

## Risk assessment – Working Safely during COVID 19

Company name: FGP Systems Ltd.

Assessment carried out by: N Pitman (Managing Director), P Clark (Operations Director), C Eckersley (Production Manager), N Preece (Cell Lead), R Lucas (HSE Manager).

Revision 013

Date of next review: 1<sup>st</sup> May 2023

Date of original assessment: 18<sup>th</sup> May 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Potential spread of & exposure to COVID-19 whilst working in the management suite & other office areas including the conference rooms.	Leadership Team, Production Engineers, Quality Engineers, Planners, Purchasing Team, HR, Finance Team, Customer Account Managers, Production	<ol style="list-style-type: none"> <li>1. Posters are on display reminding employees to wash their hands regularly &amp; how to do this effectively.</li> <li>2. Hand sanitiser stations are installed &amp; maintained at various locations around the site.</li> <li>3. Thermometers are available for temperature checking should symptoms develop in an</li> </ol>	<p>None</p> <p>None</p> <p>None</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Manager, Apprentices & 'Hot Desking' employees.	<p>employee. (ref 000-HS-DWI-010).</p> <p>4. Office staff advised to open windows where fitted to provide fresh air ventilation rather than use air con units.</p> <p>5. CO2 checks monitored on a regular basis</p>	<p>None</p> <p>None</p> <p>Decision point' signs to be added at stairway &amp; along corridor from reception to Quality office.</p> <p>'Foot print' signage to be applied to floor in downstairs conference room to guide distances during team briefs</p> <p>2m distancing tape to be applied on first floor</p>	<p>CE</p> <p>CE</p> <p>CE</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			landing & corridor from reception to Quality office.			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Potential spread of &amp; exposure to COVID-19 whilst working in the production areas.</b>	Production staff, supervision, maintenance, cleaners	<ol style="list-style-type: none"> <li>1. Machine tool / assembly / fitting operators are able to maintain a 2m distance from their colleagues due to shift size &amp; layout / size of work equipment.</li> <li>2. 2m floor spacings have been marked in the gangways as a social distancing guide for employees / visitors.</li> <li>3. Regular shift patterns have been established using same teams to limit contact with others.</li> <li>4. Where possible, 'one way' gangways have been introduced to minimise employees having to pass face-to-face.</li> <li>5. Hand sanitiser stations installed &amp; maintained at various locations around the site.</li> <li>6. Posters / visual management displayed reminding employees</li> </ol>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>of the need to regularly wash their hands.</p> <p>7. Where possible so as not to cause a security issue, external doors to be open to provide fresh air ventilation.</p> <p>8. Thermometers are available for temperature checking should symptoms develop in an employee re 000-HS-DWI-010.</p>	<p>None</p> <p>None</p>			
<b>Potential spread of &amp; exposure to COVID-19 whilst providing first aid treatment.</b>	First aiders & casualties	<p>1. Face masks provided for use by first aiders when treating a casualty &amp; 2m social distancing cannot be achieved.</p> <p>2. Where possible, casualties are requested to self-treat under the supervision of the first aider.</p> <p>3. Resuscitation Council guidance has been issued to first aiders</p>	<p>None</p> <p>None</p> <p>None</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		which they have been requested to follow.				
<b>Potential spread of &amp; exposure to COVID-19 whilst hand washing.</b>	All employees, visitors, contractors	<ol style="list-style-type: none"> <li>1. Soaps, hand creams &amp; hand sanitizers are provided in sealed bags direct from the supplier.</li> <li>2. Posters on correct hand washing techniques are displayed.</li> </ol>	<p>None</p> <p>None</p> <p>Paper towels to be used instead of warm air hand driers to minimise spread of exposure through aerosol droplets.</p>	WC	22/05/2020	Yes
<b>Potential spread of &amp; exposure to COVID-19 through visitors / contractors visiting site.</b>		<ol style="list-style-type: none"> <li>1. Uncontrolled access onto site is restricted by use of personal employee door fob &amp; external perimeter fencing.</li> <li>2. Signage on display at main entrance instructing no 'cold' callers.</li> <li>3. Inductions provided for visitors &amp; contractors instructing them</li> </ol>	<p>None</p> <p>None</p> <p>None</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>to follow the sites social distancing rules.</p> <p>4. Material deliveries are unloaded outside &amp; brought in by FGPS employees on a forklift.</p> <p>5. Delivery drivers to remain with their vehicles at least 2m away from FGPS staff.</p>	<p>None</p> <p>None</p>			
<b>Potential spread of &amp; exposure to COVID-19 whilst at the emergency / fire assembly point.</b>	All employees, visitors & contractors.	1. Assembly point is external & zoned to allow each shift to congregate safely & maintain a safe distance.	None			
<b>Potential spread of &amp; exposure to</b>	Any employee travelling overseas on	1. Business travel is limited & any international travel will be strictly	None			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>COVID-19 during foreign travel.</b>	company business	in accordance with Foreign Office guidelines.				
<b>Employees mental health affected by change of work patterns</b>	Employees who are homeworking due to Covid	1. Departmental Managers are in regular contact with their staff to check on their health & well-being. 2. Support is available through Simply Health & Canada Life 24hr helpline. 3. Site has access to mental health first aiders who have received formal training on this subject.	None  None  None			
<b>Skin damage due to increased hand washing / sanitizing</b>	All employees	1. Barrier & post work creams provided in hand care stations located in the gent's toilets.	Additional hand care creams required for female staff.	WC	22/05/2020	Yes




HM Government


## Working safely during COVID-19 in factories, plants and warehouses

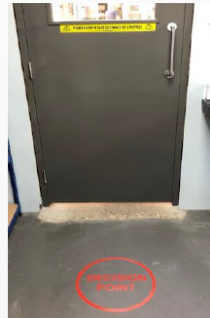
Guidance for employers, employees and the self-employed  
11 May 2020



## COVID - 19 Visual Operating Systems








Whilst walking around the FGP Systems facilities please observe the **Social Distancing & One Way** controls now in place.

Where it is not feasible to operate with one way or a potential compromise to social distancing is likely! Please see visual management **"DECISION POINT"** This is where common sense prevails WAIT until pinch point is safe to proceed.

*If compromised Remember* → Turn Your Back



"Its Not rude Its Safe"

2

Revision no.	Revision date	By	Comment
002	1 <sup>st</sup> June 2020	RCL	Action due dates reviewed & closed or comment added.
003	1 <sup>st</sup> July 2020	RCL	Trials with segregation screens in pool cars unsuccessful. 000-HS-DWI-007 updated to add requirement for masks to be worn by all vehicle occupants in situations where the driver is not alone. Amendments 2 & 3 of the government employer guidance note reviewed but requires no change to this assessment.
004	3 <sup>rd</sup> August 2020	RCL	Amendments 3 - 7 of the government employer guidance note reviewed. Point 9 (fresh air ventilation in offices) added to page 2.
005	1 <sup>st</sup> September 2020	RCL	Amendment 8 of the employer guidance note reviewed. No change to this assessment required.
006	1 <sup>st</sup> October 2020	RCL	Amendment 9 & 10 of the employer guidance note reviewed. No change to this assessment required.
007	12 <sup>th</sup> April 2021	RCL	Assessment reviewed against latest update to employer guidance (30 <sup>th</sup> March 2021). Ventilation aspect already covered in previous revisions.
008	9 <sup>th</sup> August 2021	RCL	Assessment reviewed in line with Step 4 of the Governments roadmap out of lockdown. As a precautionary measure, many of the previous controls remain in place, the ones that have been amended are highlighted in yellow, those that have been removed are; Protective gloves no longer required when employees use communal PC peripherals or when opening doors. Single occupancy in pool cars no longer a requirement. Staggered break times for production staff no longer required.
009	5 <sup>th</sup> October 2021	RCL	CO2 checks added to ' <b>Potential spread of &amp; exposure to COVID-19 whilst working in the production offices &amp; conference room.</b> ' & mental health first aid support added to ' <b>Employees mental health affected by change of work patterns.</b> '
010	5 <sup>th</sup> January 2022	RCL	Assessment updated to reflect 'Plan B' measures & latest employer guidance issued on the Gov.UK website 15 <sup>th</sup> Dec 2021. Requirement for homeworking where possible reinstated.
011	8 <sup>th</sup> February 2022	RCL	Assessment updated to remove 'Plan B' measures in line with latest government guidelines issued 27 <sup>th</sup> January 2022. Requirement for homeworking removed.

012	9 <sup>th</sup> May 2022	RCL	Assessment updated to reflect the layout changes made in the FGPS Reception area resulting in the removal of Perspex screens.
013	26 <sup>th</sup> September 2022	RCL	Assessment updated to reflect the removal of Perspex screens between the desks in the first-floor offices and the removal of the health screening checks for visitors/contractors before their arrival onsite. This assessment has also been updated in line with:  <a href="https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace">Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK (www.gov.uk)</a>