

REFERENCE NO	FGUK - COVID19 SECURE V2 - 05/11/20	SITE/LOCATION	Offices/Factories/Vehicles	OVERALL RATING	Medium
DATE	05/11/20	REVIEW DATE	02/12/20	APPROVED BY	Barry Lechat

What are the Hazards?	Who might be harmed?	What are you already doing? (Control Measures in place already)	Actions Required to Reduce the Risk to an Acceptable Level	ACTION		
				By whom?	By when?	Date completed
STAFF RETURNING FROM ABROAD						
Viral Transmittance.	Staff	Informing Staff who were stranded abroad during the pandemic & wish to return, that Self Isolation is required for 14 days if no symptoms present.	If Staff show symptoms during 14-day Self Isolation, continued Isolation in line with Government Guidelines. Staff to inform Company of condition during Self Isolation.	Staff Member	When returning to the U.K	Upon Staff's return, Action to be closed after 14-day Self Isolation.
STAFF WHO HAVE/PRESUME TO HAVE SYMPTOMS OF CORONAVIRUS						
Viral Transmittance.	Staff	Contact work to inform of health condition.	Not permitted to return to work, until such time the Government advice stipulates so. Get tested for COVID 19	Staff Member	When a Staff member has /presumes to have symptoms follow Government guidance on Self Isolation.	When the period of Self Isolation according to Governments guidelines has passed, or negative test results are confirmed.
	Visitors – Agency / Contractors/ Suppliers to the Offices / Factories	Visitors to site to complete ENGINEER/VISITOR Health Declaration form, highlighting wellbeing.	Forms reviewed & if Visitors declare they have/had symptoms or declare they have/had contact with others who have/had symptoms, are denied access to the facilities.	Branch Manager	16/03/20	Ongoing
CLINICALLY EXTREMELY VULNERABLE STAFF						
Viral Infection.	Staff	Clinically Extremely Vulnerable Staff are to shield themselves at home.	Not permitted to return to work, until such time the Government advice stipulates so.	Staff Member	16/03/20 & 05/11/20	Ongoing



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CLINICALLY VULNERABLE STAFF						
Viral Infection.	Staff	<p>Whereby staff are identified as Clinically Vulnerable, they could be at higher risk of severe illness from coronavirus, then the following must apply within the workplace,</p> <ul style="list-style-type: none"> • Maintain strict 2m Social Distancing from other individuals. • Increased Hygiene Control (Frequent Hand Washing & use of Hand Sanitizer) • Wearing of appropriate Mandatory PPE, (Face Mask/ Visor & Nitrile Gloves). <p>Clinically Vulnerable staff are identified as,</p> <ul style="list-style-type: none"> • Aged 70 or over (regardless of medical conditions) • Under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): • Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • Chronic heart disease, such as heart failure • Chronic kidney disease • Chronic liver disease, such as hepatitis • Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy • Diabetes • A weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) • Being seriously overweight (a body mass index (BMI) of 40 or above) • Pregnant 	<p>Tasks given that allow segregation from other individuals so far as is practicable.</p> <p>Monitoring staff & enforcing Social Distancing.</p>	Line Managers	05/11/20	05/11/20 & Ongoing



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HOME WORKING						
Wellbeing & Isolation.	Staff	Whereby identified that an individual can work from home, if effective & with the means of technology, then they work from home. Work Equipment suited for the task to allow continuity of business. Remote Access equipment to allow connectivity via internet, telephony systems & software, to ensure communication with work colleagues, customers & suppliers.	Regular contact with the individual from the workplace, to ensure the individuals wellbeing is maintained regarding their welfare, mental & physical health, as well as personal security.	HR Department &/or Staff's Line Manager	05/11/20	Ongoing
SOCIAL DISTANCING						
Close contact/ Interaction amongst individuals that would lead to Transmittance/ Infection.	Staff Visitors: Agency / Contractors/ Suppliers to the Offices / Factories	No non-essential travel permitted, until Government guidelines change. No Face-to-Face meetings conducted & use of Video Conferencing instead. Only Business Critical Staff to attend work. Encourage staff to open doors & windows for ventilation & increased airflow. Multiple entry points for staff to reduce congestion. One-way system for entry & exit. Increased Hygiene Control (Hand Sanitizer provided at clock-in/clock-out stations, Meeting Rooms, Workstations & Desks). Social Distancing markers on all floors of Offices instructing to 'Keep 2m apart'. Flame logo painted on Factory floors as a visual representation of where to distance from others. Signage displayed for reference & information regarding Social Distancing/Hand Washing Techniques Toolbox Talks conducted with staff highlighting requirements. Reconfiguring of desks/workstations to ensure Social Distancing maintained between individuals. Moving individuals within offices that sit close to each other & arrange them diagonally to create distance.	Staggered start & finish times to be considered when more staff are required to return to work due to increased production required, which will lead to increasing occupancy in building & cause congestion & increased risk. Monitoring staff & enforcing Social Distancing. Limit face-to-face working wherever possible. Keep activity times as short as possible. Ensure Fixed Team/Partner tasks are maintained, to prevent multiple person contact. Sanitizing of all Equipment/Machinery if exchanging Operatives for tasks. Sanitizing of all Desks/Equipment used by staff, especially if any is shared use.	Production Department Branch Manager Line Manager Operations SHEQ Manager	16/03/20	16/03/20 and Ongoing



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SOCIAL DISTANCING CONTINUED						
		<p>Fixed Screens for desks where individuals are not distanced by 2m.</p> <p>Have staff work back-to-back or side-to-side within the Factories where equipment/machinery cannot be moved, wherever possible.</p> <p>Staff place objects intended for others down & walk away, to maintain Social Distancing.</p> <p>Increased Hygiene Control (Frequent Hand Washing & use of Hand Sanitizer).</p> <p>Wearing of appropriate Mandatory PPE, (Face Mask/Visor & Nitrile Gloves), where Social Distancing cannot be achieved fully to the 2m requirement.</p> <p>Staggered Break times, limiting contact amongst staff in Kitchens.</p> <p>Only have 2 individuals use the Kitchen facilities at once, while maintaining Social Distancing within the room.</p> <p>Limited staff occupancy for meetings, use of Video/Call Conferencing.</p>		<p>Production Department</p> <p>Branch Manager</p> <p>Line Manager</p> <p>Operations</p> <p>SHEQ Manager</p>	16/03/20	16/03/20 and Ongoing
EMERGENCY INCIDENTS/ACCIDENTS						
Emergency attention to Incidents/ Accidents experienced by individuals.	<p>Staff</p> <p>Visitors - Agency / Contractors/ Suppliers to the Offices / Factories</p>	<p>First Aiders within the Offices/Factories, to attend to Incidents/ Accidents involving individuals.</p> <p>Wearing of appropriate Mandatory PPE, (Face Mask/Visor & Nitrile Gloves).</p> <p>First Aid Kits that have Mouth-to-Mouth Resuscitation Shields.</p>	Immediately after attending to any individuals First Aid needs, Hygiene Control must be maintained, such as washing hands as per guidelines.	First Aiders	When Required	Ongoing



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COMMUNICATION TO VISITORS						
Lack of Awareness regarding site rules, leading to unwanted contact with individuals, risking Transmittance/ Infection of others.	Staff Visitors – Agency / Contractors/ Suppliers to the Offices / Factories	Signage highlighting area to report to, with contact telephone number for assistance. Visitors sign in/out at reception for record retention & emergency incident control. Visitors to site, who will spend a long period of time on site, to complete ENGINEER/VISITOR Health Declaration form, highlighting wellbeing. Hand Sanitizer provided at entry & exit areas. Wearing of appropriate Mandatory PPE, (Face Mask/Visor & Nitrile Gloves). Signage highlighting increased Hygiene Control (Frequent Hand Washing & use of Hand Sanitizer). Signage & Social Distancing Markers to highlight site requirements.	Forms reviewed & if Visitors declare they have/had symptoms or declare they have/had contact with others who have/had symptoms, are denied access to the facilities. Monitoring Visitors & enforcing Social Distancing.	Branch Manager Production Dept. Host	16/03/20	Ongoing



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HYGIENE CONTROL						
Contact with Objects/ Surfaces with potential Viral Contamination	Staff Visitors – Agency / Contractors/ Suppliers to the Offices / Factories	Regular Contract Cleaning to ensure that Hygiene Control is maintained in Kitchens/Canteens & Toilets. Signage posted informing staff to maintain Hygiene Control regarding Hand Washing Techniques & Coughs/Sneezes. Anti-Viral Stations (Hand Sanitizer, Anti-Viral Wipes/Disinfectant Spray, Masks & Nitrile Gloves) located at entrances/exits & dotted around Offices/Factories. Sanitise Fingerprint scanner system equipment after use & wash hands immediately afterwards or use the Hand Sanitizer provided at Anti-Viral Stations. Staff tasked to clean/sanitise any Objects/Surfaces that has been touched throughout day to ensure that Hygiene Control is maintained. Anti-Viral Wipes at Workstations/Desks/Equipment & Machinery, for sanitising. Adequate stock of Cleaning Supplies, Soap, Hand Sanitizer & Anti-Viral Wipes, to maintain Hygiene Control on site. Housekeeping at the end of shifts.	Ensure that Suppliers have adequate stock for ordering. Ensure that stock takes are conducted regarding cleaning & anti-viral sanitiser stock levels.	Production Dept. Branch Manager Office Manager SHEQ Manager	16/03/20	Ongoing
PPE – PERSONAL PROTECTIVE EQUIPMENT						
Viral Transmittance/ Infection	Staff Visitors – Agency / Contractors/ Suppliers to the Offices / Factories	Wearing of appropriate Mandatory PPE, (Face Mask/Visor & Nitrile Gloves). Instruction to Staff on the correct use of wearing of appropriate Mandatory PPE. Increased Hygiene Control before applying/removing Mandatory PPE (Frequent Hand Washing/Hand Sanitizer use). Regular exchange of single use equipment at start of shift or when dirty/damp. Proper disposal of single use equipment. Provision of Bacterial Coated Re-usable & Washable Face Masks, with manufacturer's washing instructions communicated to Staff. Provision of Face Shields for Staff/Visitors with Respiratory Conditions.	Monitoring Staff/Visitors & enforcing the wearing of appropriate Mandatory PPE & enforcing Social Distancing. Ensure that PPE Suppliers have adequate stock for ordering. Ensure that stock takes are conducted regarding PPE supply stock levels.	Production Department Branch Manager Operations SHEQ Manager	16/03/20	Ongoing



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COMMUNICATION TO STAFF						
Uncertainty/ Lack of Awareness/ Complacency	Staff Company reputation	Letters Email communications Return to Work Meetings Memorandums Risk Assessments Safe Systems of Work Toolbox Talks Signage Conversations on Walk rounds	Training provided to staff returning to work about the new compliance requirements introduced at site. Monitoring Staff & highlighting compliance/non-compliance of the requirements that have been introduced.	Production Department Branch Manager Line Manager Operations SHEQ Manager HR Department	16/03/20	Ongoing
INBOUND/OUTBOUND GOODS						
Viral Transmittance/ Infection	Staff Visitors – Agency / Contractors/ Suppliers to the Offices / Factories	A dedicated area for all Goods-In, preventing contact with multiple individuals. Instructing suppliers to call when arriving for instruction. Signage at entrances with instruction & contact telephone number for assistance. Same Individual/Team for loading/unloading tasks. Stagger loading of vehicles to prevent overcrowding of loading area to maintain Social Distancing. Contactless deliveries, whereby Delivery Notes completed by Company Drivers for Customers & electronic copies sent by Company Office. Wearing of appropriate Mandatory PPE, (Face Mask/Visor & Nitrile Gloves) when dealing with Suppliers & Customers. Increased Hygiene Control (Frequent Hand Washing & use of Hand Sanitizer). Provision of Hand Sanitizer at Goods-In & in Drivers Vehicle. Signage informing about Social Distancing, at the Goods-In area & in Vehicle windows.	Monitoring Staff/Visitors & enforcing the wearing of appropriate Mandatory PPE & enforcing Social Distancing.	Production Department Branch Manager Operations	16/03/20	Ongoing



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VEHICLES & DRIVERS						
Viral Transmittance/ Infection	Staff/Driver Customer's staff	<p>Stagger loading of vehicles to prevent overcrowding of loading area to maintain Social Distancing.</p> <p>Single person delivery system, the Driver.</p> <p>Signage informing about Social Distancing displayed in Vehicle windows, when Delivering to Customer sites.</p> <p>Driver to adhere to Customer's site rules.</p> <p>Driver to remain in cab to minimise contact with others, unless required to drop load, which Customer will retrieve after Driver has left.</p> <p>Wearing of appropriate Mandatory PPE, (Face Mask/Visor & Nitrile Gloves) if dealing with Customer's staff.</p> <p>Contactless deliveries, whereby Delivery Notes completed by Company's Driver for Customer & electronic copies sent by Company's Office.</p> <p>Vehicle regularly cleaned/wiped down with Anti-Viral Wipes after making delivery to prevent cross contamination.</p> <p>Increased Hygiene Control (Frequent use of Hand Sanitizer).</p> <p>Wash Hands at soonest when stopping at Services for breaks.</p> <p>No multi-occupancy Vehicle journeys, unless the occupants are part of the Installations Team of 2 Installers that are a consistent pairing & both wear the appropriate Mandatory PPE within the vehicle & allow fresh air into the cab.</p>	<p>Monitoring Staff & enforcing the wearing of appropriate Mandatory PPE & enforcing Social Distancing.</p> <p>Vehicle to have a 'Van Pack' – Anti-Viral Wipes, Hand Sanitizer & extra Masks/Visor & Nitrile Gloves.</p> <p>Receptacle to dispose of used Anti-Viral Wipes & Nitrile Gloves, after cleaning Vehicle & Hands when used.</p>	Transport Department Branch Manager Operations	16/03/20	Ongoing



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RISK RATING = LIKELIHOOD X SEVERITY

RISK LEVEL	RISK RATING	ACTIONS
LOW	1-6	Review controls, take action if required
MEDIUM	8-12	Action to be taken to reduce risks
HIGH	15-25	Urgent action required. Consider halting the activity/process

		SEVERITY					
		5	4	3	2	1	
LIKELIHOOD	5	25	20	15	10	5	
	4	20	16	12	8	4	
	3	15	12	9	6	3	
	2	10	8	6	4	2	
	1	5	4	3	2	1	