

COVID19 SECURE RISK ASSESSMENT

Risk assessment - topic/area covered	
Location(s):	FKA Brands Limited, Somerhill Business Park, Five Oak Green Road, Tonbridge, Kent TN11 0GP
Department/staff:	All areas of FKA business, including the common areas of the building
Tasks/activities:	Working during the coronavirus pandemic, planning and tasks involved.
Other information:	See below completed schedule and the Pandemic Recovery Plan found in the Covid19 Policies Box folder

Risk assessment sign off					
Prepared by:	Fiona Valentine, Executive Office Manager/HR Coordinator	Signature:	<i>Fiona Valentine</i>	Date:	06/07/2020
Reviewed by:	Keith Allison, Chief Operating Officer Swarup Banerjee, CEO – EMEA	Signature:	<i>Keith Allison</i> <i>Swarup Banerjee</i>	Date:	06/07/2020
Date for review:	13-Dec-21 This risk assessment will be reviewed frequently to reflect any changes that the Government introduce on guidance and procedures. Please see chart below.				
This risk assessment is divided into three sections dealing with the different areas People Measures, Premises Measures, and Organisational Measures					

Amendment number	Issue date	Date amended/updated	Person amending	Remarks
COV001	06/07/2020	06/11/2020	Fiona Valentine	This risk assessment is for FKA Brands office space only and the common areas of the building. The sublet offices will provide and control their own risk assessment.
COV002	06/11/2020	13/04/2021	Fiona Valentine	Updated to reflect mental health and new staff
COV003	13/04/2021	24/11/2021	Fiona Valentine	Added section on vaccination roll-out, QR Code and lateral flow testing.
COV004	13/12/2021		Fiona Valentine	Updated to reflect booster vaccines, visitor meetings, travel and new variant updated Government guidance as at the 12 th December 2021

Distribution schedule				
Registered number	Issue number	Date	Name	Designation
COV001	COV001	06/07/2020	Fiona Valentine	All staff and FKA web sites
COV002	COV002	06/11/2020	Fiona Valentine	All staff and FKA web sites
COV003	COV003	14/04/2021	Fiona Valentine	All staff and FKA web sites
COV004	COV004	13/12/2021	Fiona Valentine	All staff and FKA web sites

Key								
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity			DR: Degree of risk			RR: Residual risk		
Guidance.	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 							

PPE assessment	Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:
Type of PPE:	Face masks should be worn whenever it is practicable to do so. Gloves should be worn whenever it is practicable to do so.
Note. PPE must be considered when other control measures, such as guarding is not possible. PPE should always be considered and should be worn when there is reasonable justification for doing so.	

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People Measures

Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Homeworking	Staff, family members	Isolation, insufficient space or equipment, internet	2	3	6	Those who can, should continue to work from home in line with government guidelines, until otherwise instructed. Reduce headcounts at work further reducing chance to catch/spread COVID-19. If vulnerable or shielding groups for staff themselves or for family members staff should work from home. The Company have communicated (November 2021) to staff that homeworking can continue for the time being but is being reviewed early in 2022. New communication to all staff is sent 13 th December to advise continue working from home and only essential work to be done at the office.	1	3	3
Return to the office - Accessing which staff should return to the office	Staff	Risk of infection to covid19	3	4	12	Minimise the numbers of staff working in the office. Each Line Manager will check and plan which staff can return. Checking if staff have insufficient working space or conditions to work from home, internet connection issues. If staff have childcare issues. If staff feel unsafe or unsure to return to the office. Respect their feelings, consider safety aspects. The Company have advised (November 2021) that it will look at returning staff to the office around March 2022 and will start planning this in the New Year of 2022. As advised above, new communication sent to staff on the 13 th December to advise that homeworking is remaining.	1	4	4
Physical Distancing	Staff	Risk of infection to covid19	3	5	15	Plan desk space with 2m gap. Conduct a walk through the office space, look and check desk and workstations. Have a clear plan of which desks should be use allowing for adequate 2-meter distance. Take out areas that are too close and making areas with better access such as walkways to avoid close contact. Plan shared with management team and all staff.	1	5	5

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						<p>This is still being maintained as much as possible as at November 2021, but has been relaxed more since the government does not enforce this at the moment. Will review further in early 2022.</p> <p>Staff reminded about social distancing re communication as at 13th December 2021.</p>			
Lone working	staff	Isolation and Mental health issues	1	2	2	<p>Check staff are who isolated at home.</p> <p>Should encourage these staff to complete the lone working safety media e-learning training.</p> <p>Maintain regular contact as part of normal line management and coaching behaviours.</p> <p>Encouraging staff to work at the office or a different location once a week to break up the homeworking or lone working situation.</p>	1	3	3
Training on return procedures	Staff	Ill-informed information if not trained	3	5	15	<p>Inform, instruct and train staff on Covid19 procedures.</p> <p>Induction to be provided for those who wish to return to the office.</p> <p>Office Manager to conduct training to staff.</p> <p>Details placed on Box Covid19 Policy file.</p> <p>Walk through and tour of the office to display new setting.</p> <p>Record keeping of those who have undertaken covid19 induction procedures.</p> <p>Attendance log system as track and trace record.</p> <p>Advise staff on any new office layout.</p> <p>Communication gone out to all staff on returning to office working as at March 2022.</p>	1	5	5
Provision of First Aid	Staff and First Aider	Risk of infection	2	3	6	<p>First aid boxes provided in Kitchens.</p> <p>If more than 5 staff in the office First Aiders to be available.</p> <p>If an emergency incident 999 is to be called for emergencies.</p> <p>Check if sublet office will have any First Aiders in the building.</p> <p>Review advice for first aiders.</p> <p>A change in the First Aiders for the Company. New First Aider undergoing training. This will be communicated to staff (December 2021).</p>	1	4	3
PPE	Staff/visitors	Risk of infection	2	3	6	<p>Staff are advised about PPE but the government guidance on this has changed and therefore PPE is not mandatory for staff to wear. It is a personal preference.</p> <p>Since new Omicron variant staff have been informed that face masks are available if they wish to take some and use them for their safekeeping.</p> <p>New face masks ordered and are now available for all staff.</p>	1	3	3

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Deliveries and post	Staff	Risk of infection	2	4	8	Instructions displayed for delivery person to leave parcel in reception area. Staff in office to inform the staff of such deliveries. Staff should arrange collection if needed themselves. Confirm if attending at the office for collection.	1	5	5
Multi used equipment, copiers, phones	Staff	Cross infection	1	3	3	Avoid using shared equipment. All equipment to be wiped down regularly, if used by staff, wipes are provided for this purpose.	1	4	4
Door handles and surfaces	Staff	Cross infection	3	5	15	Wipes provided for wiping all handles and surfaces. Cleaners are instructed to pay extra attention to this daily. Reminding the Cleaners that this is still very important.	1	5	5
Staff Training	Staff	Lack of staff development	3	3	9	Delivery of training via Teams allows users to maintain physical distancing. Where use of these applications is new, employees should be provided instructions on how to use and considerations to be reviewed for any disability or other accessibility issues as there is a legal duty to make reasonable adjustments re. disability. Training can be delivered at any time in any location. Use of on-line training Some applications allow recording and the training can therefore be delivered again for additional audiences.	1	2	2
If staff have symptoms	Staff	Risk of serious ill health	3	5	15	Do not come to the office Advise your Line Manager or the People and Culture Manager if you have symptoms. Call 111 for medical advice. Rest and recuperate.	1	5	5
Mental Health	Staff	Mental health illness and symptoms	1	3	3	Wellbeing Calls being conducted by the Mental Health First Aiders in the business with those staff that require them. Keeping a check on staff and 'checking in' with those who feel isolated or are unsettled with homeworking. Issuing of daily wellbeing messages to staff to keep everyone connected.	1	4	4
Employee Assistance Programme	Staff and their families	Could develop stress or mental health issues	1	3	3	EAP service is provided to all staff. Details sent to all staff to remind them of this service.	1	4	4

People Measures

Help@hand service	Staff and their families	Worrying and concerns on life issues	1	3	3	Help@hand service is another service on top of the EAP providing assistance to staff and their immediate families for support and help. Service offers remote GP, mental health support, physiotherapy, medical second opinions. Details provided to staff.	1	4	4
New Staff	Staff	Isolation, lack of communication	1	3	3	New staff have their induction in the office at a social distance and this is done via a big screen in the boardroom to avoid paperwork and touching. New staff kept in contact with and induction programme organised virtually with teams and departments.	1	4	4
Vaccinations	Staff	Protection from covid and less risk of illness	1	3	3	FKA will encourage staff to have a vaccine as a duty of care to its staff. This is not mandatory, and we will respect those staff who do not take up the vaccine, even though encouragement and guidance will be shown and communicated to staff. Staff to encouraged to take up the booster vaccine.	1	4	4
Vaccine Booster Programme	Staff 40+	Protection and safeguarding of infection	1	3	3	Staff are starting to receive their booster vaccines and FKA want to encourage this for those eligible, i.e. those staff over 40 years of age. This will be rolled out to all staff since further announcement from the Government as at 29 th November 2021. All staff are now included in the booster, re the Government new guidance as at the 12 th December 2021.	1	4	4
Lateral Flow Testing	Staff	Protection and safeguarding of infection	1	3	3	FKA have now registered for the LFT programme and will encourage staff to take a regular test twice weekly if they are attending the office. This is not mandatory but will be encourages as a safe method of working at the office. Following the new communication to staff on the 13 th December, staff who work at the office as to do a lateral flow test before coming into the office.	1	4	4
Private Lateral Flow Testing	Staff	Protection and safeguarding of infection	1	3	3	The free NHS LFT are not now available and therefore FKA are looking to use a private provider for this service. Looking to purchase these January 2022.	1	4	4
Roadmap for staff returning to the office	Staff	Guidance and policies on working at the office	1	3	3	FKA are devising a roadmap on guidance of allowing staff to work in teams and conduct workshops at the office. This will involve regular check on Government guidance and updated information. The Executive Office Manager will keep abreast of this going forward. Staff will be informed in regular company update meetings.	1	4	4

						<p>The People and Culture Manager has advised staff of returning to the office programme (November 2021) which will be rolled out in early 2022.</p> <p>New communication on this has been sent as at the 13th December 2021. The roadmap is on hold for the time being.</p>			
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People Measures

Customer Meetings at the office	Staff and visitors	Guidance and protection	1	3	3	<p>Visitor disclaimer is produced as a guidance and policy to advise and protect staff and visitors if having a face to face meeting at the office. Regular check on Government guidance on this will be required.</p> <p>Some customer meetings have now resumed at the office. The Officer Manager will advise customers and visitors of the office covid procedures and every measure is taken to provide a safe meeting area for the visitor.</p> <p>Staff conducting the meeting are advised to add their visitors to the attendance log and carry out any safety procedures required.</p> <p>In light of new communication to all staff as at the 13th December, all customer meetings are now withheld from being at the office where possible.</p>	1	4	4
NHS QR Code	Staff and visitors	Test and trace	1	3	3	<p>There is now an NHS QR Code for FKA Brands and visitors and sub-contractor facilities workers are encouraged to scan this on arrival at the office. GDPR rules are applied. Staff will continue using the attendance log which is kept internally on FKA Box IT system.</p>	1	4	4

Premises Measures

Infection control measures, disinfectant regime	Staff, cleaners	Infection contamination	3	5	15	<p>Deep Clean procedures have been undertaken, involving the following procedures -</p> <ul style="list-style-type: none"> Clean all desks, and work surfaces using virucidal disinfectant. Sanitise finger plates and touch points. Thoroughly vacuum carpeted areas. Damp wipe skirting boards and window blinds. Clean and sanitise kitchens to include microwaves and refrigerators. Empty and reline all waste bins Clean and sanitise washrooms using virucidal disinfectant. Records of cleaning procedures completed. 	1	5	5
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						<p>Cleaning of office conducted on a regular basis with staff in the building. Monthly walk about meeting done with Cleaning Supervisor and Office Manager. Updated communication to the Cleaning Company on more robust measures of cleaning to be maintained, 13th December 2021.</p>			
Introduce sanitisation stations at all entry points	Staff, sublet office staff, delivery people	Reduce cross infection	3	5	15	<p>Have installed wall mounted handsfree sanitisation units, tissues on main entrance. Individual sanitisations at each entry area within the main office for each department and floor of the building for FKA internal areas. Encourage the sublet offices to do the same.</p>	1	3	3
Workbook on tasks to be completed for safe return to the office	Office Manager/ Staff	Health and safety	1	2	2	<p>Workbook devised as to check and prepare what tasks need to be done in order to have a safe place of work. Workbook updated to reflect what tasks have been done.</p>	1	2	2
Legionella and water checks	Staff, visitors to the office	Risk of infection	3	5	15	<p>Water hygiene testing completed monthly. Shower cleaning and running of hot water conducted. Cleaners to complete a form for this cleaning as a check on regular cleaning. Legionella risk assessment and check completed with Guardian Water, Subcontractor Company looking after the water hygiene checks.</p>	1	5	5
Kitchen, breakout area	Staff	Cross infection	3	5	15	<p>Staff should be encouraged to bring food and drink from home. Ground floor Kitchen area to have one person in at any one time. Crowd control measure to be put in place and signage displayed. Breakout kitchen on first floor can manage with two persons whilst social distancing. Remind staff to wipe down areas after using the kitchen area. Sanitised wipes available. Paper towels provided in both kitchens. Tea towels are not used for hygiene and touch point risks.</p>	1	5	5

Toilets	Staff and or visitors, Sub-let Staff	Contamination and cross infection	3	5	15	<p>Single occupancy to allow for 2m distancing occupancy.</p> <p>Signage on front of door of each toilet – ‘one person’ in at any time.</p> <p>Please use occupied/vacant sign when using the toilet.</p> <p>Persons must put lid down on the toilet when flushing.</p> <p>Persons to use hand paper towels and not the hand dryer machine to dry hands. The hand dryers have been turned off.</p> <p>WHO and NHS guidance found that using paper towels was substantially more effective than jet dryers for removing microbes when still-contaminated hands were dried?</p> <p>Sublet office to use only common area toilets – instructions given to sublet offices.</p> <p>FKA Staff to use toilets within their office area only.</p> <p>Staff informed on this during induction returning to the office.</p>	1	5	5
Common areas	Staff and or visitors, Sub-let Staff	Contamination and cross infection	3	5	15	<p>Sanitisation units at entry point to common area.</p> <p>All those entering the building should use hand sanitiser.</p> <p>Tissues are provided also.</p> <p>Signage displayed.</p>	1	5	5
Shower Room and Disabled toilet	Staff Sublet staff	Cross infection	1	2	2	<p>The shower room is now recommissioned.</p> <p>This is in the common area of the building.</p> <p>The toilet in the shower room only used for sub-let staff and it should not be used by delivery drivers where possible, but this is difficult to control.</p> <p>Deep clean of shower has been done and will be cleaned weekly. The water is run every week.</p>	1	2	2
Signage, display information	Staff, visitors Sublet staff	Lack of knowledge or notice if not displayed	2	3	6	<p>Covid19 signage is displayed to remind staff of procedures and hygiene protocol.</p> <p>Social distancing signage displayed throughout the office and shown on floor areas.</p>	1	5	5
Lift	Staff and lift contractor	Risk of safety hazards	3	5	15	<p>Reduce maximum capacity of lift where possible and encourage use of stairs.</p> <p>Stannah Lifts carry out the regular services procedures.</p> <p>The lift is not generally used in the building.</p>	1	5	5
Floor Markings, directional arrows	Staff	Risk of trips if damaged	3	5	15	<p>Floor markings are displayed to remind staff of the 2-meter rule.</p> <p>Signage is displayed throughout the walkways.</p>	1	5	5

Meeting Rooms/ boardroom	Staff	Cross infection	3	5	15	Remote virtual meeting to the preferred method wherever possible. Meeting rooms could be used as additional office space if required. Cleaning down of meeting rooms after each use. Only the boardroom can have more than one person in at any time. 4 people allowed in this space at a social distance space. Booking of meeting rooms required through the Office Manager.	1	5	5
General Fire Safety	Staff / Visitors	Danger of life	3	4	12	Stable Fire Protection completing the fire risk assessment March 2021. There should be a fire warden on site at all times. Sublet offices to confirm level of Fire Wardens on site. Fire Risk Assessment checked and updated regularly if required. All staff undertake Fire Safety Training via the on line training portal. The Office Manager to keep a check on fire safety checks throughout the office on a regular basis. Review of Fire Risk Assessment to be looked at in 2022.	1	2	2
Lightning protection annual inspection	Staff / Visitors	Danger of lightening strike to the building	3	4	12	Southerning Lighning contractor carrying out annual inspection of lightning protection for the building. Office Manager to keep checks on this procedure.	1	2	2
Re-occupation check list	Staff	Safety risks	3	5	15	All Covid19 checks in place. Checks on all statutory inspections having been completed. Hygiene and water temperature measures. Office Manager is managing these tasks. Records of checks kept.	1	5	5
Bollards	Staff and sublet office staff	Risk of cross infection	3	5	15	This is usually managed by two members of staff who wash their hands after handling the bollards.	2	4	6

Organisational Measures

Covid19 Policies	Staff	knowledge	3	5	15	See the Pandemic Recovery Plan for reference. Please ask the Office Manager for guidance. Box File, Covid19 Policies. Office Manager reviewing these procedures in 2022.	1	5	5
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Monitoring Compliance	Staff	Knowledge	1	2	2	The Office Manager and Management Team will keep up to date on the latest Government Guidance and compliance. Communication sent to staff advising of updated guidance, 13 th December 2021.	1	2	2
Evacuation Process	Staff And sublet staff	Fire safety	3	5	15	Fire evacuation drills have been on hold during the pandemic because of the lack of staff at the building and lack of fire wardens. These evacuations will be resumed and conducted in the usual manner. Staff to make their way to the Assembly point and stand at the recommended social distance space. Logistics Manager will do roll call and Office Manager checks the building is evacuated.	1	5	5
Fire Wardens	Staff sublet staff and visitors	Fire safety	3	5	15	Fire wardens have been replaced and have undergone a fire warden refresher training course. These fire wardens do attend the office most days so there is always one or two in the office.	1	5	5
Air conditioning system	Staff and sublet staff	Health risks and cross infection risks	3	5	15	Cleaning and disinfection processes done on a six monthly inspection basis. The air systems service and maintenance completed. Artic Facilities have advised FKA on the compliance of this. Procedures carried out and records kept. Air con to be set to 100% outdoor air, see HVAC advice in line with Government guidance. Windows to kept open at all times. Next service now being carried out for the maintenance of the air con/heating system.	1	5	5
Company Update Meetings	Staff	Knowledge	1	2	2	The CEO and the Directors keep staff updated regularly, at least every quarter on the company progress, government guidance and general update and communication via teams for the UK, Europe staff and Milan offices altogether.	1	2	2

External Measures

Travel to Work	Staff	Health risks cross infection	2	3	6	Staff are encouraged to avoid using public transport if at all possible. If having to use public transport, allow for staff to stagger starting and finishing times. PPE masks provided to use if using public transport.	1	2	2
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Parking	Staff	Health risks	1	2	2	If only a handful of staff are at the office, they should park with a parking space in between their car for allow for social distancing in getting in and out of their vehicle. Sublet office staff informed of this procedure	1	2	2
Garden and grounds	Staff	Health risks	1	2	2	Allow space in the front garden for social distancing measures. Move the garden table and benches so there is adequate spacing.	1	2	2
Company Cars	Staff	Health risks	1	3	3	Only one person allowed in a company car at any one time if sharing was offered. To keep your company car clean and tidy at all times.	1	2	2
Overseas travel	Staff	Risk of serious illness	0	1	1	Some overseas travel has now resumed and staff informed to carry out all the necessary checks and formalities that are required for any travel including doing a Day 2 test on arriving back in the UK. This will be put on hold for the time being as at 12 th December 2021.	1	1	1
Sublet offices	Staff	Risk of cross infection	2	3	6	Covid Secure Risk Assessment shared with sublet offices. Keeping a check on what the sublet office procedures are. Communication kept with both sublet offices via the Executive Office Manager/HR Coordinator.	1	5	5
Away Training and meetings	staff	Risk of picking up the infection				Some training is now being booked and completed in venues outside of the FKA office. Staff risks of infection. Staff to take reasonable measures as always with washing their hands and using sanitizers when visiting different venues for this purpose.			
Social events and Christmas Party	staff	Risk of picking up the infection				Some gatherings and party organised for staff. Staff only attend if they feel happy to do so. Staff informed to take a lateral flow test before and after any event. Hand sanitizers and air purifiers used at the venue where appropriate (i.e. Spa Hotel). The party was cancelled and this was communicated to all staff.			