

FIRST TECH GROUP – RISK ASSESSMENT



TASK/ACTIVITY DESCRIPTION: The Control of Transmission and Infection from Coronavirus, and Risk to Employees												
RISK ASSESSMENT No:	ASSESSMENT DATE:	REVISION NUMBER:	REVIEW DATE:	JOB NUMBER (If Applicable):	LOCATION/CLIENT:	LIKELIHOOD FACTORS:	SEVERITY FACTORS:	Severity (S)				
								Likelihood(L)	1	2	3	4
RA 070	19/05/2020	01	20/06/2020 OR AS REQUIRED	N/A	All First Tech Facilities and Personnel	1 – Remote 2 – Could Happen 3 – Strongly Possible 4 – Almost Certain to happen	1 – Negligible 2 – Minor 3 – Serious 4 – Major (including fatalities)	1	L	L	L	L
								2	L	M	M	M
								3	L	M	H	H
								4	M	M	H	H
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1.0 Employee Travel to Offsite/Offshore/Outside UK Locations									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Employee Travel outside the UK	Risk of Exposure to Employees	3	3	H	<p>All work-related travel outside the UK should be postponed until further notice unless it is Business Critical.</p> <p>Employee Travel outside the UK must be approved by Company Directors.</p> <p>Travel Risk Assessments to be completed prior to any travel outside the UK. All business-critical travel will be assessed on a case by case basis and relevant site paperwork obtained to verify compliance.</p>	1	3	L	
Personal Travel Plans not completed. Risk of Transmission to Employees	Risk of Exposure to Employees from High Risk Countries	3	3	H	<p>Any employee planning to travel outside the UK for personal reasons/holidays should follow the latest Foreign and Commonwealth Office advice for the destination. Several travel restrictions are being implemented around the world and being updated daily</p> <p>Employees to advise Department Manager or HR Department of any imminent travel plans</p>	1	3	L	
Employees returning from Destinations where travel restrictions have been imposed	Risk of Exposure to other Employees within the Organisation	3	3	H	<p>Employees should self-isolate if they have returned from Countries if they have any flu or cold like symptoms.</p> <p>Employees should not return to work or attend Organisation Premises.</p>	1	3	L	
Risk from attending external training courses	Risk of Exposure to Employees attending Training Provider Premises	2	3	M	<p>Organisation to review Training Provider control measures prior to Employees attending any training courses at Third Party Premises.</p> <p>Employees to be made aware of Training Provider Control Measures on arrival at Third Party Premises.</p> <p>Employees to comply with Third Party Control Measures while at Third Party Premises.</p>	1	3	L	

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1.0 Employee Travel to Offsite/Offshore/Outside UK Locations									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Visitors to FIS and FMS Facilities.	Risk of Exposure to Employees, Visitors Contractors or Members of the Public	2	3	M	Any visitors to First Tech Facilities are not permitted at the present time.	1	3	L	
Completing Offshore Medicals	Exposure to Employees at Provider	2	3	M	Occupational Health are issuing questionnaires upon booking to mitigate the risk of infection, alongside all their staff wearing the correct PPE and reducing the number of visitors on site at one time. Upcoming medicals have been identified and arranged accordingly.	1	3	L	
Employee Offshore Travel	Exposure in Offshore Environment	2	3	M	First Tech Group liase with Clients regarding Offshore Travel Requirements and Restrictions. Operators have implemented Control Measure on all Offshore Installations	1	3	L	
	Transmission to Other Personnel in Offshore Installation	2	3	M	Employees with Flu or Cold related symptom will not be permitted to travel to Offshore Locations. Pre-mobilisation Testing being conducted by Clients. Control Measures and Social Distancing have been implemented on Offshore Installations.	1	3	L	
	Exposure from Personnel at Heliport.	2	3	M	Employees with Flu or Cold should not report to Heliport Facilities. Pre-mobilisation Testing being conducted by Clients. Control Measures and Social Distancing have been implemented at Heliports	1	3	L	

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1.0 Employee Travel to Offsite/Offshore/Outside UK Locations									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Risk to Operational Personnel visiting Client Sites	Risk to Employees visiting Client Sites to undertake work activities	2	3	M	<p>Organisation to review Client control measures prior to Employees attending any Client Sites.</p> <p>Employees to be made aware of Client Control Measures on arrival at Facility.</p> <p>Employees to comply with Third Party Control Measures while at Third Party Premises.</p> <p>Employees to report to Senior Management any concerns with control measures at any Client Site.</p> <p>Employees should not undertake work if they have concerns regarding control measures at Client Sites.</p>	1	3	L	
Risk to employees based at Customer Sites	Risk to employees from exposure to third parties at Client Sites	2	3	M	<p>Organisation has reviewed all permanent site requirements to ensure they meet company policies.</p> <p>Employees made aware of Client Control Measures on arrival at Facility.</p> <p>Employees to comply with Third Party Control Measures while at Third Party Premises.</p> <p>Employees to report to Senior Management any concerns with control measures at any Client Site.</p> <p>Employees should not undertake work if they have concerns regarding control measures at Client Sites.</p> <p>Employees covering for Permanent Based Staff to receive induction to communicate control measure prior to undertaking duties.</p>	1	3	L	
Visit to Clients Facilities	Risk of Exposure to virus at Client Premises or from Client Employees	2	3	M	<p>Visit to Client or Supplier Sites are currently suspended.</p> <p>Communication with Client or Supplier to be conducted remotely</p>	1	3	L	

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2.0 Employee Travel to and from First Tech Group Facilities									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Travelling in Groups within Vehicles	Risk of infection in confined spaces.	2	3	M	It is recommended that employees do not travel to and from work in large groups within personal or company vehicles.	1	3	L	
Risk from Travel on Public Transport	Risk of transmission from congested Public Transport	2	3	M	Employee to avoid the use of public transport if practicable. Face Covering to be worn if travelling on Public Transport Staggered start/finish times to be implemented to avoid busy periods on public transport if practicable. Reduced hours to be considered to allow for later start times and earlier finish times Company Cycle to work scheme operational, employees encouraged to sign up where appropriate.	1	3	L	
Employees feeling unwell and coming to work	Other Employees within the Organisation contracting the virus	2	3	M	Employees should not come to any First Tech Group Facilities if they are Self Isolating or go to Medical Surgeries or Hospitals	1	3	L	
Exposure outside the Workplace	Exposure to Fellow Employees, Family Members, Cohabitants.	2	3	M	The Scottish Government have issued the following guideline to minimise exposure to the Coronavirus; Avoid close contact with people who have symptoms of coronavirus Only travel on public transport if you need to. Work from home if you can; Avoid the congregating in group of people in public places. Use phone, online services or apps to contact GP surgery or other NHS Services The Organisation will be providing regular updates, communication and guidance via e-mail and People HR.	1	3	L	

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2.0 Employee Travel to and from First Tech Group Facilities									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Car Parking	Employees coming into close proximity with the Car Park Area	2	3	M	Encourage Distance Parking in Car Park Area where possible. Leave empty space between each car. Employees to use street parking. Staggered Start and Finish Times implemented. Employees to ensure social distancing in Car Park Areas. Employees should not congregate in groups in Car Park Areas.	1	3	M	
Use of Contractors	Risk of transmission of virus between Contractors and Employees	2	3	M	The use of Third-Party Contractors to be minimised and only used in Emergency Situations. Use of Contractors must be approved by Senior Management.	1	3	L	
Company not aware of UK Government Guidance on Pandemic	Increased Risk of exposure to Employees	2	3	M	Group HR Advisor to monitor daily briefings and Guidance from UK Government. Risk Assessment to be updated and reviewed as required by Group HSEQ/HR Departments and communicated to Employees and Other Interested Parties. Weekly Review to be completed.	1	3	L	

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3.0									
Generic Risks									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Risk when Using Facemask/Snoods etc.	Employees adjusting facemasks or snoods leading to additional contact with facial areas working in close proximity to each other	2	3	M	Employees to ensure minimum contact with facial areas when using face mask or face coverings. Employees to ensure regular hand washing and use of hand sanitiser stations. Snood/Facemasks to be changed if becoming dirty or contaminated.	1	3	L	
Exposure of Employees attending Facility	All Employees. Risk of exposure from other employees.	2	3	M	Staff Matrix has identified Personnel that can work from home on a permanent or part time basis. Staff Matrix to be revised on regular basis as per Risk Assessment and Government Guidance. Only Business Critical Staff to attend First Tech Facilities. Employee Numbers at all First Tech Facilities to be kept As Low as Reasonably Practicable.	1	3	2	
Cleaning of Facility by Contract Cleaning Personnel	Risk of transmission from Contract Cleaner	2	3	M	Contract Cleaners to attend site when majority of Staff have left the premises. Contract Cleaners to comply with Social Distancing and Hygiene requirements.	1	3	L	
Company Social Events	Exposure to Employees and Member of the Public/Venue Staff.	2	3	M	All Company Social Events are postponed at the current time. The Company strongly recommend that employees follow the Government Regulations on Social Distancing and do not meet outside Workplace Premises.	1	3	L	
Hygiene Requirements	Risk of transmission to Employee from poor hygiene practices	2	3	M	All Employees to follow hygiene recommendations within Workplace. Regular hand washing after coming into contact with surfaces. Use of Hand Sanitiser Stations Desks and Workstation to be cleaned on a daily basis.	1	3	L	

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3.0									
Generic Risks									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Delivery of Non-Business-related items	Risk to Employees from additional Couriers delivering Non-Business-related items.	2	3	M	Employees should not arrange for the delivery of Non-Business-related items e.g. Personal Items to be delivered to the Organisation Premises to reduce risk of additional Third Parties entering the premises.	1	3	L	
Sharing of PPE. e.g. Hard Hats	Risk of transmission from wearing shared PPE	2	3	M	All Personnel must only use their own PPE. Employees to request additional PPE if required.	1	3	L	
Low staffing hazards due to high rates of staff sickness / self-isolation / shielding. Business Continuity.	Risk of operational issues / client requirements may not be met / increased stress on remaining employees.	2	3	M	Review carried out to identify any vulnerable personnel. Weekly report sent to Managing Directors will current staffing level and current vacancies. Managers to maintain communication with all remaining employees to monitor workloads. Business Continuity policy to be reviewed and communicated.	1	3	L	
Undertaking Employee Training	Risk of exposure from External Personnel. Close contact with other Personnel.	2	3	M	All Internal and External Training is to be postponed at the current time. If mandatory / business critical training is required First Tech Group will ensure the correct policies are in place at the training provider to mitigate the risk of infection.	1	3	L	
Exposure to Coronavirus	Employees from contact with Other Employees, Workplace Surfaces, General Members of the Public, Family.	2	3	M	Employees to follow NHS Guidance; Comply with social distancing guidance (2 metres). Regularly wash your hands with soap and water for about 20 seconds; Avoid touching eyes, nose and mouth with unwashed hands; Avoid close contact with people with cold or flu-like symptoms Cover your cough or sneeze with a tissue or into a flexed elbow, then throw tissue in the bin, and wash your hands. Avoid close contact with people who are unwell or have underlying health conditions. Employees to wear Company Supplied Snoods when in close proximity with other employees	1	3	L	

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3.0									
Generic Risks									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Employees feeling unwell and coming to work	Other Employees within the Organisation contracting the virus	2	3	M	<p>Any employee feeling unwell in the workplace should immediately report the issue to their Supervisor/Line Manager or the HR Department.</p> <p>Any employee reporting feeling unwell will be isolated in an office area until the Organisation plan measures to ensure the employee can return home safely.</p> <p>Any office areas used for self-isolating to be deep cleaned if used</p> <p>Employees reporting feeling unwell will be asked to go home and self-isolate.</p> <p>If symptoms do not improve within 7 days, employees should call their GP or NHS 111 for medical advice.</p> <p>If employees are not able to come to work due to self-isolation, they should report their absence through the normal absence reporting procedure.</p> <p>There is no requirement for employees to provide supporting medical evidence, but they should declare the reason for their absence (e.g. Self-Isolation). (this is not a legal requirement however; it is still company policy) Where an employee cannot obtain supporting medical evidence, they should direct themselves to the NHS online service where an online note can be obtained and forwarded before their return.</p>	1	3	L	
Family Cohabitants or exposure	Exposure to fellow employees	2	3	M	<p>Employees should inform their Department Manager or HR Department in the event of a family member or co-habitant showing cold or flu-like symptoms. Employees should not attend facilities if family member show sign of infection.</p>	1	3	L	

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4.0 Employee with Underlying Health Conditions/Expectant Mothers									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Employees with Underlying Health Conditions	Risk of exposure to virus to employees with underlying medical conditions, lower immune systems or existing medical conditions.	2	3	M	All Employees with underlying health conditions are working from home or have been furloughed. The company will continue to follow government guidance with regards to these specific employees and will communicate changes, until then any employee with an underlying medical condition is not permitted to attend any First Tech facility.	1	3	L	
Employees with newly diagnosed Underlying Health Conditions					Any employee who have a newly diagnosed underlying health conditions should report these to their Supervisor/Department Manager or the HR Department				
Risk to Expectant Mothers	Risk of infection from fellow employees.	2	3	M	Any Expectant Mother will be requested to work from home until further notice. This will be reviewed on a regular basis by Senior Management and Human Resources Department.	1	3	L	

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5.0 Office Based Employees									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Contact with Surfaces in the Workplace	Risk of infection to employees from work surfaces.	2	3	M	The Organisation Cleaning Contractor are paying increased attention to touch points with the facilities e.g. light switches, door handles, handrails, kitchen areas, toilets, desk etc. The Cleaning Contractor will be working additional hours to ensure these tasks are completed.	1	2	L	
	Hand Washing Materials Not Available	1	3	L	The Organisation are making every effort to ensure that hand soap, and towel dispensers are refilled when required.	1	3	L	
	Contact with Work materials, desks, keyboard etc.	2	2	M	Protective gloves are available in the workplace for employees if required. Employees to complete daily cleaning of desk and equipment	1	2	L	
Risk from Contaminated Work Surfaces in Office Areas	Office Based Employees. Risk of infection to Office Based Employees.	2	2	M	Contractor Cleaners instructed of deep cleaning requirements. Office Personnel requested to clean desks and equipment daily with Cleaning Products Supplied Regular Handwashing Employees not to enter office areas out-with their own work area if not necessary. Staff not to answer phones at other workstations. Staff to undertake regular hand washing and use hand sanitiser stations.	1	2	L	
Contact with Employees in Office Area	Office Based Employees	2	2	M	All Staff Workstations to be at least 2 metre apart. Workstation to be back-to-back or side-to-side. Avoid face to face working at Workstations. Staff should not congregate at Printers. Staff not to answer phones at other workstations. Only one member of Staff permitted on stairs to access Mezzanine Floor. No more than 2 members of Staff permitted in Staff Kitchen Area at one time	1	2	L	

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5.0 Office Based Employees									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Risk to Workers coming into Organisation Premises who cannot work from home due to Facilities or Equipment at Home	Office Based Employees	2	3	M	Only Business Critical Staff permitted to attend Organisation premises. Company to assess facility and equipment requirements for employees working from home. Organisation to provide equipment where it is reasonably practicable. The Organisation will constantly review Government Guidance on Employees returning to work from Home Working. Staggered Return to Work for Employees.	1	3	L	
Company Open Days or Supplier Training/Product Awareness Events	Exposure to Employees/Suppliers Employees.	2	3	M	All Open Days, Supplier Training or Product Awareness Sessions are postponed at the current time. Customer or Suppliers are not permitted to enter First Tech Group Facilities.	1	3	L	
Contact with Controls on Printers etc	Risk to employees from transmission from hard surfaces.	2	3	M	Printers to be cleaned.	1	3	L	
Attending Internal Company Meetings	Risk of Exposure to all Employees. Attending meetings in confined Meeting Rooms	2	2	M	All internal meeting to be completed remotely by use of Phone Calls/Microsoft Teams/Zoom Etc.	1	2	L	
Use of Keypads on Doors	Employees transmission from hard surfaces	2	3	M	Keypads to be disabled where practicable to prevent use by employees. Keypads to be cleaned where there is a requirement for then to be used for security purposes e.g. IT Room, Front Entrance. Hand sanitiser at front door after use of keypad	1	3	L	

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6.0 Workshop Based Employees									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Contact with External Parties, Delivery Drivers, Couriers etc	Employees coming into contact with external/third parties	2	2	M	Employees should ensure the minimum of contact with external parties while in the workplace. It is recommended that a distance of 2 metres should be maintained where practicable. Employees to wear snoods at all times while in contact with external parties. All Delivery Drivers to return to vehicle after they have reported their arrival at facilities.	1	2	L	
Job and Equipment Rotation	Risk of transmission from equipment/work areas.	2	3	M	Prevent the rotation of work areas and multiple users of equipment where practicable. Multi-Use pieces of equipment to be cleaned on regular basis. Employees to wear gloves where equipment handles/control need to be used. Mark Floor Layouts. One Way Systems where possible	1	3	M	
Use of Company Vehicles	Employees. Risk of Infection from Surfaces in Vehicles	2	3	M	Lone Use of Company vehicles only. Restrict Employee use of Company Vehicles Company vehicle to be cleaned on a regular basis	1	3	L	
Multiple use of vehicles and Cleaning of Vehicles	Risk to employees from multiple employees using vehicles. Risk from cleaning vehicles	2	3	M	Limit number of employees who are authorised to drive company vehicles. Regular cleaning of vehicles to be completed Employees to wear gloves if cleaning vehicles	1	3	L	
Work Practices where Social Distancing is not possible	Employees working in close proximity	2	3	H	All task that may involve employees working in close proximity require to be reviewed and assessed. Tasks where social distancing is not possible should not be undertaken where other practicable methods can be used. Employees to wear company issued personal protective equipment (Snoods) where in close proximity to other employees.	1	3	L	

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6.0 Workshop Based Employees									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Drivers/Third Parties requirement to use Welfare Facilities	Risk from Third Parties using Welfare Facilities.	2	3	M	Drivers/Third Parties are permitted to use Workshop Area Facilities if required. Social Distancing to be maintained if directing Drivers/Third Parties to Welfare Facilities. Drivers or Third Parties must follow Hygiene requirements. Drivers or Third Parties must not enter other areas of First Tech Facilities.	1	3	L	
Proximity of employees when using walkways in Workplace	Employees coming into close proximity with each other	2	3	M	One-way system to be implemented where practicable. Employees to maintain social distancing requirements.	1	3	L	
Delivery of Inbound or Outbound Equipment	Risk to employees due to multiple Pick Ups and Drop Offs of Equipment.	2	3	M	Reduce frequency of deliveries and pickups if reasonably practicable. Pick up and Drop off Procedures. Single Employees undertaking Loading if possible. Delivery drivers to stay in vehicles.	1	3	L	

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7.0 Home Working Staff/Furloughed Staff									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Wellbeing of Staff Working from Home	Employees working from Home	1	2	L	Regular updates to be sent by HR on People HR. Regular communication with Department Managers on workload. Regular business updates to be provided by Senior Management Team. Employee Assistance Programme available to support employees.	1	2	L	
Wellbeing of Staff on Furlough Schemes	Employees currently on Furlough Scheme. Isolation from Workplace. Continual Lone Working.	2	3	M	Regular updates to be sent by HR on People HR. Regular communication with Department Managers. Regular business updates to be provided by Senior Management Team. Employee Assistance Programme available to support employees.	1	3	L	
Staff Working at Home who may have contracted COVID 19 or have family member diagnosed	Employees. Risk to Employees who may live alone.	2	3	M	Employees to make HR/Department Manager aware if positive diagnosis of COVID 19 to themselves or a family member. Employees or Employee Family Members must not come into Facilities to report illness. Organisation to keep in regular contact with employees.	1	3	L	

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8.0 Communication and Information for Employees									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Failure to provide regular Information or Instructions	Risk to Employees being unaware of relevant information or instructions.	2	3	M	Regular Information to be sent by Department Managers, HSEQ Department and HR Department.	1	3	L	
Personnel returning to Work from Home Working or Furlough	Employees unfamiliar with procedures and control measure that may have been implemented while working from home or on furlough scheme.	2	3	M	Briefing and update of Company Procedures to be delivered to all employees returning to work. Full plan and structured return to be issued to ensure a smooth transition.	1	3	L	
Communication of Changes to Work Practices	Employees unaware of change to working practices	2	3	M	Any changes to current working practices required to be communicated to all staff within the facility by Tool Box Talk/E-mail or People HR correspondence	1	3	L	
Changes to Risk Assessment	Employees unaware of change to risk assessment and implemented control measures and working practices	2	3	M	Any increased risk and the control measures implemented to be communicated to all Staff. Risk Assessment to be reviewed and updated where required. Government Guidance to be reviewed when issued and Risk Assessment reviewed to ensure compliance with requirements	1	3	L	
Isolation of Operational Furloughed Staff	Employees suffering stress as a result of being Furloughed, Financial Difficulties	2	3	M	Department Managers and Supervisors to keep in contact with Furloughed Staff to keep them up to date with developments within the business.	1	3	L	
Mental Health Issues	Risk to employee's mental health due to current restrictions of movement, isolation outwith work	2	3	M	The Organisation have an Employee Assistance Programme that can be used by Employees if required. Contact information can be sourced from Department Manager/HR/HSEQ Department,	1	3	L	

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9.0 Use of Welfare Facilities at First Tech Group Facilities									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Use of Kitchen Facilities e.g. Fridges, Microwaves, Kettle etc.	Risk of transmission from hard surfaces and electrical equipment.	2	3	M	Daily cleaning of appliances by Contract Cleaners. Employees to wash hands after using appliances in Canteen/Kitchen Areas. Employees to use Hand Sanitiser Stations.	1	3	M	
Employees congregating at Smoking Area	Risk to Employees congregating at Smoking Area being in close proximity.	2	3	M	Shift Patterns, Staggered Start Times, Staggered Break Times implemented to reduce employee number in Facilities. Employees should refrain from taking meal breaks in smoking area to limit exposure time to other employees.	1	3	L	
Use of Changing Facilities	Risk to employees from being in close proximity in Changing Areas	2	3	M	Staff must not congregate in Locker Room Area at the start and end of shifts. Locker Rooms to be cleaned on regular basis by Contract Cleaners where applicable.	1	3	L	

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10.0 Emergency Response, Fire Evacuation and First Aid Provision									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures (What further actions are necessary?)
Risk of Infection to First Aid Personnel administering treatment to employees	Risk of Infection to First Aid Personnel while treating injured parties	2	3	M	Ambulance Service to called in serious incidents. First Aiders to wear disposable gloves and face covering at all times. Goggles or Facemask to be worn where there is a risk of contamination from splashes, droplets of blood or body fluids. In the event of cardiac arrest, it is recommended that you do not perform rescue breath or mouth to mouth but perform chest compressions or use a defibrillator.	1	3	L	
Inadequate First Aid Cover	Organisation unable to provide adequate First Aid Cover to cover requirements	1	3	L	Continual Assessments of First Aid Cover to be completed. Expired First Aid Certificates can be extended if Training Date was after 16 th March 2020.	1	3	M	
Fire Evacuation	Risk of Personnel congregating at Fire Assembly Point being in close contact.	2	3	M	Employees must maintain Social Distancing (2 Metres) at Fire Assembly Points in the event of a Fire Evacuation.	1	3	L	
Employees congregating during Planned Fire Drill	Risk to Employees in close proximity during Fire Drill.	2	3	M	Scheduled Fire Drills to be postponed at current time and rescheduled.	1	3	L	
Risk to Personnel involved in Emergency Response Procedures	Risk to Employees in close proximity during Emergency Response.	2	4	M	Emergency Response Procedure to be conducted remotely with Clients and First Tech Group Emergency Response Teams.	1	4	L	

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10.0 Emergency Response, Fire Evacuation and First Aid Provision									
Identified hazard(s)	Who might be harmed and how?	L	S	R	Current Controls Measures (What are we already doing?)	*L	*S	*RR	Additional Control measures further actions are necessary?
Emergency Response Drills	Employees participating in Emergency Response Drills	2	3	M	Any scheduled Emergency Response Drills to be postponed at the current time	1	3	L	

