



FACTORY PLANT PROJECTS LTD

RECORD OF COVID-19 RISK ASSESSMENT

To be shared with:	All FPP Ltd employees, visitors and sub-contractors	Status:	Approved
Location(s):	All work areas at FPP Ltd Gospel Ash Road Bobbington DY7 5EQ and customer sites	Date Generated:	12-05-20
			Sheet no. 1 of 4

Serial no.	Nature and possible effects of hazard	Who or what may be affected?	Initial assessment			Risk control measures	Residual risk			Comments
			Severity	Likelihood	Ass'd risk		Severity	Likelihood	Ass'd risk	
a	Transmission COVID-19 Virus: Resulting in mild illness, severe illness or possible death.	All FPP Ltd personnel and visitors who attend or visit the Bobbington premises.	5	M	UA	<p>Increase the frequency of hand washing; surface cleaning and toilet cleaning. Provide disinfectants/wipes/hand sanitisers/hot water and soap at all areas/entry and exit points and disposal bins for safe disposal.</p> <p>First attendee at the office each day to sanitise all touch points used for access i.e. door handles/alarm pad/window blind openers, window handles/light switches/plug switches.</p> <p>Each user of the kitchen area to sanitise work surfaces, tap handles, fridge handles, microwave, washing up bowl/sink before use.</p> <p>Each work station area to be sanitised by the user before use each day. No work station or use of telephones to be shared with other users.</p> <p>Frequency of toilet cleaning to be increased, toilet surfaces to be sanitised by each user before and after use.</p>	5	L	AR	

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b	Transmission COVID-19 Virus: Resulting in mild illness, severe illness or possible death.	All personnel who have the need to be in attendance at the same time as other personnel at the Bobbington location.	5	M	UA	<p>The social distancing guidelines set out by the government (to keep people 2m apart wherever possible). Where the social distancing guidelines cannot be followed in full we must take all the mitigating actions possible to reduce the risk of virus transmission. Actions to be followed are:</p> <p>Facilitate home working where possible to reduce the numbers of personnel within the office.</p> <p>Limit the maximum people allowed in the office at any one time to 4 people and implement back to back working at the work stations within the office.</p> <p>Limit the maximum people allowed in the rest room at any one time to 3 people. Stagger break times and use safe outdoor areas for breaks where possible.</p> <p>Stress importance of giving way to other personnel in restricted passing points such as corridors and entrances to maintain the 2m space where possible.</p>	5	L	AR	

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C	Transmission COVID-19 Virus: Resulting in mild illness, severe illness or possible death.	All personnel who have the need to travel and work at other customer site locations.	5	M	UA	<p>Limit the number passengers in vehicles to a maximum of 2 where possible and regularly clean vehicles that workers may take home .</p> <p>Use a consistent pairing system of employees who have to travel together and or work in close proximity together.</p> <p>The site specific COVID secure arrangements of the site are to be fully explained via a site induction organised by the client upon arrival.</p> <p>All Government guidelines must be met before commencing with any work at other sites. If any shortfalls are identified or if you are uncomfortable with the arrangements do not start work; contact the office immediately.</p> <p>Sanitise the parts of shared equipment you touch after each use, thinking about equipment such as tools and vehicles, for example, pallet trucks and forklift trucks.</p>	5	L	AR	

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