

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
	Staff who can not work from home.	1. Staff congregation.	Managers to ensure Staff social distancing takes place.     Guidance issued to staff on requirements for social distancing on RTW.      All employees reminded follow social distancing guidelines during briefing.	45	<ol> <li>Staggered shift times.</li> <li>Phased RTW</li> <li>Using more than 1 entry point.</li> <li>Split break times.</li> <li>Separated tables and chairs in canteen area</li> <li>Poster Reminders</li> <li>Face mask provided where distsncing is not posible.</li> </ol>	16	<ol> <li>Site Managers should consider additional controls that can be implemented to reduce risk.</li> <li>Managers should check and ensure social distancing is being is being maintained.</li> <li>Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .</li> </ol>
		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	<ol> <li>Staggered shift times.</li> <li>Phased RTW.</li> <li>Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.</li> <li>Possible Disciplinary Action for failure to follow Social Distancing.</li> <li>Poster Reminders.</li> </ol>	20	<ol> <li>Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate.</li> <li>Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.</li> </ol>
2. Who should go to work.		3. Employees not using correct hygiene measures and sanitising practices.	Provision of washroom and toilet wash facilities.     Reminders on correct hand washing regime as part of RTW.	45	<ol> <li>Provision of Hand Sanitisers in work areas.</li> <li>Poster Reminders.</li> <li>Possible Disciplinary Action for failure to follow good hygiene regime.</li> <li>Antibacterial cleaning equipment provided for workstations.</li> </ol>	20	<ol> <li>The correct hand washing techniques requires the individual to wash their hands continuously for 20 second.</li> <li>Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.</li> </ol>
		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.	Self Temperature checks as part of the site access process.	45	Secondary control temperature check conducted by appointed person.	20	Temperature checks should be conducted on all Uniserve sites.
	Staff who can work from home but attend site occasionally.	Lack of equipment or communication at home leading to staff attending site.	Staff issued remote workstations.     Communication remotely through Teams platform.	4	Site Manager can furlough employees:     Liaise with HR.	0	<ol> <li>Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site.</li> <li>All meetings should be through the Teams platform.</li> <li>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>Managers should consider the use of Clockify to manage remote operatives.</li> </ol>



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



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



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



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



	3.4 Meetings.	1. Face to face meetings on site.	<ol> <li>Non-essential face to face meetings cancelled.</li> <li>Where possible all meetings and communications held remotely through Teams platform.</li> <li>If remote meetings are not possible strict social distancing rules must be followed.</li> <li>Use floor signage to help people maintain social distancing in areas where regular meetings take place.</li> <li>Reduce meeting durations.</li> </ol>	27	<ol> <li>Provision of Hand Sanitisers in meeting area.</li> <li>Use clear screens to separate people from each other.</li> <li>Provision of washroom and toilet wash facilities.</li> <li>Reminders on correct hand washing regime.</li> <li>Face mask provided where distsncing is not posible.</li> </ol>	4	<ol> <li>Site Managers should check any scheduled meetings are held remotely if possible.</li> <li>Site Managers must ensure social distancing is maintained during necessary or regular meetings.</li> <li>Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.</li> </ol>
		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 6Face mask provided where distsncing is not posible.	16	1. Site Managers should consider addition controls that can be implemented to redurisk.  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.
Social distancing at work.		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	<ol> <li>Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate.</li> <li>Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.</li> </ol>
		4. Employees not using correct hygiene measures and sanitising practices.	Provision of washroom and toilet wash facilities.     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	<ol> <li>The correct hand washing techniques requires the individual to wash their hand continuously for 20 seconds.</li> <li>Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.</li> </ol>
		5. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	facilities.	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 to 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.	Temperature checks as part of the site access process	45	Secondary control temperature check conducted by appointed person.	20	Temperature checks should be conducted on all Uniserve sites



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



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



	5.1 Before reopening.	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	<ol> <li>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.</li> <li>If you are cleaning after a known or suspected case of COVID-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.</li> </ol>
5. Cleaning the workplace.		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	<ol> <li>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.</li> <li>If you are cleaning after a known or suspected case of COVID-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.</li> </ol>
	5.2 Keeping the workplace clean	Potentially contaminated areas not subjected to deep clean.	Frequent cleaning of work areas and equipment between uses.     Increased cleaning regime.     Correct cleaning and sanitation products are used.     4. Open windows and doors frequently to encourage ventilation.	45	Specific areas added to managers safety tour document to ensure area is correctly cleaned.      Checking whether you need to service or adjust	20	<ol> <li>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.</li> <li>If you are cleaning after a known or suspected case of COVID-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.</li> </ol>
5. Cleaning the workplace.		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to employees, through contact with contaminated surfaces.	<ol> <li>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</li> <li>Limiting or restricting use of high-touch items and equipment, for example, printers.</li> <li>Provision of washroom and toilet wash facilities.</li> <li>Reminders on correct hand washing regime.</li> <li>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</li> </ol>	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	<ol> <li>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.</li> <li>If you are cleaning after a known or suspected case of COVID-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.</li> </ol>



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



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



7.2 Work related Travel	1. Handling of shared equipment that has not been	1. Minimising non-essential travel – consider		1. Introduce mandatory face coverings for		1. Managers should check and ensure all
7.2.1 Car, Accommodation and Visits.	sanitised.	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	6	shared driving tasks. 2. Provision of Hand Sanitisers in vehicles.	4	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.	Provision of washroom and toilet wash facilities.     Reminders on correct hand washing regime.	6	Introduce mandatory face coverings for shared driving tasks.     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
	ineffective hygiene regime, resulting in transmission to	facilities.	6	Provision of Hand Sanitisers in vehicles.     Increase in hand washing regime.	4	<ol> <li>Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate</li> <li>Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls</li> </ol>
	5. Unidentified COVID-19 infected employees returning / coming to work	Temperature checks as part of the site access process	18		0	Temperature checks should be conducted on all Uniserve sites
7.3 Communication and Training. 7.3.1 Return to work.	Employees not having a clear understanding of what is required of them while they are on site regarding social distancing and correct hygiene measures.			guidance on social distancing and sanitation	1	Managers should check and ensure social distancing and hygiene measures information posters and other guidance is displayed and updated as required.
	7.3 Communication and Training.	7.2.1 Car, Accommodation and Visits.  2. Employees unable to adhere to social distancing whilst driving with passengers.  4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.  5. Unidentified COVID-19 infected employees returning / coming to work  7.3 Communication and Training. 7.3.1 Return to work.	2.2. Car, Accommodation and Visits.  Sanitised.  Iremote options first.  All increasing working the number of people travelling together in any one vehicle.  Increasing ventilation when possible and avoiding string face-to-face.  Cleaning shared vehicles between shifts or on handower.  Commendation and or their home, centrally logging the stay and making are any overling sour any overline, commodation meets social distancing guidelines.  2. Employees unable to adhere to social distancing whilst driving with passengers.  2. Employees unable to adhere to social distancing whilst driving with passengers.  2. Employees unable to adhere to social distancing meets social distancing guidelines.  3. Reminders on correct hand washing regime.  4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to facilities.  2. Reminders on correct hand washing regime. The facilities of the employees, through contact with contaminated surfaces.  5. Unidentified COVID-19 infected employees returning / coming to work  2. Reminders on correct hand washing regime. The site access process  1. Temperature checks as part of the site access process  1. Temperature checks as part of the site access process  1. Temperature checks as part of the site access process  1. Temperature checks as part of the site access process  1. Temperature checks as part of the site access process  1. Temperature checks as part of the site access process  1. Temperature checks as part of the site access process  2. Providing for the procedure of the while they are on site regarding of what it required on the procedure of the while they are on site regarding of signed "Staying COVID-19 secure in 2020" posters and other informative signeg.  2. Providing for workers proto to returning to site, regarding new procedures for arrival at work.  4. Emgloyees on the while they are on site regarding for worker procedures for arrival at work.  4. Temperature checks as part of the site access process.	7.2.1 Car, Accommodation and Visits.  sanitised.  sani	2.2 Car, Accommodation and Visits.	2.2.1 Car, Accommodation and Vivies.  anistisced.  anistisced.  anistisced.  anistisced.  anistisced.  anistisced.  anistisced by anistisced by anistisced people travelling langether in any one white.  a.1 Care and proceed people to aveiling.  anistisced and anistisced anistisced and avoiding sitting lace for lace.  b. Campangether by a company of the process of t



	<ul><li>7.3 Communication and Training.</li><li>7.3.2 Ongoing communications and Signage.</li></ul>		Ongoing engagement with workers monitor and understand any unforeseen impacts or changes to working environments.	45	<ol> <li>weekly / Monthly reviews of Covid alert stage.</li> <li>Periodical announcements regarding Covid-19 alert stage and how it impacts the workplace.</li> </ol>	16	1. Managers should ensure that any significant changes in working conditions are brought to their staffs attention.
			Regular updates on current Covid-19 situation, using noticeboards, newsletters and briefings.	20		0	<ol> <li>weekly / Monthly reviews of Covid alert stage.</li> <li>Managers should ensure that any</li> </ol>
7. Workforce Management.			<ol> <li>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.</li> <li>Using visual communications, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.</li> </ol>	30	1. Two way flow of communication to enable employees to discuss any changes to their working environment.	16	
8. Inbound and outbound goods.		transmission to employees, through contact with contaminated surfaces.	<ol> <li>Drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drivealways.</li> <li>Provision of washroom and toilet wash facilities.</li> <li>Enabling drivers to access welfare facilities when required, consistent with other guidance.</li> <li>Reminders on correct hand washing regime.</li> <li>Temperature checks as part of the site access process.</li> </ol>	27	1.Sanitisation stations points located on way in and out.     2. Antibacterial cleaning equipment provided for workstations 3.  Poster Reminders		<ol> <li>One way systems and designated entry points will assist in controlling contamination at point of entry.</li> <li>Increased cleaning regime will reduce the likelihood of cross contamination.</li> </ol>