

BASEC COVID-19 RISKS

HEALTH & SAFETY RISKS ARE ASSESSED ELSEWHERE

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Monthly + Government advice updated

REVIEW DATE:

CATEGORY	HAZARDS & CONSEQUENCES	MEASURES to be put in PLACE*	RISK RATING	ADDITIONAL MEASURES REQUIRED
BASEC Risk Assessment updated 04/04/22 to reflect Gov guidance issued on 1st April 2022				
Visitor & Customer guidance	Contractors coming onto site	Visitors pre-read guidance issued	LOW	None
Laboratory	General	<p>Staff advised to practise social distancing, use sanitary controls and PPE as provided</p> <p>Visitors will be permitted on the premises as long as they have been vaccinated and have no covid symptoms.</p> <p>Physical witness testing, lab visits and training providers will be allowed on site, with visitors to follow social distancing, sanitary controls and PPE as per visitor guidance</p> <p>Where possible maintenance should be scheduled after 3pm the lab operating time to minimise contact.</p> <p>Each visitor is requested to carry out a thorough hand wash on arrival and are required to regularly hand wash and make use of the alcohol based hand sanitiser dispensers around the premises.</p> <p>All visitors will observe a 2 metre distance between themselves and others and required to pay attention to the floor markings to assist in this.</p> <p>Employees have been instructed to NOT shake hands with anyone.</p> <p>All visitors are required to wear appropriate PPE - including face masks and safety shoes</p>	LOW	None
Getting on and leaving site	Staff Arriving & departing the site	<p>Upgraded sign in app to remain contactless</p> <p>Staff advised to stagger leaving times to maintain social distancing</p> <p>X4 hand sanitiser dispensers installed at reception and all lab entrances.</p> <p>Requested cleaning to ensure extra cleaning on high contact touch points</p> <p>Appropriate signage reminding of staff and visitors of controls in place</p>	LOW	None
Safe remote working	Maintaining safe working for auditors	<p>Audits to operate according to local guidance</p> <p>audits happening if allowed by local legislation with pre-customer screening for risk assessment and procedures on site undertaken</p> <p>Ensure vaccinations, appropriate ppe and guidance of site rules before audit commencing</p> <p>Appropriate PPE and precautions should be taken if using public transport</p>	LOW	
Safe Overseas working	Maintaining safe working for overseas employees	<p>All employees to follow the local government advice and work from home if required.</p> <p>Employees recommended to follow local guidelines and be vaccinated as quickly as possible</p>	LOW	
Maintaining a safe site at Milton Keynes to avoid the spread of COVID	Maintaining safe working in the office & general areas	<p>Wash hands regularly with soap, anti bacterial gel provided across the site</p> <p>Vaccinations recommended for all staff before returning to the office to work</p> <p>Follow a clean desk policy to allow regular cleaning</p> <p>Face coverings are provided for employees to use at their own discretion</p> <p>Cleaning checklist covers all areas daily via an external professional cleaning contract</p> <p>Office working limited to three days per week from May to maintain mental health of employees.</p> <p>Home office DSE assessment completed for all employees working from home, and for those that have failed a number of office equipment has been purchased and shipped to the various employees</p> <p>Offices to keep doors and windows open where possible to ensure adequate ventilation</p>	LOW	Reviewed on a monthly basis

Maintaining safe working in the lab

Kitchen door and 1 window to remain open to maintain ventilation
Recommended to limit the number of people in the canteen at one time to six to ensure social distances can be maintained
Use of facemasks recommended when moving between offices, and commonways and in the laboratory
Avoiding too many staff in the lab -
Wave 1 reduced hours and shift rota,
Wave 2 not backfilling the 4 open headcount + Increased the lab technician area by lab admin team working in the commercial office, and removing the 2 oven rooms to create a larger lab area.
Lab equipment moved to ensure 2m+ working
Lab screens added for side on walk ways and between some desks
No face to face working stations in the lab
Technicians advised to stagger break and lunch times to minimise number of people in the kitchen
Mirrors placed in corridors to check for traffic; THINK and keep your distance when approaching other employees.
Floor markers have been placed around communal areas to direct traffic and aid 2-meter distancing
Cleaning checklists and surface sanitiser have been placed around the laboratory beside frequently used equipment in order to check and implement regular cleaning.
Lab areas are being cleaned more frequently and thoroughly with surface sanitiser, including desks and door handles, reinforced with cleaning company to focus extra time on lab area during office closure.
Soap and hand sanitisers are available in all areas of our premises for regular use, and a bottle for individual desk use
Face masks are available for any employees and we recommend staff to wear them when moving around the building
Technicians encouraged to plan jobs to minimise the amount of moving around the lab
Technicians requested to clean their own workstations daily
ready for the next technician, as external cleaning company requested not to
Technicians requested not to share tools as much as possible and additional tools have been purchased throughout the year to minimise this
Whilst handling large cables technicians must wear face coverings and where possible conduct coiling work outside.
Continuous review of daily staff on site to ensure enough
- First Aiders
- Fire Marshalls
- Approved Fork Truck Drivers

MEDIUM

Lab Mgr to review monthly

Lab Mgr to keep under review

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