

Fujifilm (UK) Ltd: Risk assessment and UK sites response for Coronavirus (COVID-19)

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Approved by	Fujifilm UK & Ireland Senior Managers and Health & Safety representatives
Circulation	All Fujifilm staff and contractors via company website
Sites covered	Units 5, 10a, 11, 12, 15 and 16 in Bedford; FUJIFILM House of Photography, 8-9 Long Acre, London; 7 Spitfire Road; Raynes Park

Introduction

Current international public health activity is aimed at reducing the spread of coronavirus. This virus is a novel agent whereby there is no immunity in the world's population to the infection. The two main methods of preventing the spread of infection are hygiene measures and social distancing.

Government is requiring a risk assessment approach using control measures to reduce hazards as well as good health and safety management.

Fujifilm policy is that staff will not start to return to work in large numbers without an up to date risk assessment and the control measures in place.

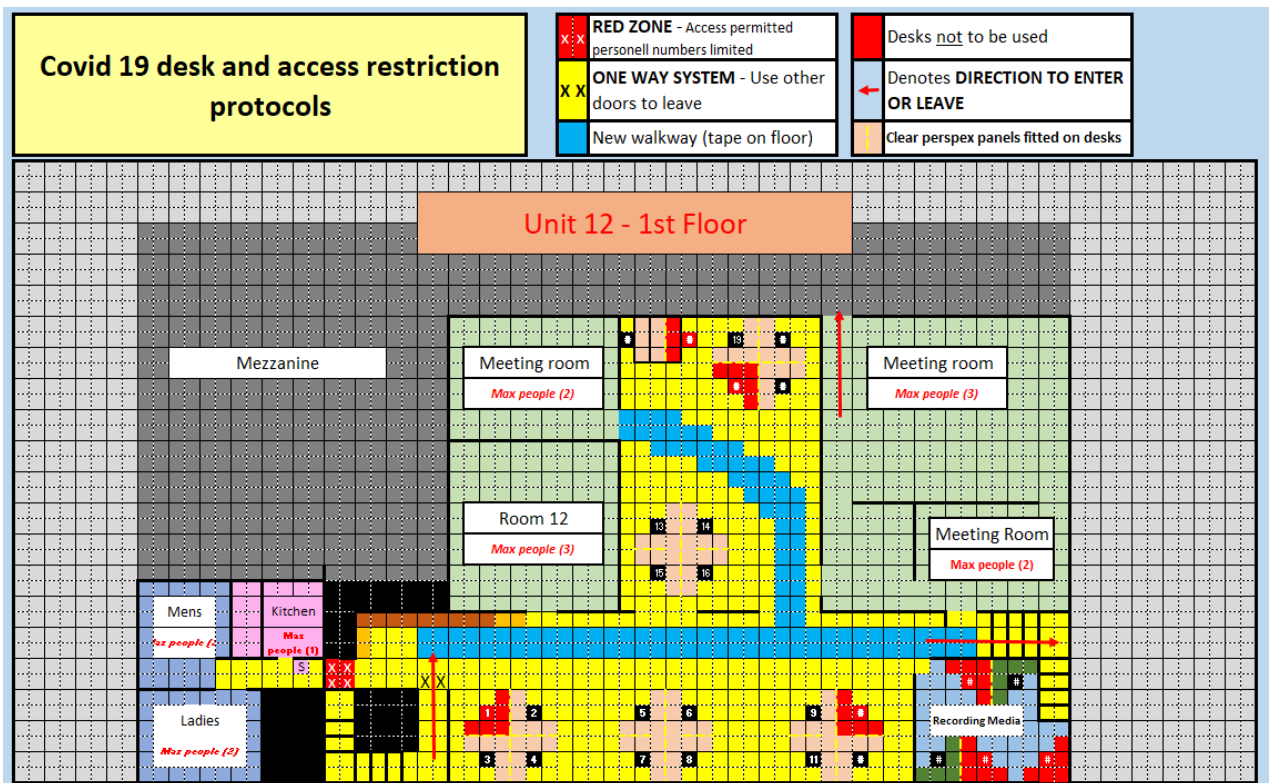
This document covers:

1. Scope
2. Responsibilities
3. Risk assessment process
4. How the virus is spread
5. Risk assessment including hazards identified and counter measures

1. Scope

This risk assessment and site response covers all Fujifilm (UK) Ltd sites: Unit 5, 10a, 11, 12, 15 + 16 in Bedford, House of Photography 8-9 Longacre London, 7 Spitfire Road and Raynes Park and is written to protect staff and to reduce the spread of this virus.

All sites have different layouts and commercial operations including office, warehouse, workshops, repairs and retail. This document is generic and covers best practice, it is not likely to cover every specific scenario of each site. Floor plans have been created for each site and physical control measures to reduce the risk of the hazards are detailed on these drawings. An example of these floor plans is below.



Other site specific method statements and safe systems of work may need to be written.

2. Responsibilities

Responsibilities are in line with Fujifilm's organization and reporting structure as posted on the Health and Safety noticeboards. All persons should consider their sites and own unique circumstance.

Management to encourage an open and collaborative approach within teams. Any issues can be openly discussed, challenged and addressed.

Fujifilm relies on everyone taking responsibility for their actions and behaviors.

3. Risk assessment process

- Hazards identified for contraction of Covid-19 Infection
- Identify who might be harmed.
- Rating the risk as per the matrix (to the right)
- Drawing up counter measures to reduce the risk
- Rating the risk with the counter measures in place (ie RR = Residual risk)

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
Major	Moderate	3	6	9	12	15
	Extreme	4	8	12	16	20
Severity		5	10	15	20	25

4. How the virus is spread

To determine the control measures consideration has been given to how the virus is transmitted.

The World Health Organisation has identified that COVID-19 is not an airborne virus. Respiratory infections can be transmitted through droplets of different sizes. When the droplet particles are above a certain size they are referred to as respiratory droplets, and when below a certain size, they are referred to as droplet nuclei. According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points.

What this means in practice is, the droplets are of a weight that they will fall to the ground at around 1 metre, thus the 2 metre social distancing rule. They can remain on surfaces for some time depending on type of material. Therefore the two main methods of preventing the spread of infection are hygiene and social distancing.

5. Risk assessment including hazards identified and counter measures

Below are the specific hazards, risks and areas identified and reviewed:

- A. Exposure to other people
- B. Egress to site and high risk areas
- C. Hygiene standards
- D. Canteen + kitchens
- E. Working arrangements, falling below the 2 meter distancing requirements
- F. Protection of staff
- G. Servicing of facility equipment
- H. Suspected case whilst working on site
- I. Mental health problems effecting peoples wellbeing both whilst at home or returning to work
- J. Driver hygiene and wellbeing in the workplace
- K. Travel arrangements
- L. Cleaning in the building
- M. Staff who return to work but are still sick
- N. Team contacts
- O. If a worker or visitor has been identified as possibly infected
- P. Communication of Fujifilm's Covid -19 response plan
- Q. Pre Start Check list
- R. Maintaining control measures

Further details of the above are given on the following pages.

Hazards + areas identified	Risk (R)	Control measures	RR	Persons at risk
A. Exposure to other people	4 x 4 = 16	<ol style="list-style-type: none"> 1) To follow Government guidelines and only come to work if required or if the need necessitates 2) Rota's to limit the number of colleagues at work any one time. 3) Implement teleconferencing instead of face to face meetings. This includes when people are together on site 	4 x 1 = 4	Staff, visitors and contractors
B. Egress to site and high risk areas	4 x 4 = 16	<ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Introduce staggered start and finish times to reduce congestion and contact 3) Increase the number of access points to reduce congestion 4) Disable internal door access buttons that require skin contact (i.e. finger) to open 	4 x 1 = 4	Staff, visitors and contractors
C. Hygiene standards	4 x 4 = 16	<ol style="list-style-type: none"> 1. Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Staff to be reminded regularly 2. Avoid touching face/eyes/nose/mouth with unwashed hands and cover cough or sneeze with a tissue then throw in the bin. 3. Site services team to regularly clean the hand washing facilities and check soap and sanitiser levels 4. Additional hand sanitiser stations installed at unit entrances 5. Provide suitable and sufficient rubbish bins and increase the frequency of when they are removed 6. Restrict the number of people using toilet facilities at any one time. 7. Staff encouraged to clean and sanitize their local work areas. Wipes will be provided 	4 x 1 = 4	Staff, visitors and contractors
D. Canteen + kitchens - exposure from large numbers of persons	4 x 4 = 16	<ol style="list-style-type: none"> 1) Staff encouraged to stay on site once they have entered and not use local shops. 2) Staff encouraged to stagger break times to reduce congestion and contact 3) Numbers of people using canteens and restaurants will be reduced. Numbers will be displayed 4) Hand sanitiser units to be installed in all canteens, staff should use them when entering and leaving the area 5) Staff are encouraged to bring pre-prepared meals and refillable drinking bottles from home 6) Staff to sit 2 meters apart whilst eating and avoid all contact 7) In restaurants payments will only be taken by contactless card 	4 x 1 = 4	Staff, visitors and contractors

		8) Disposal plates and cutlery will only be used 9) Seating numbers to be reduced 10) Tables will be cleaned between each use. Canteens will be provided with wipes to facilitate this 11) All areas to be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices		
E. Working arrangement falling below the 2 meter distancing requirements	4 x 4 = 16	1) Limiting the number of active desks/workstations 2) Creation of high risk areas (red zones) i.e. narrow corridor's, kitchen areas, stairs 3) Marking walkway lines in offices 4) Walkways will have signs on the floor to denote 2 metre distance 5) Reduction/removal of hot desks/shared workstations 6) Installation of Perspex screens where required at workstations 7) Demarcation lines around desks 8) Perspex screens to be installed at high risk areas i.e. receptions, payment tills etc 9) Purchases for products to be made via credit cards and not cash 10) Additional sanitiser stations to be placed at internal doors with high traffic. Note! Because of safety and insurance regulations fire doors must be kept closed at all times when not in use 11) Introduction of one way routes (including stairs) 12) Limiting the number of users in meeting rooms 13) Tasks to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures 14) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance 15) Avoid skin to skin and face to face contact 16) Consider alternative or additional mechanical aids to reduce worker interface 17) Any health concern to be raised immediately to line management. 18) Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required 19) Social distancing to be adhered to in smoking area	4 x 1 = 4	Staff, visitors and contractors

<p>F. Protection of staff</p>	<p>4 x 4 = 16</p>	<p>1) Sites to consider face masks for Coronavirus (Covid-19) where the two metre social distancing guidelines are difficult to meet 2) Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided</p>	<p>4 x 2 = 8</p>	<p>Staff, visitors and contractors</p>
<p>G. Servicing of facility equipment</p>	<p>4 x 4 = 16</p>	<p>1) Air conditioning and air handling units to be continued to be serviced and maintained to required standards</p>	<p>4 x 2 = 8</p>	
<p>H. Suspected case whilst working on site</p>	<p>4 x 4 = 16</p>	<p>1) If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance 2) Line managers will maintain regular contact with staff members during this time 3) If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work places), the HR team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken 4) If staff have concerns that other members of staff or anyone else on site has Covid-19 related symptoms and remain on site they must report this to their line manager</p>	<p>4 x 2 = 8</p>	
<p>I. Mental health problems effecting peoples wellbeing both whilst at home or returning to work</p>	<p>4 x 4 = 16</p>	<p>1) Managers will promote mental health & wellbeing awareness to staff and will encourage social group interaction and will offer whatever support they can 2) Regular communication of mental health information and open door policy for those who need additional support. 3) Promotion of wellbeing resources on internal intranet for staff 4) Continuance of external support services – Employee Assistance Programme</p>	<p>4 x 2 = 8</p>	

J. Driver hygiene	4 x 4 = 16	1) Drivers should remain in their vehicles if the load will allow it and must sanitize their hands before unloading goods and materials 2) Procedures in place for Drivers to ensure adequate welfare facilities available during their work	4 x 2 = 8	
K. Travel arrangements	4 x 4 = 16	1) Avoid public transport - only use if there is no choice 2) Use a face covering on public transport in line with current government advice 3) Car sharing would only be recommended if living in same household 4) Travel alone in own transport if this is available to you 5) Use a bicycle if this is feasible or walk if in walking distance	4 x 2 = 8	
L. Cleaning in the building	4 x 4 = 16	1) Enhanced cleaning across all areas of the workplace includes all building touch points including: Taps and washing facilities, toilet flush and seats, door handles and push plates, hand rails, telephone equipment, key boards, photocopiers and other office equipment 2) Rubbish collection and storage points to be emptied regularly throughout and at the end of each day		
M. Staff who return to work but are still sick	4 x 4 = 16	1) Information to employees on symptoms and instruction to remain home no matter how mild the symptoms 2) Confirmed cases of COVID 19 should initiate identifying close contacts, undertaking testing and isolation if test is positive	4 x 2 = 8	
N. Team contacts	4 x 4 = 16	1) Personnel could be paired or buddied to compartmentalise potential infection within the work teams 2) Consider segregating teams 3) In the event that one person becomes symptomatic, placing their team-mate or pair into isolation		

<p>O. if a person has been identified as possibly infected whilst on site</p>	<p>4 x 4 = 16</p>	<p>1) An isolation room to be made available 2) Staff to be identified trained and issued with the correct PPE to deal with any identified possible cases</p>	<p>4 x 2 = 8</p>	
<p>P. Communication of Fujifilm's Covid-19 response plan</p>	<p>4 x 4 = 16</p>	<p>1) Fujifilm's Covid-19 site risk assessment to be communicated to all staff via Google forms/ Tool box talk prior to anyone returning to work. Staff sign off to confirm understanding 2) Brief by Managers when their staff return 3) Signage around the site to include floor level 2 meter distancing, red zones, max numbers in meeting rooms and toilets, desks not to be used and wash your hand signs 4) Regular reminders and updates of procedures 5) New staff and maintenance contractors to include and induction brief on Fujifilm's Covid-19 control measures 6) Publishing of Covid-19 risk assessments on company web site 7) Floor plans to be posted on company health and safety noticeboards and the Tool Box talk 8) Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it</p>	<p>4 x 2 = 8</p>	<p>Staff, visitors and contractors</p>
<p>Q. Pre Start Check list</p>	<p>4 x 4 = 16</p>	<p>1) Check list created as below and signed off by Health and Safety Manager prior to staff returning 2) Deliver a Covid-19 Social Distancing briefing to employees 3) Ensure social distancing guidelines and infection control measures are in place 4) Ensure adequate systems are available to maintain social distancing 5) Check if returning employees have symptoms instruct to remain home if otherwise 6) Confirm whether they have a vulnerable person in the household and discuss whether they need to remain home 7) Ensure enhanced cleaning and maintenance programmes are in place prior to ramp up and address the risk of cross contamination with Covid-19 by cleaning staff 8) Check all equipment and service to ensure in safe working order 9) Ensure social distancing guidance and posters are in all locations and prominently displayed</p>	<p>4 x 2 = 8</p>	

<p>R. Maintaining control measures</p>	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> 1) H+S Reps and Mangers to conduct regular site “walkabouts” with workers to ensure all persons are complying with social distancing and hygiene principles. 2) Weekly checklist completed, signed and copy sent to the Facilities and H+S Manager 3) Monitor distancing and all protocols - deviations reported to line management and Health and Safety Manager 4) Record non-conformances into a Covid-19 incident log 5) Continue to conduct dynamic risk assessments 6) Staff to speak up if there is a safer way of operating or completing the task. Contact local H+S rep and Dave Kirton (Facilities and H+S Manager) 	<p>4 x 2 = 8</p>	
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