchen/break out area at any one time.</li> <li>&gt; All utensils to be washed and put away in the cupboard immediately after use.</li> </ul>	1	4	4	Yes
<b>Toilets</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>&gt; To ensure that the 2-metre rule is always adhered to, only 1 person is allowed in any toilet at any one time.</li> <li>&gt; Toilet seats to remain up.</li> <li>&gt; Handwashing signage is visible in all of the toilets.</li> </ul>	1	4	4	Yes

									
<b>Sanitisers and cleaning procedures</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>➤ A deep cleanse of the premises is completed each working day before staff arrive.</li> <li>➤ Sufficient sanitiser contact surface cleaning chemicals and paper towel are provided in both office &amp; production area.</li> <li>➤ Sanitising wipes are provided in both office &amp; production area.</li> <li>➤ Hand sanitiser held in office, reception &amp; 2 in production area</li> </ul>  <ul style="list-style-type: none"> <li>➤ Provide antibacterial spray for chairs and soft furnishings.</li> <li>➤ Procedure in place for staff to clean regularly their own workstation during the working day</li> <li>➤ Increased cleaning frequencies have been implemented to regularly clean all hand contact surfaces such as door handles, all toilet surfaces, handrails etc</li> <li>➤ Communal tools are sanitised before &amp; after useage with antibacterial spray by operator.</li> </ul>	2	4	8	Yes
<b>Deliveries</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<ul style="list-style-type: none"> <li>➤ Delivery drivers to deliver to store door.</li> <li>➤ Maintain social distance from delivery persons to a normal distance of 2 metres</li> <li>➤ Employees to wash hands with soap and warm water after delivery for a minimum of 20 seconds</li> </ul>	2	4	8	Yes

					<p>➤ Suitable signage to remind staff of need to wear face mask and facial visor if social distance cannot be maintained</p> 				
<b>Manual Handling</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<p>➤ Maintain social distance from other people to a normal distance of 2 metres</p> <p>➤ Where an item is deemed to be too heavy for one individual to lift (&gt;25kg) then a two person lift is required. Facial visor and face masks must be provided and worn by employees.</p>	2	4	8	Yes
<b>Ventilation</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<p>➤ Air conditioning unit is to be used</p> <p>➤ When weather permits all staff should be encouraged to open windows to maximise air flow.</p>	2	4	8	Yes
<b>Workplaces including offices, staff facilities, stores</b>	Risk of cross infection of CoVid 19 illness	3	4	12	<p>➤ An increase cleaning regime of all hand touch points to be sanitised regularly throughout the day including</p> <ul style="list-style-type: none"> <li>• Desks</li> <li>• Chair armrests</li> <li>• Computer keyboards</li> <li>• Toilets</li> <li>• Staff room tables and chairs</li> </ul> <p>➤ All staff encouraged to become involved for their own workstation and related touch points. Dettol wipes provided</p>	2	4	8	Yes