

KINETROL LIMITED

COVID-19 Risk Assessment Result Summary

COVID-19 Risk Assessments have been carried out in all areas of the business in-line with HM Government guidelines for factories, plants and warehouses issued on 11/05/2020. The following list is a summary of the actions required following the assessments carried out at all Kinetrol Limited premises.

Item No.	Location/Work Area	Action Required	Who	When	Status (%)
1	Reception	Regular cleaning of surfaces, remove sofa in waiting area, add floor tape to observe 2m distance, remove visitors book, collect post from porch, remind visitors to use hand sanitiser	Receptionist	13/05/20	100%
2	Reception	Screen to be installed on front of reception desk	Maintenance	15/05/20	100%
3	Farnham Machine Shop	Regular cleaning of surfaces, shared tools, time recording PCs, and equipment. Staggered rest breaks.	Machine Shop personnel	15/05/20	100%
4	Drawing Office	Regular cleaning of cabinet handles, printer controls, keyboards, telephones. Hold doors open to avoid the need to touch handles. Move workstations to distance people.	Chief Designer	15/05/20	100%
5	Assembly	Screens required in Circuits, EL and AP assembly areas. Screen material ordered, Maintenance to install. Masks also issued in this area.	Maintenance	W/C 18/05/20	100%
6	Assembly	Regular cleaning of surfaces, shared tools, time recording PCs, and equipment. Staggered rest breaks.	Assembly personnel	14/05/20	100%
7	Clocking Machines	Add floor tape at 2m intervals to encourage distancing	Assembly	14/05/20	100%
8	Farnham Machine Shop	Fanuc section floor tape to encourage distancing. Deburr section signs to limit one person on Linisher.	Machine Shop supervisor	W/C 18/05/20	100%
9	Farnham Machine Shop	Turning section barriers/screens for distancing. Screen material ordered, Maintenance to install.	Maintenance	W/C 18/05/20	100%
10	Smoking Shelter	In addition to cigarette-butt bin, provide a bucket of sand to reduce contact with surfaces	Machine Shop supervisor	W/C 18/05/20	100%
11	Toilets	Outside doors to be held open to reduce touching handles. Soap dispensers fitted. Staggered breaks to reduce number of people in toilets.	Maintenance	13/05/20	100%
12	Canteen	Implement one-way system in canteen when collecting take-away food - Add signs on door and tape on floor.	Maintenance	May 2020	100%
13	Inspection	Barriers to prevent access, drop-off counters, regular cleaning of surfaces and objects touched by others	Inspection personnel	14/05/20	100%
14	Inspection	Screens required to front and rear work benches. Material ordered, Maintenance to install.	Maintenance	W/C 18/05/20	100%
15	Inspection Car	No passengers permitted in car. Clean surfaces before and after use.	Inspection personnel	14/05/20	100%
16	Unit 17A	Screens required at Spring Flypress/Induction heater, Small and Medium spring winder, Hydraulic Press/VMC 560 and Moulding Computer desk. Screen material ordered, Maintenance to install.	Maintenance	W/C 18/05/20	100%
17	Unit 17A	Continue using gloves, stagger breaks, regular cleaning of shared tools and surfaces	Unit17A Personnel	14/05/20	100%
18	Unit 17A	CMM Inspection room and Canteen signage to remind of 2M social distancing	Unit17A Supervisor	15/05/20	100%
19	Redfields Machine Shop	Only one person per machine/work centre with back-to-back and side-to-side working. Regular cleaning of tools and equipment between shifts.	Redfields supervisor	15/05/20	100%
20	Redfields Canteen	Set up one-way system – One door in, one door out and stagger break times.	Redfields supervisor	18/05/20	100%
21	Redfields Toilets	Make use of all 4 toilets (toilets on both floors) to encourage distancing	Redfields supervisor	18/05/20	100%
22	Redfields Inspection	Only one person in office at a time, barrier to prevent access.	Redfields Inspection	15/05/20	100%
23	Redfields Offices	Only 2 people in office at any one time with back-to-back desks. Add signs to remind people.	Redfields supervisor	18/05/20	100%

24	Maintenance Areas	Sign on entrances to office and workshop to restrict access to Maintenance personnel only, drop-off zone at entrance, and regular cleaning of tools and equipment when used by others	Maintenance	14/05/20	100%
25	Maintenance Van	Must use rear seats if two people are travelling in the van. Limit to two people only. Regular cleaning of surfaces inside van.	Maintenance	14/05/20	100%
26	Maintenance Breakdown Activity	Where social distancing can't be adhered to, the use of face masks and/or shields (masks issued). Gloves to be worn when possible. Work side to side when possible. Clean surfaces touched by others.	Maintenance	14/05/20	100%
27	Toolroom	Sign on door to restrict access to Toolroom personnel only, drop-off zone bench at entrance, and regular cleaning of tools and equipment when used by others	Toolroom supervisor	14/05/20	100%
28	R&D	Regular cleaning of tools and equipment when used by others	R&D personnel	14/05/20	100%
29	Production Office	In-trays to be moved further away, distancing tape on floor and shared equipment to be regularly cleaned	Production Office personnel	14/05/20	100%
30	Production Office	Screen required between Purchasing manager and assistant. Screens ordered.	Maintenance	W/C 18/05/20	100%
31	Sales Office	Regular cleaning of shared photocopy/scan/print machines, computers and files	Sales Office personnel	13/05/20	100%
32	Finance Offices	Use of in-trays, daily cleaning of desks and equipment. Move some staff to alternative offices to increase distancing.	Finance Office personnel	13/05/20	100%
33	Powerite	Screen between desks and workbenches as per RA. Screens ordered.	Powerite Operations Manager	May 2020	100%
34	Powerite	Regular deep cleaning and staggered break and arrival/departure times	Powerite Operations Manager	13/05/20	100%
35	All Factories	Stagger break times, and allow employees to take breaks at a time of their choosing	All employees	14/05/20	100%
36	All Factories	Ensure availability of hand washing and cleaning consumables. Order more and issue to factory supervisors. All hand sanitiser points are now alcohol based.	Purchasing Manager	14/05/20	100%
37	All Factories	Doors to be held open where possible to prevent touching handles	Maintenance	13/05/20	100%

This list will be updated as the progress of these items changes. In-line with HM Government guidance, the most recent version of this summary will be published on our website at: <https://www.kinetrol.com>



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