



Faltec Europe Ltd

RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

	Name	Title	Signature	Date
Document Author	L B Rounds	HSE Manager		02/12/2021
Authorized by	S Tyson	Director		02/12/2021

Emergency Contact Details

Contact	HSE	HR	
Tel	0191 5190088	0191 519 5020	
Mobile	07525276936		

Assessor's Name	Assessor's Signature	Persons Affected by This Risk Assessment
Lee Rounds	Lee Rounds	All staff, contractors and visitors

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 1 of 14.	

RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Staying covid secure	<ul style="list-style-type: none"> We have carried out a Covid 19 risk assessment and shared the results with the people who work at Faltec sites We have cleaning, handwashing and hygiene procedures in line with guidance We have taken all reasonable steps to help people work safely from a Covid -19 secure workplace or work from home We have taken all reasonable steps to maintain a 2m distance in the workplace Where people cannot keep 2m apart we have ensured at least a distance of 1m and taken all the mitigating actions possible to manage the transmission risk 	NA	NA	NA
Organizational	<ul style="list-style-type: none"> Staff should be strongly encouraged to work from home if possible, The company will plan for the minimum number of people needed to be on site to operate safely and effectively. The company will monitor the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment will be undertaken. The Company will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. The company will provide equipment for people to work from home safely and effectively, and have issued guidance on safe use of laptops. <p><u>Mental Health</u></p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference -https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress. WE ALSO HAVE AN EAP VIA FALTEC+ WEBSITE (INCLUDES FREE COUNSELLING). 	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 2 of 14.	



RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
High Risk and Isolating Workers	<ul style="list-style-type: none">The company will review working arrangements for clinically extremely vulnerable and clinically vulnerable individuals on a case by case basis.Current guidance is checked regarding staff and who falls into clinically extremely vulnerable and clinically vulnerable groups.The company will review individuals who are shielded so they can return to work safely at an appropriate time. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.Should any member of staff need to self-isolate, we will enable workers to work from home where appropriate.	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 3 of 14.	

<p>Social Distancing and spread of COVID 19 corona virus</p>	<ul style="list-style-type: none"> • Employees must maintain social distancing in the workplace. • All areas of the business have been assessed and altered to assist with social distancing i.e. entrances and exits, break rooms, canteens and similar settings. • Employees will be issued with their own personal hand sanitizers and cleaning materials for cleaning contact surfaces and personal screens. • All staff will wear masks when moving around the facility away from their workstations (mask exceptions will be approved by HR). • Where social distancing is not possible, the company will advise employees to increase the frequency of hand washing and surface cleaning. Activities will be kept to a short a period as possible. The company will provide screens and barriers where appropriate employees will be asked to carry out back to back and side to side working (rather than face to face) wherever possible. Fixed teams or partnering will be used to reduce the number of person to person contact. • In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. • Employees to be reminded on a regular basis on the importance of catching coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it advice, and to avoid touching face, eyes, nose or mouth with unclean hands. • Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm. • To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus . • Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. By daily safety briefs and supervisors reminding staff. • Senior managers, managers, senior supervisors will check on a daily basis to ensure this is adhered to. 	<p>2</p>	<p>2</p>	<p>4</p>
---	--	----------	----------	----------

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 4 of 14.	



RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Arriving and Leaving Work	<ul style="list-style-type: none"> The company will consider staggered arrival and departure times at work to reduce congestion at entry points where necessary. Company vehicles will be restricted to 2 persons only sitting diagonally away from each other, with the windows open, and cleaning materials placed in each vehicle, these will be checked and replaced by security/PCD. Handwashing facilities, or hand sanitizer have been provided at entry and exit points. Personal hand sanitizers have been issued. 	2	2	4
Site Movement	<ul style="list-style-type: none"> Site movement will be reduced by discouraging non-essential trips within buildings and sites. The company will separate sites into working zones to keep different groups of workers physically separated as much as practical. The number of people in attendance at site inductions will be reduced. High traffic areas including corridors and walkways will be regulated to maintain social distancing. 	2	2	4
Static Workers	<ul style="list-style-type: none"> The company will plan workstations to maintain social distancing wherever possible. Workstations should be assigned to an individual as much as possible. When it's not possible for the company to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Screens to separate people from each other will be used when it is not possible to move workstations further apart. 	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 5 of 14.	

RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Meetings	<ul style="list-style-type: none"> Remote working tools to avoid in-person meetings will be used to reduce social contact. We will ensure that only necessary participants should attend meetings and should maintain 2m separation throughout. Meeting rooms are restricted to a maximum of persons in the room maintaining 2m social distancing, with the exception of F8 meeting room which has COVID screens. To avoid transmission during meetings, employees should not share pens or other objects. Meetings will be held outdoors or in well-ventilated rooms whenever possible Meeting rooms will be cleaned after every meeting. Meetings should be restricted to 1 hour and the room cleaned and ventilated after this hour. 	2	2	4
Common areas	<ul style="list-style-type: none"> Break times may be staggered to reduce pressure on the number of people allowed in canteens or places to eat. Safe outdoor areas will be used for breaks. The company will create additional space by using other parts of the workplace freed up by remote working. Seating and tables will be reconfigured to maintain spacing and reduce face-to-face interactions. 	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 6 of 14.	



RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Contract and Visitor Management	<ul style="list-style-type: none">The number of visitors will be limited at any one time. Only business essential visitors will be allowed on site, these must be approved in advance by a senior manager.Visits will be encouraged to be carried out via remote connection/working where this is an option.Site guidance on social distancing and hygiene should be explained to visitors on or before arrival.Schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people.A record of all visitors will be maintained by security.All visitors will complete a health questionnaire before entering sitePublic notices will be visible to help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace.	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 7 of 14.	



RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Cleaning	<ul style="list-style-type: none">Any location that has been closed or partially operated will be risk assessed to ensure they are clean and ready to restart before reopening.Work areas and equipment will be frequently cleaned between uses, using usual cleaning products.There will be frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, with adequate disposal arrangements.Workspaces will be cleaned with waste and belongings removed from the work area at the end of a shift.Hand tools, controls, machinery and equipment will be sanitized after use.When cleaning after a known or suspected case of COVID-19 the company will refer to the specific guidance.Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 8 of 14.	

RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Hygiene	<ul style="list-style-type: none"> Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing frequency, 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. Regular reminders and signage to maintain hygiene standards will be provided. Hand sanitizers in multiple locations will be provided in addition to washrooms. Clear use and cleaning guidance for toilets will be provided to ensure they are kept clean and social distancing is achieved as much as possible. Cleaning for busy areas will be enhanced. Special care will be taken for cleaning of portable toilets. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	2	2	4
Handling of Equipment, Materials, Waste and Onsite Vehicles	<ul style="list-style-type: none"> Cleaning procedures for the parts of shared equipment you touch after each use will be used, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks. Increased handwashing and introduction of more handwashing facilities for workers handling goods and merchandise will be encouraged, where this is not practical hand sanitizer will be provided. Regular cleaning of vehicles that workers may take home will be undertaken. Regular cleaning of reusable delivery boxes will be undertaken. 	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 9 of 14.	

RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
PPE and Face Coverings	<ul style="list-style-type: none"> Where operatives are already using PPE in their work activity to protect against non-COVID-19 risks, we will continue to do so. Face Coverings are different to PPE and are optional for staff (either a face covering or an approved face mask will be worn), they will not be used as an alternative to the other control measures set out within the company's risk assessment. Face coverings/masks should be worn when walking around the site. When wearing face coverings/masks wash hands before and after wearing one. Avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change face coverings when they become damp or be touched. Continue to wash hands regularly. Change and wash the face covering daily. 	2	2	4
Shift Patterns and Working Groups	<ul style="list-style-type: none"> People will be split into teams or shift groups, with teams or shift groups unavoidable contact will only happen between the same people. Worker congregation at bottlenecks such as timeclocks, entrances and exits will be minimized whilst maintaining social distancing during shift handovers. 	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 10 of 14.	

RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Work-related travel	<ul style="list-style-type: none"> The company will minimize non-essential travel and will consider remote options first. The number of people travelling together in any one vehicle will be minimized, with only 2 person per vehicle. Masks and cleaning materials will be provided. Vehicles will be cleaned between shifts or on handover. A risk assessment will be completed for routine visits to certain companies (e.g. FM coatings, Nissan, Francis transport), and signed by individuals attending these sites to minimize person-to person contact during these visits. Contact during exchange of documentation should be minimized. All incoming visitors will follow the current Gov. guidelines, unless formally exempted after authorisation from HR. 	2	2	4
Communications and Training	<ul style="list-style-type: none"> The company will provide clear, consistent and regular communication to improve understanding and consistency of ways of working. We will engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. Communication and training materials will be developed for workers prior to returning to site, especially around new procedures for arrival at work. Ongoing engagement with workers (through employee representative groups) will be done to monitor and understand any unforeseen impacts of changes to working environments. 	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 11 of 14.	



RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Inbound and Outbound goods	<ul style="list-style-type: none">• Pick-up and drop-off collection points, procedures, signage and markings have been revised to maintain social distancing.• Unnecessary contact at security, yard and warehouse will be minimized.• Where possible and safe, single workers will load or unload vehicles.• Where possible, the same pairs of people for loads will be used where more than one is needed.• Drivers will have access to welfare facilities when required, consistent with other guidance.• Drivers will be encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-away.	2	2	4

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 12 of 14.	

RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

PPE Required

									
Hand Protection / Safety Gloves	Overalls / Protective Clothing	Boots / Protective Footwear	Safety Glasses	Face Shield / Mask	Respirator Where 2m cannot be maintained	Hearing Protection where designated	Hi-Vis in all warehouse and yard areas, or when moving vehicles	Hard Hat	Harness
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Persons at Risk

Staff	Other Contractors	Public	Others
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 13 of 14.	



Faltec Europe Ltd

RISK ASSESSMENT: COVID 19 - Working at Faltec Europe

Address: Didcot Way Boldon. NE35 9PD

Landline: 01915190088

Mobile: 07525276936

Email: leerounds@falteceurope.com

	Likelihood		Severity		Risk Ranking = L x S
1	Highly Unlikely	1	Trivial		No Action Required (1)
2	Unlikely	2	Minor Injury		Low Priority (2 to 6)
3	Possible	3	Over 3-day Injury		Medium Priority (7 to 9)
4	Probable	4	Major Injury		High Priority (10 to 14)
5	Certain	5	Incapacity or Death		Urgent action (>= 15)

Series	COVID 19	Series Number	001	Issue Date	1 st October 2020
Revision Number	005	Revision Date	02/12/21	Page 14 of 14.	