



 INNOVATION WITH
ELECTROCERAMICS

Risk assessment name	Managing COVID-19 In The Workplace (Social Distancing)	Assessment type	 General
Assessor name	John Blackburn	Affected site(s)	Ionotec Ltd (WA7 1TQ)
Assessment date	14/05/2020	Review period	Monthly
Approved by	John Blackburn	Review date	14/06/2020
Approved date	14/05/2020	Reference	Temporary 1

Workspace(s)	Description
 Access / Egress  Office  Outside Area  Processing	<p>This assessment refers to the imposed 'social distancing' measures required for workplaces in response to controlling the transmission of the Covid-19 Virus.</p> <p>It details how these social distancing measures will be applied in the workplace and any subsequent actions required where these measures may not be possible.</p> <p>Ongoing and up to date guidance can be found: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Canteen Facilities - Difficulties in exercising social distancing due to shared use of canteen facilities.</p>	<p>All staff</p> <p>How Many? 6</p> <p>How? Shared facility with limited space and people congregating at the same time meaning people cannot adhere to social distancing, leading to possible transmission of the Covid-19 Virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Access To Kitchen Restricted Individual timeslots allocated for using the kettle/microwave etc</p> </div> <div style="width: 45%;">  <p>Employees Advised To Bring In Own Food Where Possible. To reduce the need to access equipment and facilities or local shops, employees are encouraged where possible to bring in their own, ready to eat, food</p> </div> </div> <p>Good Cleaning Standards Maintained. Regular cleaning of all canteen equipment and surfaces carried out using the appropriate disinfectant in line with COSHH assessment and correct PPE. Disposable wipes used where possible to reduce transmission. Users to wipe kettle handle and microwave controls before and after use with provided sanitiser and disposable wipe to reduce possible transmission.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Monitoring Carried Out Monitoring of the cleaning carried out and recorded where appropriate.</p> </div> <div style="width: 45%;">  <p>Site Arranged So That People Can Socially Distance During Breaks Seating spaced out- so people can sit apart.</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Staggered Break Times Implemented to Separate People. Breaks staggered to reduce numbers of people accessing the canteen at any one time so that social distancing can be maintained.</p> </div> <div style="width: 45%;">  <p>Use Of Signs To Remind Employees Signs, posters, to remind staff of the need to maintain social distancing.</p> </div> </div>	<p>2 x 5</p> <p style="font-size: 2em; color: orange;">10</p> <p>Medium</p>

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 <p>Cleaning To Reduce Transmission Of Covid-19 (Non Healthcare Settings) - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<p> Appropriate Disinfectant Products Used In Line With COSHH Assessment. Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p> Outside Cleaning Contract Halted To minimise non-essential visitors. Extra cleaning of communal areas to be carried out by staff before and after each use.</p> <p> PPE Issued, Worn & Disposed Of Correctly. PPE Issued and worn when cleaning Covid 19 infected areas. PPE kept in good condition and then disposed of correctly.</p> <p>If dealing with bodily fluids then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Contractors / Visitors Attending Site - Tradespeople, couriers and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>All staff, Contractors Visitors How Many? up to 10 How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> All Visitors To Site To Be Pre-Arranged And Times Staggered Non-essential visitors/contractors only to attend site by request or permission. No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made. Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <p> Deliveries Not To Be Handed Directly Deliveries to be placed on doorstep whilst deliverer and receiver maintain 2m distance.</p> <p> Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <p> Good Hand Washing/Hygiene Procedures Observed Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible.</p> <p> Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p> Regular Cleaning Including Increased Cleaning Of Touch Points. Touch points cleaned on a regular basis alongside normal cleaning regime. Disinfectant based product used in line with COSHH assessment and correct PPE worn accordingly. Disposable wipes used where possible to reduce transmission.</p> <p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p>	<p>2 x 5  Medium</p>
 <p>Individuals Displaying Symptoms - Coronavirus reportedly spreads through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace. - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-</p>	<p>All staff, Contractors Visitors How Many? up to 10 How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	<p> Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p>	<p>3 x 7  Medium</p>

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settings/covid-19-decontamination-in-non-healthcare-settings		<p> Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <p> Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. The room to be closed for the subsequent 72 hours and then cleaned.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> Follow government advice on Testing The Government has put procedures in place regarding testing- Kindly ensure the COVID19 test is booked for anyone displaying symptoms. see- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning of an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> PPE Issued, Worn & Disposed Of Correctly. Disposable or washing-up gloves and aprons to be worn for cleaning.</p> <p>Items used for cleaning and PPE will be double-bagged and labelled and stored safely for 72 hours before disposal. through the normal collection.</p> <p>If no room for storage then clinical waste collection provider will be contacted for further advice and collection arranged.</p> <p>If this involves cleaning of bodily fluids then additional precautions are required as well as gloves and aprons and this includes protection for eyes, nose and mouth and these should be disposed of as above.</p> <p>Local Public Health Team to be contacted for further guidance confirmed case in the workplace.</p>	

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		<p> Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of after 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> Work Area Cleaned Thoroughly Using Disinfectant. All work areas where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product.</p> <p>Following manufacturers' instructions for dilution rate and relevant COSHH assessment for use and PPE requirements.</p> <p>Disposable wipes used where possible to reduce transmission.</p> <p>Advice From Gov.uk: Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails and door handles.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Manufacturing / Processing Work Where Social Distancing Is Not Possible. -Some work activities may lead to situations where 2m gaps cannot be adhered to. This may include tasks where items are too heavy or awkward for one person to carry out or may involve working within a production assembly area.</p>	<p>All staff</p> <p>How Many? up to 5</p> <p>How? Increased potential of the virus spreading due to not adhering to 2m social distancing.</p>	<p> Good Hand Washing/Hygiene Procedures Observed Employees to wash hands before and after their shift as well as after eating, coughing, sneezing and at regular intervals throughout the day where required.</p> <p>This should include the use of soap and water for 20 seconds or the use of appropriate sanitiser where this isn't available.</p> <p> Mitigation Of Risk Where Social Distancing Cannot Be Avoided - Layout Of Work. Where work cannot be carried out in line with 2m social distancing guidelines then it will be arranged so that employees can work side by side or facing away - as opposed to face to face.</p> <p>Where possible this will be restricted to 15 minutes or as shorter duration as possible.</p> <p> Mitigation Of Risks Where Socially Distancing Cannot Be Avoided - Staff Organisation. breaks will be staggered to reduce the number of people moving at any one time.</p> <p>Staff numbers on-site reduced to minimum safe numbers.</p> <p>Where possible shifts will be kept to the same people to prevent mixing of people.</p> <p>Canteen and welfare facilities/ rest areas/ common use areas will be restricted and controlled to minimise the number of people in shared areas so that social distancing can be maintained.</p> <p> Plant Area well Ventilated Plant ventilation which is installed for COSHH purposes will help to remove any virus in the air due to coughing and sneezing.</p> <p> Stringent Cleaning Regime In Place No rotation of tasks so that each process stage is generally carried out by the same operator each day. Equipment - plant and machinery cleaned on a regular basis throughout shifts</p> <p> Work Activities and Risk Assessments Reviewed. Tasks reviewed to confirm if the activity is essential to the operation at this time or if it can be stopped temporarily.</p> <p>Tasks and processes reviewed to see if they can be carried out in a different way such as smaller and lighter loads or mechanical means.</p> <p>Where it does need to be carried out then staff will be consulted and work planned so that it can be carried out as safely as possible.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Office Working Difficulties exercising social distancing. Risk of infection by touching contamination office equipment</p>	<p>All staff</p> <p>How Many? 6</p> <p>How? During ad hoc conversations and when touching shared office equipment such as photocopier, shared email computer terminal, phones etc.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Desks Well Spaced Limited numbers of office staff are well spaced.</p> <p>Ad hoc conversations and work discussions/instructions are given at distance of >2m</p> </div> <div style="width: 45%;">  <p>No Shared Phones All office staff have their own individual phone</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">  <p>Office Occupancy Limited and Occupied desks well spaced out Office is currently occupied by 1 person in unit 14 and 2 people in Unit 2</p> </div> <div style="width: 45%;">  <p>Photocopier and Any Other Shared Equipment Wiped Clean Before and After Use Sanitiser and wipes are provided for cleaning equipment</p> </div> </div> <p>Use of Shared Terminal is Reduced The use of the shared terminal in each building is reduced by the low level of staff numbers.</p> <p>The mouse, keyboard and front of desk area are wiped with appropriate cleaner before and after each use. Hand sanitiser is also provided and is to be used before and after each use.</p> <div style="margin-top: 20px;">  <p>Wash Hands Thoroughly After Using Shared Equipment Washing facilities and sanitiser are provided to ensure that handlers wash thoroughly after using any shared computer terminal, photocopier, printer, etc</p> </div>	<p>2 x 5</p> <p style="font-size: 2em; color: orange;">10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Shared Common Areas - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes walkways, smoking areas, as well as toilets and kitchen areas.</p>	<p>All staff, Contractors Visitors How Many? up to 10 How? Common areas may restrict distancing of 2+ metres at any one time. Whenever visitors are on site, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p> No Non-Essential Visitors Permitted. Only essential visitors to be permitted to site.</p> <p>Arrangements to be made with pre-agreed visitors that they follow social distancing whilst on-site and that they confirm they are free from symptoms when they arrive.</p> <p> Numbers of People in Common Areas Managed Individuals using common areas are kept to a minimum at all times and social distancing is strictly adhered to. The smoking area is outside in the yard which allows plenty of space to avoid smokers having to congregate.</p> <p> Pro-active Monitoring In Place Common areas are monitored frequently, ensuring individuals are exercising social distancing.</p> <p> Regular Cleaning Of Common Areas. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable wipes will be used where possible to reduce transmission.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>
 <p>Shared Use Of Tool And Equipment - Shared use of equipment may increase the risk of transmission of the virus from person to person. This may include tools, office equipment and kitchen utensils and crockery.</p>	<p>All staff How Many? 6 How? Possible transmission of Covid-19 from surfaces.</p>	<p> Equipment To Be Cleaned In Between Use Employees to clean any shared plant, tools or equipment before and after use.</p> <p> Monitoring In Place Pro-active monitoring systems in place to check if staff are adhering to the controls and to see if they are effective and adequate.</p>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Travelling To And From Work. - Sharing of a vehicle to, from or within work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff</p> <p>How Many? 6</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 All employees travel to work individually, either by car or bicycle  Work From Home Where At All Possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.	<p>1 x 5</p>  <p>5</p> <p>Low</p>
 <p>Vulnerable People - Some individuals may be classed as a 'vulnerable person'.</p>	<p>All staff</p> <p>How Many? 6</p> <p>How? Individuals that are over the age of 65, suffers from an underlying health condition, has heightened susceptibility due to clinical condition or is pregnant)</p>	 Self Isolation All staff over 70 years old are no longer attending site, including one member classified as shielding due to an underlying health issue. Further information on vulnerable groups can be found at https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults	<p>1 x 8</p>  <p>8</p> <p>Low</p>

Further control measures

Hazard	Action required	Assigned to	Planned completion date	Trainee
 <p>Canteen Facilities</p>	Supply sanitiser and wipes for both canteen areas and shared office equipment	John Blackburn	15/05/2020	N/A

Operating procedures

Measures of 'social distancing' should be applied.

1. An individual should exercise 'social distancing' on their own or with members of their family / household.
- 2 Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
3. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
4. Work from home, where possible.
5. Avoid contact with people not from your household - maintaining a 2 metre (6ft) gap.
6. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
7. Use telephone or online services to contact your GP or other essential services.

Everyone should be trying to follow these measures as much as is pragmatic.

Self-containment would include staying at home in a well-ventilated room, with access to clean, potable water.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including good respiratory hygiene and respiratory etiquette; frequent careful handwashing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control).

Assessor's signature: John Blackburn

Approved by signature: John Blackburn