

Assessor: Matthew Edwards

Assessed on: 15-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	Staff who can work from home should where possible. Consider who is required onsite to ensure the safety and operational continuity of the facility are maintained at all times	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	
					Use signs and introduce one way flow at entry/exit points	
					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						
Consider whether certain Lab activities where social distancing cannot be maintained due to layout of fixed equipment and the need for working in close proximity need to continue for the business to operate.						
3	Transmission of COVID19 in the workplace Moving around buildings and worksites	Contracting COVID19 -	All Employees	High 20	Reduce trips within buildings and sites for non-essential reason. Encourage use of radios and telephones and clean after use	Low 10
					Reduce job and location rotation	
					Introduce one way flow through a building	
					Regulate use of high traffic areas (Corridors, turnstiles, walkways)	



Assessor: Matthew Edwards Assessed on: 15-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
					Where practicable remove access controls on low category labs to remove the need for use of access cards Use fixed teams or adjust booking process to reduce the number of personnel in a lab at the same time	
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 within the limitations of the Lab environment 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. Use screens where possible to separate people working in the Lab Create booking times for Lab use where possible Where necessary ensure air handling systems and filtering systems are installed and maintained in high risk areas where there is a risk of airborne particles Limit the use of high touch items and ensure all equipment is sanitised after use.	Low 10
5	Transmission of COVID19 in the workplace Meetings	Contracting COVID19 -	All FIS Employees	High 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	Low 10
6	Transmission of COVID19 in the workplace Common Areas	Contracting COVID19 -	All FIS Employees	High 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	Low 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	Contracting COVID19 -	All FIS Employees	High 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.	Medium 15



Assessor: Matthew Edwards

Assessed on: 15-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
	not have to maintain 2m apart as this would be unsafe.					
8	Transmission of COVID19 in the workplace Managing contacts (clients and contractors)	Contracting COVID19 -	All FIS Employees	High 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	Low 10
9	Transmission of COVID19 in the workplace Keeping the workplace clean	Contracting COVID19 -	All FIS Employees	High 20	Frequent cleaning of work areas, equipment, objects and surfaces that are touched regularly (Workstations, keyboards, door handles 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 printers and whiteboards Correct cleaning/sanitising process for expensive equipment that can't be washed down with standard cleaning products	Low 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	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. Restrict non-business deliveries to site- For example personnel	Low 10





Assessor: Matthew Edwards      Assessed on: 15-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
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.	Low 10
					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	
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.	Low 10
					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 possible.	
					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						