

BASEC COVID-19 RISKS

HEALTH & SAFETY RISKS ARE ASSESSED ELSEWHERE

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REVIEW DATE:

Monthly + Government advice updated

CATEGORY	HAZARDS & CONSEQUENCES	MEASURES CURRENTLY IN PLACE	RISK RATING	ADDITIONAL MEASURES REQUIRED
Visitor & Customer guidance	Contractors & Customers coming onto site	Visitors pre-read guidance issued	LOW	None
Getting on and leaving site	Staff Arriving & departing the site	<p>Only essential visitors will be permitted on the premises for the foreseeable future to protect both employees and visitors.</p> <p>No physical witness testing allowed, all will be conducted via remote video sharing tools</p> <p>Where possible maintenance should be scheduled after 3pm the lab operating time to minimise contact.</p> <p>Visitors will be requested to provide details of any overseas travel prior to attending BASEC premises.</p> <p>A temperature check will be carried out on visitors on arrival.</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 meter 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 where appropriate.</p>	LOW	None
Safe remote working	Maintaining safe working for auditors	<p>All auditors moved to remote until 31st March 2020 to avoid contact</p> <p>When in country audits happening then pre-customer screening for risk assessment and procedures on site</p> <p>Ensure appropriate ppe and guidance of site rules before audit commencing</p> <p>Where COVID existed or high risk, then moved to remote auditing</p>	LOW	None - Review end of January for decision on April auditing
Safe Overseas working	Maintaining safe working for overseas employees	All employees to follow the local government advice and most working from home, with some office leases not renewed to allow home working	LOW	
Maintaining a safe site at Milton Keynes to avoid the spread of COVID	Maintaining safe working in the office & general areas	<p>Desks a minimum of 2m apart to ensure no close contact</p> <p>Moved to ensure side to side and back to back work where possible</p> <p>Added screen protection if side or facing walk ways, or face to face even wider than 2m</p> <p>Signage to reinforce the social distancing messages</p> <p>Wash hands regularly with soap, anti bacterial gel provided widely across the site</p> <p>Provided face covering in various forms to ensure maximum uptake, apart from any that suffer medical issues as a result</p> <p>No hot desking allowed to avoid contact with other colleagues equipment</p> <p>Follow a clean desk policy to allow regular cleaning</p> <p>Cleaning checklist covers all areas daily via an external professional cleaning contract</p> <p>Since COVID office working only Tue/Thur to ensure high customer service levels</p> <p>Home office DSE assessment done 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>	LOW	Now in Tier 4 the office is closed until further notice. Only those that have failed the home working h&S assessment will work from the office or where office roles cannot be done full time from home.
	Maintaining safe working in the lab	<p>Avoiding too many staff in the lab -</p> <p>Wave 1 reduced hours and shift rota.</p> <p>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.</p> <p>Lab equipment moved to ensure 2m+ working</p> <p>Lab screens added for side on walk ways and between some desks</p> <p>No face to face working stations in the lab</p> <p>Technicians should stagger break and lunch times to minimise number of people in the kitchen</p> <p>Mirrors placed in corridors to check for traffic; THINK and keep your distance when approaching other employees.</p> <p>Floor markers have been placed around communal areas to direct traffic and aid 2-meter distancing</p> <p>Cleaning checklists and surface sanitiser have been placed around the laboratory beside frequently used equipment in order to check and implement regular cleaning.</p> <p>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.</p> <p>Soap and hand sanitisers are available in all areas of our premises for regular use, and a bottle for individual desk use</p> <p>Face masks are available for any employees and we strongly advise, encourage you to wear them at all times whilst moving around the building, with those that experience medical issues exempt.</p> <p>Technicians encouraged to plan jobs to minimise the amount of moving around the lab</p> <p>Lab doors (non fire doors) to be left open to avoid touching</p> <p>Technicians requested to clean their own workstations daily</p> <p>Lab equipment should be wiped down before/after use ready for the next technician, as external cleaning company requested not to touch lab equipment & technician workspaces</p> <p>Technicians requested not to share tools as much as possible and additional tools have been purchased throughout the year to minimise this</p> <p>Whilst handling large cables in pairs technicians must wear PPE (KN95 & Gloves + Screen) and the lab production planning records this against each lab testing job to keep track of close working - IT system updated with COVID comments line to track, consistent pairing should be maintained.</p> <p>Continuous review of daily staff on site to ensure enough</p> <ul style="list-style-type: none"> - First Aiders - Fire Marshalls - Approved Fork Truck Drivers 	MEDIUM	<p>Lab Mgr to review in Jan 2020 to ensure this is optimal</p> <p>Review list prepared end of December during a follow up audit with Lab Mgr.</p> <p>Lab Mgr to review stock levels and items on order</p> <p>Lab Mgr to keep under daily review</p>