

To be	shared with: All FPP Ltd e	employees, visitors and	sub-cont	ractor	S				Status:	Approved
Location(s): All work areas at FPP Ltd Gospel As				Road Bobbington DY7 5EQ and customer sites Date Generated:						Sheet no. 1 of 4
Serial	Nature and possible effects of	Who or what may be	Initial	assessn	nent		F	Residual ris	k	
no.	hazard	affected?	Severity	Likeli- hood	Ass'ed risk	Risk control measures	Severit	Likeli-	Ass'ed risk	Comments
a	illness, severe illness or possible death.	All FPP Ltd personnel and visitors who attend or visit the Bobbington premises.	5	М	UA	Increase the frequency of hand washing; surface cleaning and toilet cleaning. Provid disinfectants/wipes/hand sanitisers/hot wa and soap at all areas/entry and exit points disposal bins for safe disposal. First attendee at the office each day to san all touch points used for access i.e. door handles/alarm pad/window blind openers, window handles/light switches/plug switches Each user of the kitchen area to sanitise w surfaces, tap handles, fridge handles , microwave, washing up bowl/sink before us Each work station area to be sanitised by t user before use each day. No work station use of telephones to be shared with other users. Frequency of toilet cleaning to be increase toilet surfaces to be sanitised by each user before and after use.	ter and itise s. ork 5 se. or or	L	AR	

Health & safety severity:	Environmental severity or consequence:	Likelihood:	Asses	ssed		5	Severi	ity			Name & signature	Date
1 = Negligible – no injury, no lost time	1 = Slight – no measurable consequence	VL = Improbable – unlikely to occur	risk:		1	2	3	4		Drop'd	G.Fisher	12.05.20
2 = Marginal – minor 'first aid' injury, little lost	2 = Minor - slight impact, small scale, contained on site	L = Remote – unlikely but possible	ļ	VL	Ν	Ν	Α	Α	Α	Prep'd	hour	12.00.20
time	3 = Moderate – damage recoverable, moderate impact	M = Occasional – possible at some time	poo	L	Ν	Α	Α	AR	AR	David		
3 = Serious - injury or illness causing lost time	4 = Permanent – considerable damage, prosecution	H = Probable – likely to occur several times	Ċ	М	Α	Α	AR	AR	UA	Rev'd:		
4 = Critical – severe injury with much lost time	likely	VH = Frequent – likely to occur many times	Like	Н	Α	AR	AR	UA	UA			
5 = Catastrophic – fatality or major disruption	5 = Catastrophic – major damage, prosecution	, , , ,	ľ	VH	Α	AR	UA	UA	UA			



To be s	Statu	us: Approved									
Locatio	on(s): All work areas	at FPP Ltd Gospel Asl	h Road I	Bobbin	igton D	DY7 5EQ and customer sites Date Generated	_{l:} 12-0)5-20		Sheet no	o. 2 of 4
Serial	Nature and possible effects of	Who or what may be	Initial assessme		nent Ass'ed	Risk control measures		Residual risk		Comments	
b	COVID-19 Virus: Resulting in mild illness, severe illness or possible death.	affected? All personnel who have the need to be n attendance at the same time as other personnel at the Bobbington location.	Severity 5	M	UA	The social distancing guidelines set out by the government (to keep people 2m apart wherever possible). Where the social distancing guidelines cannot be followed in full we must take all the mitigating actions possible to reduce the risk of virus transmission. Actions to be followed are: Facilitate home working where possible to reduce the numbers of personnel within the office. Limit the maximum people allowed in the office at any one time to 4 people and implement back to back working at the work stations within the office. Limit the maximum people allowed in the rest room at any one time to 3 people. Stagger break times and use safe outdoor areas for breaks where possible. Stress importance of giving way to other personnel in restricted passing points such as corridors and entrances to maintain the 2m space where possible.	5	L	AR		
	safety severity:	Environmental severity o			•	riok:	Geverity 3 4	5		Name & signature G.Fisher	Date
-	ligible – no injury, no lost time ginal – minor 'first aid' injury, little los:	 1 = Slight – no measurabl 2 = Minor – slight impact, 			ad on eito	VL = Improbable – unlikely to occur	A A	P	rep'd:	UAur	12.05.20
time	gina minor nist are injury, little los	3 = Moderate - damage r					A AR				
3 = Serie	DUS – injury or illness causing lost tim						AR AR	R	ev'd:		
4 = Critic	cal – severe injury with much lost tim			5-, p. 000		VH = Frequent – likely to occur many times 불 H A AR	AR UA	UA			
5 = Cata	strophic – fatality or major disruption	5 = Catastrophic – major	damage, pr	rosecutio	n		UA UA	UA UA			



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Serial Nature and possible effects of hazard	Who or what may be affected?	Initial Severity	assessm Likeli- hood	nent Ass'ed risk	Risk control measures	Re Severity	esidual risk Likeli- hood	Ass'ed risk	Comments	
COVID-19 Virus: Resulting in mild illness, severe illness	All personnel who have the need to travel and work at other customer site locations.	5	M	UA	Limit the number passengers in vehicles to a maximum of 2 where possible and regularly clean vehicles that workers may take home . Use a consistent pairing system of employees who have to travel together and or work in close proximity together. The site specific COVID secure arrangements of the site are to be fully explained via a site induction organised by the client upon arrival. All Government guidelines must be met before commencing with any work at other sites. If an shortfalls are identified or if you are uncomfortable with the arrangements do not start work; contact the office immediately. Sanitise the parts of shared equipment you touch after each use, thinking about equipment such as tools and vehicles, for example, pallet trucks and forklift trucks.	/ 5		AR		
Health & safety severity:	Environmental severity c			l	Likelihood: Assessed	Severity 3 4	5	N	lame & signature	Date
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time	3 = Moderate – damage r						- R	ev'd:		
3 = Serious – injury or illness causing lost tin		rable dama	ge, prose	cution		AR AF	UA			
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To be s	Stat	us:	Approved									
Locatio	Location(s): All work areas at FPP Ltd Gospel Ash Road Bobbington DY7 5EQ and customer sites Date Generated: 12-05-20											Sheet no. 4 of 4
Serial	Nature and possible effects of	Who or what may be	Initial	assessm	nent			Re	sidual risł	(
no.	hazard	affected?	Severity	Likeli- hood	Ass'ed risk	Risk control measures		Severity Likeli- hood		Ass'ed risk		Comments
d	Transmission COVID-19 Virus: Resulting in mild illness, severe illness or possible death.	Use of PPE	5	М	UA	When managing the risk of COVID-19, additional PPE beyond what you usually is not beneficial. This is because COVIE different type of risk to the risks you nor face in a workplace, and needs to be m through social distancing, hygiene and f teams or partnering, not through the use PPE.	D-19 is a mally anaged fixed					

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