

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:	14-Mar-22 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	28/02/2022	Fiona Valentine	Updated to reflect booster vaccines, visitor meetings, travel and new variant updated Government guidance as at the 12 th December 2021
COV005	03/03/2022		Fiona Valentine	Updated in line with Government guidance from 24 th February Briefing

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
COV005	COV005	09/03/2022	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	New communication sent to staff on the 28/02/2022. If staff are vulnerable or have family members who have underlining health issues, those staff should continue to work from home.	1	3	3
Return to the office	Staff	Risk of infection to covid19	3	4	12	We have communicated to staff and set a maximum number of 30 daily to work at the office for the time being. This will be review end of March 2022. We are still respecting if staff feel uncomfortable to return, and respect their feelings, and are considering all safety aspects. New staff communication sent via email 28/02/2022, outlining and reminding staff of new procedures but still to uphold various covid secure safety processes in place. Air purifiers are used throughout the office space.	1	4	4
Physical Distancing	Staff	Risk of infection to covid19	3	5	15	Even though new Government guidance is now in force, FKA Brands still want to consider and comply with some social distancing and respect staff space. We will leave floor space signage as it is but have advised staff that they can work side by side if they wish. New communication has gone out to staff 28/02/2022.	1	5	5
Lone working	staff	Isolation and Mental health issues	1	2	2	Check staff are who isolated at home. Should encourage these staff to complete the lone working safety media e-learning training. Maintain regular contact as part of normal line management and coaching behaviours. Encouraging staff to work at the office or a different location once a week to break up the homeworking or lone working situation.	1	3	3

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Training on return procedures	Staff	Ill-informed information if not trained	3	5	15	Staff are kept aware of any new return procedures. Executive Office Manager has sent communication on this. FKA still to keep certain covid safety procedures in place. Attendance log system as track and trace record is kept for this purpose and staff are advised to add their name to this.	1	5	5
Provision of First Aid	Staff and First Aider	Risk of infection	2	3	6	New First aid boxes are provided in both Kitchens. Review of the First Aid boxes and procedures has been undertaken February 2022. New First Aider now joined the First Aider team as one as stepped down. This is communicated and display to all staff.	1	4	3
PPE	Staff/visitors	Risk of infection	2	3	6	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. 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. Lateral flow test kits are still available for staff to use and staff have been advised of this, 28/02/22.	1	3	3
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 - 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 will still be done via Teams and via face to face, both methods will be used. 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 for disability.	1	2	2

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						Some applications allow recording and the training can therefore be delivered again for additional audiences or if staff are not available at the time of the training.			
If staff have symptoms	Staff	Risk of serious ill health	3	5	15	We have reminded staff that we wish them to not come to the office and if they test positive, they should self-isolate for 5 days. FKA to continue with this practice.	1	5	5
Mental Health	Staff	Mental health illness and symptoms	1	3	3	Wellbeing Calls are available with 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 or worried about working at the office. 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 undergo the onboarding programme with the Executive Office Manager, this is done face to face in the office where possible.	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.	1	4	4
Vaccine Booster Programme	Staff 40+	Protection and safeguarding of infection	1	3	3	All staff have received their booster vaccines and FKA encouraged this for those eligible for this.	1	4	4
Lateral Flow Testing	Staff	Protection and safeguarding of infection	1	3	3	FKA have lateral flow testing kits available for staff and will continue to purchase these for those staff that want to use them for working at the office. FKA encourage this going forward.	1	4	4
Private Lateral Flow Testing	Staff	Protection and safeguarding of infection	1	3	3	FKA have purchased and paid for private lateral flow tests. The Executive Office Manager will keep a check on these supplies for staff.	1	4	4
Roadmap for staff returning to the office	Staff	Guidance and policies on working at the office	1	3	3	FKA have updated and communicated to staff about working at the office on the 7 th February and the 28 th February. Staff are informed of this and our covid safe procedures for office working.	1	4	4

People Measures

Customer Meetings at the office	Staff and visitors	Guidance and protection	1	3	3	Visitor disclaimer is no longer used, but visitors are added to the attendance log so that we can still keep a trace and trace of who attends at the office. Ventilation is encouraged in meeting rooms for customer and visitor meetings.	1	4	4
NHS QR Code	Staff and visitors	Test and trace	1	3	3	The NHS QR Code system has now ceased and FKA have been advised to not use this service 24/02/2022.	1	4	4

Premises Measures									
Infection control measures, disinfectant regime	Staff, cleaners	Infection contamination	3	5	15	Deep Clean procedures are still undertaken, involving the following procedures - 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. Cleaning of office conducted on a regular basis with staff in the building. Monthly walk about meeting done with Cleaning Supervisor and Office Manager.	1	5	5
Introduce sanitisation stations at all entry points	Staff, sublet office staff, delivery people	Reduce cross infection	3	5	15	FKA will continue with 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. Further wipes and sanitisers brought and left on staff desks with the volume of staff now increasing in the office.	1	3	3

Legionella and water checks	Staff, visitors to the office	Risk of infection	3	5	15	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.	1	5	5
Kitchen, breakout area	Staff	Cross infection	3	5	15	Staff should be encouraged to bring food and drink from home. 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.	1	5	5
Toilets	Staff and or visitors, Sub-let Staff	Contamination and cross infection	3	5	15	Single occupancy to allow for 2m distancing occupancy. Signage on front of door of each toilet – ‘one person’ in at any time. Please use occupied/vacant sign when using the toilet. Persons must put lid down on the toilet when flushing. Persons to use hand paper towels and not the hand dryer machine to dry hands. The hand dryers have been turned off. 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? Sublet office to use only common area toilets – instructions given to sublet offices. FKA Staff to use toilets within their office area only. Staff informed on this during induction returning to the office.	1	5	5
Common areas	Staff and or visitors, Sub-let Staff	Contamination and cross infection	3	5	15	Sanitisation units at entry point to common area. All those entering the building should use hand sanitiser. Tissues are provided also. Signage displayed.	1	5	5
Shower Room and Disabled toilet	Staff Sublet staff	Cross infection	1	2	2	The shower room is now recommissioned. This is in the common area of the building. 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. Deep clean of shower and hot water is run weekly, control form put in place for cleaners to complete after this procedure.	1	2	2

Signage, display information	Staff, visitors Sublet staff	Lack of knowledge or notice if not displayed	2	3	6	Covid19 signage will remain in place. Staff are reminded of procedures and hygiene protocol. New communication sent to staff 28/02/22. Social distancing signage displayed throughout the office and shown on floor areas. Desk signage and tape has now been removed from February 2022 and communicated to staff.	1	5	5
Lift	Staff and lift contractor	Risk of safety hazards	3	5	15	Reduce maximum capacity of lift where possible and encourage staff to use stairs. Stannah Lifts carry out the regular services procedures. The lift is not generally used in the building.	1	5	5
Floor Markings, directional arrows	Staff	Risk of trips if damaged	3	5	15	Floor markings are remaining in place. Signage is displayed throughout the walkways.	1	5	5
Meeting Rooms/ boardroom	Staff	Cross infection	3	5	15	Staff are reminded about meeting room usage. Meeting rooms could be used as additional office space if required. Cleaning down of meeting rooms after each use. Booking of meeting rooms is required. Ventilation of all meeting rooms to be used, open windows where possible, staff are reminded of this procedure.	1	5	5
General Fire Safety	Staff / Visitors	Danger of life	3	4	12	Stable Fire Protection are completing a new fire risk assessment March 2022. There are now fire wardens on site daily. 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 is now booked for 2022.	1	2	2
Lightning protection annual inspection	Staff / Visitors	Danger of lightening strike to the building	3	4	12	Southerning Lightning contractor carrying out annual inspection of lightning protection for the building. Office Manager keeps checks on this procedure.	1	2	2
Re-occupation check list	Staff	Safety risks	3	5	15	All Covid19 checks in place and will continue with staff space where possible. Staff will work side by side and all desks are available. Checks on all statutory inspections having been completed. Hygiene and water temperature measures checked monthly.	1	5	5

						Office Manager is managing these tasks. Records of checks kept.			
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	The Executive Office Manager has reviewed these procedures February 2022. Communication has been sent to all staff.	1	5	5
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 7 th and 28 th February 2022.	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 in March 2022. 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	1	5	5

						guidance. Windows to kept open at all times. Next service now being carried out for the maintenance of the air con/heating system.			
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, European staff and Milan offices altogether. The latest Company update meeting conducted on the 1 st March 2022.	1	2	2

External Measures									
Travel to Work	Staff	Health risks cross infection	2	3	6	Staff are encouraged to still take the necessary safety checks before using public transport. Masks are still available for staff to make sure of.	1	2	2
Parking	Staff	Health risks	1	2	2	Staff are reminded to stay mindful about parking and use the spaces provided for FKA. The sublet offices have more staff returning as of February 2022.	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	Staff can travel in company cars at own risk. Staff reminded about safety and mask use if they wish to wear one. 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.	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	1	5	5

					Coordinator and the Chief Operating Officer.			
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 are taking place 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). Summer BBQ to be organised for later this year. No decisions on if to go ahead with a Christmas party this year.			