



Assessor: Matthew Blake Assessed on: 13-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
10	Transmission of COVID19 in the workplace Hygiene, Hand washing, Sanitation facilities and toilets	Contracting COVID19 -	All FIS Employees	High 20	Limit use of high touch items including printers and whiteboards 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 use and 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 vehicles	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 vehicles. 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 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	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 have touched it. Wash the face covering in line with manufacturers guidance. Continue to maintain social distancing.	Medium 15



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15	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	
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.	Low 10
					Maintain consistent pairing of personnel in vehicles	
					Minimise contact during exchange of documents and use electronic payments methods.	
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.	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.	
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						