



JJ SANDHAM LTD

Subject of Assessment:	Coronavirus (COVID-19)	Date: 31.07.20
Task:	Managing the risk of Coronavirus (COVID-19) in the workplace	
Assessor:	Mai Makinson-Yau	

Risk Rating Matrix (RR)			Likelihood (L)							
Severity (S)			Highly likely to occur (HIGH)	Reasonably likely to occur (MEDIUM)	Unlikely to occur (LOW)					
Fatality/major injury/illness causing long term disability (HIGH)			HIGH (H)	HIGH (H)	MEDIUM (M)					
Injury or illness causing short term disability (MEDIUM)			HIGH (H)	MEDIUM (M)	LOW (L)					
Other injury/illness (LOW)			MEDIUM (M)	LOW (L)	LOW (L)					
Ref	Hazard COVID -19	Who is at risk?	Controls/ Measures in place				L	S	RR	Controlled
1.	Entering the workplace	Employees/ Visitors	<ul style="list-style-type: none"> Coronavirus posters at designated locations within the workplace ie. toilets/notice boards/ entry points for all employees and visitors Electronic thermometer to be used for all employees/visitors (See R1.5a Employee Temp Record) – anyone with a temperature >37.8°C must self-isolate and quarantine. 				M	M	M	YES

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			<ul style="list-style-type: none"> • Hand-washing procedure re-iterated to all staff at each entry point into the factory. Covid posters re-iterate handwashing for at least 20 seconds duration. • Visitors/contractors on entry are offered hand-sanitiser and PPE on site. No hand-shaking and maintain social distancing. 				
2.	Someone becomes ill at work	Employees/ Visitors	<ul style="list-style-type: none"> • UK Government advice to be followed • Anyone displaying signs of Covid-19 infection will be sent home with support required. • Person advise to follow NHS Guidance online regarding self-isolation, Covid-19 test and Track & Trace protocols. • The workplace will be cleaned and sanitised • Good Manufacturing Practice – the re-enforcement of hand washing protocols. 	M	M	M	YES
3.	Contaminated workplace	Employees/ Visitors	<ul style="list-style-type: none"> • UK Government advice to be followed • Hand sanitiser dispensers at all factory entry points • Hand sanitisers have been placed in reception area • Face masks are made available to all personnel • Sanitiser wipes available in office for disinfection of work surfaces • Single use disposable hand towels available for drying hands • Cleaning in place encouraged throughout the working day 	M	M	M	YES

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			<ul style="list-style-type: none"> Daily in-house laundering of all PPE (smock tops/ trousers/ boiler suits) 				
4.	Proximity in workplace	Employees/ Visitors	<ul style="list-style-type: none"> UK Government guidance to be followed Social distancing policy has been implemented Posters – Hands/Face/Space Only business critical face to face meetings with prior agreement No handshaking or close personal contact with any personnel 	M	M	M	YES
5.	Vulnerable employees	Employees with underlying health conditions ie.reduced immunity/ over 70 etc	<ul style="list-style-type: none"> UK Government guidance to be followed Employees have been instructed to self-isolate if temperature >37.8°C or if they have a continuous dry cough, or change to sense of smell/taste in the last 14 days (No incidences to date) Any vulnerable employees to WFH (none to date) Any meetings to be completed by video/audio conferencing where possible 	M	M	M	YES
6.	Employees who have contracted Covid-19	Employees	<ul style="list-style-type: none"> If NHS 111/online or GP determines an employee has contracted Covid-19, they will be treated as off sick, as per company policy. Personnel who have had contact with a symptomatic employee will be made aware of the symptoms and 	M	M	M	YES

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			<p>advised to follow NHS guidance regarding self-isolation/ Covid-19 test etc.</p> <p>No incidences to date</p>				
7.	Self-isolation & Wellbeing	Employees	<ul style="list-style-type: none"> NHS 111 online provides advice when to self-isolate and follow 'Stay at Home' advice Managers to ensure all employees required to WFH have the necessary equipment to do their jobs safely with regular contact 	M	M	M	YES
8.	Travelling abroad	Employees	<ul style="list-style-type: none"> UK Government guidance to be followed FCO provides foreign travel advice Employees are granted permission to cancel any pre-booked annual leave to affected areas <p>No incidences to date</p>	M	M	M	YES
<p>REFERENCES: HSE Risk Assessment – A brief guide to controlling risks in the workplace HSE Information on Coronavirus: https://www.hse.gov.uk/news/coronavirus.htm www.nhs.uk – Coronavirus (COVID-19) www.gov.uk: Coronavirus guidance and support</p>							

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