



Rayne Precision Engineering LTD

Covid-19 Risk Assessment

Version 3

Version Number	Summary of Changes	Issue Date
1	New Document	18/05/2020
2	Updated due to changing staffing levels	17/08/2020
3	Updated due to changing staffing levels and production requirements	07/09/2020

This document requires the following approvals:

Approvals

Name	Title
Andrew Simmill	Owner and Managing Director

Signed: _____

Distribution Uncontrolled copies issued to:

Name	Communicated
Management Team	Email and Sage Portal
All staff	Via Sage portal and Website

A PDF copy is also available to download on the company website.

Introduction

Rayne Precision Engineering is a subcontract precision engineering business providing services to mainly agricultural and earth moving industries.

The business decided to close and furlough all staff on 23rd March 2020.

This was to protect jobs and the business during these uncertain and unprecedented times.

Following close discussions with customers and suppliers, the business decided to start a phased return and reopening commencing 6th May 2020 however with very limited staff. Only staff levels and departments that were absolute necessary to the reopening have been invited back. The rest remain on furlough in some way.

This risk assessment was initially carried out before the reopening of the business and will continue to be a working document whilst we move through the reopening phases. If any tasks change or any issues arise, we will look to review this risk assessment and change our processes accordingly.

Who may be harmed:

- Staff through all departments
- Visitors to our premises (Strictly limited to only essential visitors during this period)
- Contractors (Strictly limited to only essential contractors during this period)
- Drivers – Our own and also external delivery drivers/couriers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions

Phased Reopening

The 1st Phase staffing levels are as follows:

- Weld – 4 welders plus Manager (5 employees total)
- Inspection – 1 employee
- Machine – 4 employees plus Manager (5 employees total)
- Laser and press – 3 employees (2 laser and 1 press)
- Tank – 2 employees
- Paint – 4 employees
- Stores – 4 employees
- FLT – 1 employee
- Office – Mix of home working and furloughed employees (non on premises)

The 2nd Phase staffing levels as from 26th May 2020 are as follows:

- Weld – 17 welders plus Manager (18 employees total)
- Inspection – 1 employee
- Machine – 4 employees plus Manager (5 employees total)
- Laser and press – 3 employees (2 laser and 1 press)
- Tank – 2 employees
- Paint – 4 employees
- Stores – 4 employees
- FLT – 1 employee

- Office – Mix of home working and furloughed employees (non on premises)

The 3rd Phase staffing levels as from 17th August 2020 are as follows:

- Weld – 25 welders plus Managers and supervisors (28 Total). All of department is back in full time across both shift patterns.
- Inspection – 2 employee's. All of department is back in full time.
- Machine – 8 employees plus Manager (9 employees total)
- Laser and press – 6 employees
- Tank –5 employees
- Paint – 6 employees
- Stores – 6 employees
- FLT – 1 employee
- Office – Mix of home working and furloughed employees (non on premises)

The 4th Phase staffing levels as from 7th September 2020 are as follows:

- Weld – 38 welders plus Managers and supervisors. (41 Total)
- Inspection – 2 employee's. All of department is back in full time.
- Machine – 9 employees plus Manager. All of department is back in full time.
- Laser and press – 6 employees
- Tank –5 employees
- Paint – 6 employees
- Stores – 7 employees
- FLT – 1 employee
- Office – 8 employees. All of department is back in full time.

This is an approximate figure and is subject to change.

Department tasks and risks

This will be assessed on the ability to social distance through the working day. Any tasks identified as a potential barrier to social distancing will be reviewed to see if they are critical to the workplace or if there is a way to avoid or reduce the risk. The company uses a standard 5x5 matrix in assessing risk as shown below.

Impact ↑	catastrophic	Low Med	Medium	Med High	High	High
	critical	Low	Low Med	Medium	Med High	High
	moderate	Low	Low Med	Medium	Med High	Med High
	minor	Low	Low Med	Low Med	Medium	Med High
	neglectable	Low	Low	Low Med	Medium	Medium
		rare	unlikely	possible	likely	certain
		← Likelihood →				

Powder paint:

This department is heavily based on labour intensive tasks such as lifting and positioning parts on the track. There are lifting aids and lifting equipment available to help avoid this wherever possible; however this is a critical task for the business and cannot be avoided in every instance.

6 staff members work in a team to complete loading and unloading tasks as required. Two employees will load on the track, one will be in the middle inserting bungs into the parts and then two employees are then unloading at the other end. A further employee is then in the paint booth spraying.

At this current set up, social distancing can be applied to the vast majority of the day; however there is sometimes a requirement for a team lift (depending on part shape and weight) so social distancing may be unobtainable during the whole working day. It has been reiterated to staff that if they are unable to work with a 2 meter distance together, then face covering masks must be worn for the duration of that time in close proximity by both employees. This department work on a fixed team basis so employees do not cross with any other departments or shift patterns.

Whilst paint spraying, it is a requirement for the sprayers to wear air fed hood respirators that are specifically designed for the task at hand. They are for individual use and are not shared so remain hygienic and there is no risk of cross contamination. There is also a 2 meter distance between the spray points if a part requires two sprayers to work together rather than an individual. Spread of infection during painting is not expected.

Maintenance activities within the paint department do need extra planning in terms of PPE and responsibility. Employees are required to clean out certain hoppers, filters

and top up shot levels within the shot blast booth on a regular basis. They also must check the levels of and possibly add chemicals to the water wash tunnel tank systems to ensure the quality of parts and safety of the process. Employees are aware of these procedures and carry these out accordingly. What does need to be mentioned is that there can be no sharing of any PPE or tools to carry out these processes. Additional chemical resistant goggles, face masks and hoods have been purchased and are readily available for use when required. Staff have been briefed on the importance of not sharing any of these items for hygiene reasons and to avoid any potential cross contamination.

In general, the team that has returned work are able to stick in their pairs and will work as 'fixed teams or partnering' as per government guidelines. Face covering masks are mandatory for employees in this area if any tasks are to be carried out where a distance of 2 meters apart cannot be achieved. Employees using the FLT must sanitise the truck in between users using disinfectant sprays and tissue.

Risk Factor in Powder Paint: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

CNC Machine:

Operators work to the same 2 or 3 machines during each shift. This is their work area and they are responsible for running the machines in it.

Operators may have to move around the department to obtain materials or tools, however social distancing can still be applied.

On an extremely infrequent occasion, it may be required for employees to carry out a team lift. Examples are lifting Lin bins full of parts or emptying swarf bins.

Employees are able to use all internal lifting equipment and have been reminded not to overfill lin bins or storage items with parts so that they require more than a one person lift anyway as part of their internal manual handling and slinging & Lifting training. It is also possible to use smaller swarf bins to capture the waste material so they are able to be lifted by one person.

However if the requirement for a close contact team lift cannot be avoided, then face masks must be worn by both employees.

Employees using the FLT must sanitise the truck in between users using disinfectant sprays and tissue.

Risk Factor in CNC Machine: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Welding:

Approximately 30 weld bays available within department between all welders, however a shift pattern is now in place to cover days and nights to ensure social distancing and production levels are adequate. Fully able to social distance as each bay is segregated and has its own equipment and tooling within. Each bay is designed to for the particular job or part that the welder does in that bay and employees tend to stick to their particular bay as they are fixed to making certain parts. Very little movement between employees and bays occurs. Bays are also fitted with lifting equipment so there is no foreseeable need for team lifting or processes where social distancing cannot be obtained.

An additional 14 welders are expected to start week commencing 07/09/20 due to an influx in business. Social distancing remains paramount in the business decisions so if it is deemed that social distancing is not able to be followed with the additional employees present then additional shift patterns will be considered.

A rule has been introduced to stop all weld employees queuing up at the start of their shift for their consumables. Employees must now obtain consumables throughout the day as required or on the previous day ready for the next morning. This is to the unnecessary gathering of people at one time/point.

Break times and lunch times are now staggered to allow adequate social distancing. Cleaning sprays and disinfectant, along with sanitiser is available in the canteen for employees to sanitise their eating areas and equipment before/after use (microwave handles, chairs and tables for example).

Risk Factor in Welding: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Inspection:

There are two employees working in the inspection bay within the weld department full time. This is back to pre-lockdown staffing levels. Again, this is department is classed as a fixed team.

The role of inspection is able to be done individually so there is no foreseeable barrier to social distancing, however there is the need for the inspector's to handle parts that have been produced and handled by other employees as part of their necessary job role. There is no practical way to avoid this as it forms part of a necessary task for the business, however adequate precautions have been put in place such as additional cleaning, reminders for frequent hand washing, anti-bacterial and disinfecting cleaning products and also hand sanitising gel readily available. All of these precautions should help to ensure the risk levels remain very low for the inspection team.

Risk Factor in Inspection: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Tanks:

Tanks currently have 5 employees who have come back from the furlough scheme. Employees are working on separate rigs and over two separate shifty patterns to allow for good social distancing. Three employees work on Days and two on nights. Each rig has its own set of tools to avoid the need for tool sharing and any potential cross contamination. Additional batteries and chargers have been purchased to ensure this is feasible. This department has an authorised FLT operator as part of the returned team so all tasks can be completed without the need for additional employees from other departments being present.

Employees have been informed that if there is a potential need for a distance of below 2 meters apart then face masks must be worn.

In general, the team that has returned work are able to stick to their pair and will work as a 'fixed team or partnering' as per government guidelines.

Risk Factor in Tanks: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Laser and Press:

Six employees have returned in this department. Distancing between employees is between 4 to 20 meters approximately so there is no foreseeable barrier for social distancing or risk of infection spread. This department has an authorised FLT operator as part of the returned team so almost all tasks can be completed without the need for additional employees from other departments being present.

Risk Factor in Laser and Press: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Stores:

7 employees have returned in this department. Distancing between employees is between 4 to 20 meters approximately so there is no foreseeable barrier for social distancing or risk of infection spread through social distancing. 1 of the employees is distancing in an office within the stores area to ensure there is adequate room for social distancing. All paperwork is to be left in a letter tray in the production office to avoid the need for person-to-person handling of paperwork. This can be picked up by one of the stores employees as required.

On an extremely infrequent occasion, it may be required for employees to carry out a team lift. Examples are lifting Lin bins full of parts to enable them to be packed or stored away on racking.

Employees have been reminded not to overfill lin bins or storage items with parts so that they require more than a one person lift anyway as part of their internal manual handling. However if the requirement for a team lift cannot be avoided, then face masks must be worn to avoid infection spread.

The main risk in this department is handling objects or touching surfaces that other, potentially infected people may have had contact with. There is no practical way to avoid this as it forms part of a necessary task for the business, however adequate precautions have been put in place such as additional cleaning, reminders for frequent hand washing, anti-bacterial and disinfecting cleaning products, Protective gloves and also hand sanitising gel readily available. All of these precautions for this department and all others should help to ensure the risk levels remain very low for the stores team.

Risk Factor in Stores: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

FLT:

One employee has been brought back from furlough to carry out necessary forklift truck operations for the business where departments require such as loading and unloading deliveries and various yard activities. The FLT operator works independently so there is no foreseeable barrier for social distancing or risk of infection spread. Where wherever safe to do so, FLT operations will be done by a single operator and all delivery drivers and couriers have been informed that they must stay inside the cab whilst loading/unloading operations are taking place (see logistics below).

Cleaning and disinfecting products have been made available and it has been communicated to all staff of the importance of cleaning vehicles/equipment in between users.

Risk Factor for FLT Operations: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Logistics:

Additional measures have been implemented to ensure the minimal contact with all delivery drivers and couriers who may visit site as part of the essential running of the business. A letter has been issued to all suppliers and courier companies based on the following procedure:

1. *When arriving at site, use the telecom to open the traffic barrier as normal.*
2. *Park up in the normal designated loading and unloading area. If these are already in use, then they are to wait in the second yard until asked to move around by one of our employees.*
3. *Sound vehicle horn once for attention (if required) from the designated loading and unloading area.*
4. *Remain in the vehicle until our FLT operator approaches, keeping a minimum distance of 2 meters apart. Drivers must not leave the vehicle and roam around the site.*
5. *Step out of the vehicle and open the curtains or access points as applicable for the loading and unloading.*
6. *Step back to allow our FLT operator to leave documentation for your driver to sign. The documents will be put inside a clip board and rested on the vehicle.*
7. *Please take the documents and return to the cab whilst our employees load/unload the vehicle.*
8. *Once complete, our employee will move away to a minimum distance of 2 meters for your driver to inspect the load and check that they are happy to proceed.*
9. *The driver is then able to close the vehicle up safely and do their necessary checks.*
10. *At this point, the consignment note is to be completed and additional info of the drivers name and vehicle registration must now be included.*
11. *Documents are to be returned in the same way, from a safe distance and inside the clip board. The clip board can be left on the vehicle for collection by our employees.*
12. *Driver is then able to leave site safely with all relevant paperwork.*

With these measures in place, we aim to reduce the need for person-to-person Contact during all deliveries.

All drivers are able to use the toilet and washing facilities on site as to comply with the Workplace (Health, Safety and Welfare) Regulations 1992. Drivers must use entrance to the toilets through the production office corridor and not go into the stores department or any other part of the factory.

Sanitising Hand gel is available for drivers to use on that entrance/exit point to aid preventing the spread of coronavirus.

Between the hours of 06.00 and 20.00, the traffic barrier into the main yard and parking area will be left open to reduce the cross contamination of surfaces.

Risk Factor for Logistical Operations: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Office:

The employees from the office are returning to full time working as of 7th September.

Perspex screens have been erected between all desks to help protect employees that sit face-to-face across the desks. Additionally, some employees have moved desks so greater social distancing can be obtained and no employees have to sit directly behind each other or face to face without a protective screen in place. There is a minimum of 1 screen between all staff desks now.

In addition, a Perspex waiting area has been built in the main office for visitors to wait in until the person they wish to speak to in the office is available. A similar design has also been replicated in the training room to shield anyone whilst they give or receive any internal training, a 1-2-1 meeting or an induction.

Additional printers have been purchased to limit the amount of surfaces being touched by multiple people (paperwork and control panels). Desks now have individual desktop printers for individual use.

Windows are left open to help generate a natural fresh air flow around the office.

All breaks (morning and Lunch) will be staggered so there is no overcrowding the canteen. Cleaning and disinfecting sprays have been left in the canteen for employees to clean down surfaces or control panels after use, ready for the next employee to use on their break.

All desks have disinfectant sprays and cleaning wipes on them to ensure staff can clean their own desks and equipment daily, however work areas are fixed so employees will only be able to work and take breaks at their own desk and not change desks (no hot-desking).

Visitors – all visitors are kept to a minimum at present. Only essential visitors and contractors are permitted into the building and numbers of external visitors are kept to 6 or below each day. Temperatures of visitors are recorded when they enter the building and masks are provided upon entry that must be worn at all times. Records of all visitors are kept in the visitor's book (minimum of 21 days for records to be kept for track-and-trace; however records are kept longer for our purposes anyway). This will procedure be reviewed in due course if the risk of infection changes.

Risk Factor for Office: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Communal areas and passageways:

All communal areas will still allow for social distancing providing all employees abide by the rules. Walkways and corridors around the shop floor have been marked with 2 meter spaced lines in yellow paint.

Walkways have fluctuating traffic levels, however social distancing is still able to be achieved. Break times have been staggered within each department to enable social distancing in canteens, corridors, toilets and smoking areas.

Hand sanitiser gel is available in all communal areas and in the main corridors of the building for use by anyone passing. This is in addition to existing hand washing facilities throughout the site.

The electric goods and passenger lift within the building has had its maximum occupancy reduced to 1 for the foreseeable future. This is due to the limited ventilation while the lift is in use and the fact that social distancing may be compromised if any more than 1 employee is using it.

Additional cleaning of communal areas has been introduced, with particular focus on door handles, banisters and light switches for example. This is carried out on a regular basis between all departments and all departments must allocate staff and time for this process. Antibacterial and disinfectant products are used to aid this process.

Due to the nature of the communal areas, it is necessary to raise the likelihood of infection to a slightly higher probability as it is not possible to stop employees from different departments or teams from coming into contact with each other or touching multi-user services.

Risk Factor for Communal areas and passageways: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Meetings and Training:

All internal meetings or training are to be kept to a minimum. Only essential face-to-face meetings as part of the running of the business or for the interests of H&S are to continue. First choice is for meetings/training to take place through computer software rather than face-to-face wherever possible.

Daily production meeting is to be held with only essential personal in them. They have temporarily been moved into the board room to allow for social distancing.

Essential face-to-face meetings and training sessions are to be carried out with social distancing in mind at all times. Windows and doors must remain open in the meeting rooms wherever possible to aid natural ventilation. Face coverings for all participants may be necessary if an adequate distance of 2 meters cannot be achieved by any other means.

Outdoor meetings or training may be an option should the need arise.

Risk Factor for Communal areas and passageways: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Overall risk at phase 4 the business remains as **LOW**

Existing control measures in place:

1. PPE - Face masks have been procured for the use of all staff. Able to be replaced as required. Disposable gloves are also available to all; however returning staff have been informed that additional PPE beyond what they usually use for other hazards is not beneficial and the additional PPE must not pose further risks such as entanglement. PPE is to be used as required if social distancing is not able to be abided to or if there is a risk of cross contamination on workspaces, parts and equipment.
2. Social distancing markers have been painted onto all walkways to ensure the 2 meter rule is followed at all times. We have chosen to remain at the 2 meter rule and not drop to 1 meter with precautions in place. We have adequate space to still meet the 2 meter social distancing demand.
3. Hand sanitiser gel has been purchased and put into dispensers in all departments and in communal areas such as outside toilets and in canteens. Signage is next to the dispensers to inform employees of its location and as a reminder for use.
4. Sanitising wipes are readily available for cleaning workstations, certain work equipment and surfaces
5. We have ensured that our supplier for sanitising gel has stocks readily available.
6. Antibacterial hand soap is available in all hand washing facilities and toilets
7. Stringent hand washing taking place in all areas and departments.
8. Signs reminding everyone about the importance of hand washing are displayed through the factory and in all toilet areas.
9. Signs reminding everyone about social distancing rules have been displayed in all areas
10. Limited staff – only those required to keep business operational are returning. Rest returning in phases as safe to do so – assessed on a regular basis as outlined above.
11. Cleaning products, wipes and disinfectant are readily available in all areas and workstations.
12. Cleaning rotas have been introduced for all canteens and toilets. This ensures that as a minimum, surfaces are being cleaned every hour with sanitising and disinfecting cleaning products. Team Leaders are responsible for the allocation of cleaning time and personal in their own departments.
13. We are also frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Team Leaders are responsible for the allocation of cleaning time and personal in their own departments. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day (with the exception of toilets and canteens as these have separate, more frequent cleaning due to the cleaning rotas).

14. A steam cleaner has been purchased for use on difficult to sanitise surfaces (fabric chairs etc.). This is used by the team to clean any surfaces that standard disinfecting is not able to be done in any other way.
15. Recorded temperature checks at the start of shift for all staff entering the building.
16. Where possible and safe, single workers will load or unload vehicles
17. Paint plant employees remain in their teams or pairs wherever possible, we have limited the need for the employees to move between departments.
18. Maximum occupancy signs have been displayed on all toilets to ensure social distancing can be achieved in each area.
19. Limit goods and passenger lift maximum occupancy to 1 person maximum at a time to ensure social distancing can be achieved. Signs are displayed on lift access doors.
20. Sanitiser dispenser has been left in goods/passenger lift
21. New rules for logistics and delivery drivers have been introduced as outlined above.
22. Posters, signs and live notice boards are all housing info from the World Health Organisation, Government Website and NHS England. This also includes what to do if you have any symptoms of the virus and self-isolating guidance.
23. Letting staff who can work from home do so, however this is under constant review to go alongside the furlough scheme.
24. Any vital meetings will take place through computer software rather than face-to-face wherever possible.
25. Laundry service is to continue for all overalls. All laundry items are washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.
26. Additional printers have been purchased for use in the main office by individual employees so that there is no need to share one commercial printer between 8 employees. This was noticed on reopening the office as a potential hazard area and has since been rectified.

Further controls needed, Responsibilities and timescales:

Action	By Who	Deadline	Complete?
Remove tables and chairs that will be closer than 2 meters apart in all canteens	Team Leaders	19/05/20	✓
Notice and signage for hauliers and drivers – must remain in cab at all times	Management Team	22/05/2020	✓
Plan in place to stagger breaks and start	Team Leaders to manage	Ongoing	✓

times as more staff return			
Contractors and visitors to be kept to minimum	Management Team	Ongoing	✓
Cleaning Rota - Frequent cleaning of objects and surfaces	All – Team leaders to allocate time and labour each day	Ongoing	✓
Ensure ability to not have to share tools, pallet trucks ect wherever possible, especially through departments	Team leaders	Ongoing	✓
Additional sanitiser in corridors	Management Team	28/05/20	✓
Purchase dispensers for sanitiser in corridors.	Management Team	18/05/20	✓
Plan for more employees returning and separation of those employees by way of screens or other engineering controls. (This is constantly being reviewed as more employees return to work so will not be given a completion date)	Management Team	Ongoing	

Consultation and Communication with employees:

This document was drafted to all employees and team leaders that have already returned on 18/05/2020 as its first draft.

So far, all departments are accepting of the measures put in place and are in agreement with this risk assessment.

Copies will be emailed out to all employees via the sage portal and a copy is available to download from our website.

During employee communications, it has been reiterated that the latest version of the companies risk assessment for Covid-19 is available for them to download and read through, particularly those communications being sent for employees to return to work.

What procedure will happen if a case is confirmed within the company:

If in the event that a confirmed case of Covid-19 arises within the business, the following steps will be taken:

1. Inform all employees who may have had contact with the person who has tested positive and advise them to self-isolate and get tested at their nearest testing facility within the first 1-5 days of showing any symptoms.
2. Follow the NHS current guidance of: *If you think you've been in contact with someone who has coronavirus, but you do not have symptoms and have not been told to self-isolate, continue to follow social distancing advice.* (<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>)
3. A thorough deep clean and disinfecting fogging of the building will take place via a specialist cleaning company, in particular the department the infected person worked in. (First 4 Cleaning Services Ltd on 07503079350).
4. Our own employees will also be utilised to help clean all public areas where a symptomatic person has passed through and spent minimal time but which are **not** visibly contaminated with body fluids, such as corridors. These areas will be cleaned and disinfected thoroughly as normal. We will use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Anyone cleaning after a confirmed case MUST wear a disposable apron, disposable gloves, a pair of safety goggles and disposable mask. This is to help ensure there is no cross contamination or infection following cleaning.
5. Laundry items from the person infected will be washed in accordance with the manufacturer's instructions by a specialist cleaning company following the current government guidelines of: *Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.* (<https://www.gov.uk/government/publications/covid-19-decontamination->

[in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.](#)

The laundry storage containers must also be disinfected.

6. Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):
 - i. Should be put in a plastic rubbish bag and tied when full
 - ii. The plastic bag should then be placed in a second bin bag and tied
 - iii. This should be put in a suitable and secure place and marked for storage until the individual's test results are known
 - iv. This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

7. Staff will be briefed on the procedures in place and work should be able to continue within 48 hours as normal.