

SITE SPECIFIC COVID-19 RISK ASSESSMENT

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 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 and/or death. People with underlying health issues can be more at risk if infected.</p> <p>Production staff, Office staff, Hauliers, Contractors, Visitors, Managers, FLT 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/workingsafely employers and employee guidance for working safely in factories, plant and warehouses set out by the government 11th May 2020 (devolved administrations) this guidance will be considered along with local public health & safety requirements in Scotland & Wales sites)</p> <p>www.gov.uk/coronavirus & NHS Scotland/NHS England/NHS Wales 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>Refer to www.gov.uk/workingsafely for updates and latest guidance on working safely.</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>Refer to HR daily information on isolating and returning employees</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 is removed from site and must self-isolate as required.</p>				✓		<p>Records of employees/visitors being checked to be made available</p>
		<p>Personnel being unaware of the risks.</p>	<p>All personnel working on the sites not following the procedures for COVID-19 which have been put in place.</p>	<p>COVID-19 measures and toolbox talks are passed on to General & Site managers to cascade to their respective teams.</p> <p>Department briefings have been carried out to let James Jones & Sons Ltd staff know of any updates and changes to the working environment.</p>			✓	<p>Refer to group guidance on COVID-19</p> <p>http://jppplsharepoint/JJPPLHS/Doc%20By%20Location/15%20Monitoring%20Standards/Group/COVID-19%20Guidance</p>

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		Company Statements on COVID-19 have been posted on the relevant site noticeboards.			
		Site managers review compliance on daily basis and guidance cascaded to minimise spread of COVID-19. Authorisation letters have been issued to designated key workers to allow them to travel to and from work.		✓	
		Hand wash stations with soaps and hot water are provided for all personnel to use as required. Sanitiser Gel is provided for ready use in all areas for personnel to use. All welfare areas are cleaned daily by either contracted cleaners or site hygienist and recorded through site supervision, additional attention is being given to all door handles, microwave buttons, kettle handles, vending machines and surfaces.		✓	Records of hygiene cleaning activities and COVID-19 statement from external cleaning companies to be made available
Production Operators working in close proximity to each other	Production staff, Office staff, Managers, FLT operators are at risk.	The 2-metre social distancing rule has been implemented on the site where possible with hatched areas and signage depicting procedures. Direct contact with each other is avoided at all times. Staff are informed not to cough or sneeze into the path of others. Cover your nose and mouth with a tissue and dispose of the tissue after use. Personnel encouraged to wash their hands for 20+ seconds on a regular basis and not to touch their eyes, nose or mouth with their hands. Lunch & Tea breaks are being staggered to limit numbers in the canteens at any one time. Tables have been separated to allow for the 2-metre rule to be adhered to.		✓	Site specific information and reference to records of monitoring to be made available. Refer to http://jjpplsharepoint/JJPPLHS/Doc%20By%20Location/15%20Monitoring%20Standards/Group/COVID-19%20Guidance

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		<p>Welfare facilities and Locker rooms marked and signage applied to prevent persons straying within the 2metre hatched areas.</p> <p>Personnel working in vehicles are having their breaks in the vehicle where possible. (Site management is encouraged to keep one vehicle to one person where possible). Where this is not possible the vehicle is cleaned down after every shift and records kept</p> <p>The operator positions may be designed so that personnel are not working close to each other. Where this is not possible the additional actions have been taken by site management.</p> <p>Sites that are operating job rotation are encouraged to minimise where possible and pay attention to keeping small fixed teams/partners to prevent excessive interaction.</p>				
<p>Staff clocking in and out</p>	<p>Production staff, Office staff, Managers, FLT operators are at risk.</p>	<p>Stagger shift times to reduce the amount of staff within an area at one time.</p> <p>Provide additional parking facilities if possible</p> <p>Reduce groups of staff being together by implementing additional entry and exit points if possible</p> <p>Hatch out areas and display signage depicting 2metre distancing at clocking in/out areas.</p> <p>Employees to wash/sanitise hands thoroughly before and after using clock device</p> <p>Where alternatives cannot be sought for electronic clocking in/out provide a strict clean down procedure after each employee uses it using antibacterial wipes or disinfectant</p> <p>Provide waste bins to dispose of used wipes and empty regularly</p>		<p>✓</p>		

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<p>Haulier /drivers entering sites</p>	<p>Haulier drivers are at risk of contracting COVID-19 from touching unclean surfaces or close contact with other personnel as in reception staff</p> <p>Reception personnel are at risk of contracting COVID-19 from touching unclean surfaces or close contact with other personnel as in Haulers drivers</p>	<p>Site rules are to be followed by hauliers/visitors at all times,</p> <p>Any Driver Haulier that is showing symptoms of COVID-19 will be asked to leave the site.</p> <p>Welfare facilities are made available to Hauliers/drivers with cleaning materials available, it is required for hauliers to clean all surfaces they have had contact with.</p> <p>When entering the Yard, the Haulier/driver must stay in his Cab at all times, unless instructed by forklift driver to move curtains/straps or access reception for paperwork (see below)</p> <p>If the Haulier/driver has to speak to the Forklift driver operator he must do it from his cab.</p> <p>Majority of office staff are working from home with only a few essential staff left to work on sites.</p> <p>Reception personnel, must clean all keyboard surfaces, screens, phones and printers at regular intervals throughout the day.</p> <p>Drivers are informed to pass paperwork to the operator behind the glass/Perspex window.</p> <p>When dealing with Hauliers drivers reception staff must observe the 2metre social distancing rules and not to open window or lean over Perspex to talk to haulier driver</p> <p>Reception personnel supplied with disposable gloves for handling paperwork and washes hands/uses hand sanitiser regularly during the working day.</p>		<p>✓</p>	
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<p>Office personnel</p>	<p>Office personnel are at risk of contracting COVID-19 from touching unclean surfaces or close contact with other staff members & visitors</p>	<p>Office personnel returning from home working are briefed on site changes and complete a recorded COVID-19 tool box talk training session</p> <p>Office personnel on site, are advised to review office layout to achieve 2metre distancing e.g.</p> <ul style="list-style-type: none"> • Move seating and tables to maintain 2metre space and face to face interaction • Use floor tape to mark out 2metre distance • Fit Perspex screening between workstations (where it is not possible to move the station) • If possible, reduce the number of staff required inside the office space <p>Office employees will be encouraged to remain inside office they have entered/work from.</p> <p>No visitors will be allowed on site until guidance dictates otherwise, use telephone, skype or alternative method to deal with visitor.</p> <p>Hand sanitiser, antibacterial wipes and disposable gloves are available for office staff to use</p> <p>Office staff are encouraged to keep a clear desk at all times</p> <p>Office staff must routinely clean/disinfect objects frequently touched e.g.</p> <ul style="list-style-type: none"> • Computers/Laptops • Screens • Phones • Printers • Stationery objects must not be shared, if you have any 		<p>✓</p>	<p>Site action required to plan and meet the current guidelines on workspace distancing by assessing office workplace layout, number of staff to work in area and separation of work spaces</p>

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		<p>doubt wipe down the object.</p> <p>Office staff must maintain hygiene standards, particularly in welfare areas e.g.</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilet and flush areas • Door handles and push pads <p>Canteen conditions must be maintained at all times e.g.</p> <ul style="list-style-type: none"> • Kettles/toasters/microwaves etc. Must be wiped down before and after each use, where this is not possible items must be removed from use. • Encourage employees to bring pre-prepared meals and refillable water bottles from home. • Shared cutlery, eating utensils must not be used (unless site can support single use i.e. put into a dishwasher and cleaned) • Tables/surfaces should be cleaned before and after each use • All rubbish/waste must be cleaned away by the person using it. 			
<p>Forklift operators sharing vehicles and working with external haulage drivers</p>	<p>Forklift operators are at risk</p>	<p>Forklift operator is required to clean all hand holds and operating controls within the Flt at the start, throughout and at the end the shift. Paper towel with soap and water or antibacterial wipes will be used for the cleaning</p> <p>The Forklift operator must not approach or touch the hauliers cab or any other part of the vehicle.</p> <p>If the Forklift operator has to speak to the haulier/driver then he must do so from the cab of his vehicle and must keep a 2metre distance.</p>		✓	

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		<p>Do not assist with securing loads.</p> <p>Personnel working in forklift vehicles are having their breaks in the vehicle where possible. (The site management team is encouraged to keep one vehicle to one person where possible). Where this is not possible the vehicle is cleaned down before and after every shift with records maintained.</p> <p>Communications between forklift drivers and other member of staff on site is completed through the site radio procedures.</p>			
<p>Engineer tasks to be undertaken</p>	<p>Engineers working in close proximity</p>	<p>Where possible stay 2metre apart from other people who may be in the area or working with each other, if this is not possible Site managers must ensure measures are put into place to minimise face to face working.</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>If under certain circumstances whilst carrying out engineering tasks it is not possible to keep 2metres apart engineers are required to work either side on or back to back.</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 groups or gatherings, production personnel are to be removed from the area whilst engineering works are being</p>		<p>✓</p>	<p>Engineers are advised to work in partnership keeping interaction with others at a minimum keeping the task to a minimum and if working in confined space possibly use a face covering.</p>

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		<p>completed.</p> <p>Limit the number of persons in the engineering offices/Workshops at any one time, maintain 2metre distance.</p> <p>Only one person to be present when carrying out essential travel around in an engineer's vehicle. When using a company 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>Contractors entering the site</p>	<p>Contractors are at risk of contracting COVID-19 from touching unclean surfaces or close contact with staff</p>	<p>Critical contractor activity is advised</p> <ul style="list-style-type: none"> Statutory Inspections Forklift Maintenance Critical machinery maintenance/servicing Fire safety <p>Contractors will supply own COVID-19 risk assessment prior to entering the site.</p> <p>Contractors will read and sign COVID-19 contractors work instruction with signed copied being retained on share point COVID folder</p> <p>Contractor to supply own PPE/Face covering etc. (site will support with materials if needed)</p>	<p>✓</p>		

James Jones and Sons Ltd Pallets & Packaging COVID-19 Site risk assessment review

Reviewed By _____

Signed Manager _____

Date _____