

RISK ASSESSMENT

Assessment Ref No.	Revision
VB004	1

Assessor's Name:	Vikki Breese	Task Reference:	Safe Working Covid-19	Review Date (no later than):-	1 year
------------------	--------------	-----------------	-----------------------	-------------------------------	--------

Task Description	Location:	
All Areas Unit 32 & Unit 33	Offices upper and lower and kitchen area - Unit 33	
	Persons /Equipment at Risk – Affected Groups:	
	A – Layton Technologies	E –
	B – Visitors	F –
	C – Sub-Contractors	G -
D –	H -	

This Risk Assessment is supported by the following information:	Safe Working Practices	Y	Ref: https://www.gov.uk/coronavirus	Work Authorisation	Ref:.....
	Hygiene	Y	Ref: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely Ref: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouse Ref: Kitchen Hygiene poster displayed	Form
				Permit to Work	Ref:.....
				Other
				Other	Ref:.....
				
					Ref:.....
				

RISK ASSESSMENT

Assessment Ref No.	Revision
VB004	1

Identified Hazard	Affected Groups	Severity	Probability	Risk Level Before Controls	Existing Controls (Training, Information, Physical Controls)	Risk Level With Controls	Additional Controls Required	Final Level Risk
Social Distancing and PPE.	A,C	S	P	H	Staff currently maintaining 2 metres distance from each other.	L	<p>All staff MUST work to the guidelines of social distancing as defined by the Government at the time. i.e. keeping at least 2 metres apart as much as possible and no less than 1M+ at all other times.</p> <p>Apprentices who require close training will not be returning to site at this time.</p> <p>No visitors will be allowed on site at any time.</p> <p>Signs to advise on how deliveries are to be made will be positioned on the front door.</p> <p>Personal bottles of hand sanitiser to be issued to all staff and a bulk supply available for them to re-fill from when required.</p> <p>Disposable facemasks and gloves to be available to staff on request.</p>	A

RISK ASSESSMENT

Assessment Ref No.	Revision
VB004	1

Identified Hazard	Affected Groups	Severity	Probability	Risk Level Before Controls	Existing Controls (Training, Information, Physical Controls)	Risk Level With Controls	Additional Controls Required	Final Level Risk
<p>General Cleaning</p> <p>Poor cleaning increases the risk of spreading illnesses.</p>	A,C	M	R	L	<p>Deep cleaning performed by external contractors twice weekly.</p> <p>All workspaces, food preparation and toilet facilities to be kept clean by staff.</p>	L	<p>Cleaning Contractors to provide their own Risk Assessment to Layton Technologies Limited.</p> <p>All staff to maintain the highest levels of workspace cleanliness and cleaning products will be available to ensure this.</p> <p>All items such as door handles and light switches to be sprayed with antibacterial spray or wiped with antibacterial wipes frequently.</p>	A
<p>Front Door</p> <p>All staff need to use front door.</p>	A,C	S	O	M	<p>Visitors unable to enter without an appointment.</p>	L	<p>Strictly no admittance to visitors.</p>	A
<p>Internal Doors with Keycodes.</p> <p>All staff need to use keycode locks</p>	A,C	S	P	H	<p>None at present</p>	H	<p>Where practicable, doors will be wedged open or left on the latch only.</p> <p>Where practicable antibacterial spray or antibacterial wipes will be available next to the door.</p>	A

RISK ASSESSMENT

Assessment Ref No.	Revision
VB004	1

Page 4 of 8

Identified Hazard	Affected Groups	Severity	Probability	Risk Level Before Controls	Existing Controls (Training, Information, Physical Controls)	Risk Level With Controls	Additional Controls Required	Final Level Risk
Internal Doors All staff need to use internal doors.	A,C	S	P	H	None at present	H	Where practicable doors will be wedged open. Where practicable disinfectant spray or antibacterial wipes will be available next to the door. The door between the internal downstairs corridor and the reception office is to be locked at all times	A
Clocking On / Off All staff are required to clock on and off.	A,C	M	O	L	Eye recognition system already in use.	L	Approach clock from the rear of the building near the internal stairs and exit towards the kitchen side. Ensure social distances when clocking on and off.	A
Workspace Sharing Workspaces and keyboards are occasionally shared.	A,C	S	O	M	None at present	M	Any shared workspaces are to be cleaned down after use. Cleanable keyboard covers are to be available for any shared keyboards.	A
Handwashing	A,C	S	O	M	All staff to adhere to handwashing procedure signs placed in all handwashing facilities. Handwash available in all toilet and kitchen facilities.	L	Sufficient antibacterial handwash to be available. Individual bottles of hand sanitiser to be available to and carried by all persons on site.	A

RISK ASSESSMENT

Assessment Ref No.	Revision
VB004	1

Identified Hazard	Affected Groups	Severity	Probability	Risk Level Before Controls	Existing Controls (Training, Information, Physical Controls)	Risk Level With Controls	Additional Controls Required	Final Level Risk
<p>Toilet Facilities</p> <p>Not all toilets on site currently in use.</p>	A,C	S	P	H	None at present	H	<p>Sales and Admin staff to use upstairs toilet in Unit 32.</p> <p>Production Office staff to use downstairs toilet in Unit 32.</p> <p>Shop Floor Staff to split use between the two toilets available in Unit 33 evenly by staff numbers and as designated.</p> <p>In all cases staff to clean toilet seat, toilet handle, taps and internal door handle with provided antibacterial spray or antibacterial wipes after handwashing and before exiting toilet facilities.</p>	A

RISK ASSESSMENT

Assessment Ref No.	Revision
VB004	1

Page 6 of 8

Identified Hazard	Affected Groups	Severity	Probability	Risk Level Before Controls	Existing Controls (Training, Information, Physical Controls)	Risk Level With Controls	Additional Controls Required	Final Level Risk
<p>Kitchen Facilities</p> <p>All staff use the same kitchen facilities at the same time.</p>	A,C	S	P	H	None at present	H	<p>Sales and Admin staff to use new drink making facilities in Sales Office.</p> <p>Production Office staff to use new drink making facilities in Production Office.</p> <p>Lunch breaks to be staggered.</p> <p>Shop Floor Staff lunchbreak to be taken 12.30 pm to 1.00 pm.</p> <p>Production Office lunchbreak to be taken 1.00 pm to 1.30 pm.</p> <p>Shop Floor Staff to split use evenly by staff numbers and as designated between the existing kitchen and new facilities in Unit 33.</p>	A
Working from Home	A,C	N	R	A	Accounts staff and Design contractor are working from home.	A	<p>Accounts staff will continue to work from home whenever possible.</p> <p>Contracted designers will continue to work from home whenever possible.</p>	A
<p>Meetings</p> <p>Meetings held in areas which do not accommodate social distancing.</p>	A,C	M	R	L	None at present	L	All meeting to be held remotely if practicable or in areas which allow staff to follow the current social distancing rules in place.	A

RISK ASSESSMENT

Assessment Ref No.	Revision
VB004	1

Page 7 of 8

Identified Hazard	Affected Groups	Severity	Probability	Risk Level Before Controls	Existing Controls (Training, Information, Physical Controls)	Risk Level With Controls	Additional Controls Required	Final Level Risk
Deliveries / Post Any staff member opens deliveries.	A,C	S	O	M	None at present	M	All deliveries /post to be opened only by a designated member of staff. Staff member must wear disposable gloves when opening deliveries / post. Gloves must be disposed of immediately following opening of deliveries /post. All packaging must be disposed of safely or quarantined for 48 hours before reuse.	A
Company Vehicles Multiple vehicle occupancy does not allow for social distancing	A,C	S	O	M	Company vehicles are cleaned weekly.	L	Only essential journeys must be done. Where practicable only one person per vehicle. Where this is not possible facemasks are available. Heavy use areas in vehicles to be disinfected following use i.e. steering wheel, door handles. Anti-bacterial spray and hand sanitiser to be available in all company vehicles.	A
Staff Visiting Customer Site	A,C	M	R	L	Staff are maintaining social distancing	L	Where essential site visits are to be made Companies are to submit their own Risk	A

RISK ASSESSMENT

Assessment Ref No.	Revision
VB004	1

							Assessments to Layton Technologies for review and approval prior to staff attending site.	
--	--	--	--	--	--	--	---	--

Identified Hazard	Affected Groups	Severity	Probability	Risk Level Before Controls	Existing Controls (Training, Information, Physical Controls)	Risk Level With Controls	Additional Controls Required	Final Level Risk
Staff exhibiting symptoms of Covid-19	A,C	C	O	H	Government Guidelines on Self-Isolation to be followed by all staff.	A	<p>All persons MUST self-isolate i.e. DO NOT COME TO WORK for 14 days, if you, or a member of your household:</p> <p>1. Develops a NEW and PERSISTANT cough lasting for more than half a day OR 2. Develops a high temperature OR 3. Experience a loss of sense of smell and / or taste.</p> <p>If staff need to self-isolate, they MUST notify the company immediately.</p> <p>Staff MUST seek permission before returning to work after any period of self-isolation.</p>	A

This Risk Level has been reduced as low as is reasonably practicable (ALARP)

Assessor's Name: Vikki Breese

Date: 29th June 2020

Signature: