

James Heal[™]

Extraordinary Testing Solutions

Risk Assessment Form

Risk Assessment Title: CORONAVIRUS – COVID -19

Brief Description of Action/Event/Area: Arriving, working, both operation side and office based, and leaving the premises at James Heal during the COVID 19 Coronavirus. Control Measures and Procedures will be communicated to all staff via Toolbox Talks.

Risk Assessment: RAF 122

Revision: 0

Date of Original Assessment: 12.05.2020

	Name	Role	Signature	Date of Review		
Lead Assessor	Jason Whomack	Facilities Engineer	<i>Jason Whomack</i>	12/05/2020		
Lead Assessor	Karen Baldwin	Head of HR & HSE	<i>Karen Baldwin</i>	12/05/2020		
Independent Assessor	Kevin Diskin	Operations Manager	<i>Kevin Diskin</i>	11/06/2020		
Independent Assessor	Guy Smithurst	TMC Business Unit Manager	<i>Guy Smithurst</i>	12/06/2020		
Independent Assessor	Neil Pryke	Site Manager (Ops & Innovation Director)	<i>Neil Pryke</i>	15/06/2020		

This Risk Assessment must be used in conjunction with all other Risk Assessments, Safe Systems of Work, Toolbox Talks, Standard Operating Procedures and Processes used throughout James H Heal Ltd.

Hierarchy of measures considered for **High / Medium** Risk? **Yes / No**
 Control Measures Adequate for Out of Hours Working? **Yes / No**

2				
1				
0	12.05.2020	Original assessment	Jason Whomack & Karen Baldwin	
Rev	Date	Details of Change	Assessor	Signature
Revision History				



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Risk Ranking

Likelihood of Occurrence: 1 = Low / Remote (Improbable), 2 = Medium (Occasional), 3 = High (Common, Regular or Frequent)

Severity Score: 1 = Low (No Injury / Minor Injury), 2 = Harmful (Serious Injury or Illness), 3 = Extremely (Harmful / Death)


HPN - Hazard Priority Number

1 & 2 Low

3 & 4 Medium Risk

6 & 9 High Risk


Serial No.s	What is the Hazard?	What is the Risk and to Whom?	Current Measures in Place to Reduce Risk of Harm	Likelihood	Severity	HRN	Is the Risk Adequately Controlled? Yes / No	Yes = Activity to Proceed No = List Additional Actions to be Implemented to Reduce the Risk	Likelihood	Severity	RPN	Is the Risk Adequately Controlled? Yes / No



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1	Spread of Covid-19 Coronavirus	<p>Illness, fever, headaches, confusion, nausea, diarrhoea, respiratory issues, loss of smell and taste including shortness of breath hospitalisation death</p> <p>All Employees Visitors Cleaners Contractors Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with our business, e.g. postman/delivery drivers</p>	<p>Hand Washing Hand washing facilities with soap and hot water in place.</p> <p>Employees to wash hands as per personal hygiene regime.</p> <p>Drying of hands with Air hand dryer or washable towelling hand towels</p> <p>Alcohol gel sanitisers available Around the building</p>	2	3	6	No	<p>VISUAL REMINDERS IN PLACE</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with hot water and soap and the importance of proper drying.</p> <p>Hand sanitiser dispensers around the building</p> <p>Towels replaced with disposable paper towels. Enclosed bins provided.</p> <p>Posters displayed, advising persons to wash regularly</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Staff encouraged to carry out skin checks and report any problems</p> <p>Staff encouraged to use 70% alcohol gel sanitisers – personal sanitiser bottles given to each employee and refills available</p>	1	3	3	Yes



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2	As Above	As above	<p>Cleaning A regime of cleaning all toilets, canteens kitchens and other surfaces is carried out on a daily basis</p> <p>Office Cleaner Tasks Daily Clean all toilets, urinals, sinks and floors</p> <p>Clean all kitchens and canteens, sinks and floors</p> <p>Twice Weekly Vacuum Reception</p> <p>Clean down Reception Desk</p> <p>Weekly Vacuum all corridors</p> <p>Vacuum all Offices</p> <p>Clean all Office tables</p>	2	3	6	No	<p>An increased regime of frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Extra cleaning items/ wipes available in each kitchen/bathroom/break room/meeting room/office for all employees to use as required</p> <p>Unused areas/kitchens/toilets/offices deep cleaned and closed up, whilst reduced numbers of employees on site.</p> <p>If employees who are working from home, visit site and use office spaces – offices cleaned immediately after departure and closed off until staff revisit site.</p> <p>All doors wedged open during working hours minimise touch points</p>	1	3	3	Yes




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3	As Above	As Above	Social Distancing N/A	2	3	6	No	<p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Keep your distance notices to be displayed around the building</p> <p>Steps taken to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Processes redesigned to ensure social distancing in place. i.e meetings, location of gatherings</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring staggered rest/lunch breaks for staff. Social distancing also to be adhered to in canteen area and smoking area.</p> <p>High traffic areas such as warehouse – access restricted</p> <p>Where tasks require two people – masks are required if task is for more than 10 minutes</p>	1	3	3	Yes



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4	As Above	As Above	<p>Wearing of Gloves Gloves to be worn as per specific Risk Assessments and to be changed when damaged</p> <p>Wearing of Face Masks Face masks worn where risk assessment identifies requirement ie Sheet Metal Operations</p>	2	3	6	No	<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff must remove gloves carefully to reduce contamination and to dispose of them safely. Followed by washing of hands</p> <p>Non disposable gloves need to be wiped with anti-bac wipes on a regular basis</p> <p>Staff also reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Wearing of facemasks –is advised on public transport and in confined spaces where social distancing can't be maintained – if a work task requires two people department team leaders. If the task is less than 10 minutes a face mask is not necessary In shared offices numbers will be reduced – people who can work from home will continue to do so</p>	1	3	3	Yes



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5	As Above	As Above	Symptoms of Covid-19 N/A	2	3	6	No	<p>Temperatures will be taken on arrival by team leaders or appointed member of staff</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature or other recognised symptoms (as in point 1) in the workplace they will be sent home and advised to follow the stay at home guidance. HR will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 symptoms and were recently on our premises the management team of James Heal will identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>HR will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	1	3	3	Yes



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6	As Above	As Above	<p><u>Mental Health</u> Mental Health first aiders (1) are available on site.</p> <p>Additional outside support is available via HR</p>	2	3	6	No	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Furloughed employees and those working from home will be contacted on a regular basis by line managers and be kept up to date on the Business activities</p>	1	3	3	Yes



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7	As Above	As Above	<p><u>Driving Company Business</u> Drivers are insured and permitted to drive any company vehicle. Drivers must be on the pre-approved driving list maintained by HR</p>	2	3	6	No	<p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work -</p> <p>Persons will not share vehicles, one person at a time in a vehicle.</p> <p>Van use and pool car use restricted to one named driver per vehicle.</p> <p>External Delivery Drivers</p> <p>Must not be allowed into the premises. There are local facilities in the area for their use.</p>	1	3	3	Yes
8	As Above	As Above	<p>Use of communal spaces /facilities/break rooms/kitchens/meeting rooms/toilets</p> <p>Employees free to use spaces as and when required</p>	2	3	6	No	<p>All areas have been assessed and numbers of occupants restricted as appropriate , occupancy levels displayed in each area</p> <p>Extra cleaning items/wipes are provided for kettles, taps, tables to be wiped between users as necessary</p> <p>Employees to provide own crockery/cutlery and to wash and store after usage</p>	1	3	3	Yes



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	Sharing of tools and workstations	As Above	<p>Workstations Employees do not hot desk in the office environment</p> <p>In operational areas PC's and desk space can be shared Operations : minimal sharing of tools</p>	2	3	6	No	<p>No hot desking in Office areas Desks to be spaced 2 metres apart in shared offices.</p> <p>Sharing of tools to be kept to a minimum, if shared to be sanitised between uses.</p> <p>Rotation of tasks in operational areas to be kept to a minimum as far as practicable. Surfaces and equipment to be wiped by operator between change in users</p> <p>Good in : operatives protected by Perspex screen across the counter</p>	1	3	3	Yes
	Movement of people around the building	As above – all employees	Employees free to visit any area of the building as and when needed	2	3	6	No	<p>Employees visiting different areas outside of their own work space is to be minimised during the Covid 19 outbreak.</p> <p>Access to some areas of business with high traffic areas are to be closed off to through traffic e.g.: DC</p>	1	3	3	Yes



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Additional Comments

Personnel MUST always carry out a dynamic risk assessment prior to carrying out any activity.

Work MUST not proceed if any concerns are identified and must be rectified before work commences.

Please report any unsafe practices to Team Leaders/Managers immediately , ensuring that Near Miss documentation is completed

Unsafe practices or working environments on external sites MUST be reported to the Service & Support Business Unit Manager