

Risk Assessment ID:

231

Risk Type:

H&S

Management Area:

ALL

Activity:

Working at JWS during the Covid-19 pandemic

Controller:

Jade Saleh

Hazards:

Sharing spaces, close contact with other individuals, a member of staff attending work with Covid-19, touching infected items, ingestion of viral droplets.

At Risk:

All JWS employees and Visitors

Date Produced:

02-Apr-20

Risks:

Contracting the Covid-19 Virus causing mild to severe illness and even death.

Last Reviewed:

11-May-20

Risk Subject:

Other

Controls in Place:

1. 2 meter distancing and one way flow systems in place around the site must be followed at all times
2. Screening in place and office layout adjusted to ensure 2 meter distances are maintained
3. Covid-19 Medical screening undertaken with all staff to determine controls
4. All staff who have been in contact with Covid-19 must be tested before returning to work
5. Staff must clean individual desk spaces twice daily
6. Cleaning company contacted to undertake cleaning twice daily
7. Separate toilet and canteen facilities in place (strict allocation policy in place)
8. Staff must clean down toilet area before use using hygiene stations using single use gloves
9. All used PPE must be placed in dedicated PPE bins around site
10. Staff must not attend work under any circumstances if they display Covid-19 Symptoms
11. Remote working in place where applicable
12. Contractor areas kept separate from employee areas
13. No external meetings or visitors inside office spaces (remote meetings only)
14. Kitchen areas must be cleaned down after use using hygiene stations
- 15.
- 16.
- 17.

Consequence: High (4)

Likelihood: Medium (3)

Risk Rating: **12**

Incidents: No Incidents

Actions to be Undertaken:

Due Date:

- | | | |
|----|--|--|
| 1. | | |
| 2. | | |
| 3. | | |

Likelihood = Minor (1) Low (2) Medium (3) High (4) Major (5) Consequence = Minor (1) Low (2) Medium (3) High (4) Major (5)

Risk Rating = Consequence x Risk (1-4) = Negligible (5-9) = Low (10-14) = Medium (15-20) = High (20-25) = Unacceptable

PRINT NAME:

SIGNATURE:

DATE:

