HM GOVERNMENT GUIDANCE FOR COVID - 19 SECURE WORKPLACE IN OFFICES

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RA-00103-1

Assessor: **Matthew Blake** Assessed on: 13-May-2020 Approver: Matthew Blake Approved On: 19-May-2020 Status: Live

Department: Administration

Controlling the risk of transmission of COVID19 in the workplace Details:

Identified Risk				Residual Risk			
Item	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Residual	
No.						Risk	
1	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Stagger arrival and departure times.	Low	
	workplace	-			Provide additional parking or facilities to help people run, walk or		
	Social distancing in the workplace			20	cycle to work	10	
					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		
	1				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		
2	Transmission of COVID -19 in the workplace	Contracting COVID19	All FIS Employees	High	Enable working from home as a first option for those who can	Low	
					perform role at home		
	Managing the risk of transmission of			20	Enable the ability for social distancing measures (keeping people	10	
	COVID -19 in the workplace			•	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"		
3	Transmission of COVID19 in the	Contracting COVID19	All Employees	High	Reduce trips within buildings and sites for non-essential reason.	Low	
	workplace	-		_	Encourage use of radios and telephones and clean after use		
	Moving around buildings and worksites			20	Reduce job and location rotation	10	
					Introduce one way flow through a building		
					Regulate use of high traffic areas (Corridors, turnstiles, walkways)		
4	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Review layouts to allow people to work further apart	Low	
	workplace	-	' '		Use floor tape or paint areas to maintain 2m social distancing with		
	Workplace and Workstations			20	increased workforce returning back onsite	10	
					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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					Avoid use of Hot desks (Increase cleaning of workstations		
					including shared equipment)		
5	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Use remote working tools with only necessary participants at	Low	
	workplace	-			meetings maintaining 2m distancing.		
	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	
ĺ	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		
					Regulate usage of locker rooms		
7	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Personnel involved in the provision of assistance should pay	Medium	
	workplace	-			attention to sanitation measures immediately afterwards including		
	Accidents and Security and other			20	the washing of hands.	15	
	Incidents - In an emergency, for				Personnel involved in the provision of assistance should limit		
	example, an accident or fire, people do				contact with other personnel as much as possible.		
	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		
					Maintain a visitor log onsite but ensure the same pen is not used		
9	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Frequent cleaning of work areas, equipment, objects and surfaces	Low	
	workplace	-			that are touched regularly (Workstations, keyboards, door handles		
	Keeping the workplace clean			20	printers) using usual cleaning products. (Antibacterial wipes and	10	
					spray)		
					Ensure adequate disposal arrangements are in place for waste		
					generated during shifts.		

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Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Residual Risk	
NO.					Limit use of high touch items including printers and whiteboards	KISK	
10	Transmission of COVID19 in the workplace	Contracting COVID19	All FIS Employees	High	Use signs and posters to demonstrate good hand washing technique and catch it bin it posters.	Low	
	Hygiene, Hand washing, Sanitation facilities and toilets			20	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	10	
11	Transmission of COVID19 in the workplace Changing rooms and showers	Contracting COVID19	All FIS Employees	High 20	dryers. 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	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.	Low 10	
13	vehicles Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Restrict non-business deliveries to site- For example personnel deliveries to workers. Normal PPE to be used as per normal task requirements.	Low	
13	workplace PPE	-	All FIS Employees	20	Workplaces should not encourage the precautionary use of extra PPE to protect against Covid-19 outside of clinical settings.	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	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	Medium 15	
		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:			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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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.			
18	Transmission of COVID19 in the	Contracting COVID19	All FIS Employees	High	Ongoing engagement with workers regarding unforeseen impacts	Low		
	workplace	-			or changes of the working environment.			
	Ongoing communications and training			20	Awareness and focus on the importance of mental health.	10		
					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	Contracting COVID19	All FIS Employees	High	Revise pick up and drop off collection points, procedures, signage	Low		
	workplace	-			and markings.			
	Inbound and outbound goods			20	Minimise unnecessary contact with staff and use electronic	10		
					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			