



Assessor: Matt Edwards Assessed on: 14-May-2020 Approver: Matthew Blake Approved On: 19-May-2020 Status: Live
 Department: Administration
 Details: Controlling the risk of transmission of COVID19 in the workplace

Hazards and Controls:

Identified Risk				Residual Risk		
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Residual Risk
1	Transmission of COVID -19 in the workplace Managing the risk of transmission of COVID -19 in the workplace	Contracting COVID19 -	All FIS Employees	High 20	Enable working from home as a first option for those who can perform role at home	Low 10
					Enable the ability for social distancing measures (keeping people 2m apart wherever possible)	
					Increase the frequency of Hand washing and hand sanitising.	
					Increase the frequency of surface washing (Workstations, Canteen area, locker rooms)	
					Use screens and barriers to separate people from each other where 2m social distancing can't be achieved	
					Use back to back or side to side working whenever possible	
2	Transmission of COVID19 in the workplace Social distancing in the workplace	Contracting COVID19 -	All FIS Employees	High 20	Reduce the number of people each person has contact with by using "fixed teams or partnering"™	Low 10
					Stagger arrival and departure times.	
					Provide additional parking or facilities to help people run, walk or cycle to work	
					Limit amount of people in company vehicles	
					Reduce congestion by having more entry points to the workplace	
					Provide more storage for workers clothing and bags	
3	Transmission of COVID19 in the workplace Moving around buildings and worksites	Contracting COVID19 -	All Employees	High 20	Use signs and introduce one way flow at entry/exit points	Low 10
					Provide handwashing facilities or hand sanitiser at entry and exit points and not using touch based security devices such as keypads	
					Deactivate turnstiles requiring pass checks in favour of showing a pass to security personnel if relevant to location.	
4	Transmission of COVID19 in the workplace Workplace and Workstations	Contracting COVID19 -	All FIS Employees	High 20	Reduce trips within buildings and sites for non-essential reason. Encourage use of radios and telephones and clean these after use	Low 10
					Reduce job and location rotation	
					Introduce one way flow through a factories,plants and warehouses. Regulate use of high traffic areas (Corridors, turnstiles, walkways)	
4	Transmission of COVID19 in the workplace Workplace and Workstations	Contracting COVID19 -	All FIS Employees	High 20	Review layouts to allow people to work further apart	Low 10
					Use floor tape or paint areas to maintain 2m social distancing with increased workforce returning back onsite	
					If not possible to arrange people to work further apart ensure working side by side of face away from each other.	



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				High	Avoid use of Hot desks (Increase cleaning of workstations including shared equipment)	Low
5	Transmission of COVID19 in the workplace Meetings	Contracting COVID19 -	All FIS Employees	20	Use remote working tools with only necessary participants at meetings maintaining 2m distancing. Do not share pens and other objects Provide hand sanitiser for meeting rooms Hold meetings in well ventilated rooms or outside Mark meeting rooms to maintain social distancing	10
6	Transmission of COVID19 in the workplace Common Areas	Contracting COVID19 -	All FIS Employees	20	Stagger break times and continually review as more personnel return to worksite Encourage staff to stay onsite during meal breaks and bring their own food Reconfigure seating and tables to maintain spacing Regulate usage of locker rooms Where practicable use safe outside break areas where 2m social distancing can be maintained	10
7	Transmission of COVID19 in the workplace Accidents and Security and other Incidents - In an emergency, for example, an accident or fire, people do not have to maintain 2m apart as this would be unsafe.	Contracting COVID19 -	All FIS Employees	20	Personnel involved in the provision of assistance should pay attention to sanitation measures immediately afterwards including the washing of hands. Personnel involved in the provision of assistance should limit contact with other personnel as much as possible.	15
8	Transmission of COVID19 in the workplace Managing contacts (clients and contractors)	Contracting COVID19 -	All FIS Employees	20	Visits to be limited with contact via remote connection encouraged where possible Issue guidance on social distancing and hygiene measures to third parties visiting site Where remote connections are not possible limit the number of visitors and introduce time windows Maintain a visitor log onsite but ensure the same pen is not used Provide visitors with hosts who have received Covid-19 awareness training	10
9	Transmission of COVID19 in the workplace	Contracting COVID19 -	All FIS Employees	High	Frequent cleaning of work areas, equipment, objects and surfaces that are touched regularly (Workstations, keyboards, door handles,	Low



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	Keeping the workplace clean			20	mechanical lifting aids, printers) using usual cleaning products. (Antibacterial wipes and spray) Ensure adequate disposal arrangements are in place for waste generated during shifts. Limit use of high touch items including forklift truck and other mechanical lifting aids	10
10	Transmission of COVID19 in the workplace Hygiene, Hand washing, Sanitation facilities and toilets	Contracting COVID19 -	All FIS Employees	High 20	Use signs and posters to demonstrate good hand washing technique and catch it bin it posters. Provide hand sanitiser in multiple locations. Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is maintained. Provide more waste facilities and more frequent rubbish collection. Where possible provide paper towels as an alternate to hand dryers.	Low 10
11	Transmission of COVID19 in the workplace Changing rooms and showers	Contracting COVID19 -	All FIS Employees	High 20	Set clear guidance for use of showers, lockers and changing areas to ensure they are kept clean and clear of personnel items and ensure social distancing is maintained Introduce enhanced cleaning of these facilities	Low 10
12	Transmission of COVID19 in the workplace Handling goods and merchandise and other materials including onsite Forklift truck	Contracting COVID19 -	All FIS Employees	High 20	Cleaning procedures for goods entering the site and ensure greater hand washing for personnel handling these items, or provide hand sanitiser where this is not practical. Introduce cleaning procedures for forklift truck and pallet trucks used for transporting goods and materials around sites. Restrict non-business deliveries to site- For example personnel deliveries to workers.	Low 10
13	Transmission of COVID19 in the workplace PPE	Contracting COVID19 -	All FIS Employees	High 20	Normal PPE to be used as per normal task requirements. Workplaces should not encourage the precautionary use of extra PPE to protect against Covid-19 outside of clinical settings.	Low 10
14	Transmission of COVID19 in the workplace Face Coverings	Contracting COVID19 There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering	All FIS Employees	High 20	Wash your hands thoroughly and regularly with soap and water for 20 seconds or use hand sanitiser before putting on and taking off the covering. When wearing face covering avoid touching your face or face covering. Change your face covering daily or if it becomes damp or if you	Medium 15



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		does not protect you, but it may protect others if you are infected but have not developed symptoms. Workers should be supported if they choose to wear one and this means telling workers:			have touched it. Wash the face covering in line with manufacturers guidance. Continue to maintain social distancing.	
15	Transmission of COVID19 in the workplace Work related travel	Contracting COVID19 -	All FIS Employees	High 20	Minimise non-essential travel Minimise the number of people travelling together in any one vehicle and used fixed travel partners, increase ventilation and avoid sitting face to face. Clean vehicles between shifts. Overnight stays require lodgings to comply with current social distancing guidelines	Low 10
16	Transmission of COVID19 in the workplace Deliveries to other sites	Contracting COVID19 -	All FIS Employees	High 20	Minimise person to person contact during delivery. Maintain consistent pairing of personnel in vehicles Minimise contact during exchange of documents and use electronic payments methods.	Low 10
17	Transmission of COVID19 in the workplace Communications and Training	Contracting COVID19 -	All FIS Employees	High 20	Provide clear, consistent and regular communication to improve understanding and consistency of ways of working. Engage with workforce to explain changes in working arrangements Develop communication and training materials for workers prior to returning to site especially regarding new procedures for arrival at work.	Low 10
18	Transmission of COVID19 in the workplace Ongoing communications and training	Contracting COVID19 -	All FIS Employees	High 20	Ongoing engagement with workers regarding unforeseen impacts or changes of the working environment. Awareness and focus on the importance of mental health. Use simple language and clear messaging to explain guidelines for those who do not have English as a first language	Low 10
19	Transmission of COVID19 in the workplace Inbound and outbound goods	Contracting COVID19 -	All FIS Employees	High 20	Revise pick up and drop off collection points, procedures, signage and markings. Minimise unnecessary contact with staff and use electronic booking where possible. Reduce frequency of deliveries. Have single workers load and unload vehicles where safe and	Low 10



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				High	possible.	Low
					Use the same pairs of people for loads.	
					Allow drivers to use welfare facilities when required consistent with hygiene and social distancing guidance.	
					Encourage drivers to stay in vehicles where possible	