



CORONAVIRUS RISK ASSESSMENT SCHEDULE
 Pulse Power and Measurement (PPM) Ltd
 65 Shrivvenham Hundred Business Park, Watchfield,
 Swindon SN6 8TY

Assessment Carried out by:	Ryan Woods	Assessment Number	CRA 03
Department	Units 65 and 77 – COVID-19 Risk Assessment	Date of Assessment:	January 2021
Manager's Name		Review Date	March 2021

Significant Hazard	Who is at Risk	Consequence	Current Control Measures	Further Action Required, By Whom, By When
Symptoms of Covid-19	All	<ul style="list-style-type: none"> Contracting Covid-19 Transmission of Covid-19 	<ul style="list-style-type: none"> Temperature to be taken by each person using a thermometer at the start of each day Use alternative entrance or wait if someone is already in reception Sanitize hands & use Dettol wipes on the thermometer before using. People are required to go home and isolate if temperature is above 37.8°C, arrange a test and not return unless the result is negative. If the test result is positive the employee must isolate for at least 10 days from the start of the symptoms <p>Symptoms Include:</p> <ul style="list-style-type: none"> Fever or chills Cough Shortness of breath or difficulty breathing Fatigue Muscle or body aches Headache New loss of taste or smell Sore throat Congestion or runny nose Nausea or vomiting Diarrhea 	<ul style="list-style-type: none"> Review by the Managing Director, HR Director and Health & Safety Manager should circumstances or government advice change – Ongoing All members of staff to ensure the alcohol gel and antibacterial wipes at the temperature stations remain stocked - ongoing



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			<p>This list does not include all possible symptoms.</p> <ul style="list-style-type: none"> You should apply for a test: https://www.gov.uk/apply-coronavirus-test There are posters placed around the 2 sites listing the symptoms, as a reminder 3 Thermometer stations placed around the buildings 	
Family of Employees having Symptoms	All	<ul style="list-style-type: none"> Passing on infection 	<ul style="list-style-type: none"> People who are living with someone with coronavirus symptoms are reminded that they should self-isolate for 10 days or until that person has taken a test and the results are negative 	Ongoing reminders from line managers
Kitchen	All	<ul style="list-style-type: none"> Touch surfaces Come into contact with droplets 	<ul style="list-style-type: none"> Sanitise hands before using the kitchen. Clean down surfaces with anti-bac spray before using kitchen. Limit Number of people to 1 person in kitchnettes and 2 people in large kitchen. Minimise use of kitchen by bringing in your own food. Don't bring in food to share such as packets of biscuits or a cake. Limit number of trips to local shops and takeaways at lunchtime. Use conference rooms as an alternative for eating your lunch Breaks will be staggered – 12pm, 12.30pm, 1pm, 1.30pm. Put dishwasher on hot wash each night 2 people maximum on picnic bench Additional Kitchenette will be set up in Unit 65 sales area and Unit 77, upstairs. 	<p>Additional indoor eating areas will be set up to avoid exceeding the limits in the kitchen during breaks</p> <p>Everyone to bring in there own picnic rugs and chairs for extra seating outside - ongoing</p>



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Meeting Rooms	All	<ul style="list-style-type: none"> • Touch surfaces • Come into contact with droplets 	<ul style="list-style-type: none"> • The maximum occupancy in the conference rooms are as follows: <ul style="list-style-type: none"> ○ Hoy: 6 people ○ Wiggins: 4 people ○ Grainger: 2 people. ○ Where meetings require more than the occupancy limit, additional staff will be required to join via Zoom. • Face coverings for all participants are required in all face-to-face meetings. • Hands should be sanitized with alcohol gel and tables and IT controls should be cleaned with antibacterial wipes before and after each meeting. • Where possible, windows must be opened when the rooms are in use to allow air movement and flow. • Meeting times must be kept to as short as possible, being mindful of room occupancy and airflow. 	
Loos	All	<ul style="list-style-type: none"> • Touching surfaces? 	<ul style="list-style-type: none"> • Wipe down surfacestaps, flush, door handle etc. with anti-bac wipes each time you use the loo. Dispose of in bin. (don't flush down toilet as you will block it). 	
Secure Lab	All	<ul style="list-style-type: none"> • Touch surfaces 	<ul style="list-style-type: none"> • When more than one person is working in the secure lab, the door must remain open (Important that we still maitian our security procedures. Only authorised personnel are permitted to enter the secure lab). 	



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		<ul style="list-style-type: none"> Come into contact with droplets 	<ul style="list-style-type: none"> Masks must be worn at all times when more than 1 person working in the room. Surfaces must be cleaned down using anti-bacterial wipes at the end of every use of the room. 	
General Social Distancing and face coverings	All	<ul style="list-style-type: none"> Come into contact with droplets 	<ul style="list-style-type: none"> Stand 2m back from people while talking to them to protect them. Feel free to ask people to stand further away at any time. Wear a face mask at all times except when you are sitting at your desk, alone. When you stand up – put your face mask on. When someone talks to you at your desk while you are sitting down, put your face mask on. Face covering always to be worn when working in S Lab except when you are alone. 	<p>Trial of one way system to be assessed by end of May.</p> <p>PPM to provide face coverings to all staff</p>
IT – Viruses picked up while WFH	All those who have taken their desktop home	<ul style="list-style-type: none"> Virus on server 	<ul style="list-style-type: none"> Spare laptops to be made available to enable more working from home 	
Desk and Bench spacing	All	<ul style="list-style-type: none"> Come into contact with droplets 	<ul style="list-style-type: none"> All desks to be fitted with screens. People will be spaced at least 1.5m apart and will be seated side by side. Extra desks have been bought and set up to enable social distancing. 	
Keeping hands sanitized	All	<ul style="list-style-type: none"> Touching Surfaces with germs present 	<ul style="list-style-type: none"> Frequently wash hands for 20 seconds with soap and water. 	



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			<ul style="list-style-type: none"> Use hand sanitizer frequently and each time you go into a different department (production, engineering, conference rooms, sales, Unit 77) Hand sanitizer is placed in all departments, conference rooms and kitchens Hand cream is supplied to help avoid dry skin caused by frequent washing of hands and sanitizing 	
Accepting Deliveries	Production	<ul style="list-style-type: none"> Touching surfaces with germs present. Exchanging droplets 	<ul style="list-style-type: none"> Stay 1.8m away from delivery person and wear face covering Wear gloves to receive item and to process Good In packages. Remove gloves and dispose of them, then sanitise hands Sanitise hands before using computer in stores and sanitise computer before and after us. Procedure is displayed by the Goods-In door 	
People with underlying health conditions	People with UHC	<ul style="list-style-type: none"> More severe symptoms Increase in likelihood of contracting 	<ul style="list-style-type: none"> Ongoing consultations with people with UHC regarding further measures to consider including extending WFH arrangements. 	
Showers	Anyone who uses the shower	<ul style="list-style-type: none"> Touching Surfaces with germs present 	<ul style="list-style-type: none"> Clean down the shower and controls after use with anti-bac spray. Leave the door open after use. Different showers dedicated to different teams. Production and Unit 77 – downstairs shower; upstairs teams in Unit 65 – upstairs shower. 	



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Sharing Equipment	IT Manager, Engineers, Production	<ul style="list-style-type: none"> Picking up the virus from someone with the virus who previously used the equipment 	<ul style="list-style-type: none"> Where possible equipment will not be shared No sharing of desks, IT equipment, pens etc. IT Manager to use cordless mouse and keypad on other people's equipment Where it is not possible to avoid sharing, the equipment must be sanitised before use. 	
Other Measures	All	<ul style="list-style-type: none"> Virus possibly enabled to circulate 	<ul style="list-style-type: none"> Keep windows open on 2 sides of your working area even if heating is on to enable fresh air to pass through. 	

Date for approval: 06/01/2021

Approved by (name): Ryan Woods