

Identify the Hazards associated with this task

Identify anyone who might be at risk

Specify the existing Control Measures (score using 5x5 matrix), decide where further controls can eliminate or reduce risk further (score again) and implement

Record the Findings in the JMS Risk Assessment Template – ensure all workers on site review these prior to the task

Review the assessment whenever there is a change in procedure or equipment, a relevant incident, a change in relevant statute, and at least annually

Ref: #001b	Cat: Office	Task/Risk: Office Work during Covid 19	Reviewed By: Liam Byrnes
Last review date: 20/09/21	Action to: QS <input checked="" type="checkbox"/> CM <input checked="" type="checkbox"/> SM <input checked="" type="checkbox"/> Worker <input checked="" type="checkbox"/> H&S <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> PD <input type="checkbox"/> Other (specify) <input checked="" type="checkbox"/> Visitors		
Persons at risk: Public <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Neighbours <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> Trespasser <input checked="" type="checkbox"/> Other (specify) <input type="checkbox"/>			

The main factors increasing the risk of C19 transmission are proximity to other workers, length of time they are together, and adequacy of ventilation

Hazard	Potential Consequences:	Existing Controls:	Risk Rating:			Further Controls that must be implemented:	Residual Risk:		
			S	L	=		S	L	=
Close contact within the office environment	Though social distancing gov. guidance is being relaxed, risk still increases in close proximity – especially in poorly ventilated areas. Minimum quarantine for positive cases and close contacts without full vaccination. Potential for death and spread to contacts outside work.	No one with existing symptoms nor anyone with a positive LFT or PCR test will be allowed to come to the office until completing their self-isolation per current guidelines. Anyone identified as a ‘close contact’ of anyone else testing positive will be required to isolate unless fully vaccinated. All workers are instructed to stay at home if they have a new continuous cough, a high temperature, or any change in their normal sense of smell or taste. RA are regularly updated as Gov guidance is updated. Simple, clear information is available for workers at induction and by utilising signage around site.	5	5	25	<ul style="list-style-type: none"> No one choosing to use a face covering to reduce personal risk will be discouraged from using one. In the event of an individual receiving a confirmed positive C19 test (who will need to isolate per current guidance), all close contacts who have not been fully vaccinated will be required to self-isolate unless fully vaccinated. Workspace has been adjusted to reduce working in close proximity and cleaning regimes are improved This risk assessment will be reviewed each time Gov. guidance is updated and following any C19 incident Office is well ventilated by mechanical and passive means Hand sanitiser is available at each site entry point, and hand washing facilities are available throughout the facility Relevant reminders are issued using signage, inductions and JMS Newsletter articles. 	5	3	15
Mental Health problems	Workers may suffer from anxiety or depression (etc.) caused by ongoing concern related to Covid-19. Home workers may be especially vulnerable. Suicide.	JMS Mental Health First Aider is available on 07876889927 . Workers are encouraged to look at the Mind or NHS websites for more information. Newsletter articles regularly raise awareness and signpost.	5	2	10	<ul style="list-style-type: none"> Line managers to arrange a system of contact with all workers daily if they are working remotely to the office, and encourage anyone suffering to speak to the MHFA for signposting to organisations that may be able to offer professional help. 	5	1	5
Coming to and leaving work	Higher numbers of people arriving or leaving at the same time will increase the chance of spread	Remote fobs are used to open main gates and doors.	5	4	20	<ul style="list-style-type: none"> Hand washing or sanitising facilities are located at each entry point Peak travel on public transport should be avoided, and face coverings must still be worn if required by the transport provider 	5	3	15
Movement within the work site	Any pedestrian movement or travel through the workplace will increase the risk of spreading the virus	Regular office workers use the same workstation. Occasional office workers will use an assigned workspace only – this may not be their usual space to ensure employees are spread out.	5	4	20	<ul style="list-style-type: none"> Where tasks are rotated for health or safety reasons, work area and disconnected equipment (particularly the handling and operating areas) should be cleaned with disinfectant wipes and allowed to dry thoroughly first. 	5	3	15

Identify the Hazards associated with this task

Identify anyone who might be at risk

Specify the existing Control Measures (score using 5x5 matrix), decide where further controls can eliminate or reduce risk further (score again) and implement

Record the Findings in the JMS Risk Assessment Template – ensure all workers on site review these prior to the task

Review the assessment whenever there is a change in procedure or equipment, a relevant incident, a change in relevant statute, and at least annually

Ref: #001b	Cat: Office	Task/Risk: Office Work during Covid 19	Reviewed By: Liam Byrnes
Last review date: 20/09/21	Action to: QS <input checked="" type="checkbox"/> CM <input checked="" type="checkbox"/> SM <input checked="" type="checkbox"/> Worker <input checked="" type="checkbox"/> H&S <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> PD <input type="checkbox"/> Other (specify) <input checked="" type="checkbox"/> Visitors		
Persons at risk: Public <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Neighbours <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> Trespasser <input checked="" type="checkbox"/> Other (specify) <input type="checkbox"/>			

The main factors increasing the risk of C19 transmission are proximity to other workers, length of time they are together, and adequacy of ventilation

Hazard	Potential Consequences:	Existing Controls:	Risk Rating:			Further Controls that must be implemented:	Residual Risk:		
			S	L	=		S	L	=
Meetings	Spread of the virus, minimum quarantine for positive cases and close contacts without full vaccination. Potential for death and spread to contacts outside work.	Equipment (including pens, phones, computers etc.) should not be shared if possible, they should be cleaned after each use.	5	5	25	<ul style="list-style-type: none"> Virtual meetings will be preferred to physical meeting where appropriate Where meetings are unavoidable (e.g. site visits), attendees will be minimal, and a social distance encouraged Hand sanitiser will be available for meeting rooms 	5	3	15
Break times	Increased use of welfare facilities during fixed breaks will increase contact	Welfare facilities must be kept clean by each user.	5	5	25	<ul style="list-style-type: none"> Wipes are provided for each worker to clean items touched after use of welfare areas Break times can be staggered to minimise numbers using facilities Seats and tables in the canteen have been configured to ensure social distance can be maintained 	5	3	15
Visitors	Unfamiliarity with the site could increase risk of a contravention of any control measure determined within this (or other) risk assessments	Host will undertake an enhanced induction to explain site rules during the current pandemic. All visitors must sign in and out.	5	5	25	<ul style="list-style-type: none"> Signage will be placed at entry points reminding visitors of the need for induction and will include some initial information on health and safety on site. 	5	3	15
Insufficient Cleaning	Contaminated surfaces could help to spread of the virus, minimum quarantine for positive cases and close contacts without full vaccination. Potential for death and spread to contacts outside work.	Regular thorough cleaning is arranged. Paper towels are available in preference to hand dryers, and the rubbish is collected daily.	5	5	25	<ul style="list-style-type: none"> Additional hand washing or sanitising facilities (and instructive signage) will be available on site Wipes are available so shared equipment (e.g. printer) can be cleaned by the user after each use Wet wipes will be provided in the canteen areas for workers to wipe over each surface they touch before the next person uses the area. 	5	3	15

Identify the Hazards associated with this task

Identify anyone who might be at risk

Specify the existing Control Measures (score using 5x5 matrix), decide where further controls can eliminate or reduce risk further (score again) and implement

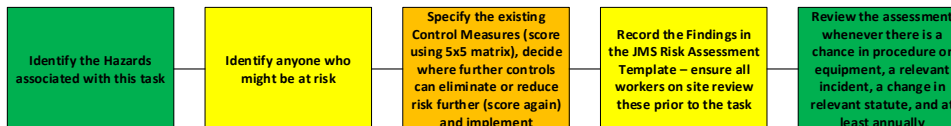
Record the Findings in the JMS Risk Assessment Template – ensure all workers on site review these prior to the task

Review the assessment whenever there is a change in procedure or equipment, a relevant incident, a change in relevant statute, and at least annually

Ref: #001b	Cat: Office	Task/Risk: Office Work during Covid 19	Reviewed By: Liam Byrnes
Last review date: 20/09/21	Action to: QS <input checked="" type="checkbox"/> CM <input checked="" type="checkbox"/> SM <input checked="" type="checkbox"/> Worker <input checked="" type="checkbox"/> H&S <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> PD <input type="checkbox"/> Other (specify) <input checked="" type="checkbox"/> Visitors		
Persons at risk: Public <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Neighbours <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> Trespasser <input checked="" type="checkbox"/> Other (specify) <input type="checkbox"/>			

The main factors increasing the risk of C19 transmission are proximity to other workers, length of time they are together, and adequacy of ventilation

Hazard	Potential Consequences:	Existing Controls:	Risk Rating:			Further Controls that must be implemented:	Residual Risk:		
			S	L	=		S	L	=
Optional use of basic face covering	Incorrect use will minimise or negate any protection. Note: basic face covering protects the wearer <i>and</i> protects others from the wearer in case (s)he is an asymptomatic carrier.	Use may be enforced by the H&S Manager in response to positive cases. RPE will still be required in place of face coverings for other hazards including dust. Face coverings will still be required on public transport, and continue to be recommended by the Government in densely populated areas. Note: visors are not 'face coverings' but may be worn in addition to (not instead of) face coverings as preferred.	5	3	15	<ul style="list-style-type: none"> Wash hands thoroughly for 20 seconds prior to putting the face covering on Avoid touching the face when putting the face covering on Change the face covering if it gets damp Continue to wash hands regularly Change and wash (or renew) the face covering daily Continue to practice social distancing where possible If anyone is identified who relies on lip reading, a separate risk assessment will be undertaken When travelling on public transport or within live retail units, face coverings will be used as recommended 	3	3	9
Individual workers clinically vulnerable to Covid19.	Effects of COVID19 may be worse for specific groups including those with existing health conditions such as diabetes; older men; anyone with a high BMI; and also those from black, Asian or minority ethnic groups	Vaccination programme is running through the UK, and we have encouraged workers to get vaccinated with our vaccination policy.	5	5	25	<ul style="list-style-type: none"> Permission to work from home will be considered by the MD where the individual requests it. Were this is not agreed, a separate risk assessment will be undertaken. There is an open-door policy for anyone concerned about their own increased risk to discuss this with HR, any Director or the H&S Dept. 	5	3	15
Emergency situation (first aid, fire etc.)	It may not be possible to remain socially distant to deal with an emergency – the immediate risk to life will supersede our COVID 19 procedures. Response to an emergency may take longer than usual.	There will always be at least one first aider on duty in the office. There is also a defib in the office. Current guidance from Resuc.Org.UK will be circulated in JMS News for October 2021 (referencing guidance last reviewed in Aug 2021).	5	5	25	<ul style="list-style-type: none"> Face coverings and gloves will be placed in each first aid kit If there is no immediate risk, the first aider should isolate the IP and keep them distant from others If any individual is symptomatic (C19), all surfaces they have touched will be cleaned First aiders must wash thoroughly immediately after being in close proximity to others. 	5	3	15



Ref: #001b	Cat: Office	Task/Risk: Office Work during Covid 19	Reviewed By: Liam Byrnes
Last review date: 20/09/21	Action to: QS <input checked="" type="checkbox"/> CM <input checked="" type="checkbox"/> SM <input checked="" type="checkbox"/> Worker <input checked="" type="checkbox"/> H&S <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> PD <input type="checkbox"/> Other (specify) <input checked="" type="checkbox"/> Visitors		
Persons at risk: Public <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Neighbours <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Client <input checked="" type="checkbox"/> Trespasser <input checked="" type="checkbox"/> Other (specify) <input type="checkbox"/>			

The main factors increasing the risk of C19 transmission are proximity to other workers, length of time they are together, and adequacy of ventilation

Hazard	Potential Consequences:	Existing Controls:	Risk Rating:			Further Controls that must be implemented:	Residual Risk:		
			S	L	=		S	L	=
Worker developing recognised symptoms of COVID 19 while at work	Potential COVID 19 spread to other workers.	First Aider will use face covering within First Aid box, then isolate and treat the worker as necessary – from a distance if possible. The symptomatic worker will be asked to return home preferably with their own transport or with someone else from their own household. Anyone who has been in ‘close contact’ (per current \gov. definition) with a positive case, must self-isolate unless fully vaccinated. JMS H&S Manager will act as single point of contact (SPOC) for PHE teams.	5	5	25	<ul style="list-style-type: none"> The area the individual worked and all surfaces they may have touched will be cleaned We will confirm if anyone had been in close contact with the individual, and inform them that someone they had been in close contact with has developed symptoms of C19 Identified close contacts will be informed of Gov. guidance RIDDOR Report will be submitted where there is reasonable evidence that workplace exposure was the likely cause Any employee returning to work following an isolation period after a positive PCR test will need to confirm they no longer have symptoms of Covid 19 as part of the RTW Interview process If PCR test shows a symptomatic person is negative (i.e. symptoms likely to be from some other condition), a review of current guidance (and of the individuals email confirmation of the result) will be undertaken before a decision is made about whether they can return to work 	5	3	15
Workers returning from vacation	Potential spread from countries who have a more serious current issue than the UK.	The Governments current guidance should be consulted by each individual and arrangements made accordingly re. isolation or testing etc. Discussion regarding working from home will need to be agreed on a case basis.	5	5	25	<ul style="list-style-type: none"> A return-to-work interview will be undertaken at the end of 10 days isolation to confirm the individual is not suffering any recognised symptoms of C19 Workers are encouraged to use caution, and thoroughly research government requirements (and any potential for these to change while abroad) when arranging vacations 	5	3	15
Worker told to self-isolate by T&T etc.	Potential for a ‘close contact’ to spread the virus	H&S Dept to contact the worker to emphasise current guidance	5	3	15	<ul style="list-style-type: none"> We will not allow employees to work if they are legally required to self-isolate Isolation period will be reset if symptoms later develop 	5	2	10