



Company Name: **Fluid Handling Solutions LTD**

Date Assessment Carried Out: **20/07/2021**

Assessor's Name: **Alan Little** *Alan Little*

Activity Assessed: Using communal, high traffic areas such as kitchen, toilet facilities, entry/exit points to facilities, main office, stores mezzanine post & packing area, assembly build and repair shop.											
Identified Hazards	Who Might Be Affected and How?	Risk Level Before Control Measures (S x P = R)				Control Measures	Who is Responsible For Implementing Control Measures?	Final Risk Level			
		S	P	R	RR			S	P	R	RR
The spread of coronavirus from person to person through respiratory droplets.	FHS LTD Employees, customers and site visitors may be at risk of contracting coronavirus.	3	3	9	High	<ul style="list-style-type: none"> To follow social distancing guidelines. With 6 Employees at our facility, we need to limit the number of people in each area. Normally 5 People work in the main office, we now have 3, Afia Douglas work from home until further notice, Nick will move down to the meeting room and co-exist with Ben Turton (Family Bubble), remaining Alan Little, Mike Little and Colin Samuels in Main Office set at more than 2 metres away from each other. FHS Employees now have access to PPE such as masks and/or face shields. Hand sanitation bottles in Main Office, Workshop, Kitchen, Meeting Room and Reception Leave doors and windows open to improve ventilation whilst in the facility, Lift Main Canopy by 100mm to allow ventilation, open rear Workshop door weather permitting. 	FHS LTD should implement policies and procedures and provide PPE for workers. FHS Employees, customers and site visitors will be responsible for following and acting on guidance.	3	1	3	Low



The spread of coronavirus through contact with contaminated surfaces.	Workers, customers and site visitors may be at risk of contracting coronavirus.	3	3	9	High	<ul style="list-style-type: none">• Identify surfaces that are frequently touched and used by many people such as door handles, shared workplace equipment and machinery, and worktop surfaces so that control measures can be applied to these areas.• Ensure surfaces and equipment are cleaned regularly and after each use.• Offer sanitising products such as sprays and wipes that people can use to clean surfaces and equipment before and after use.• Provide hand washing and sanitising stations in commonly used areas to• Encourage hand hygiene• Enable contactless entry and exit to facilities by leaving non-fire doors open to reduce contact surfaces.• Provide PPE such as gloves for workers	FHS do provide sanitisation equipment and PPE such as gloves for Employees and Visitors. FHS Employees, customers and site visitors will be responsible for following and acting on guidance.	3	1	3	Low
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Activity Assessed: Manual Handling											
Identified Hazards	Who Might Be Affected and How?	Risk Level Before Control Measures (S x P = R)				Control Measures	Who is Responsible For Implementing Control Measures?	Final Risk Level			
		S	P	R	RR			S	P	R	RR
Large, heavy items and materials may require two or more persons to lift. Dual lifting can put workers at risk of COVID-19 transmission.	Workers	3	3	9	High	<ul style="list-style-type: none"> Consider using mechanical aids to make manual handling tasks manageable for one person. Where possible, break down heavy loads so that one person can transport them. Make sure it's possible for workers to socially distance from others when moving the load. When dual lifting can't be avoided, workers should face away from each other and wear face masks and shields. Workers should lift side-by-side rather than facing each other where possible. When teams need to work together, maintain those working teams to contain the risk of transmission and prevent largescale spread to other workers and departments. 	FHS Employees	3	2	6	Medium



Activity Assessed: Receiving/Sending Deliveries, Loading and Unloading.											
Identified Hazards	Who Might Be Affected and How?	Risk Level Before Control Measures (S x P = R)				Control Measures	Who Is Responsible For Implementing Control Measures?	Final Risk Level			
		S	P	R	RR			S	P	R	RR
COVID-19 transmission during the loading and unloading of deliveries.	Workers and external delivery drivers.	3	3	9	High	<ul style="list-style-type: none"> • Our facility is small and one-way systems for loading and unloading vehicles is not practicable, therefore, arrange different schedules for unloading vehicles allowing delivery vehicles to wait in line until called upon. • Enforce social distancing when accepting deliveries and loading or unloading. • Ask delivery drivers (FHS Employees and external drivers) to place materials on the ground outside of your business premises, rather than bringing them inside. • FHS Employees should wash their hands before and after accepting/delivering materials. • Materials should be wiped down with disinfectant to prevent transmission through contaminated surfaces. 	FHS Employees	3	1	3	Low



Risk Matrix

Risk	Probability	Severity
1-3 = Low	1 = Highly Unlikely	1 = Slight
4-6 = Medium	2 = Likely	2 = Serious
7-9 = High	3 = Highly Likely	3 = Major

Guidance Notes
<p>R = Risk S = Severity P = Probability RR = Risk Rating (High, Medium or Low)</p> <p>Note: The formula for calculating risk is: $S \times P = R$.</p>

Risk	Risk Rating	Actions Required
1-3	Low	Continue to review working practices regularly and implement any additional control measures required within the time scale given in the Risk Assessment.
4-6	Medium	Implement control measures and review working practices regularly. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review).
7-9	High	Do not allow work to start and review working practices immediately. Implement all the additional control measures identified in the risk assessment. Continue to review and implement additional control measures until the probability of an accident reduces to the lowest level possible. Employee consultation should be included in the review.