

BASEC COVID-19 RISKS HEALTH & SAFETY RISKS ARE ASSESSED ELSEWHERE				
ASSESSED BY: Tony Lioveri, Ian McGuinness, Mark Frogatt, Laura Jeffery, Kieran O'Brien			REVIEW DATE: Monthly + Government advice updated	
CATEGORY	HAZARDS & CONSEQUENCES	MEASURES to be put in PLACE*	RISK RATING	ADDITIONAL MEASURES REQUIRED
			BASEC Risk Assessment updated 29/11/21 and on 08/12/21 to reflect recent guidance on use of face masks in public areas, international travel, and working from home when possible	
Visitor & Customer guidance	Contractors coming onto site	Vistors pre-read guidance issued	LOW	None
Laboratory	General	Staff to practise social distancing, use sanitary controls and PPE as provided Only essential visitors will be permitted on the premises for the foreseeable future to protect both employees and visitors. Physical witness testing, lab visits and training providers will not be allowed on site, essential visitors to follow social distancing, sanitary controls and PPE as per visitor guidance Where possible maintenance should be scheduled after 3pm the lab operating time to minimise contact. Visitors will be requested to provide details of any overseas travel prior to attending BASEC premises. 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. 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. Employees have been instructed to NOT shake hands with anyone. All visitors are required to wear appropriate PPE - including face masks and safety shoes	LOW	None
Getting on and leaving site	Staff Arriving & departing the site	Upgraded sign in app to remain contactless Lab staff instructed to stagger leaving to maintain social distancing Staff requested not to share lift to the site Start start time and finish times monitored to ensure these are sufficiently staggered X4 hand sanitiser dispensers installed at reception and all lab entrances. Requested cleaning to ensure extra cleaning on high contact touch points Appropriate signage reminding of staff and visitors of controls in place	LOW	None
Safe remote working	Maintaining safe working for auditors	Audits moved to remote in the UK, audits outside the UK to operate according to local guidance audits happening if allowed by local legislation with pre-customer screening for risk assessment and procedures on site undertaken Ensure vaccinations, appropriate ppe and guidance of site rules before audit commencing Use of private cars rather than public transport recommended Appropriate PPE and precautions should be taken if using public transport	LOW	
Safe Overseas working	Maintaining safe working for overseas employees	All employees to follow the local government advice and work from home, with some office leases not renewed to allow home working Employees recommended to follow local guidelines and be vaccinated as quickly as possible	LOW	
Maintaining a safe site at Milton Keynes to avoid the spread of COVID	Maintaining safe working in the office & general areas	Wash hands regularly with soap, anti bacterial gel provided widely across the site Vaccinations recommended for all staff before returning to the office to work No hot desking allowed to avoid contact with other colleagues equipment	LOW	

	<p>Provided face covering in various forms to ensure maximum uptake, apart from any that suffer medical issues as a result</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 limited to maintain mental health of employees levels</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> <p>Kitchen door and 1 window to remain open to maintain ventilation</p> <p>No more than 6 people allowed in the canteen at one time to ensure social distances can be maintained</p> <p>Use of facemasks recommended when moving between offices, and commonways and in the laboratory</p>		
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 staff 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) where possible 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 using sanitising wipes 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 technicians must wear face coverings and where possible conduct coiling work outside.</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 monthly from July 2021 to ensure this is optimal</p> <p>Lab Mgr to keep under daily review</p> <p>Lab Mgr to keep under daily review</p>