Felixstowe FMDC Spread and Containment of Covid-19 virus RA

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Areas of consideration	Critical Control Point	Failure Mode & possible spread of Covid-19	Control measures (Site Manager should ensure that these controls are present as a minimum)	Risk Priority Number (RPN)	Control measures to be considered. (These controls should be considered to reduce the risk further)	RF	Managers Guidance / Comments
2. Who should go to work.	Staff who can not work from home.	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing on RTW. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW 3. Using more than 1 entry point. 4. Split break times. 5. Separated tables and chairs in canteen area 6. Poster Reminders 7..Face mask provided where distsncing is not possible.	16	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .
		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing on RTW. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing. 5. Poster Reminders.	20	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime as part of RTW.	45	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime. 4. Antibacterial cleaning equipment provided for workstations.	20	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 second. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime as part of RTW. 3. Temperature checks as part of the site access process. 4. Contractor Control process and COVID-19 Declaration.	45	1. Designated Visitor entrance points. 2. Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster Reminders.	20	1. Sanitisation stations at entry points will assist in controlling contamination on entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination.
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Self Temperature checks as part of the site access process.	45	1. Secondary control temperature check conducted by appointed person.	20	1. Temperature checks should be conducted on all Uniserve sites.
	Staff who can work from home but attend site occasionally.	1. Lack of equipment or communication at home leading to staff attending site.	1. Staff issued remote workstations. 2. Communication remotely through Teams platform.	4	1. Site Manager can furlough employees: Liaise with HR.	0	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site. 2. All meetings should be through the Teams platform. 3. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 4. Managers should consider the use of Clockify to manage remote operatives.

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2. Who should go to work.		2. Attend site to collect / replenish stationary or equipment.	1. Pre-arranged time for essential site visit. 2. Managers to ensure Staff social distancing takes place while attending site. 3. Correct hygiene measures and sanitising practices while attending site.	4	1. Manager can arrange delivery of required stationary or equipment to employees home. 2. Employee attending site out of hours.	0	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site.
		3. Attend site to collect personal belongings.	1. Pre-arranged time for essential site visit. 2. Managers to ensure Staff social distancing takes place while attending site. 3. Correct hygiene measures and sanitising practices while attending site.	4	1. Manager can arrange delivery to employees home. 2. Employee attending site out of hours.	0	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site.
	2.1. Protect the vulnerable individuals. 2.1a Clinically Extremely Vulnerable Individuals. (Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP.)	1. Attending work.	1. Self Isolation. 2. Shielding at home. 3. Work from home. 4. Placed on Furlough.	0	Should Not Attend Work		1. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. 2. Managers should ensure if staff can work from home they have the equipment. If not staff could be furloughed. 3. Keeping in touch with off-site employees on their arrangements including their welfare, mental and physical health and personal security. 3. weekly / Monthly reviews of Covid alert stage.
2. Who should go to work.	2.1. Protect the vulnerable individuals. 2.1b Clinically Vulnerable Individuals Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions (As per previous HR Guidance).	1. Attending work.	1. Self Isolation. 2. Shielding at home. 3. Work from home. 4. Placed on Furlough.	0	1. Site Manager can furlough employees: Liaise with HR.	0	1. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. 2. Managers should ensure if staff can work from home they have the equipment. If not staff could be furloughed. 3. Keeping in touch with off-site employees on their arrangements including their welfare, mental and physical health and personal security. 3. weekly / Monthly reviews of Covid alert stage.

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2. Who should go to work.	2.2 Workers who need to self-isolate.	1. Attending work.	1. Self Isolation. 2. Shielding at home. 3. Work from home. 4. Placed on Furlough.	0		1. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. 2. Managers should ensure if staff can work from home they have the equipment. If not staff could be furloughed. 3. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 4. weekly / Monthly reviews of Covid alert stage.	
3. Social distancing at work.	3.1 Coming to work and leaving work.	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW 3. Using more than 1 entry point. 4. Split break times. 5. Separated tables and chairs in canteen area 6. Poster Reminders 7.Face mask provided where distsncing is not posible.	16	1. Managers should check and ensure social distancing and hygiene measures are being adhered to. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing. 5. Poster Reminders	20	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	45	1. Provision of Hand Sanitisers in work areas 2. Poster Reminders 3. Possible Disciplinary Action for failure to follow good hygiene regime 4. Antibacterial cleaning equipment provided for workstations.	20	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process.	45	1. Designated entrance points. 2. One way in / out systems for people movement with sanitisation stations points. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5.Antibacterial cleaning equipment provided for workstations.	20	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 second. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process.	45	1. Secondary control temperature check conducted by appointed person.	20	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination.

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	3.2 Moving around buildings and worksites.	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW 3. Using more than 1 entry point. 4. Separated tables and chairs in canteen area 5. Poster Reminders	16	1. Managers should check and ensure social distancing and hygiene measures are being adhered to. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
3. Social distancing at work.		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing. 5. Poster Reminders.	20	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	45	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime. 4. Antibacterial cleaning equipment provided for workstations.	20	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process.	45	1. Designated Visitor entrance points. 2.Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster	20	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination.
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process	45	1. Secondary control temperature check conducted by appointed person.	20	1. Temperature checks should be conducted on all Uniserve sites

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		3.3 Workplaces and workstations.					
3. Social distancing at work.		1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW 3. Using more than 1 entry point. 4. Split break times. 5. Separated tables and chairs in canteen area 6. Poster Reminders 7.Separated workstations (2m) 8..Face mask provided where distsncing is not posible.	16	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .
		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing. 5. Poster Reminders.	20	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls
		3. Unable to follow social distancing due to workstation layout.	1. Positioning of screens or barriers to separate people from each other. 2. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. 3. Reducing the number of people in the office (Shift rotation).	45	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime. 4. Antibacterial cleaning equipment provided for workstations.	20	1. Site managers should, so far as is reasonably practicable, alter existing workstations and surrounding areas, to enable social distancing. 2. Site managers should consider the use of other, unoccupied areas within the site to reduce proximity of workers. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls
		4. Handling of shared equipment that has not been sanitised.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	45	1. Designated Visitor entrance points. 2. Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster Reminders.	20	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		5. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process.	45	1. Designated Visitor entrance points. 2.Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster Reminders.	20	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination.
		6. Unidentified COVID-19 infected employees returning / coming to work.	1. Staff congregation.	45	1. Secondary control temperature check conducted by appointed person.	20	1. Temperature checks should be conducted on all Uniserve sites.

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	3.4 Meetings.	1. Face to face meetings on site.	1. Non-essential face to face meetings cancelled. 2. Where possible all meetings and communications held remotely through Teams platform. 3. If remote meetings are not possible strict social distancing rules must be followed. 4. Use floor signage to help people maintain social distancing in areas where regular meetings take place. 5. Reduce meeting durations.	27	1. Provision of Hand Sanitisers in meeting area. 2. Use clear screens to separate people from each other. 3. Provision of washroom and toilet wash facilities. 4. Reminders on correct hand washing regime. 5.Face mask provided where distsncing is not posible.	4	1. Site Managers should check any scheduled meetings are held remotely if possible. 2. Site Managers must ensure social distancing is maintained during necessary or regular meetings. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
3. Social distancing at work.		2. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Using more than 1 entry point. 3. Split break times. 4. Separated tables and chairs 5. Poster Reminders 6..Face mask provided where distsncing is not posible.	16	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .
		3. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing. 3. Possible Disciplinary Action for failure to follow Social Distancing. 4. Poster Reminders	20	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.
		4. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	45	1. Designated Visitor entrance points. 2. Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster Reminders.	20	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		5. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	45	1. Designated Visitor entrance points. 2.Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster Reminders.	20	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls
		6. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process	45	1. Secondary control temperature check conducted by appointed person.	20	1. Temperature checks should be conducted on all Uniserve sites

3. Social distancing at work.	3.5 common Areas.	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Using more than 1 entry point. 3. Split break times. 4. Separated tables and chairs 5. Poster Reminders 6..Face mask provided where distsncing is not posible.	16	1. Managers should check and ensure social distancing and hygiene measures are being adhered to. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing. 3. Possible Disciplinary Action for failure to follow Social Distancing. 4. Poster Reminders	20	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	45	1. Designated Visitor entrance points. 2. Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cle+A53aning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster Reminders.	20	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process.	45	1. Designated Visitor entrance points. 2.Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster Reminders.	20	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process	45	1. Secondary control temperature check conducted by appointed person.	20	1. Temperature checks should be conducted on all Uniserve sites
3. Social distancing at work.	3.6 Accidents, Security and other incidents	In an emergency, for example, an accident or fire, people **do not have to stay 2m** apart if it would be unsafe.	1. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 2. Person giving assistance, ie, First Aider / Fire Marshal should wear face covering.	9	1. Review and update of emergency evacuation procedure to include social distancing measure. 2. Appropriate signage displayed alongside First Aid stations. 3. All First Aiders and Fire Wardens should be informed of social distancing guidelines during incident.	4	1. Managers should ensure social distancing and hygiene measures are being adhered to once the incident is over. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
	4.1 Manage Contacts.	1. Contacts attending site.	1. All non-especial visitors / Contractors prohibited. 2. 14 day previous movement check sheet for essential visitors / contractors. 3. Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. 4. Extension or rescheduling of non-essential maintenance or services. 5. Hand Sanitation stations positioned at entrances and exits. 6. Carry out temperature checks on all visitors, in accordance with Coronavirus Temperature Check Instructions Issued on 1st April 2020.	18	1. Limiting visitor times to a specific time window and restricting access to r enquired visitors only. 2. Using markings introducing a one-way flow at entry and exit points. 3. Contractor Control process and COVID-19 Declaration.	8	1. Managers should check visits are essential and ensure social distancing and hygiene measures are being adhered to. 2. Managers should check and ensure social distancing and hygiene measures are being adhered to. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.

Risk Area	Sub-area	Hazard	Control Measures	Risk	Additional Controls	Residual	Notes
4. Managing your customers, visitors and contractors.		2. Customers, visitors and contractors congregating.	1. Managers to ensure customers, visitors and contractors adhere to social distancing. 2. Guidance issued to customers, visitors and contractors on requirements for social distancing. 3. All customers, visitors and contractors reminded follow social distancing guidelines during briefing.	18	1. Limiting visitor times to a specific time window and restricting access to r enquired visitors only. 2. Using markings introducing a one-way flow at entry and exit points. 3. Contractor Control process and COVID-19 Declaration.	8	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .
		3. Customers, visitors and contractors failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	18	1. Limiting visitor times to a specific time window and restricting access to r enquired visitors only. 2. Using markings introducing a one-way flow at entry and exit points. 3. Contractor Control process and COVID-19 Declaration. 4. Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing 5. Possible removal from site for failure to follow Social Distancing.	8	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.
		4. Customers, visitors and contractors not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	18	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible removal from site for failure to follow good hygiene regime.	8	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		5. Customers, visitors and contractors contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process 4. Contractor Control process and COVID-19 Declaration	18	1. Designated Visitor entrance points. 2.Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster	8	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination
		6. Unidentified COVID-19 infected Customers, visitors and contractors entering site.	1. Temperature checks as part of the A.T.W. and site access process. 2. 14 day previous movement check sheet for essential visitors / contractors.	18		8	1. Temperature checks should be conducted on all Uniserve sites
4. Managing your customers, visitors and contractors.	4.2. Providing and explaining available Guidance.	1. Customers, Visitors and Contractors not having a clear understanding of what is required of them while they are on site regarding social distancing and correct hygiene measures.	1. Displaying of signed "Staying COVID-19 Secure in 2020" posters and other informative signage. 2. Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	12	1. Review ATW and visitor permits to include guidance on social distancing and sanitation good practice. 2. Poster reminders.	8	1. Managers should check and ensure social distancing and hygiene measures information posters and other guidance is displayed and updated as required.

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5. Cleaning the workplace.	5.1 Before reopening.	1. Potentially contaminated areas not subjected to deep clean.	1. Ensure a deep clean has been carried out in any areas that have been closed through possible contamination. 2.Increased cleaning regime. 3. Correct cleaning and sanitation products are used. 4. Open windows and doors frequently to encourage ventilation, where possible.	45	1. Specific areas added to managers safety tour document to ensure area is correctly cleaned. 2. Checking whether you need to service or adjust ventilation systems, for example, so that they do no automatically reduce ventilation levels due to lower than normal occupancy levels.	16	1. Managers should check and ensure deep clean has been carried out before re-use of the area and that sanitation stations are available, including guidance. 2. If you are cleaning after a known or suspected case ofCOVID-19 then you should Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. refer to the specific guidance.
		2. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to employees, through contact with contaminated surfaces.	1. Ensure a deep clean has been carried out in any areas that have been closed through possible contamination. 2. Increased cleaning regime. 3. Correct cleaning and sanitation products are used. 4. Provision of washroom and toilet wash facilities. 5. Reminders on correct hand washing regime. 6. Open windows and doors frequently to encourage ventilation, where possible.	45	1. Specific areas added to managers safety tour document to ensure area is correctly cleaned. 2. Checking whether you need to service or adjust ventilation systems, for example, so that they do no automatically reduce ventilation levels due to lower than normal occupancy levels.	20	1. Managers should check and ensure deep clean has been carried out before re-use of the area and that sanitation stations are available, including guidance. 2. If you are cleaning after a known or suspected case ofCOVID-19 then you should Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. refer to the specific guidance.

5. Cleaning the workplace.	5.2 Keeping the workplace clean	1. Potentially contaminated areas not subjected to deep clean.	1. Frequent cleaning of work areas and equipment between uses. 2. Increased cleaning regime. 3. Correct cleaning and sanitation products are used. 4. Open windows and doors frequently to encourage ventilation.	45	1. Specific areas added to managers safety tour document to ensure area is correctly cleaned. 2. Checking whether you need to service or adjust	20	1. Managers should check and ensure deep clean has been carried out before re-use of the area and that sanitation stations are available, including guidance. 2. If you are cleaning after a known or suspected case ofCOVID-19 then you should Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. refer to the specific guidance.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to employees, through contact with contaminated surfaces.	1. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. 2. Limiting or restricting use of high-touch items and equipment, for example, printers. 3. Provision of washroom and toilet wash facilities. 4. Reminders on correct hand washing regime. 3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	45	1. Specific areas added to managers safety tour document to ensure area is correctly cleaned. 2. Checking whether you need to service or adjust ventilation systems, for example, so that they do no automatically reduce ventilation levels due to lower than normal occupancy levels.	20	1. Managers should check and ensure deep clean has been carried out before re-use of the area and that sanitation stations are available, including guidance. 2. If you are cleaning after a known or suspected case ofCOVID-19 then you should Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls. refer to the specific guidance.

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5. Cleaning the workplace.	5.3 Hygiene - Handwashing, Sanitation facilities and toilets.	1. Employees not using correct hygiene measures and sanitising practices.	1. Using signs and posters to build awareness of good hand washing technique. 2. Provision of washroom and toilet wash facilities. 3. Providing hand sanitiser in multiple locations in addition to washrooms. 4. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. 5. Increase handwashing frequency. 6. 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.	24	1. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	16	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 seconds. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls
6. Personal Protective Equipment (PPE) and Face coverings.	6.1 Face Covering.	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.	1. **Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so**. 2. A face covering needs to cover your mouth and nose to be effective. 3. Wash your hands thoroughly with soap and water for20 seconds or use hand sanitiser before putting a face covering on, and after removing it. 4. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. 5. Change your face covering if it becomes damp or if you've touched it. 6. Continue to wash your hands regularly. 7. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.	45	1. Introduce mandatory face coverings for some tasks (manual handling requiring 2 operatives). 2.Poster reminders	16	1. Manages should check any additional PPE requirements if introduced are adhered to. 2. Additional PPE must be fit for purpose and fit correctly. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls

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7. Workforce Management	7.1 Shift Patterns and working groups.	1. Staff congregation.	1. Staggered start/Finish times. 2. fixed teams or shift groups. 3. Managers to ensure Staff social distancing takes place. 4. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW 3. Using more than 1 entry point. 4. Split break times. 5. Separated tables and chairs in canteen area 6. Poster Reminders 7..Face mask provided where distsncing is not possible.	16	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .
		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing. 3. All employees reminded follow social distancing guidelines during briefing.	45	1. Staggered shift times. 2. Phased RTW. 3. Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing. 4. Possible Disciplinary Action for failure to follow Social Distancing. 5. Poster Reminders.	20	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	45	1. Provision of Hand Sanitisers in work areas. 2. Poster Reminders. 3. Possible Disciplinary Action for failure to follow good hygiene regime. 4. Antibacterial cleaning equipment provided for workstations.	20	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 second. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime. 3. Temperature checks as part of the site access process.	45	1. Designated Visitor entrance points. 2. Sanitisation stations points located on way in and out. 3. On site contract cleaners. 4. Increased contract cleaning regime. 5. Antibacterial cleaning equipment provided for workstations. 6. Poster Reminders.	20	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process	45	1. Secondary control temperature check conducted by appointed person.	20	1. Temperature checks should be conducted on all Uniserve sites

7. Workforce Management.	7.2 Work related Travel. 7.2.1 Car, Accommodation and Visits.	1. Handling of shared equipment that has not been sanitised.	1. Minimising non-essential travel – consider remote options first.　　　2. Minimising the number of people travelling together in any one vehicle. 3. Fixed travel partners. 4. Increasing ventilation when possible and avoiding sitting face-to-face. 5. Cleaning shared vehicles between shifts or on handover.　　　6. Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	6	1. Introduce mandatory face coverings for shared driving tasks.　　　2. Provision of Hand Sanitisers in vehicles.	4	1. Managers should check and ensure all travel is essential.　　　2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls
		2. Employees unable to adhere to social distancing whilst driving with passengers.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	6	1. Introduce mandatory face coverings for shared driving tasks.　　　2. Provision of Hand Sanitisers in vehicles.	4	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime.	6	1. Provision of Hand Sanitisers in vehicles. 2. Increase in hand washing regime.	4	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls
		5. Unidentified COVID-19 infected employees returning / coming to work	1. Temperature checks as part of the site access process	18		0	1. Temperature checks should be conducted on all Uniserve sites
7. Workforce Management.	7.3 Communication and Training. 7.3.1 Return to work.	1. Employees not having a clear understanding of what is required of them while they are on site regarding social distancing and correct hygiene measures.	1. Displaying of signed "Staying COVID-19 Secure in 2020" posters and other informative signage.　　　2. Providing clear guidance on social distancing and hygiene to employees during return to work induction.　　　3. Communication and training for workers prior to returning to site, regarding new procedures for arrival at work. 4. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	45	1. Review ATW and visitor permits to include guidance on social distancing and sanitation good practice.	16	1. Managers should check and ensure social distancing and hygiene measures information posters and other guidance is displayed and updated as required.

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7. Workforce Management.	7.3 Communication and Training. 7.3.2 Ongoing communications and Signage.	1. Staff not aware of changes relevant to them within the workplace.	1. Ongoing engagement with workers monitor and understand any unforeseen impacts or changes to working environments.	45	1. weekly / Monthly reviews of Covid alert stage. 2. Periodical announcements regarding Covid-19 alert stage and how it impacts the workplace.	16	1. Managers should ensure that any significant changes in working conditions are brought to their staffs attention.
		2. Employees not aware of potential changes in policy or procedure regarding social distancing, due to change in Covid alert Stage.	1. Regular updates on current Covid-19 situation, using noticeboards, newsletters and briefings.	20		0	1. weekly / Monthly reviews of Covid alert stage. 2. Managers should ensure that any
		3. Employees not understanding guidance displayed or briefed to them.	1. Engage workforce using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. 2. Using visual communications, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	30	1. Two way flow of communication to enable employees to discuss any changes to their working environment.	16	
8. Inbound and outbound goods.	8. Inbound and outbound goods.	3. Delivery drivers contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to employees, through contact with contaminated surfaces.	1. Drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always. 2. Provision of washroom and toilet wash facilities. 3. Enabling drivers to access welfare facilities when required, consistent with other guidance. 4. Reminders on correct hand washing regime. 5. Temperature checks as part of the site access process.	27	1.Sanitisation stations points located on way in and out. 2. Antibacterial cleaning equipment provided for workstations 3. Poster Reminders	12	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination.