

COVID-19 RISK ASSESSMENT FOR SEWTEC AUTOMATION LIMITED

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be nil, mild, moderate, severe or fatal.

People can catch the virus from others who are infected in the following ways:

- by breathing in droplets emitted when a person with the virus coughs or exhales,
- by touching contaminated surfaces and then touching their eyes or mouth, noting that the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on or touched

This risk assessment identifies the measures and actions taken to minimise the risk to staff, visitors and anyone else who comes to Sewtec’s premises. They are to be reinforced using reminders on posters, emails and verbal.

ASPECT	MEASURES	ACTIONS
Social Distancing	Maintain 2m separation between people, where practicable	<ul style="list-style-type: none"> • Avoid physical contact, including shaking hands, hugs, etc • Enforced segregation using barriers, floor markings where applicable • One-way systems where practical • Desks and/or seating have been spaced out to provide required separation • Hot desking is not to be used • When travelling by car to customer’s sites separate cars are to be used by everyone attending site • When using public transport current UK Government guidelines are to be used
	Home working	<ul style="list-style-type: none"> • Working from home, where tasks can be conducted efficiently, is supported • Appropriate technology has been provided for people working at home • Managers will maintain regular contact with home workers to monitor wellbeing, manage workload and ensure they stay connected to their colleagues
	Work patterns	<ul style="list-style-type: none"> • Stagger start/end of work and break times to minimise contact in canteens, kitchens and toilets
	Technology	<ul style="list-style-type: none"> • Conferencing technology is used regularly
Personal Cleanliness	Hand washing	<ul style="list-style-type: none"> • Wash hands regularly with soap and water for at least 20 seconds. Hand wash is in every kitchen and toilet

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		<ul style="list-style-type: none"> • Dry using disposable towels provided, not hand dryers as they can blow the virus around • Hand sanitiser gel (at least 70% alcohol content) is provided individually to each employee, at main entrances and in all offices, meetings rooms, and kitchens.
	Cough and sneeze containment	<ul style="list-style-type: none"> • Cover the mouth with a tissue or sleeve (not hands) when coughing or sneezing • Tissues are provided • Dispose of used tissues immediately in the bins provided
	Face contact	<ul style="list-style-type: none"> • Do not touch face, eyes, nose or mouth if hands are not clean
	Drinking	<ul style="list-style-type: none"> • Everyone to use own cups and make own drinks
Personal Protective Equipment	Wearing of gloves	<ul style="list-style-type: none"> • Single use gloves are available for people having regular contact with objects and hard surfaces that cannot be easily cleaned e.g. in manufacturing and machine build • Wearing of gloves does not remove the need for regular hand washing
	Face coverings	<ul style="list-style-type: none"> • Face coverings are required for use in health care environments but not for our business operations • However, face coverings are available for staff to wear if they wish where social distancing measures are difficult to adhere to e.g. when working in close proximity on a machine build
Cleaning	Cleaning of surfaces	<ul style="list-style-type: none"> • Frequently touched objects and surfaces are cleaned twice a day with anti-bacterial spray
People Showing Symptoms	Symptoms	<ul style="list-style-type: none"> • Continuous cough, high temperature and a loss of, or change to, smell or taste
	Isolation	<ul style="list-style-type: none"> • Staff demonstrating symptoms will be sent home and advised to follow current stay at home guidelines • Visitors demonstrating symptoms will be asked to leave site promptly
	Cleaning	<ul style="list-style-type: none"> • Areas where the infected person has been will be cleaned and disinfected promptly
	Contact	<ul style="list-style-type: none"> • Line managers are to maintain regular contact with staff members during this time
	Return to work	<ul style="list-style-type: none"> • After the isolation period has expired staff will be required to resume work