



**James Jones
& SONS LIMITED**

RISK ASSESSMENT JAMES JONES & SONS LTD COVID-19RA#2 29/04/20 James Miller

Hazards	Who might be harmed, and how?	Controls in place	RISK			Further Information/Action Required
			H	M	L	
<p>COVID-19 is a highly transferable respiratory virus which may cause dry cough, fever and laboured breathing. However, there are other less severe symptoms and personnel must be aware of this.</p>	<p>All personnel are at risk of contracting COVID-19. This virus has the potential to cause severe respiratory illness or death</p> <p>Production staff, Office staff, Hauliers, Contractors, Visitors, Managers, FLT operators & Heavy plant operators are at risk.</p>	<p>Follow the site rules, bulletins and instructions as laid down by James Jones and Sons Ltd.</p> <p>James Jones & Sons Ltd are monitoring daily www.gov.uk/coronavirus advice and implementing this advice as required into the workplace.</p> <p>www.gov.uk/coronavirus & NHS Scotland posters have been put up in all departments.</p>	✓			<p>Refer to www.gov.uk/coronavirus website for up to date symptoms and advice</p>
		<p>Personnel are to avoid coming to work if they or a member of their household has symptoms of COVID-19 (follow the stay at home guidance).</p>		✓		
		<p>Each site has been issued with non-contact thermometers for use on persons who are showing symptoms of COVID-19. Any person with a high temperature (above 37.8 C or higher) is removed from site and must self-isolate as required.</p>		✓		
		<p>All meetings are to be done remotely where possible.</p> <p>Any training will be reduced to smaller groups to accommodate the social distancing (2-metre rule).</p>		✓		
		<p>PPE will be supplied as required.</p> <p>Face covering is all that is recommended when unable to adhere to social distancing i.e. surgical masks. FFP3/2 masks may be used for face covering however this is not a requirement and surgical masks would be preferred. Personal items may be used i.e. snood, scarf or other face covering to create a barrier.</p> <p>FFP3/2 masks will continue to be used as protection against wood dust.</p>		✓		



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		Disposable gloves will be worn by cleaning staff when cleaning down surfaces, door handles, controls.			
Personnel being unaware of the risks.	All personnel working on the sites not following the procedures for COVID-19 which have been put in place.	<p>Site Inductions are carried out for all personnel required on sites.</p> <p>At this time the implemented COVID-19 measures are passed on to any individuals (Hauliers, visitors) who are new to sites along with any individuals being brought back off furlough. Department briefings have been carried out to let James Jones & Sons Ltd staff know of any updates.</p> <p>A toolbox talk will be delivered to personnel returning to work after furlough to ensure they are fully aware of the controls which have been put in place. (Site specific rules will also be given to compliment the toolbox talk).</p> <p>COVID-19 Guidelines will be sent out to personnel returning to work.</p> <p>Operational guidelines by the Company and NHS on COVID-19 have been posted on the relevant site noticeboards.</p>		✓	
		<p>The Board of Directors are having regular conference calls to review COVID-19.</p> <p>Company Statements from the board on COVID-19 have been issued and posted on the relevant site noticeboards.</p>		✓	
		<p>Hand wash stations with soap and hot water are provided for all personnel to use as required. Using soap and hot water for 20+ seconds is the preferred option for cleaning your hands.</p> <p>Sanitiser Gel is provided for ready use in all areas for personnel to use.</p> <p>All welfare areas are cleaned daily by contracted cleaners or site staff, additional attention is being given to all door handles and surfaces.</p> <p>Personnel using the canteens must wash their hands and clean cutlery and crockery in hot soapy water after use.</p>		✓	



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		<p>Surfaces and operator controls are to be cleaned by the operator or cleaning staff after use or when personnel are changing machines. The preferred method for cleaning these surfaces is with hot water & soap followed by disinfectant which are APE Registered, antivirus EN14476 wipes, EN14476 antivirus sprays, antibacterial wipes or as a last resort soap and hot water.</p> <p>A COSHH Risk Assessment will be required if the above products being used carry a hazardous warning, i.e. irritant to eyes, skin etc.</p> <p>Cleaning staff will wear gloves at all times and a (face mask when the 2-metre social distancing rule is not possible).</p> <p>Cleaning will predominantly take place away from other personnel, should other persons be present then a face mask should be worn.</p>			<p>The Company will do it's utmost to use the preferred cleaning products for COVID-19 however should they not be available due to supply we will use the next best option available to us as detailed here</p>
	<p>Production Operators are at risk if working in close proximity to each other. Everyone has the possibility of contracting COVID-19 and contracting a respiratory illness</p>	<p>The 2-metre social distancing rule has been implemented on the sites where possible.</p> <p>Staff can turn their face away and cover their mouth if they find themselves in a situation where they unexpectedly come close to others.</p> <p>Direct contact with each other is avoided at all times.</p> <p>Staff are told to avoid coughing into the path of others. Cover your nose and mouth with a tissue and dispose of the tissue after use.</p> <p>Personnel are encouraged to wash their hands for 20+ seconds on a regular basis with soap and hot water and not to touch their eyes, nose or mouth with their hands.</p> <p>Where possible lunch & tea breaks are being staggered to limit the numbers in the canteens at any one time. Where possible tables have been separated to allow for the 2-metre rule to be adhered to. Canteen, clocking areas and smoking areas have been marked to prevent personnel being close to each other, this will be monitored by site management.</p> <p>Additional areas will be used for breaks when required i.e. portacabin.</p> <p>Refuge areas will be allocated for personnel to use in tight walkways.</p>	<p>✓</p>		



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		<p>Signage on social distancing 2-metre rule is posted in high risk areas around the sites, canteens, smoking areas and clocking areas.</p> <p>Staggered shift patterns are used where possible to reduce numbers in high risk areas.</p> <p>Personnel working in vehicles are encouraged to take their breaks in the vehicle. The company are trying to keep one vehicle to one person where possible. Where this is not possible the vehicle is cleaned down after every shift using the cleaning methods as stated above.</p> <p>The operating positions are designed so that personnel are not working close to each other during normal day to day workings.</p> <p>Sites at present are not operating at full capacity so therefore there is a reduced number of personnel on the sites than usual.</p>				
		<p>Additional minibuses have been put on to limit the numbers in the buses coming to and from work at any one time.</p> <p>Personnel travelling in the busses must adhere to social distancing and not travel sat together.</p> <p>Face coverings will be provided for persons travelling in the minibuses where the 2-metre rule is not possible.</p> <p>The driver will monitor personnel for signs of COVID-19 and will report any person showing these symptoms, new persistent cough, a high temperature or shortness of breath. The person will then be tested using the non-contact thermometer.</p> <p>The driver can refuse entry to anyone showing the symptoms above.</p> <p>The driver is responsible for cleaning down the bus using the methods above. Attention should be made to the steering wheel, door handles and grab handles before and after every journey.</p> <p>Personnel are encouraged to bring their own vehicles but advised not to car share as this may compromise social distancing rules.</p>				



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		<p>Many office workers and other staff who are able to work from home have been set up by the IT Department to allow this to happen and reduce unnecessary numbers of personnel on the sites.</p> <p>Anybody who is able to work from home is doing so.</p> <p>Persons working from home have daily contact with Management.</p> <p>Unless a designated key worker you must stay at home at present.</p> <p>Authorisation letters have been issued to designated key workers to allow them to travel to and from work.</p>		✓	
		<p>Unfortunately, due to the circumstances of non-essential works we have made the decision to close some of our site operations.</p> <p>Other sites continue to operate with reduced numbers and concentrating only on essential works.</p> <p>Staff not required for the essential works have been furloughed.</p>			✓
Haulier /drivers entering sites	Haulier drivers are at risk of contracting COVID-19 from touching unclean surfaces or close contact with other personnel as in reception staff or loader operators	<p>When coming onto site, all site rules are to be followed, as laid down in the site induction.</p> <p>Drivers/hauliers should not enter the site if they have symptoms of COVID- 19.</p> <p>Any Driver Haulier that is showing symptoms of COVID-19 will be asked to leave the site.</p> <p>Welfare facilities will be available to Hauliers/drivers.</p> <p>If using welfare facilities, you must clean all surfaces that you have had</p>		✓	



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		<p>contact with.</p> <p>Drivers are to book onto site with the weighbridge operator behind the glass window.</p> <p>When entering the Yard the Haulier/driver must stay in his Cab at all times.</p> <p>If the Haulier/driver has to speak to the loader operator he must do it from his cab.</p>			
Reception/Weighbridge & Office personnel	<p>Reception/Weighbridge & Office personnel are at risk of contracting COVID-19 from touching unclean surfaces or close contact with other personnel as in Haulers drivers or loader operators</p>	<p>Majority of office staff are working from home with only a few essential staff left to work on sites.</p> <p>Reception/Weighbridge & office personnel, must clean all surfaces and door handles at regular intervals throughout the day using cleaning methods above.</p> <p>When dealing with Hauliers/drivers or loaders you must observe the 2-metre social distancing rules.</p>		✓	
Loaders operators	<p>Loader operators are at risk of contracting COVID-19 from touching unclean surfaces or close contact with other personnel as in Haulers drivers or reception staff</p>	<p>The loader operator must clean all hand holds and operating controls within his machine at the start of and throughout their shift. Refer to the cleaning methods above.</p> <p>The loader operator must not approach or touch the hauliers cab or any other part of the vehicle.</p> <p>If the loader operator has to speak to the haulier/driver then he must do so from the cab of his vehicle and must keep a 2-metre distance.</p> <p>When loading is complete then the loader operator must move to a safe area.</p> <p>Do not assist with securing loads.</p>		✓	
Engineering tasks to be undertaken	<p>Engineers working close together have the possibility of contracting</p>	<p>Follow Government guidelines where possible on social distancing and</p>		✓	



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	<p>COVID-19 and contracting a respiratory illness.</p>	<p>respiratory hygiene -</p> <p>Unless a designated key worker you must stay at home, due to sites being scaled back some engineers have been furloughed.</p> <p>Avoid contact with persons who may be displaying the symptoms of COVID-19, a continuous dry cough or fever.</p> <p>Where possible stay at least 2-metres apart from other people who may be in the area or working with each other.</p> <p>Engineers will have break times at different times from the production staff limiting the number of persons in the canteens.</p> <p>All unnecessary visits from sales reps, contractors have been stopped.</p> <p>Only essential works by engineering contractors is permitted. Engineering contractors will abide by the same rules as set out in this Risk Assessment.</p> <p>Engineering department has been issued with a non-contact thermometer for use on persons who are showing symptoms of COVID-19.</p> <p>Anyone showing signs of COVID-19 will be sent home immediately.</p> <p>If under certain circumstances whilst carrying out engineering tasks it is not possible to keep 2-metres apart a Face covering/mask with safety eye wear and disposable gloves must be worn.</p> <p>Disposable gloves are to be worn daily to protect the engineers from touching various different surfaces.</p> <p>Minimise engineering tasks to essential works only.</p> <p>Avoid large groups or gatherings, production personnel are to be removed from the area when carrying out repairs.</p> <p>Limit the number of persons in the engineering offices/Workshops at any one time, maintain 2-metre gap.</p>			
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		<p>Only one person to be present when travelling around in an engineering vehicle. Other persons should walk to the destination.</p> <p>When using a works vehicle it should be wiped down before and after use using a paper towel with soap and water or antibacterial wipes when available.</p> <p>Use hand sanitiser or clean hands on a regular basis, before and after jobs.</p> <p>Avoid touching your eyes, nose, and mouth with unwashed hands.</p> <p>Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.</p>				
Smoking	Personnel congregating in the smoking areas	<p>The smoking areas have been extended to allow for social distancing.</p> <p>Numbers of personnel in these areas is controlled to allow for social distancing.</p> <p>The extended areas are marked out.</p> <p>No non-smokers allowed in the smoking areas.</p>		✓		
Fire	Coming into close contact with each other during an evacuation	<p>In the event of a fire the normal evacuation procedures are followed including making your way to the nearest exit.</p> <p>If personnel are to come into close contact during the evacuation, the face is to be covered and turned away from others until the 2-metre rule is able to resume.</p> <p>Once at the Assembly Point the 2-metre rule must be adhered to.</p>		✓		
First Aid	Personnel in close contact	<p>In the event of an incident which requires first aid treatment, both the first aider and the injured party should attempt to observe the 2-metre rule.</p>		✓		



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		Where this is not possible, both parties should wear a face mask. Disposable gloves are worn by the first aider during treatment.				
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