HM GOVERNMENT GUIDANCE FOR WORKING SAFELY DURING COVID-19 IN LABS AND RESE

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CH FACILITIES

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RA-00105

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	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Residual
No.						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 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 â€⁻fixed teams or partnering'	10
2	Transmission of COVID19 in the workplace Social distancing in the workplace	- Contracting COVID19	All FIS Employees	High 20	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.	10
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 Reduce job and location rotation Introduce one way flow through a building Regulate use of high traffic areas (Corridors, turnstiles, walkways)	Low 10

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					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	Contracting COVID19	All FIS Employees	High	Review layouts to allow people to work further apart within the limitations of the Lab environment	Low
	Workplace and Workstations			20	Use floor tape or paint areas to maintain 2m social distancing with	10
	·				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	
_		00)//040	1,11,510,5		sanitised after use.	_
5	Transmission of COVID19 in the workplace	Contracting COVID19	All FIS Employees	High	Use remote working tools with only necessary participants at meetings maintaining 2m distancing.	Low
	Meetings			20	Do not share pens and other objects	10
					Provide hand sanitiser for meeting rooms	
					Hold meetings in well ventilated rooms or outside	
					Mark meeting rooms to maintain social distancing	
6	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Stagger break times and continually review as more personnel	Low
	workplace	-			return to worksite	
	Common Areas			20	Encourage staff to stay onsite during meal breaks and bring their	10
					own food	
					Reconfigure seating and tables to maintain spacing	
_	T : : (00)//D40 : :/	0 / (00)//040	A !! E ! O E . !		Regulate usage of locker rooms	
/	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Personnel involved in the provision of assistance should pay	Medium
	workplace	-		20	attention to sanitation measures immediately afterwards including	15
	Accidents and Security and other			20	the washing of hands. Personnel involved in the provision of assistance should limit	15
	Incidents - In an emergency, for example, an accident or fire, people do				contact with other personnel as much as possible.	
	example, an accident of fire, people do				contact with other personner as much as possible.	

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SERVICES LTD

RA-00105

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Department: Administration

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No.						Risk
	not have to maintain 2m apart as this					
	would be unsafe.					
8	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Visits to be limited with contact via remote connection encouraged	Low
	workplace	-			where possible	
	Managing contacts (clients and			20	Issue guidance on social distancing and hygiene measures to third	10
	contractors)				parties visiting site	
					Where remote connections are not possible limit the number of	
					visitors and introduce time windows	
	Transmission of COVID19 in the	Contracting COVID19	All FIG Employees	Llimb	Maintain a visitor log onsite but ensure the same pen is not used	Low
9	l .	Contracting COVID19	All FIS Employees	High	Frequent cleaning of work areas, equipment, objects and surfaces that are touched regularly (Workstations, keyboards, door handles	Low
	workplace Keeping the workplace clean	-		20	printers) using usual cleaning products. (Antibacterial wipes and	10
	Reeping the workplace clean				spray)	10
				•	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	
10	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Use signs and posters to demonstrate good hand washing	Low
	workplace	-			technique and catch it bin it posters.	
	Hygiene, Hand washing, Sanitation			20	Provide hand sanitiser in multiple locations.	10
	facilities and toilets				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.	
11	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Set clear guidance for use of showers, lockers and changing areas	Low
	workplace	-			to ensure they are kept clean and clear of personnel items and	4.0
	Changing rooms and showers			20	ensure social distancing is maintained	10
40	Transpiration of COV/ID40 in (1	Operation COVIDAG	All FIO Francisco	111-1	Introduce enhanced cleaning of these facilities	
12	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Cleaning procedures for goods entering the site and ensure	Low
	workplace	-		20	greater hand washing for personnel handling these items, or	10
	Handling goods and merchandise and			20	provide hand sanitiser where this is not practical.	10
	other materials including onsite				Restrict non-business deliveries to site- For example personnel	

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	vehicles				deliveries to workers.	
13	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Normal PPE to be used as per normal task requirements.	Low
	workplace	-			Workplaces should not encourage the precautionary use of extra	
	PPE			20	PPE to protect against Covid-19 outside of clinical settings.	10
14	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Wash your hands thoroughly and regularly with soap and water for	Medium
	workplace	There are some circumstances when			20 seconds or use hand sanitiser before putting on and taking off	
	Face Coverings	wearing a face covering may be		20	the covering.	15
		marginally beneficial as a			When wearing face covering avoid touching your face or face	
		precautionary measure. The evidence			covering.	
		suggests that wearing a face covering			Change your face covering daily or if it becomes damp or if you	
		does not protect you, but it may protect			have touched it.	
		others if you are infected but have not			Wash the face covering in line with manufacturers guidance.	
		developed symptoms. Workers should			Continue to maintain social distancing.	
		be supported if they choose to wear				
		one and this means telling workers:				
15	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Minimise non-essential travel	Low
	workplace	-			Minimise the number of people travelling together in any one	
	Work related travel			20	vehicle and used fixed travel partners, increase ventilation and	10
					avoid sitting face to face.	
					Clean vehicles between shifts	
					Overnight stays require lodgings to comply with current social	
					distancing guidelines	
16	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Minimise person to person contact during delivery.	Low
	workplace	-			Maintain consistent pairing of personnel in vehicles	
	Deliveries to other sites			20	Minimise contact during exchange of documents and use	10
					electronic payments methods.	
17	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Provide clear, consistent and regular communication to improve	Low
	workplace	-			understanding and consistency of ways of working.	
	Communications and Training			20	Engage with workforce to explain changes in working	10
					arrangements	
					Develop communication and training materials for workers prior to	
					returning to site especially regarding new procedures for arrival at	
					work.	

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RSK Assessment Number

RA-00105

Assessed on: 15-May-2020

Approver:

Matthew Blake

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Department: Administration

Matthew Edwards

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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 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	10		