

Subject: Covid-19 Risk Assessment		RISK ASSESSMENT RECORD SHEET			Total Pages: 3 Pages	
Location: Kentec Electronics – Dartford & Rochester		Hazard Identification/Consideration of Risk			Assessment By: Wesley Cordingley, Emily Tonge, Ray Turner, Kevin Swann, Scott Venus & Allison Datson	
Employees affected: All employees & visitors		Assessment Date: 17/03/2020				
Hazard Description	Control Measures in Place	Severity	Likelihood	Residual Risk	Proposed New Action	By Who & When
1) Infection – Covid-19						
Risk of infection from the transmission of the Coronavirus	<ul style="list-style-type: none"> Anybody who can work from home must – IT support to be given to enable this to happen and working from home assessments, (self-assessments), to be completed Workstations moved / redesigned to ensure 2 metres distancing is possible at all times Perspex to be put between workstations as a last resort if 2 meter distancing between workstations cannot be achieved 2 Metre signs to be put up to visually display 2 metres distancing requirement 	4	2	8 (Medium Risk)	Review on an ongoing basis and if more government advice is issued	Senior team

	<ul style="list-style-type: none"> • Frequent reminders to staff on social distancing requirements and isolation rules to be given • Additional shift working patterns to be implemented if / when required to reduce number of people on site to aid in social distancing • Break times and leaving times to be staggered to reduce congregation risk • Antibacterial gels to be placed around workplace • Movement between buildings / units / departments to be reduced to only minimal, authorised, persons • Visitors / contractors to be reduced to a bare minimum, (Eg essential repairs) • Frequent cleaning and disinfection of surfaces and workstations, in particular shared surfaces such as door handles • Employees showing signs of Covid-19, (coughing / temperature), will be sent home to self-isolate 					
<p>Conclusion:</p> <p>This risk assessment covers the risks from the transmission of Covid-19 and sets out the measures required for us to continue to operate as a business whilst ensuring the H&S of staff and visitors.</p> <p>This risk assessment will continually be reviewed throughout the pandemic to ensure its ongoing effectiveness.</p>						

Risk Assessment Review – 14/05/2020

Risk assessment reviewed by Wesley Cordingley, senior team and departmental managers following additional guidance released by the government on the 11/05/2020 on 'Covid Secure Workplaces'.

Following a review of this guidance the below additional measures have been implemented to improve employee, visitor and contractor safety when on site from the transmission of Covid-19:

1. Introduction of Covid marshals to help ensure social distancing measures are in place and effective, people are following social distancing requirements and as another point of contact for employees who have concerns surrounding workplace safety in relation to Covid-19
2. Introduction of one way systems wherever possible in the workplace to reduce congestion
3. Introduction of a cleaning rota to formalise the cleaning of frequently touched surfaces
4. Issuing of antibacterial wipes to certain employees who share equipment with the instruction to wipe equipment post use – Eg FLT's & pump trucks
5. Requirement for the wearing of gloves when using production trollies
6. Issuing of disposable masks, antibacterial wipes, nitrile gloves and aprons to first aiders
7. Collection drivers ring the bell and are instructed to re-enter their vehicle whilst loaded to prevent contact – Yellow gates shut to prevent visitors wandering in
8. Marking out of floors in areas where queues may form, (water coolers / toilets), to display two meter distancing
9. Allocation of employees to specific break rooms to prevent overcrowding
10. Stores area is now off limits to those who do not work in there to reduce the numbers in there at any one time
11. Those considered 'extremely vulnerable' in the government guidelines have been considered departmentally and are currently either working from home or furloughed – Any changes to this would be reviewed on a case by case basis
12. Meetings will be held virtually wherever possible – If not possible attendees to be kept to a minimum to ensure social distancing can be achieved



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