



RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

| Name | Title | Signature | Date |
|------------|-------------------|-----------|------------------|
| L B Rounds | HSE Manager | | 1st October 2020 |
| T Furuuchi | Managing Director | | 1st October 2020 |

Emergency Contact Details

| | | |
|---------|--------------|---------------|
| Contact | HSE | HR |
| Tel | 0191 5190088 | 0191 519 5020 |
| Mobile | 07525276936 | |

| Assessor's Name | Assessor's Signature | Persons Affected by This Risk Assessment |
|-----------------|----------------------|--|
| Lee Rounds | Lee Rounds | All staff, contractors and visitors |

| | | | | | |
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| Hazard / Consequences | Control Procedures | Likelihood (a) | Severity (b) | Risk Ranking (a x b) |
|-----------------------|--|----------------|--------------|----------------------|
| Organizational | <ul style="list-style-type: none"> The company will consider who is needed on site, for example, support staff should work from home if possible. Support staff should continue to work from home if possible during the winter as per government guidelines The company will plan for the minimum number of people needed to be on site to operate safely and effectively. The company will monitor the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment will be undertaken. The Company will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. The company will provide equipment for people to work from home safely and effectively, and will issue guidance on safe use of laptops <p>Mental Health</p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference -https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress. WE ALSO HAVE AN EAP VIA FALTEC+ WEBSITE (INCLUDES FREE COUNSELLING) | 2 | 2 | 4 |

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| High Risk and Isolating Workers | <ul style="list-style-type: none"> The company will review working arrangements for clinically extremely vulnerable and clinically vulnerable individuals on a case by case basis. Current guidance is checked regarding staff and who falls into clinically extremely vulnerable and clinically vulnerable groups. Should any member of staff need to self-isolate, we will enable workers to work from home where appropriate. The company will ensure that individuals who were previously shielded can return to work safely from 1st August 2020 and maintain social distancing. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms. | 2 | 2 | 4 |

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| <p>Social Distancing and spread of COVID 19 corona virus</p> | <ul style="list-style-type: none"> Employees must maintain social distancing in the workplace wherever possible. Where social distancing is not possible, the company will advise employees to increase the frequency of hand washing and surface cleaning. Activities will be kept to a short a period as possible. The company will provide screens and barriers where appropriate employees will be asked to carry out back to back and side to side working (rather than face to face) wherever possible. Fixed teams or partnering will be used to reduce the number of person to person contact All areas of the business will be assessed for alterations to assist with social distancing i.e. entrances and exits, break rooms, canteens and similar settings In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it advice, and to avoid touching face, eyes, nose or mouth with unclean hands. Employees will be issued, where appropriate, with their own personal hand sanitizers and cleaning materials for cleaning contact surfaces and personal screens Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. By daily safety briefs and supervisors reminding staff Senior managers, managers, senior supervisors will check on a daily basis to ensure this is adhered to. | <p>2</p> | <p>2</p> | <p>4</p> |
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|-----------------------------------|-------------------------|--|---|-------------------|--|
| <p>Series Revision Number</p> | <p>COVID 19 003</p> | <p>Series Number Revision Date</p> | <p>001 24th September 2020</p> | <p>Issue Date</p> | <p>1st October 2020 Page 4 of 14.</p> |
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| <p>Arriving and Leaving Work</p> <ul style="list-style-type: none"> The company will stagger arrival and departure times at work to reduce congestion at entry points where necessary Company vehicles will be restricted to one person only and cleaning materials placed in each vehicle, these will be checked and replaced weekly by security/PCD. Markings and one-way flow at entry and exit points will be introduced to reduce congestion Handwashing facilities, or hand sanitizer will be provided at entry and exit points where possible. Personal hand sanitizers will be issued | | 2 | 2 | 4 |
| <p>Site Movement</p> <ul style="list-style-type: none"> Site movement will be reduced by discouraging non-essential trips within buildings and sites. One-way systems will be implemented where possible on walkways around the workplace. Signage will be used around site such as ground markings to mark and allow controlled flows of people moving throughout the site The company will separate sites into working zones to keep different groups of workers physically separated as much as practical The number of people in attendance at site inductions will be reduced High traffic areas including corridors and walkways will be regulated to maintain social distancing. | | 2 | 2 | 4 |

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| <p>Static Workers</p> <ul style="list-style-type: none"> The company will plan workstations to maintain social distancing wherever possible. Workstations should be assigned to an individual as much as possible When it's not possible for the company to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Screens to separate people from each other will only be used when it is not possible to move workstations further apart | 2 | 2 | 4 | |
| <p>Meetings</p> <ul style="list-style-type: none"> Remote working tools to avoid in-person meetings will be used to reduce social contact We will ensure that only necessary participants should attend meetings and should maintain 2m separation throughout. To avoid transmission during meetings, employees should not share pens or other objects Meetings will be held outdoors or in well-ventilated rooms whenever possible | 2 | 2 | 4 | |
| <p>Common areas</p> <ul style="list-style-type: none"> Break times may be staggered to reduce pressure on the number of people allowed in canteens or places to eat. Safe outdoor areas will be used for breaks. The company will create additional space by using other parts of the workplace freed up by remote working Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions. | 2 | 2 | 4 | |

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| <p>Contact and Visitor Management</p> <ul style="list-style-type: none"> • Site guidance on social distancing and hygiene should be explained to visitors on or before arrival • Visits will be encouraged to be carried out via remote connection/working where this is an option. • The number of visitors will be limited at any one time. Only business essential visitors will be allowed on site • Schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people. • A record of all visitors will be maintained by security, visitors have to be pre-approved by a manager prior to arrival • Public notices will be visible to help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace | | 2 | 2 | 4 |

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| Cleaning | <ul style="list-style-type: none"> Any location that has been closed or partially operated will be risk assessed to ensure they are clean and ready to restart before reopening. Work areas and equipment will be frequently cleaned between uses, using usual cleaning products. There will be frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, with adequate disposal arrangements. Workspaces will be cleaned with waste and belongings removed from the work area at the end of a shift. Hand tools, controls, machinery and equipment will be sanitized after use. When cleaning after a known or suspected case of COVID-19 the company will refer to the specific guidance Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. | 2 | 2 | 4 |

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| Hygiene | <ul style="list-style-type: none"> Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Regular reminders and signage to maintain hygiene standards will be provided. Hand sanitizers in multiple locations will be provided in addition to washrooms Clear use and cleaning guidance for toilets will be provided to ensure they are kept clean and social distancing is achieved as much as possible. Cleaning for busy areas will be enhanced Special care will be taken for cleaning of portable toilets Paper towels will be used as an alternative to hand dryers in handwashing facilities, where possible Staff to be reminded that wearing of gloves is not a substitute for good hand washing. | 2 | 2 | 4 |
| Handling of Equipment, Materials, Waste and Onsite Vehicles | <ul style="list-style-type: none"> Cleaning procedures for the parts of shared equipment you touch after each use will be used, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks. Increased handwashing and introduction of more handwashing facilities for workers handling goods and merchandise will be encouraged, where this is not practical hand sanitizer will be provided Regular cleaning of vehicles that workers may take home will be undertaken Regular cleaning of reusable delivery boxes will be undertaken | 2 | 2 | 4 |

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| <p>PPE and Face Coverings</p> <ul style="list-style-type: none"> Where operatives are already using PPE in their work activity to protect against non-COVID-19 risks, we will continue to do so. When managing the risk of COVID-19, additional PPE beyond what is usually worn is not classed as beneficial by UK Government - Working Safely during COVID 19 guidance. Face Coverings are different to PPE and are optional for staff, they will not be used as an alternative to the other control measures set out within the company's risk assessment. Face coverings should be worn when walking around the site. When wearing your face coverings Wash hands before and after wearing one. Avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change face coverings when they become damp or be touched. Continue to wash hands regularly. Change and wash the face covering daily Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. Where the 2m social distancing cannot be maintained a FFP2/3 will be provided. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. | | 2 | 2 | 4 |
| <p>Shift Patterns and Working Groups</p> <ul style="list-style-type: none"> People will be split into teams or shift groups, with teams or shift groups unavoidable contact will only happen between the same people. Worker congregation at bottlenecks such as timeclocks, entrances and exits will be minimized whilst maintaining social distancing during shift handovers. | | 2 | 2 | 4 |

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| <p>Work-related travel</p> <ul style="list-style-type: none"> The company will minimize non-essential travel and will consider remote options first. The number of people travelling together in any one vehicle will be minimized, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to face. Masks and cleaning materials will be provided. Shared vehicles will be cleaned between shifts or on handover. Only one person allowed in a Company vehicle. Procedures will be put in place to minimize person-to person contact during deliveries to other sites. Contact during exchange of documentation should be minimized. All incoming visitors will follow the current Gov guidelines, unless formally exempted after authorisation from HR. | | 2 | 2 | 4 |
| <p>Communications and Training</p> <ul style="list-style-type: none"> The company will provide clear, consistent and regular communication to improve understanding and consistency of ways of working. We will engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Communication and training materials will be developed for workers prior to returning to site, especially around new procedures for arrival at work. Ongoing engagement with workers (through employee representative groups) will be done to monitor and understand any unforeseen impacts of changes to working environments. | | 2 | 2 | 4 |

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| Inbound and Outbound goods | <ul style="list-style-type: none"> Pick-up and drop-off collection points, procedures, signage and markings will be revised to maintain social distancing Unnecessary contact at gatehouse security, yard and warehouse will be minimized Where possible and safe, single workers will load or unload vehicles. Where possible, the same pairs of people for loads will be used where more than one is needed. Drivers will have access to welfare facilities when required, consistent with other guidance. Drivers will be encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-away. | 2 | 2 | 4 |
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Faltec: Europe Ltd

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PPE Required

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|--|---------------------------------|-------------------------------------|--|--------------------------------|-------------------------------------|--|-----------------------------|-------------------------------------|--|----------------|-------------------------------------|--|--------------------|--------------------------|--|--|-------------------------------------|--|-------------------------------------|--------------------------|--|---|-------------------------------------|--|----------|--------------------------|--|---------|--------------------------|
| | Hand Protection / Safety Gloves | <input checked="" type="checkbox"/> | | Overalls / Protective Clothing | <input checked="" type="checkbox"/> | | Boots / Protective Footwear | <input checked="" type="checkbox"/> | | Safety Glasses | <input checked="" type="checkbox"/> | | Face Shield / Mask | <input type="checkbox"/> | | Respirator Where 2m cannot be maintained | <input checked="" type="checkbox"/> | | Hearing Protection where designated | <input type="checkbox"/> | | Hi-Vis in all warehouse and yard areas, or when moving vehicles | <input checked="" type="checkbox"/> | | Hard Hat | <input type="checkbox"/> | | Harness | <input type="checkbox"/> |
|--|---------------------------------|-------------------------------------|--|--------------------------------|-------------------------------------|--|-----------------------------|-------------------------------------|--|----------------|-------------------------------------|--|--------------------|--------------------------|--|--|-------------------------------------|--|-------------------------------------|--------------------------|--|---|-------------------------------------|--|----------|--------------------------|--|---------|--------------------------|

Persons at Risk

| | |
|-------------------|-------------------------------------|
| Staff | <input checked="" type="checkbox"/> |
| Other Contractors | <input checked="" type="checkbox"/> |
| Public | <input checked="" type="checkbox"/> |
| Others | <input checked="" type="checkbox"/> |

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| | Likelihood | | Severity | | Risk Ranking = L x S |
|---|-----------------|---|---------------------|--|--------------------------|
| 1 | Highly Unlikely | 1 | Trivial | | No Action Required (1) |
| 2 | Unlikely | 2 | Minor Injury | | Low Priority (2 to 6) |
| 3 | Possible | 3 | Over 3-day Injury | | Medium Priority (7 to 9) |
| 4 | Probable | 4 | Major Injury | | High Priority (10 to 14) |
| 5 | Certain | 5 | Incapacity or Death | | Urgent action (>= 15) |

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