



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	Enable working from home as a first option for support staff 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	
					Reduce the number of people each person has contact with by using "fixed teams or partnering"	
2	Transmission of COVID19 in the workplace Social distancing in the workplace	Contracting COVID19 -	All FIS Employees	High 20	Stagger arrival and departure times.	Low 10
					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						
3	Transmission of COVID19 in the workplace Moving around buildings and worksites	Contracting COVID19 -	All Employees	High 20	Reduce movement by discouraging non-essential trips within buildings and sites. Restrict access to some areas. Encourage use of radios and telephones and clean after use	Low 10
					Reduce job and location rotation	
					Introduce one way flow through a site and site offices	
					Regulate use of high traffic areas (Corridors, turnstiles, walkways)	
					Use ground markings or other objects around the site to create 2m spacing and control the flow of personnel	
					Separate sites into working zones to keep different work groups apart	



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4	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.	Low 10
					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	
5	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	Low 10
					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	
6	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	High 20	Personnel involved in the provision of assistance should pay attention to sanitation measures immediately afterwards including the washing of hands.	Medium 15
					Personnel involved in the provision of assistance should limit contact with other personnel as much as possible.	
7	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	Low 10
					Issue guidance on social distancing and hygiene measures to third parties visiting site	
					Maintain a visitor log onsite but ensure the same pen is not used	
					Follow all external sites Covid -19 action plans when attending third party sites	
8	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 ) using usual cleaning products. (Antibacterial wipes and spray)	Low 10
					Ensure adequate disposal arrangements are in place for waste generated during shifts.	
					Sanitation of all tools, controls, machinery and equipment after use (Antibacterial wipes and spray)	



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9	Transmission of COVID19 in the workplace Hygiene, Hand washing, Sanitation facilities and toilets	Contracting COVID19 -	All FIS Employees	<b>High</b> 20	Use signs and posters to demonstrate good hand washing technique and catch it bin it posters.	<b>Low</b> 10
					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.	
Portable toilets in welfare vans or those supplied at external sites to be cleaned and sanitised after each use.						
10	Transmission of COVID19 in the workplace Changing rooms and showers	Contracting COVID19 -	All FIS Employees	<b>High</b> 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	<b>Low</b> 10
					Introduce enhanced cleaning of these facilities	
11	Transmission of COVID19 in the workplace Handling goods and merchandise and other materials including onsite vehicles	Contracting COVID19 -	All FIS Employees	<b>High</b> 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.	<b>Low</b> 10
					Introduce cleaning procedures for vehicles that workers take home from sites.	
12	Transmission of COVID19 in the workplace PPE	Contracting COVID19 -	All FIS Employees	<b>High</b> 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.	<b>Low</b> 10
13	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 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:	All FIS Employees	<b>High</b> 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.	<b>Medium</b> 15
					When wearing face covering avoid touching your face or face covering.	
					Change your face covering daily or if it becomes damp or if you have touched it.	
					Wash the face covering in line with manufacturers guidance.	
					Continue to maintain social distancing.	



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14	Transmission of COVID19 in the workplace Work related travel	Contracting COVID19 -	All FIS Employees	High 20	Minimise non-essential travel	Low 10
					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	
15	Transmission of COVID19 in the workplace Deliveries to other sites	Contracting COVID19 -	All FIS Employees	High 20	Minimise person to person contact during delivery.	Low 10
					Maintain consistent pairing of personnel in vehicles	
					Minimise contact during exchange of documents and use electronic payments methods.	
16	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.	Low 10
					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.	
17	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	
18	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						



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19	Interaction with members of the public during works on public highways and byways there is an increased potential for contact with members of the public	Contracting Covid-19 -	All FIS employees	<b>High</b>	Erect signage advising members of the public on what work you are doing	<b>Low</b>  10
				20	Install signage at the entrance of the worksite advising the public and workers to maintain social distancing	
				20	Install signage on rights of way to remind the public to maintain social distancing	