

Subject: Covid-19 Risk Assessment	<b>RISK ASSESSMENT RECORD SHEET</b>	Total Pages: 3 Pages
Location: Kentec Electronics – Dartford & Rochester	<b>Hazard Identification/Consideration of Risk</b>	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"> <li>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</li> <li>Workstations moved / redesigned to ensure 2 metres distancing is possible at all times</li> <li>Perspex to be put between workstations as a last resort if 2 meter distancing between workstations cannot be achieved</li> <li>2 Metre signs to be put up to visually display 2 metres distancing requirement</li> </ul>	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"> <li>• Frequent reminders to staff on social distancing requirements and isolation rules to be given</li> <li>• Additional shift working patterns to be implemented if / when required to reduce number of people on site to aid in social distancing</li> <li>• Break times and leaving times to be staggered to reduce congregation risk</li> <li>• Antibacterial gels to be placed around workplace</li> <li>• Movement between buildings / units / departments to be reduced to only minimal, authorised, persons</li> <li>• Visitors / contractors to be reduced to a bare minimum, (Eg essential repairs)</li> <li>• Frequent cleaning and disinfection of surfaces and workstations, in particular shared surfaces such as door handles</li> <li>• Employees showing signs of Covid-19, (coughing / temperature), will be sent home to self-isolate</li> </ul>					
<p><b>Conclusion:</b></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&amp;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

#### **Risk Assessment Review – 16/09/2020**

Risk assessment reviewed by Wesley Cordingley, Emily Tongue and departmental managers.

At the time of review no significant concerns were identified and controls listed were seen to be in place and deemed effective – However since the time of last review there have been some changes to workplace guidance from the government so the below changes have been implemented at Kentec Electronics:

- People are no longer required to work from home if they can – To reflect this rota systems are being implemented departmentally to start bringing people back to site whilst making sure the workplace can remain Covid secure
- Visitors and contractors are no longer limited to essential repairs only, however any contractors or visitors attending site must complete a Covid-19 declaration and undergo a temperature check
- All employees undergo a temperature check at the beginning of the working day
- Shielding has now been paused by the government – a risk assessment template for vulnerable & extremely vulnerable persons was sent out to all employees and anyone who declared any health concerns as identified by the government had a specific risk assessment completed by their manager

No other concerns or changes identified as part of this review.

**Risk Assessment Review – 01/11/2020**

Risk assessment reviewed by senior management team due to lock down with work from home instructions, changes as follows:

- Work from home where possible to be reintroduced, departmental managers to review their teams and get people to work from home where possible
- Face masks to be worn on site by all employees and visitors
- Required employees to restart shielding again
- Lateral flow tests to be made available to employees and this promoted

No other changes or concerns identified during the review.

**Risk Assessment Review – 19/07/2021**

Risk assessment reviewed by the senior management team due to legal restrictions being removed, (although guidance remains in place).

Due to the prevalence of Covid-19 within the country currently Kentec will keep all current safety measures in place, listed below:

- Face masks to be worn by employees when moving around site and by visitors at all times
- Visitors to be restricted to necessary only and Covid-19 declaration to be completed before site visit is undertaken
- Range of Perspex screens in place where social distancing isn't possible
- Fixed team working in areas where social distancing or other measures are not practical – Wave Solder, SMD and PCB Stage 1 namely
- Lateral flow tests being made available to staff and their use promoted
- One way systems on site where possible
- Manufacturing and operations teams to have staggered start, finish and break times to prevent crowding of clocking in/out machines and break rooms
- Regular cleaning of frequently touched areas, (handles, handrails etc), by cleaners and antiseptic wipes by shared equipment for employees to use post use, (Eg FLT)
- Hand sanitiser being made available throughout the business
- Ensuring any employees that have symptoms of Covid-19 do not attend work, if they do to be sent home immediately and instructed to get a PCR test
- Following our 'Covid-19 Positive policy' in the event of an outbreak to identify contacts and send people who classify as such home for isolation and testing