



Leading specialists in laboratory and medical sterilization and decontamination solutions.

COVID-19 RISK ASSESSMENT			CONTROLS				
RISK No	RISK	RISK SCENARIO	SEVERITY	PROBABILITY	RISK CLASS	DETECTION	RP1
PRE CONTROLS							
1	Holiday Destination	Employee returning from holiday destination abroad or not within Common Travel Area, or where <b>COVID-19</b> has been identified as high risk and been placed on Amber or Red List destinations, may be a carrier and pass virus onto colleagues.	H	M	1	M	H
2	Human Contact	Employees standing in close proximity to each other or visitors, greeting each other by physical contact. Being in someone's company for an extended period - long meetings. An employee may be an asymptomatic carrier and pass virus onto colleagues or visitors.	H	M	1	M	H
3	Cross Contamination	Various persons touching the same surfaces. If surfaces are not correctly sanitised then contamination can be spread from person to person. If employees do not wash their hands regularly then surfaces touched are contaminated. Sharing of utensils, tools, equipment etc. can cause cross contamination. Poor ventilation can exacerbate cross contamination.	H	M	1	M	H
4	Travelling to Work	Employees who travel to work on public transport are at higher risk of contracting/spreading the virus than those traveling in own car. Persons who are not from the same household and travel to work together are at higher risk of contracting/spreading the virus.	H	M	1	M	H
5	Non LTE personnel	Persons coming onto LTE premises and in contact with LTE employees may be carriers of the virus and spreading it to LTE employees. Visitors, cleaners, contractors or drivers etc. may be at risk during the pandemic, of spreading or contracting the virus if not adhering to the Company Risk Assessment.	H	M	1	M	H
6	Personal Hygiene	Employees not practising good personal hygiene may contract the virus by not washing their hands regularly when touching communal surfaces.	H	M	1	M	H
7	Vulnerable Persons	Employees who have underlying long term health issues or are pregnant are at higher risk if they were to contract the virus.	H	H	1	M	H

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8	Working from Home	Working from home is a viable option for many companies. Due to the nature of LTE production, repairs and service to the Front Line Network, shopfloor employees, service engineers and technical support network staff cannot feasibly work from home. Equipment and technology required to carry out the production and repairs of critical parts are not suitable for home working environment; it would prove impractical and near on impossible for shopfloor, service engineers and technical support network employees to work from home.	M	H	1	M	H
9	Symptomatic Signs	LTE Staff showing signs of Covid-19 continuing to work, may pass it onto their colleagues.	H	M	1	M	H
10	Staggered Hours	All staff leaving & entering Company premises at the same time; as well as all taking the same lunch break may cause congestion in certain areas. Close contact with colleagues, unable to abide by safe social distancing. Staff at risk of spreading the virus.	M	H	1	M	H
11	Contact Tracing	Shopfloor staff or visitors may be at risk of transmitting COVID-19 if they carry out on-site customer services; come into contact with people outside their household on LTE premises. They have no means of contacting all those they come into contact with should they become symptomatic.	H	M	1	M	H
12	Asymptomatic	Personnel may be unaware they are carriers of the virus. Unknowingly spreading the virus to work colleagues.	H	M	1	M	H
RISK No	RISK	MITIGATION	SEVERITY	PROBABILITY	RISK CLASS	DETECTION	RP2
			POST CONTROLS				
1	Holiday Destination	All employees have been instructed to advise HR of their holiday destination; and if showing any symptoms on return from holiday to book a PCR test and self-isolate following Gov. guidelines. On return to work employees will be asked to show results of their re-entry, day 2 and day 8 COVID-19 tests, dependant on travel requirements of their holiday destination. They will have their temperature taken.	M	L	3	H	L

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2	Human Contact	Various signs have been placed around the Shopfloor reinforcing social distancing, 2 metre markings on floor. H&S Dept walking around Shopfloor ensuring social distancing is in practice. Temperature taken for visitors; if a high temperature is taken person instructed to leave LTE premises and follow Gov. guidelines. All surfaces are thoroughly sanitised. Shopfloor and offices spacious enough to allow safe social distance in working areas. Where possible avoid in-person meetings by using video conferencing. Meeting rooms have been marked out to ensure safe social distance. Advise given to wear face covering when unable to keep safe social distance.	L	M	3	M	L
3	Cross Contamination	Cleaning staff instructed to focus on thoroughly cleaning all common contactable surfaces daily with Anti-Bacterial cleaning products. Suprox cleaning spray located at communal scanning machine used to log onto jobs, employees instructed to clean surface before and after every use. 70% Antibacterial gel strategically located throughout LTE premises. Signage in restrooms instructing employees on how to wash their hands. Signage on Shopfloor reinforcing requirement to keep safe social distance and to wash hands at start of day, during the day and at the end of the day. Staff advised to keep doors and windows open where possible to ensure good ventilation.	M	L	3	M	L
4	Travelling to work	Employees who do not have their own means of transport and rely on public transport, have been asked where possible to avoid public transport and walk or cycle to work. All employees car sharing asked to travel in own vehicle and avoid close contact with persons not from the same household. Those who travel to work in their own car and with no passengers other than those from the same household are following Gov. guidelines. Where car sharing is necessary for delivery etc., employees advised to wear face coverings.	M	M	2	M	M

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5	Non LTE personnel	All non-essential visits cancelled. All supplier sales reps advised not to visit LTE. Visitors may be asked to wear a face covering, visitors may be asked to have their temperature taken. Signage at all entrances instructing delivery drivers to not enter the premises, leaving the parcel at the door and taking the name of the person who answers the buzzer. Deliveries requiring FLT instructed to not enter the building. Delivery driver to sign any hand held device on LTE's behalf. Steps to Staying Safe at each entrance to LTE. Essential visitors encouraged to give contact details for NHS Test & Trace. Copy of LTE Covid-19 Risk Assessment on display at each entrance.	L	L	3	L	L
6	Personal Hygiene	All employees advised to ensure their personal hygiene is maintained at all times. Signage in restrooms instructing employees on correct method of washing hands. H&S Dept ensuring all soap dispensers in restroom are full. Signage around Shopfloor reminding employees on safe social distancing. Suprox and hand sanitizing gel at communal workstations.	M	M	2	M	M
7	Vulnerable Persons	In line with Gov. guidelines, all employees who are classed as vulnerable have been given access to work from home where practicably feasible, and/ or asked to stay home for the recommend isolation period.	L	L	3	L	L
8	Working from Home	Working from home for Shopfloor, Service engineers, Technical support is not feasible. All individual Shopfloor workstations are widely spread-out to ensure safe social distancing. Service engineers travel solo to customer sites and each service engineers adheres to site specific COVID-19 regulations. LTE Technical support network offices have been spread out to ensure safe social distance, and screening put in place where social distance is not achievable. Employees can continue with their specific work without close contact of fellow employees.	M	L	3	M	L
9	Symptomatic Signs	All LTE staff who show signs of Covid-19 are instructed to not attend work, to immediately self-isolate and book a virus test. If the test results are negative they are instructed to return to work. If the test results are positive they are instructed to self-isolate following Gov. guidelines.	L	M	3	M	L

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10	Staggered Hours	LTE is a SME. Shopfloor staff commence work 1 hour prior to office staff. Shopfloor staff finish work 1 hour prior to office staff. Canteen is marked out to indicate safe social distancing, chairs and tables have been removed to avoid close proximity. Shopfloor staff instructed to keep safe social distance while clocking in and out. Markings on the floor to show 2 metre distance. LTE believe staggered hours are not necessary due to small workforce and safe social distance instructions in place.	L	M	3	M	L
11	Contact Tracing	Shopfloor and office staff do not carry out on-site services; they do not visit customer sites. All Shopfloor and office staff have been advised about NHS Test & Trace, and encouraged to provide contact details; all remote sales personnel advised to avoid customer visits where possible, and to carry out remote video meetings instead. All necessary visitors to LTE site are encouraged to scan the QR code and fill in contact details which will be held for 21 days before being destroyed.	M	L	3	M	L
12	Asymptomatic	LTE is a registered LFD testing site, and carry out voluntary Covid-19 LFD testing. Any personnel found to have a positive result is instructed to leave the premises immediately and follow Gov. guidelines.	L	M	3	M	L

Approved by Managing Director:

Name: John Lees

Signed:

Dated:

06-Sep-21

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