

## LEE Filters COVID-19 Risk Assessment

Dated: July 2020 Revision 2 (replacing the COVID-19 Risk Assessment dated May 2020).

LEE Filters has conducted a COVID-19 risk assessment. The following are the results of its' assessment.

### Key Information

Key								
L: Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	High-risk activities should cease immediately.
	4	4	8	12	16	20		Further effective control measures to mitigate risks must be introduced.
	3	3	6	9	12	15	<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
	1	1	2	3	4	5	<b>Low risk: 1-6</b>	
		1	2	3	4	5		
	S: Severity					RR: Residual risk		
Guidance	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>							

### Company description

We are a leading manufacturer of filters and camera accessories which are used in Film, Television, Theatre and Photography applications throughout the world.

As a responsible manufacturing company, we recognise the significant impact of the COVID-19 to the industry and the world at large. Consequently, we are viewing the safety of our customers and staff as a priority.

### Background

#### Coronavirus (COVID-19)

The World Health Organization (WHO) explains that coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome). This version, which first appeared in December 2019 in Wuhan, China, has been named "COVID-19".

Symptoms include a fever, cough and shortness of breath. Some may suffer from a mild illness and recover easily, while in other cases, infection can progress to serious illness. Reports suggest that the elderly, those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death. Symptoms can appear in as few as 2 days after infection or as long as 14 days.

### **Our duties as an employer and manufacturing company**

As a responsible company we have a duty of care towards all those that may be affected by the activities undertaken at our premises and will take reasonable steps to protect the health and safety of our workforce and customers by taking adequate control measures to reduce the risk of becoming infected by the virus.

### **Covid-19: Admin / Manufacturing Risks Assessment, Safe System of Work, guidance**

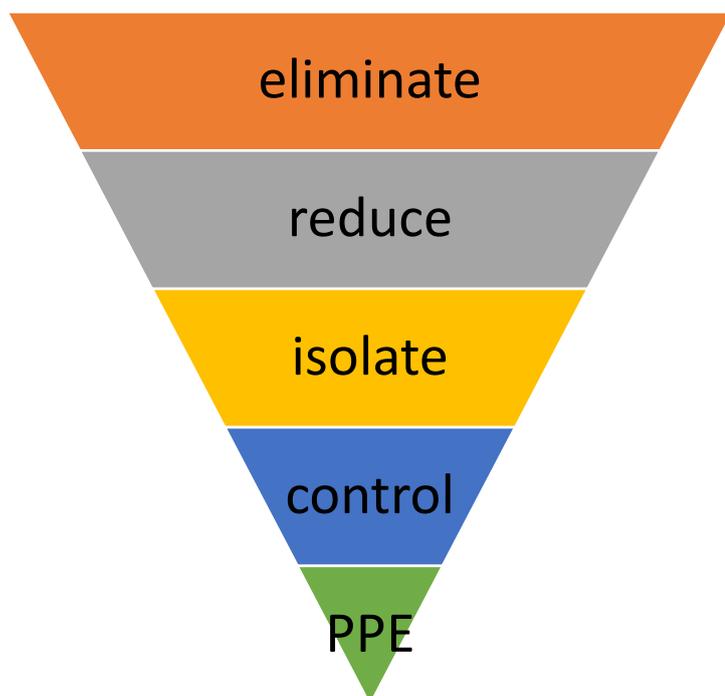
This assessment is designed in compliance with current government and W.H.O. guidance and advice. In addition, it is in compliance with relevant health and safety legislation, standards and good practice as declared by the HSE in their Guide <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

These arrangements are subject to change when the government guidelines change, or new ones are issued.

The key elements to these arrangements are:

- HOME WORKING – Non-operational staff whose work allows it, will work from home as part of the response to the COVID-19 pandemic until circumstances change.
- SOCIAL DISTANCING – A staggered return to work is being implemented in terms of staff numbers on the selection basis of appropriate experience for the relevant re-start activities and taking into account any special circumstances that might be protected by legislation. The initial phases of return will include not allowing customers to be present in the workplace. Wherever possible physical separation of at least 2m will be maintained during all work activities. Work will be planned to maintain this distance as the norm. If a 2m separation cannot be achieved, redesigning workspaces/ways of working/action involved will be considered, and if not practicable, consideration will be given as to whether the activity should continue.
- HEALTH MONITORING – Strict controls will be in place to help ensure that no-one who has the virus or symptoms of the virus is at work. This may involve health declarations & temperature check testing being carried out, as determined to be appropriate from time to time.
- HYGIENE – Enhanced hygiene procedures will be in place across all departments. Handwashing facilities – soap and water where possible, or if not possible, antiseptic hand gel dispensers (minimum 60% alcohol based) will be made readily available at all locations.
- CLEANING – Enhanced cleaning/disinfecting procedures will be in place across all departments – this will include cleaning of buildings, equipment, props.

The risk management hierarchy for managing the corona virus risk:



**Eliminate:** Does the activity really need to be done? Are there other ways of achieving the same thing – e.g. remote working

**Reduce:** Where the task is essential and it is impossible to maintain a 2m distance, then minimise the time of the task and the number of people involved.

**Isolate -** Keep groups of crew who have to temporarily work within 2m together as teams and separate from others if possible.

**Control -** Consider an enhanced authorisation process for these activities and provide additional supervision.

**PPE -** Use masks and nitrile gloves at all time and other PPE such as full face masks, aprons.

These documents will be updated regularly and adapted in line with changing UK government advice. As the situation develops, it may be that further outbreaks occur and further lockdowns are imposed.

We will continue to monitor the situation.

**Personal Protective Equipment Assessment**

PPE assessment		<b>Note.</b> In many instances we will be asking staff/others to wear/use PPE. This note identifies which items are required for the task here:						
Type of PPE:								
	Face	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Additional requirements:		Disposable nitrile gloves should be worn for specific tasks outlined below. Disposable Nitrile Aprons Full Face Visor fluid-resistant type IIR surgical masks 3M 9322+ FFP2 face masks should be worn for all general duties FFP3, N95 face masks should be worn for specific tasks.						
<b>Note.</b> PPE in the form of nitrile gloves and face covering must be worn at all times. Other PPE should only be considered for specific activities, for example, the use of specialised chemicals such as solvents, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at								

height etc. are not possible. PPE should always be considered as a last resort option and only be worn when there is reasonable justification for doing so.

## Risks Assessment

This assessment outlines the risks and suggested control measures suggested for a proposed Return to Work following the COVID-19 pandemic. Activities referred to in this document specifically relate to the resumption of Camera and Lighting Filter manufacturing at the Central Way & Kingsway sites and all associated Administration duties.

### Lighting Filter Manufacture

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessments – 2019 – RA – Coating, 2019 – GA – Abatement Plant & Platform, 2019 – RA – Mixing, 2019 RA – Hazardous Waste Disposal and Safe Systems of Work – 2019 – SSOW – Coating, 2019 – SSOW – Mixing, 2019 – SSOW – Hazardous Waste Disposal

#### Significant risks:

- Potential exposure and transmission of the virus

#### Who is at Risk:

- Lighting Filter Production Department staff, Lighting Filter QC staff, Stock Control staff, raw material supplier delivery drivers

#### Control Measures and Precautions

- Only 2 staff operating each coating machine – staff allocated either 'wet' or 'dry' coating duties to allow segregation and distance to comply with social distancing guidelines.
- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being processed.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Finished product samples submitted for QC checking will be delivered by Coating staff to an agreed area and then collected by QC staff thus avoiding direct contact.
- Processing chemicals or raw materials will be delivered outside of the building and drivers will not be permitted access to any internal areas – Lee staff will collect deliveries from outside of the building and move to a pre-determined quarantine area.
- Deliveries of additional processing chemicals, raw materials, etc. will be quarantined on delivery for the required period based on its' makeup as per UK / US guidance to lessen the risk of potential contamination. PPE will be worn when handling any processing chemicals or unpacking any raw materials supplied to LEE Filters and disposed of safely and correctly.
- Waste processing chemicals will be transferred from stores to an agreed loading area and loaded onto waste collection vehicles by LEE staff. Waste collection drivers will not be permitted access to any internal areas and social distancing guidelines will be followed by all those involved in the collection process.
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building

- 'Bin it, catch it and kill it' campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

**Lighting Filter QC**

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2018 – RA – QC-R&D and Safe System of Work – 2019 – SSOW - QC

Significant risks:

- Potential exposure and transmission of the virus

Who is at Risk:

- Lighting Filter QC staff, Lighting Filter Production Department staff

Control Measures and Precautions

- Only 1 staff member will be operating in the QC Department during each shift.
- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being processed.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Finished product samples submitted for QC checking will be delivered by Coating staff to an agreed area and then collected by QC staff thus avoiding direct contact.
- Deliveries of additional product components, raw materials, packaging materials, etc. will be quarantined at the Kingsway site on delivery for the required period based on its' makeup as per UK / US guidance to lessen the risk of potential contamination. Once transferred to the Central Way site for QC processing, PPE will be worn when unpacking any raw materials supplied and disposed of safely and correctly.
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- 'Bin it, catch it and kill it' campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

## Camera Filter Manufacture – Resin Moulding

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessments 2019 – RA – Resin Moulding and Safe Systems of Work – 2019 – SSOW – Resin Moulding

### Significant risks:

- Potential exposure and transmission of the virus

### Who is at Risk:

- Camera Filter Manufacturing Staff, raw material supplier delivery drivers

### Control Measures and Precautions

- Up to 2 staff working in Resin Moulding area – sufficient space is available within the department to allow segregation and distance to comply with social distancing guidelines.
- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being processed.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Moulded sheets submitted for QC checking will be stored in a pre-agreed location within the department and collected by Resin Moulding QC staff, thus avoiding direct contact.
- Any additional processing chemicals or raw materials will be delivered outside of the building and drivers will not be permitted access to any internal areas – Lee staff will collect deliveries from outside of the building and move to a pre-determined quarantine area.
- Deliveries of additional processing chemicals, raw materials, etc. if not already held on site, will be quarantined on delivery for the required period based on its' makeup as per UK / US guidance to lessen the risk of potential contamination. PPE will be worn when handling any processing chemicals or unpacking any raw materials supplied to LEE Filters and disposed of safely and correctly.
- Any waste processing chemicals requiring disposal will be transferred from internal areas / stores to an agreed loading area and loaded onto waste collection vehicles by LEE staff. Waste collection drivers will not be permitted access to any internal areas and social distancing guidelines will be followed by all those involved in the collection process.
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- 'Bin it, catch it and kill it' campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

**Camera Filter Manufacture – Resin Moulding QC**

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2019 – GA – Resin Cell QC

Significant risks:

- Potential exposure and transmission of the virus

Who is at Risk:

- Camera Filter Manufacturing Staff only.

Control Measures and Precautions

- Only 1 staff member operating in the QC Department during each shift.
- Only 1 staff member permitted to operate in the Resin Cutting room during each shift.
- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being processed.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Moulded sheets submitted for QC checking will be stored in a pre-agreed location within the Resin Moulding department and collected by Resin Moulding QC staff, thus avoiding direct contact.
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- ‘Bin it, catch it and kill it’ campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

**Camera Filter Manufacture – Resin Dyeing**

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2019 – RA – Resin Dyeing and Safe System of Work – 2019 – SSOW – Resin Dyeing

Significant risks:

- Potential exposure and transmission of the virus

Who is at Risk:

- Camera Filter Manufacturing Staff, raw material supplier delivery drivers

Control Measures and Precautions

- Up to 4 staff members may be working in Resin Dyeing area – sufficient space is available within the department to allow segregation and distance to comply with the social distancing guidelines.
- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being handled.
- Any additional processing chemicals or raw materials will be delivered outside of the building and drivers will not be permitted access to any internal areas – Lee staff will collect deliveries from outside of the building and move to a pre-determined quarantine area.
- Deliveries of additional processing chemicals, raw materials, etc. if not already held on site, will be quarantined on delivery for the required period based on its’ makeup as per UK / US guidance to lessen the risk of potential contamination. PPE will be worn when handling any processing chemicals or unpacking any raw materials supplied to LEE Filters and disposed of safely and correctly.
- Any waste processing chemicals requiring disposal will be transferred from internal areas / stores to an agreed loading area and loaded onto waste collection vehicles by LEE staff. Waste collection drivers will not be permitted access to any internal areas and social distancing guidelines will be followed by all those involved in the collection process.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- ‘Bin it, catch it and kill it’ campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately.

Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

**Camera Filter Manufacture – Resin QC Printing**

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2019 – RA – Resin QC Printing and Safe System of Work – 2019 – SSOW – Resin QC Printing

Significant risks:

- Potential exposure and transmission of the virus

Who is at Risk:

- Camera Filter Manufacturing Staff, Kingsway warehouse staff.

Control Measures and Precautions

- Maximum of 2 staff may be working in the Resin QC Printing area – sufficient space is available within the department to allow segregation and distance to comply with the social distancing guidelines.
- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being handled.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- ‘Bin it, catch it and kill it’ campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

**Stock Control**

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2019 – RA – Stock Control and Safe System of Work – 2019 – SSOW – Stock Control

Significant risks:

- Potential exposure and transmission of the virus

Who is at Risk:

- Stock Control Staff, Lighting Filter Production Department Staff, raw material supplier delivery drivers

Control Measures and Precautions

- 1 Stock Control staff member operating on site at any one time – based from office at Kingsway site.
- Up to 2 Engineering admin staff members maybe operating on site – based either at the Central Way or Kingsway site.
- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being handled.
- Raw materials supplier delivery drivers not permitted access to any internal site areas – external signage will be displayed indicating this restriction.
- Raw material deliveries to Central Way site to be made via external areas and then transferred to internal stores. Stock Control staff will transport raw materials from Kingsway site and unload in Central Way car-park.
- Lighting Filter Coating staff to transfer raw material deliveries to internal and external stores.
- A loading bay adjacent to the Coating room will be used to transfer raw materials and finished products to and from site. By using this loading bay there is no need for direct staff-to-staff contact when conducting delivery / collection activities.
- Only Stock Control staff member will operate the fork-truck at each site as necessary per shift – fork-truck will be disinfected at the start and end of each shift.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- ‘Bin it, catch it and kill it’ campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

#### Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

#### **Factory Administration / Procurement Duties**

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2019 – RA – KW / CW – Admin and Safe System of Work – 2019 – SSOW – KW/CW – Admin

#### Significant Risks:

- Potential exposure and transmission of the virus

#### Who is at Risk:

- Admin staff, delivery couriers and warehouse staff

#### Control Measures and Precautions

- Air conditioning in office areas will be permitted to be operated as long as the systems are running on fresh air input only and not set to recirculation. Information from the UK Chartered Institution of Building Services Engineers (CIBSE) currently indicates that dilution of internal air should reduce any risk of potential airborne viral transmission by reducing exposure time to any airborne viral aerosols, and also reduce the chance for these aerosols to settle on surfaces.
- The office area is generally well ventilated. The use of disinfectant and cleaning solutions will be used on all surfaces and frequently touched items
- Social distancing rules will be followed at all times and monitored in all of our premises – limited Customer Service Admin staff will be on site and they will operate from desks at either end of the office area.
- Procurement and Other Managers on site will operate from separate offices which are isolated from the Kingsway Administration office
- All office staff will be provided with appropriate PPE and will wear masks at all times. Cleaning / disinfecting chemicals will be provided for cleaning office equipment at the start and end of each shift.
- All outer packaging of postal items / cartons received will be handled with the correct PPE in place.
- Office staff will wear masks and gloves if required to be in contact with external couriers – social distancing guidelines will also be observed at all times in these situations. External couriers will not be permitted access to any part of the building.
- Work surfaces will be cleaned and disinfected regularly
- Sufficient hand washing facilities equipped with hot water, anti-bacterial soap, paper wipes, hand dryers or hand sanitiser will be provided.

#### Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risks is identified

#### **Product Assembly / Converting**

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2019 – RA – KW – Production and Safe System of Work – 2019 – SSOW – KW – Production

#### Significant risks:

- Potential exposure and transmission of the virus

#### Who is at Risk:

- Admin, Procurement and warehouse staff

#### Control Measures and Precautions

- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being handled.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift

- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Deliveries of additional product components, raw materials, packaging materials, etc. will be quarantined on delivery for the required period based on its' makeup as per UK / US guidance to lessen the risk of potential contamination. PPE will be worn when unpacking any raw materials supplied to LEE Filters and disposed of safely and correctly.
- All outer packaging of postal items / cartons received will be handled with correct PPE in place.
- Drivers will be instructed to leave any deliveries outside of the building and will not be permitted access to any internal areas – Lee staff will collect deliveries from outside of the building and move to a pre-determined quarantine area.
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- 'Bin it, catch it and kill it' campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

#### Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

### Product Packaging

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2019 – RA – KW – Packaging and Safe System of Work – 2019 – SSOW – KW – Packaging

#### Significant risks:

- Potential exposure and transmission of the virus

#### Who is at Risk:

- Admin staff and warehouse staff

#### Control Measures and Precautions

- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being packaged.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Deliveries of additional product components, raw materials, packaging materials, etc. will be quarantined on delivery for the required period based on its' makeup as per UK / US guidance to lessen the risk of potential

contamination. PPE will be worn when unpacking any raw materials supplied and disposed of safely and correctly.

- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- ‘Bin it, catch it and kill it’ campaign posters will be installed around the building
- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

#### Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

#### **Product Despatch**

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing control measures detailed in the departmental Risk Assessment – 2019 – RA – KW – Despatch and Safe System of Work – 2019 – SSOW – KW – Despatch

#### Significant risks:

- Potential exposure and transmission of the virus

#### Who is at Risk:

- Admin and warehouse staff

#### Control Measures and Precautions

- Face Masks and gloves to be worn at all times to prevent transfer of virus to products being handled.
- Collection drivers / couriers not permitted access to internal warehouse areas – external signage will be displayed indicating this restriction.
- Despatch staff will move portable packages to be collected to the main doors where they will be collected by drivers / couriers – social distancing measures will be observed.
- Only one Despatch staff member will operate the fork-truck per shift – fork-truck will be disinfected at the start and end of each shift.
- Despatch staff will operate fork-trucks to load pallets onto collection vehicles – social distancing measures will be observed.
- All tools and any associated work activity equipment will be disinfected on a regular basis.
- Work surfaces, handrails, switches, doorknobs or handles, etc. surrounding areas of work activity will be disinfected and cleaned on a regular basis – at least twice during each shift
- Any work activity associated IT equipment will be sanitised regularly and 60% alcohol anti-static sanitising wipes will be provided to clean DSE and accessories to all staff
- Social distancing guidelines and hand safety hygiene, floor and wall signage & posters will be installed in and around the building
- ‘Bin it, catch it and kill it’ campaign posters will be installed around the building

- Where a member of staff develops any symptoms of the virus the departmental head must be informed immediately and they will be asked to go home, seek NHS advice and their work areas will be disinfected immediately

### Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

### Workplace safety

The control measures outlined below are specific to the COVID-19 situation and are in addition to existing site control measures detailed in the departmental Risk Assessments and Safe Systems of Work outlined in the above sections

Access control, reduced workforce, safe work environment and health checks

#### Significant risks:

- Potential exposure and transmission of the virus

#### Who is at Risk:

- All employees, cleaning contract staff

#### Control Measures and Precautions

- Up to 23 members of staff at any one time will be returning to work with 13 at the Central Way site and 9 working from the Kingsway site.
  - At the Central Way site there will be 2 staff conducting processing activities within the Mixing and Coating rooms.
  - 1 staff member will conduct QC checks on manufactured products within the QC laboratory area.
  - 1 member of the Stock Control team will deliver raw materials from the Kingsway Site to the Central Way site and transfer finished production items for conversion back to the Kingsway site.
- 6 members of the Camera Filter Manufacturing Department will be returning to work – mostly at the Central Way site. Staff will be allocated to specific production areas dependent on manufacturing requirements and individual skills.
  - Up to 2 staff will be conducting camera filter moulding activities within the Resin Moulding area.
  - 1 staff member will conduct QC checks on manufactured products within the Resin Moulding QC area.
  - Up to 2 staff will conduct Resin filter dyeing activities in the Resin Dyeing area.
  - 1 staff member will conduct final QC checking and printing / packaging of finished camera filter products at the Kingsway site.
- On Kingsway site there will be 2 staff working from either end of the open-plan Customer Service Office, the Procurement Manager will work from his own office. The other staff will work in separate areas of the warehouse with adequate space between them to permit assembly and conversion of product and packaging / despatch of customer orders.

- Work from home will be risk assessed based on DSE requirements
- Face to face meetings to be avoided; meetings should be carried out remotely using video conferencing platforms etc.
- Where this is not possible, the numbers of persons in the meeting will be reduced to an absolute minimum and social distancing guidelines of 2 meters apart will be respected.
- All staff will be required to complete an attestation document each day before they start work on site to confirm that they do not currently have an elevated temperature and that they have not experienced COVID-19 symptoms, or been in contact with anyone who has COVID-19 symptoms, within the last 14 days. Thermometers will be available on site for employee use, in private, with no temperature readings to be held by the Company. Thermometers to be used with nitrile disposable gloves and disinfected between use.
- All staff to be issued with the COVID-19 Sickness Policy Addendum to which they must agree before working.
- Health monitor: if anyone already in the building develops symptoms of the virus the supervisor must be informed immediately and they will be asked to return home, seek NHS advice and their work area disinfected immediately. The employee may also be asked to provide details of anyone they may have come into contact with to assist with contact tracing purposes
- One-way entry / exit access doors to be operation to minimise staff contact.
- On arrival on site, at the entrance all will clean their hands via the provided hand washing facilities or suitable hand sanitiser, wear gloves and face mask
- Social distancing guidelines and hand safety hygiene floor and wall signage & posters will be installed in and around the building
- 'Bin it, catch it and kill it' campaign posters will be installed around the building
- Hygiene: the offices surfaces and other surfaces in the building especially touch points will be cleaned daily using disinfectant and Handwashing facilities to be provided wherever possible with soap, water and paper hand towels. Antiseptic gel dispensers (minimum 60% alcohol based) will be provided around the building and office desks
- Cleaning: All work areas to be regularly (twice daily) cleaned and disinfected.
- All offices and work areas should be able to provide good ventilation, and as far as possible the length of time spent in any work area should be limited and workers allowed to take regular breaks for fresh air -please note do not use AC units.
- Staff encouraged to leave the site as soon as daily shift duties are completed.
- Any additional control measures and precautions in line with government guidance for staff who are in particular at-risk groups and/or whose protected characteristics (as defined in the Equality Act 2010) make them especially vulnerable to COVID-19
- Air conditioning units will be permitted to be operated as long as the systems are running on fresh air input only and not set to recirculation. Information from the UK Chartered Institution of Building Services Engineers (CIBSE) currently indicates that dilution of internal air should reduce any risk of potential airborne viral transmission by reducing exposure time to any airborne viral aerosols, and also reduce the chance for these aerosols to settle on surfaces.

#### Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

The control measures outlined below are specific to the COVID-19 situation and are in addition to all existing Health & Safety PPE requirements for activities detailed in the departmental Risk Assessments and Safe Systems of Work outlined in the above sections

Personal protective equipment is all equipment worn or held by people at work to protect them against one or more risks to their health or safety. This can include protective clothing (gloves, footwear, aprons, helmets, high-visibility wear) as well as protective equipment (eye and face protectors, life jackets, respirators, breathing apparatus, safety harnesses)

Personal Protective Equipment at Work Regulations 1992 place duties on employers to protect their employees from hazards within the workplace and PPE is provided free of charge.

### Significant risks:

- Potential exposure and transmission of the virus

### Who is at Risk:

- All employees, cleaning contract staff

### Control Measures and Precautions

- Disposable nitrile gloves & 3M 9322+ FFP2 masks will be supplied to all employees involved in handling products destined for converting, packaging and despatch.
- Fluid-resistant type IIR surgical masks, N95 etc. will be made available to all other staff to wear whilst working on the premises.
- EN345 (200 Joules) complaint Steel toe cap safety footwear are provided to all of our employees to wear when working within all warehouse areas, regardless of activity being undertaken.
- Risk Assessment: appropriate PPE risk assessments are conducted and to be reviewed regularly.
- Training and instructions on PPE issued as recommended by the manufacturer will be provided to all staff
- Storage and Disposal: Appropriate storage systems and disposal arrangements for contaminated PPE will be provided

### Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

## Training

- The company recognises that it has a duty, especially during this pandemic, to protect the health, safety and welfare of our employees while they are at work and others who might be affected by our work activities. Among other specific arrangements, all staff, on re-entering the workplace, will be trained by Health & Safety to recognise hazards and risks and what they need to do to eliminate, reduce and avoid risk of contracting corona virus and misuse of PPE. In addition, all staff will undergo online COVID-19 Return to Work training either before re-starting or on their first day of work and Induction training to cover all new procedures and policies on their return.

Significant risks:

- Potential exposure and transmission of the virus

Whom at Risks:

- All employees, cleaning contract staff

Control Measures and Precautions

- PPE training will be provided to all employees and PPE provided should be used only after adequate training and instructions have been given to users. The training will cover:
  - why the PPE is being issued: the hazards and risks it is protecting them from
  - where and when employees need to wear it, and if there are any exemptions
  - how the PPE should be worn or used correctly (advising that departmental heads will be instigating spot checks)
  - how the PPE should be checked before use and kept in good condition
  - their legal responsibilities in terms of PPE
  - the penalties for not wearing the PPE when and as instructed
- Coronavirus (COVID-19) awareness training will be provided to all employees
- All training records will be kept, and refresher training will be provided if required

Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

**Servicing, Inspection and Certification of equipment and accessories**

Unsafe equipment poses potential risks to all on site staff. As a responsible employer, the servicing, legislative inspection, maintenance or certification in accordance to statutory requirements of PUWER, LOLER, relevant legislations, and other professional bodies and standards, of any site tools and equipment will be conducted within the Specific COVID-19 arrangements discussed within this document. Contractors / Inspectors will be briefed on the site specific COVID-19 prevention arrangements and PPW expectations before being permitted access to the site.

Significant risks:

- Significant risks include injuries, damage to other equipment, fire, contracting and transmission of the virus

Who is at Risk:

- All employees, maintenance contractors

#### Control Measures and Precautions

- Equipment supplied for use at the Kingsway site is inspected and serviced at manufacturers / suppliers recommended intervals by competent and qualified personnel
- Mechanical, electrical, structural, operational etc. tests are conducted regularly
- An independent certificated company yearly for the standards set under LOLER and other safety standards and legislations
- All employees and contractors conducting servicing, maintenance, testing etc. are risk assessed and disinfectant cleaning agents, appropriate are provided and the work areas are controlled

#### Residual Risk Rating

Likelihood	Severity	Residual Risk	Risk Definition	Further actions required
1	5	5	Low	To be reviewed regularly or when government guidelines change or when new risk is identified

#### **Summary**

The control measures outlined in this document are specific to the COVID-19 situation and should be considered as additions to existing site control measures that are detailed in individual departmental Risk Assessments and Safe Systems of Work. The overall risk rating for the site with respect to COVID-19 and the activities being proposed are considered to be low when the measures discussed in this document are applied.

Audits of control measures discussed herein will be conducted on a daily basis and this Risk Assessment will be reviewed and checked against the latest guidelines and / or legislation or Policy supplied from Panavision Group activities on a two weekly basis, based on the fluidity of this new pandemic situation we find ourselves dealing with.

This is considered a controlled document and as such, all changes regardless of nature, must be approved by the HSE & Facilities Manager and a company Senior Manager.