



## COVID-19 Risk Assessment

COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

The Risk Assessment for dealing with the current COVID-19 situation in the workplace is generic and will be made available to all staff. JSP will comply with the current guidelines submitted by the Government to ensure compliance as directed by the Government. The Risk Assessment will be subject to change as and when the Government ease any restrictions to these processes. Information contained in this assessment has been obtained through the Government's guidelines, Health and Safety Executive and other professional bodies.

**As a Company, we must reduce the risk of spreading COVID-19.**

Risk Assessment No: JSP 001-2		All Sites: Worsham, Standlake & Carterton		Activity: COVID-19 In the Workplace		Location: Production, Warehouse & Office Areas		Date: 13/05/2020 Updated 03/08/2020	
Persons Exposed	Employees	Other Workers	Contractors & Visitors	Young Persons	Total Persons at Risk: 50 – 100 per site	Persons Conducting Assessment Health & Safety Manager			
All	All	0		0					

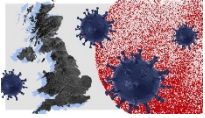
  

Likelihood					<b>Likelihood</b>  Rating 1 = Very Unlikely Rating 2 = Unlikely Rating 3 = Possible Rating 4 = Likely Rating 5 = Very Likely	<b>Severity</b>  Rating 1 = Negligible Rating 2 = Minor Rating 3 = Moderate Rating 4 = Major Rating 5 = Extreme	
Severity	1	2	3	4			5
	2	4	6	8			10
	3	6	9	12			15
	4	8	12	16			20
	5	10	15	20			25
Risk = Severity x Likelihood							

Acceptable

Further Review

Unacceptable Risk



## COVID-19 Risk Assessment - General

Hazard	1 Likelihood	2 Severity	3 Risk	Control Measures
The spread of COVID-19 throughout Company sites	3	3	9	<p>Control measures throughout the Company will comply with social distancing guidelines of 2 metres; if it is not practical to maintain social distancing, the persons must stay at least 1 metre plus apart. Extra precautionary measures will be taken; PPE must be worn and will be provided. Where possible partitions between work stations will be installed.</p> <p>Employees will be allowed to work from home if they can. They will keep in touch by rotating in and out of the business as agreed with their Line Managers.</p> <p>Employees are to be reminded regularly to wash their hands for twenty seconds with water and soap, the importance of proper drying and to catch coughs and sneezes in tissues. Employees are to follow 'Catch it, Bin it, Kill it'. Employees are to avoid touching their face. Hand sanitiser, disinfectant wipes, disinfectant sprays and cleaning products will be made available in the workplace.</p> <p>Line Managers will carry out touchless temperature scans daily.</p> <p>If an Employee becomes unwell with a new, continuous cough, and/or high temperature, and/or experiences a loss of taste or smell at any point, they must inform their Line Manager or HR immediately. They will be sent home and advised to take a COVID-19 test and self-isolate until the results are received. The Employee will be required to fill out a COVID-19 Return to Work form before returning to work.</p> <p>Line Managers or HR will determine if any other Employees may have been in close contact with that Employee and are to take the necessary action.</p> <p>Line Managers or HR will offer support to Employees who are affected by COVID-19.</p>



Hazard	1 Likelihood	2 Severity	3 Risk	Control Measures
<p>Increased risk of spreading COVID-19 via Communal Areas including Meeting Rooms, Offices, Production Floors, Warehouses, Canteens/Kitchens and Toilets</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Hand sanitising stations are available throughout the Company. Hand sanitiser, disinfectant wipes, disinfectant sprays, soap and other cleaning products are made available to all Employees, contractors and visitors.</p> <p>Employees who are couples must follow social distancing guidelines at work.</p> <p>Gatherings on all sites should be avoided where possible.</p> <p>Only one person is allowed per table in the canteens/kitchens. Employees are to follow site rules with regards to the number of people allowed in the canteen/kitchen at any one time. All surfaces must be wiped down after use, and the disinfectant wipes must be disposed of in a bin.</p> <p>Rest breaks are to be staggered to reduce the number of people in the canteen/kitchen areas.</p> <p>Individuals using vending machines and microwaves are to observe the social distancing guidelines. When an individual has finished and moved away, the next person will be allowed to use the facilities.</p> <p>Employees, contractors and visitors who use the toilets must observe social distancing rules. They are to follow site rules with regards to the number of people allowed in the toilets at any one time. Employees and visitors are encouraged to wash and sanitise their hands before and after the use of the toilets.</p>



Hazard	1 Likelihood	2 Severity	3 Risk	Control Measures
Inadequate cleaning procedures	2	2	4	<p>The cleaning contractors should use appropriate cleaning products and methods to frequently clean and disinfect.</p> <p>Particular areas of focus:</p> <ul style="list-style-type: none"> <li>• Taps and washing facilities</li> <li>• Toilet flush and seats</li> <li>• Door handles and push plates</li> <li>• Light switches</li> <li>• Handrails on staircases and corridors</li> <li>• Machinery and equipment controls</li> <li>• Food preparation and eating surfaces</li> <li>• Telephone equipment</li> <li>• Keyboards, photocopiers, and other office equipment</li> </ul> <p>The Health and Safety Manager and Health and Safety Representatives are to ensure the necessary procedures are being carried out.</p> <p>Employees should make every effort to ensure that they disinfect and wipe down the following areas to improve hygiene in the workplace:</p> <ul style="list-style-type: none"> <li>• Toilet flush and seats</li> <li>• Door handles and push plates</li> <li>• Machinery and equipment controls</li> <li>• Food preparation and eating surfaces</li> <li>• Telephone equipment</li> <li>• Keyboards, photocopiers, and other office equipment</li> </ul> <p>Internal rubbish bins must be emptied regularly and at the end of the day.</p>



Hazard	1 Likelihood	2 Severity	3 Risk	Control Measures
Lack of handwashing	3	3	9	<p>Government guidelines recommend all Employees are to regularly hand wash with soap or sanitise with hand gel when leaving and returning to their work area.</p> <p>Guidance on the best way to wash hands is here: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Employees are to dry their hands with disposable paper towels or electric air dryers.</p>
Lack of social distancing	3	3	9	<p>Employees are to follow the Government guidelines on social distancing in the workplace, which is 2 metres, and if not possible, 1 metre plus.</p> <p>The Health and Safety Manager and Health and Safety Representatives are to ensure the social distancing measures are followed.</p> <p>Disciplinary action will be taken if Employees do not adhere to the guidelines.</p>
Failure to wear suitable PPE	3	2	6	<p>Employees are to wear PPE as directed.</p> <p>Employees should know how to wear PPE, remove it correctly and it's disposal if required.</p> <p>If the Employee does not know how to wear PPE, remove it correctly, or it's disposal, they should seek advice from their Line Manager.</p>
Increased risk of transmission of COVID-19 travelling to work or between sites	2	3	6	<p>Employees who use public transport or car share to and from work must wear face coverings.</p> <p>Employees must avoid moving between sites. However, if visiting other sites, Employees should not car share unless this is unavoidable. A face covering must be used in this instance.</p>



Hazard	1 Likelihood	2 Severity	3 Risk	Control Measures
Increased risk of transmission of COVID-19 when travelling abroad	2	3	6	<p>It is the responsibility of the Employee to investigate the current Government advice or restrictions relating to any countries they intend to go too. The Employee must adhere to any quarantine rules imposed before, during or after their trip.</p> <p>Employees must email their Line Manager and HR before travelling abroad on business or holiday. The Employee must ensure their Line Manager and HR are aware of the date they are to return to work. Any period of quarantine will need to be covered by annual leave or unpaid leave. The possibility of working from home will be assessed on a case by case basis, by a separate discussion with their Line Manager, and only with Director approval.</p> <p>The Employee must email HR a completed Travel Details form before returning to work.</p>
Increased risk of transmission of COVID-19 when visiting customers	2	3	6	<p>To mitigate the need to travel to customers, the Company has provided sales Employees with the necessary tools to carry out their role safely from home or in the office.</p> <p>On rare occasions and when it is safe to do so, the Company will allow sales Employees to visit customers.</p> <p>Employees visiting customers are to request a copy of their COVID-19 Policy and Risk Assessment.</p> <p>When the Employee attends site, and the customer is not adhering to the Government guidelines, the Employee will have the right to cancel the meeting and return home or to the office, if it's safe to do so.</p>
Increased risk of transmission of COVID-19 during first aid treatment	2	3	6	<p>First Aiders must wear required PPE when dealing with casualties.</p> <p>PPE will be provided for all first aiders.</p>



Hazard	1 Likelihood	2 Severity	3 Risk	Control Measures
Increased risk of transmission of COVID-19 during Face Fit training	2	3	6	<p>On rare occasions and when it is safe to do so, the Company will allow Employees who are qualified to carry out Face Fit training to visit customers.</p> <p>Employees visiting customers are to request a copy of their COVID-19 Policy and Risk Assessment.</p> <p>When the Employee attends site, and the customer is not adhering to the Government guidelines, the Employee will have the right to cancel the meeting and return home or to the office, if it's safe to do so.</p>
Mental Health effect	3	4	12	<p>The Company must promote mental health and wellbeing awareness.</p> <p>Regular communication of mental health information and an open-door policy for those who require support must be adopted.</p>
Increased risk of transmission of COVID-19 when smoking on-site	3	3	9	<p>Employees must follow site rules and ensure social distancing is maintained.</p> <p>Employees must ensure that cigarettes are disposed of correctly by using the bins/buckets provided.</p> <p>Employees that do not smoke are to avoid smoking areas that are situated around site.</p>
Increased risk of transmission of COVID-19 when supplying food and drink on-site	2	3	6	<p>Tea, coffee and water facilities are provided to Employees, contractors and visitors. They must sanitise their hands before and after using the facilities.</p> <p>No food will be provided to contractors and visitors when on-site.</p> <p>No sharing of food or drink by Employees will be allowed unless in sealed packaging.</p>



Hazard	1 Likelihood	2 Severity	3 Risk	Control Measures
Increased risk of transmission of COVID-19 when contractors and visitors are on-site	3	3	9	<p>Contractors must make available their COVID-19 Policy and Risk Assessment before attending any Company site and wear the appropriate PPE as required.</p> <p>Visitors will be allowed on-site by prior arrangement only; a Visitor Declaration form will be emailed and must be completed before arrival. An Employee must accompany the visitor(s) and advise them of the restrictions in place.</p> <p>Contractors and visitors must follow the Company and Government guidelines at all times.</p> <p>The Company reserves the right to carry out touchless temperature scans when contractors and visitors are on-site.</p> <p>The Company will comply with GDPR and no personal detail will be recorded.</p>





### COVID-19 Risk Assessment by Site

Site	1 Likelihood	2 Severity	3 Risk	Control Measures
Worsham	3	3	9	<p><b>Office Areas:</b> The Main Office, Hub, Marketing, IT and R&amp;D will maintain its bubble. Desks are fitted with partitions where necessary. Due to the constraint of space in the Main Office, the BD Department, Customers Services and Export Department will rotate on a three-weekly basis in the Hub.</p> <p>Employees leaving work on a Friday, to work from home the following week, are to disinfect their workstations and equipment and Employees returning to work on a Monday, from previously working from home, are to disinfect their workstation and equipment before use.</p> <p><b>Production and Warehouse Areas:</b> Additional sanitising stations are set up in the Helmet Cell, Mould Shop A, Mould Shop B, Main Warehouse and Back Warehouse.</p> <p>The Engineering Office is restricted to five people and desks partitions are fitted. Two sanitising stations are set up in this area. Engineers working together must wear the correct PPE.</p> <p><b>Communal Areas:</b> Employees working in the Main Office will use the Main Office kitchen area, Marketing and R&amp;D will use the new café area, and the Hub will use the Hub kitchen area.</p> <p>In the Production and Warehouse canteen, only five persons are allowed at any one time.</p> <p><b>Toilet Facilities:</b> Employees working in the Main Office will use the toilets adjacent to the Hub, Marketing and R&amp;D will use the toilets via the corridor. The Hub will use the toilets adjacent to the Hub. Only two people are to use the toilets at any one time.</p> <p>Production and Warehouse toilets are limited to one person at any one time.</p>



Site	1 Likelihood	2 Severity	3 Risk	Control Measures
Standlake	3	3	9	<p><b>Production and Warehouse Areas:</b> Additional sanitising stations are set up in Production and Warehouse.</p> <p><b>Communal Areas:</b> Only six persons are allowed at any one time in the canteen and only two persons per table. The two persons must sit at opposite ends when using the facilities.</p> <p><b>Toilet Facilities:</b> Employees in the Main Office and Production will use the toilets adjacent to Building 18. Maintenance, Warehouse, Buildings 7 to 12 and the Workshop behind Building 8 will use the toilets adjacent to Building 7.</p> <p>All toilets are limited to one person at any one time.</p>
Carterton	3	3	9	<p><b>Production and Warehouse Areas:</b> Additional sanitising stations are set up in Production and Warehouse.</p> <p>The Engineering areas are restricted to three people at any one time. Desks partitions are fitted.</p> <p><b>Communal Areas:</b> Building B canteen: Only three persons are allowed at any one time. Building C canteen: Only two persons are allowed at any one time.</p> <p><b>Toilet Facilities:</b> All toilets are limited to one person at any one time.</p>