

Ref	Risk description. Activity or area where risk of exposure to Covid-19 virus has been reviewed	Who is effected	Controls implemented	Any further actions required	Action owner	Status	Additional Comments
1	From person to person within our workplace	Employees Visitors to our sites	<p>Covid-19 protocols have been established and communicated</p> <p>A Business Continuity Team (BCT) has been established to formulate and oversee the actions required during the Covid-19 pandemic</p> <p>Handwashing/Hand sanitisation on arrival at work</p> <p>Handwashing/Sanitisation is encouraged at regular intervals in the day</p> <p>All coughs and sneezes to be caught in tissues, which should be discarded immediately</p> <p>If required then the crook of the elbow can be used</p> <p>2 metre separation established at all workstations</p> <p>Screening implemented where 2 metre separation is not possible</p> <p>Corridor protocols established including no congregation</p> <p>Maximum occupancies of rooms established and displayed</p> <p>Hand sanitisers readily available</p> <p>All waste and rubbish to be cleaned immediately</p> <p>All Food and Drinks containers to be cleared up after use</p> <p>Disposable cutlery made available (metal cutlery has been removed)</p> <p>Protocols established for external contractors working on site</p> <p>Additional cleaning hours deployed</p> <p>Layout of the factory changed to separate proximity of machinery</p> <p>Training room established to enable socially distanced training</p> <p>Perspex screens placed around desks adjacent to each other</p> <p>Additional space taken within the Plexus building to facilitate further social distancing of employees - offices, stores</p> <p>Cleaning products provided to every office based employee to clean their workstation on a daily basis.</p>	Regularly review all protocols and procedures for effectiveness. Implement changes and improvements as they arise	BCT	Ongoing	No additional comments
2	Employees who have Covid-19 or suspect they may have Covid-19	Employees who have been confirmed to have Covid-19 or suspect they may have Covid-19 virus	<p>Filtronic sickness protocols have been updated</p> <p>All absence requests are reviewed by HR and take account of Covid-19 reporting requirements</p> <p>Employees are allowed to use their holiday allowance whilst self isolating</p> <p>Employee absence from work is monitored and followed up routinely</p>	None required	BCT	Complete	No additional comments
3	Equality in the workspace may be compromised	Employees	<p>Strong equality protocols embedded in the company Group Policies and employee handbooks.</p> <p>Equality issues overseen by the Company Secretary & Group Legal Counsel</p> <p>Employee representation through section heads and local managers</p> <p>Employees in particular 'High Risk' groups have been assessed and measures implemented e.g. pregnant employees etc.</p>	None required	BCT	Complete	None of the Covid-19 protocols introduced to date are considered to have any impact on equality
4	Whilst coming to or leaving work	Employees	<p>Protocols put in place to prevent locker room or other pinch-point crowding</p> <p>Most Filtronic staff either drive to work or walk/Cycle</p> <p>Car sharing during the crisis is discouraged</p> <p>Employees discouraged from using public transport where possible</p> <p>Sufficient parking for private cars provided on site</p> <p>Handwashing and sanitisation facilities are available immediately on site</p> <p>Handwashing and sanitisation is mandatory on arrival</p> <p>Access fobs are contactless at the Sedgefield site (not keypad)</p> <p>Door handles are regularly cleaned with disinfectant</p> <p>Social distancing protocols are in place on entry to the sites</p>	None required	BCT	Complete	Although Filtronic are not able to mandate how employees come to or leave work, we have considered the risks involved and have generated protocols accordingly
5	Whilst moving around our workspace	Employees Visitors to our sites	<p>All rooms have been reviewed for maximum occupancy by size</p> <p>Lower corridors have been marked with 2m separation markers.</p> <p>Corridor protocols have been generated and published for both upper and lower corridors.</p> <p>Working practices have been reviewed to minimise the need for employees to move around the corridors</p> <p>Regular handwashing is mandatory</p> <p>Door handles are regularly cleaned and disinfected</p> <p>Doors are kept open wherever possible to reduce the need to touch door handles</p>	None required	BCT	Complete	No additional comments
6	Whilst at a workstation	Employees	<p>All rooms have been reviewed for maximum occupancy by size</p> <p>Workstations have been reviewed for >2m separation</p> <p>Perspex partitions fitted where workstations are <2m</p> <p>No face-face activities allowed <2m separation or without Perspex partitions</p> <p>Workspaces are cleaned regularly, at the end of each shift and on change of operator</p> <p>Working practices reviewed to minimise the need for employees to move around the site</p> <p>Employees are encouraged to move items around the workplace using drop off points and avoid direct contact.</p>	None required	BCT	Complete	No additional comments
7	Whilst attending a meeting	Employees	<p>All meeting rooms have been assessed for maximum occupancy and <2m separation</p> <p>Remote attendance is encouraged</p> <p>Sharing items during a meeting is prohibited (pens etc.)</p> <p>Hand sanitisers are available in all meeting rooms</p> <p>Tables are cleaned before and after each meeting</p> <p>Excess chairs have been stacked to remove them from use</p> <p>Non-essential meetings are discouraged</p> <p>Holding meetings in the largest meeting room or largest space available encouraged</p>	<p>Consider additional floor signage</p> <p>Consider removing excess chairs from rooms to match the max occupancy</p>	BCT	Ongoing	No additional comments
8	Exposure to Covid-19 in common areas (canteen area, Toilets, Kitchen etc.)	Employees Visitors to our sites	<p>Break times have been staggered to reduce the volume of people in common areas at any one time</p> <p>Additional drinks making facilities have been made available to reduce people congregating in small areas</p> <p>Plastic cutlery and paper plates made available for disposal after use</p> <p>Seating and tables have been reviewed for maximum occupancy and >2m separation</p> <p>Social distancing policies are mandatory in all areas including toilets and other common spaces</p> <p>Employees encouraged to take breaks outside or in large spaces wherever possible</p> <p>Employees encouraged to stay on site during the working day to minimise any exposure from external sources (e.g. shops)</p>	None required	BCT	Complete	No additional comments
9	Accidents, Incidents or Security	Employees Visitors to our sites	<p>First Aid protocols have been issued</p> <p>PPE for First Aid have been provided</p> <p>Emergency procedures and protocols are still in place and must be followed</p> <p>Employees are allowed to be <2m apart if evacuating etc.</p>	None required	BCT	Complete	Personal safety takes precedence over the lower risks of potential exposure to Covid-19
10	From external contacts, visitors or contractors	Employees Visitors to our sites	<p>Employees are encouraged to hold remote meeting wherever possible</p> <p>All contractors are required to follow the Filtronic contractor protocols</p> <p>All visitors to our sites are required to follow our Covid-19 protocols</p> <p>Access by contractors are reviewed for essential access only</p> <p>Access by contractors are reviewed for optimum time i.e. outside office hours</p> <p>The number of visitors on site are kept to a minimum</p> <p>All visitors are recorded</p>	None required	BCT	Complete	No additional comments
11	Communication, knowledge and understanding	Employees	<p>Filtronic social distancing and Covid-19 protocols are widely published on site noticeboards</p> <p>Information posters have been put up in all common areas</p> <p>Covid-19 Business Continuity Team (BCT) has been established and meets regularly</p> <p>BCT is chaired by the Company Secretary & Group Legal Counsel of the company</p> <p>Regular communications are issued by the BCT</p> <p>H&S manager is a member of the BCT</p> <p>Worker representation is provided on the BCT</p> <p>Safe working protocols have been issued by the H&S manager</p>	Continue to provide regular updates and staff briefings	BCT	Ongoing	No additional comments
12	From items in our workplace	Employees Visitors to our sites	<p>Extra and frequent cleaning of the workplace put in place</p> <p>Extra and frequent cleaning of objects and surfaces</p> <p>'Clean Desk' policy in place to facilitate desk cleaning</p> <p>All staff required to clean their work spaces after use and encouraged to clean before use.</p> <p>Instruction to dispose of any waste or rubbish immediately in the designated bins</p> <p>Quotes obtained for potential deep clean if necessary</p> <p>Hand sanitisers available at multiple locations</p> <p>Good practice and protocol posters to promote awareness displayed around the workplace</p>	None required	BCT	Complete	No additional comments
13	From items delivered to our workplace	Employees	<p>Social distancing protocols in place when dealing with a delivery driver</p> <p>Drop-off points established with no direct contact with the delivery drivers</p> <p>Handwashing/Hand sanitising mandatory after a delivery is received</p> <p>Frequent handwashing before, during and after any unboxing operation</p> <p>All packing discarded in the designated bins</p>	None required	BCT	Complete	Covid-19 has a 72 hour life on hard surfaces and lower on soft. The risks of transmitting the virus on deliveries is low. Highest risk is expected from the delivery driver.

14	Exposure to Covid-19 external to the workplace	Employees	All non-essential travel prohibited Director approval is required for work related travel Employees are discouraged from any travel against government guidelines Car sharing is discouraged Use of public transport is discouraged All staff reminded that social any activities should be in line with government guidelines	None required	BCT	Complete	No additional comments
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QEH&S Manager

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