

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Date of Issue	11 th May 2020	Revision Number	001
Proposed Start Date	11 th May	Expected Duration	For the foreseeable future until further Government guidance is provided
Site Address	J Carey Design Ltd; Unit 1 – 4, Skelton Road, Crosshills, West Yorkshire, BD20 7BY		

Risk Assessment prepared by;	
Name:	Richard Dibbin
Date:	11 th May 2020
Signature:	Richard Dibbin

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Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		001	
Activity Description:		External Visitors to J Carey Design	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Designated spot mapped out on the floor for visitors to wait in until called forward.</p> <p>Visitors need to be spaced out appropriately whilst they wait and when they sign in/out. Government guidance of at least two metres</p> <p>Hand sanitizing station is available for visitors to use.</p> <p>There are two spaces for visitors to sit whilst waiting. These are spaced more than 2 meters apart and are away from the desk area.</p> <p>Visitors sign-in book is placed at the opposite end of the reception workstation.</p> <p>Signs around the building – stay 2m apart, and the limits for people per meeting room and breakout area.</p> <p>Visitors are to wait in reception until a staff member collects them.</p>		<p>Visitors are encouraged to use their own pens to sign in/out.</p> <p>Visitors without their own pens are to use a pen wiped down with a sanitizer wipe.</p> <p>Visitor lanyards are to be wiped down with sanitizer upon being returned to reception.</p> <p>Visitors are encouraged to bring their own hi-vis PPE wherever possible if a workshop walkaround will be provided. Borrowed PPE from J Carey Design will be washed/disinfected before being put back in storage.</p> <p>A guideline needs to be created and issued to clients/visitors when a meeting is booked/arranged stating our health and safety policies for Covid-19 and pointing them to our available risk assessments on the company website.</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Katie Sinclair- all administration team	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		002	
Activity Description:		Client food & drink preparation and clean up	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	
Operatives	<input checked="" type="checkbox"/>	21+	
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		Frequency of Exposure	
		Daily	
Red		High Risk	
Controls Required		Additional Controls	
<p>General food safety policies surrounding the plating of food.</p> <p>Dishes and cups are washed straight away after meeting concludes.</p> <p>Drinks are prepared using individual spoons – 1x spoon to 1x person's drink.</p> <p>Protection needs to be provided for the staff plating up and clearing food/drinks and for the visitors and staff attending the meeting.</p>		<p>Sign with food preparation guides needs to be setup in the Operations kitchen area.</p> <p>Area where food will be sat to be disinfected beforehand.</p> <p>Gloves to be worn when plating food lunches and setting out plates/cutlery (non-latex).</p> <p>Food to be spread across multiple plates – e.g. 2x plates for sandwiches, 2x for desserts etc.</p> <p>Maximum of 2 people to prepare and plate food.</p> <p>Gloves to be worn when clearing plates and food away.</p>	

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Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Katie Sinclair- all administration team	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		003	
Activity Description:		Deliveries to J Carey Design Reception	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	
Operatives	<input checked="" type="checkbox"/>	21+	
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		Frequency of Exposure	
		Daily	
Red		High Risk	
Controls Required		Additional Controls	
<p>Deliveries need to be placed away from staff members and any contact should be avoided as much as possible.</p> <p>Designated spot mapped out on the floor for visitors and delivery persons to wait in until called forward.</p> <p>Deliveries are accepted via contactless means – signatures using electronic devices are not permitted and any written signatures must be done using staff's own pen where only necessary.</p>		<p>. Administration staff to be made aware of new policies surrounding deliveries:</p> <p>Deliveries/post to be requested to be left on the table nearest the entrance or on/near the part of the reception desk furthest away from the member of staff.</p> <p>Deliveries are to be accepted by contactless means only where possible.</p> <p>Where a signature is absolutely required, this must be done using the staff's own pen.</p> <p>Designated spot to be used as waiting space.</p> <p>Sign to be put up in reception which provides behaviour guidelines for deliveries/visitors.</p>	

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Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Katie Sinclair- all administration team	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		004	
Activity Description:		J Carey Design Internal Offices and surrounding circulation spaces Handwashing	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available</p>		<p>Employees and contractors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels (not hand dryers)</p> <p>They are also reminded at least twice daily verbally and also via signage to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues are available throughout the workplace.</p> <p>Staff are encouraged to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) we are reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks are carried out and recorded by Line Managers to ensure that the necessary procedures are being followed.</p>	

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Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Naomi Chiekh	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		005	
Activity Description:		J Carey Design Internal Offices and surrounding circulation spaces Cleaning	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Washing up must be done as and when an item is used, and brew points must be kept clean</p> <p>Workstations must be cleaned daily</p> <p>Extra cleaning measures have been in place since March 2020 and the cleaner is on site 4 days a week</p>		<p>Cleaning check sheets are stationed in all toilets, brewpoints and canteens.</p> <p>Signage to remind staff to wash their hands is on display.</p> <p>Signage to remind staff to wash any cutlery or crockery as they use it is on display.</p> <p>Allocated Cleaning Monitors are flagging and resolving any non-compliance.</p> <p>All workstation users are allocated a cleaning kit and it is their responsibility to ensure that their workstation is cleaned every day</p> <p>Staff are advised to have their own set of crockery / cutlery to prevent cross-contamination</p>	

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Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Naomi Chiekh	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		006	
Activity Description:		J Carey Design Internal Offices and surrounding circulation spaces Social Distancing	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).</p> <p>Handwashing facilities, or hand sanitiser where not possible, is situated at entry and exit points and staff are not using touch-based security devices such as keypads to gain entry to work.</p> <p>Reducing movement by discouraging non-essential walks within the buildings, encouraging use of telephones, video calls and e-mails.</p> <p>All meeting rooms have a managed occupancy level with a 'Maximum number of occupants' sign, determining what the room can be used for.</p> <p>Upon an increase of returning staff, a one-way system around the workplace will prevent bottle necks and passing other staff unnecessarily and will promote minimal contact between employees.</p>		<p>Staff arrive between 07:30 and 08:30 so that arrival times are staggered. This is further minimised whilst remote working is in place</p> <p>Bike racks are available to help people cycle to work where possible.</p> <p>Lockers and storage are available for workers for clothes and bags.</p> <p>Where meetings are essential, they are kept as short as possible and volume levels are kept under control</p> <p>Dedicated staircases and access / egress routes are allocated to all staff in the building</p> <p>Hot desking is not allowed.</p> <p>Layouts have been reviewed to allow people to work further apart from each other</p> <p>Floor tape is used to mark areas to help staff to keep to a 2m distance.</p> <p>Trips out at lunchtime are not permitted</p>	

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Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Naomi Chiekh	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		007	
Activity Description:		J Carey Design Internal Offices and surrounding circulation spaces Remote Working	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input type="checkbox"/>	<input type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>The business will make every reasonable effort to enable working from home as a first option.</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</p> <p>The company will provide equipment for staff to work from home safely and effectively, for example, remote access to work systems, microphones, webcams. Key staff only are currently working within the offices</p> <p>The wellbeing of staff who are working from home will be monitored weekly, and they will be helped in stay connected to those operating in the office environment, via a combination of video calls, phone calls and e-mails</p>		<p>Line Managers are keeping in touch daily (via phone, emails and Teams) with their remote workers on their working arrangements including their welfare, mental and physical health and personal security.</p> <p>All staff who have been identified as high-risk have been advised to work at home and have complied with this</p> <p>A number of staff who are working remotely short-term are still key to the business running mid-term and long-term. Managers can only be without the majority of their staff for a short amount of time, before some staff will inevitably need to return to allow any staff who were 'covering' their role to return to their usual tasks and job role.</p> <p>Any returning staff will be re-introduced as a phased mid-term plan across a period of months, and must adhere to all COVID-19 procedures listed in this document. These procedures may be new to these members of staff and they will have a 'COVID induction' on their return to work</p>	

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Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Naomi Chiekh	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		008	
Activity Description:		J Carey Design Internal Offices and surrounding circulation spaces Safe Working Conditions	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input type="checkbox"/>	<input type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Using back-to-back or side-to-side working (rather than face-to-face) wherever and whenever possible</p> <p>Working face-to-face for a sustained period with more than a small group of fixed partners will not be permitted.</p> <p>Using screens or barriers to separate people from each other where they feel that it is beneficial to their personal and / or their mental health</p>		<p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p> <p>Government advice does not require the wearing of gloves or face masks for office workers, but these are available to all staff if they feel they need to wear them</p>	

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Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Naomi Chiekh	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		009	
Activity Description:		J Carey Design Internal Offices and surrounding circulation spaces Travel and Surveys	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input type="checkbox"/>	<input type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Avoid unnecessary work travel and keep people safe when they do need to travel between locations</p> <p>Minimise non-essential travel –consider remote options first</p> <p>Minimise the number of people travelling together in any one vehicle, use fixed travel partners, increase ventilation when possible and avoid sitting face-to-face</p>		<p>Trips out at lunchtime are not permitted</p> <p>Cleaning shared vehicles between shifts or on handover</p> <p>For all measures in place for site surveys, please refer to the site section of this risk assessment</p>	

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Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Naomi Chiekh	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		010	
Activity Description:		J Carey Design Internal Offices and surrounding circulation spaces Accidents, Security and other incidents	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe		Out of 9 first aiders, 8 of these have remained working on the premises throughout the pandemic Out of 4 fire marshals, we currently have 2 working on the premises and 2 phasing in their return	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Naomi Chiekh	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		011	
Activity Description:		Mental Health	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>		<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Consideration and empathy for those who have previously declared Depression/Anxiety and those who may show new signs of this due to the unique situation of COVID-19</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	All line managers	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		012	
Activity Description:		Symptoms of Covid - 19	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed proven / tested Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p>		<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or have a family member affected.</p>	

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Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	All line managers	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		013	
Activity Description:		Manufacturing Facilities Hand Washing	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels.</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available</p>		<p>Weekly toolbox talk to be held with staff at a safe distance.</p> <p>Members of management team walk the floors twice a day reminding staff members the importance of washing hands. Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets, and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	

Statement on Residual Risk:		
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Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Steven Dent	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

		014
Activity Description:		Manufacturing Facilities Cleaning
Foreseeable Risks Identified		Severity Rating
Spread and contraction of Covid 19		High
Persons at Risk		Total Number Affected
Operatives	<input checked="" type="checkbox"/>	21+
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Red		High Risk
Controls Required		Additional Controls
<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, machinery, workshop computers, fork trucks, company vehicles, power tools and hand tools. use appropriate cleaning products and methods.</p>		<p>Weekly toolbox talk to be held with staff at a safe distance.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Log of cleaning activity to be kept.</p> <p>Cleaning stations on each machine, tool and vehicle used by more than one person</p> <p>Signage on all machines informing operatives of the importance of cleaning machines.</p> <p>Mobile cleaning stations added around the workshop.</p> <p>All workshop staff given their own sanitizing wipes.</p> <p>visible register of cleaning activities in all welfare areas.</p>

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Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation		Steven Dent
Assessment Carried out by:		Richard Dibbin

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		015	
Activity Description:		Manufacturing Facilities Social Distancing	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>		<p>Weekly toolbox talk to be held with staff at a safe distance.</p> <p>Additional signage throughout the buildings have been added.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management to do regular checks and log to ensure this is adhered to.</p> <p>J Carey design have reduced the workforce by some staff working remotely</p> <p>Benches kept at least 2 metres apart</p> <p>Working back to back where needed.</p> <p>Staggered breaks for staff and router added to canteen for clarity.</p> <p>Staff asked to try and restrict their movements as much as possible.</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Steven Dent	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		016	
Activity Description:		Manufacturing Facilities Wearing of gloves	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely</p>		<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Steven Dent	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		017	
Activity Description:		Manufacturing Facilities Wearing of PPE / RPE	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings.</p> <p>In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven</p>		<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Steven Dent	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		018	
Activity Description:		Manufacturing Facilities Deliveries direct to stores	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	
Operatives	<input checked="" type="checkbox"/>	21+	
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Delivery drivers are not to enter the buildings.</p> <p>Deliveries are accepted via contactless means – signatures using electronic devices are not permitted and any written signatures must be done using staff's own pen where only absolutely necessary</p>		<p>Additional signage to inform external drivers not to enter the building.</p> <p>Signs added to doors with process required for deliveries.</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Steven Dent	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		019	
Activity Description:		Manufacturing Facilities Drivers	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work –</p> <p>Reference</p> <p>https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>		<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Steven Dent	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		020	
Activity Description:		Entering and Decanting Sites	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	
Operatives	<input checked="" type="checkbox"/>	21+	
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Enter site at Company allocated site times</p> <p>Wear gloves at all times when entering and exiting the buildings</p> <p>Use one-way systems on site at all times should they be in place</p> <p>Use sanitizing stations as often as possible</p> <p>Do not carry other operatives' items for them to enter or exit site</p> <p>Do not enter any welfare facilities if 2m Social distance rule cannot be applied (contact supervisor/manager if this cannot be achieved)</p> <p>Should any operative have any issues entering or decanting from site then Installation manager should be informed immediately and operative should not go to site until matters are resolved.</p>		<p>Site start / Finish times to be allocated by main contractor.</p> <p>Gloves provided for all operatives</p> <p>Site inductions and site signage to be in place to denote safe site routes</p> <p>Break times to be allocated should site welfare facilities be too small to achieve social distance rules.</p> <p>Laminated sheet of control measures added to each vehicle as a reminder</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Richard Tillotson	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		021	
Activity Description:		Working On Site	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	
Operatives	<input checked="" type="checkbox"/>	21+	
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Read, understand, Sign and follow site specific RAMS for each individual site.</p> <p>Wear gloves at all times when on site.</p> <p>Use one-way systems on site at all times should they be in place</p> <p>Use sanitizing stations as often as possible</p> <p>Do not share tools whilst working on site</p> <p>When carrying out essential tasks where 2m rules can not be in place do not work for longer than 15 minutes in the area. Stop to maintain 2m rule for 15 minutes before carrying out tasks. (acquire social distance permit if required)</p> <p>Should any operative have any issues and are not able to follow sit specific RAMS then Install Manager should be contacted immediately.</p>		<p>Site Specific RAMS for each project</p> <p>Full 5-point PPE given to all operatives</p> <p>Site inductions and site signage to be in place to denote safe site routes</p> <p>Social distance justification form to be filled in should works be required that cannot maintain 2m rule</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Richard Tillotson	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		022	
Activity Description:		Essential Fuel stops when travelling to site	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Drivers to monitor fuel levels and aim to fuel up early morning or evening (off peak times)</p> <p>If long journeys are required fill up early the morning of travel to ensure full tank at start of journey to avoid fuel stops.</p> <p>If Fuel stop is required. Wear disposable gloves and disposable makes when filling up.</p> <p>Remove gloves and throw in bins provided at fuel station and sanitize hands immediately</p> <p>If fuel station has outside payment kiosk then this is preferred method to avoid going inside.</p> <p>If going inside avoid touching anything unnecessarily and ensure you keep 2m apart at all times.</p> <p>Sanitize hands before driving again</p>		<p>Disposable Gloves in Vans</p> <p>Disposable Masks in vehicles at all times</p> <p>Laminated sheet of control measures added to each vehicle as a reminder</p> <p>Hand Sanitizers in vehicles at all times</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Richard Tillotson	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		023	
Activity Description:		Travelling to and from site	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	
Operatives	<input checked="" type="checkbox"/>	21+	
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>Driver of vehicle to wipe down vehicle before any other operative enters the vehicle.</p> <p>Use hand sanitizer to clean hands before setting off driving.</p> <p>If 2 operatives have to use the van to travel, then disposable masks should be worn on journey and disposed of in the rubbish bags</p> <p>Do not use centre seat in vehicle.</p> <p>Only travel to and from site. Any food/drink should be taken from home to avoid any unnecessary travel during peak times.</p> <p>Any fuel stop should adhere to essential travel stops risk assessment.</p>		<p>Cleaning wipes in vehicles at all times</p> <p>Hand Sanitizers in vehicles at all times</p> <p>Disposable Masks in vehicles at all times</p> <p>Laminated sheet of control measures added to each vehicle as a reminder</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Richard Tillotson	
Assessment Carried out by:	Richard Dibbin	

Prevention of the spread of Coronavirus (Covid 19) Risk Assessment

Assessment Number:		024	
Activity Description:		Working away from home (Accommodation and food)	
Foreseeable Risks Identified		Severity Rating	
Spread and contraction of Covid 19		High	
Persons at Risk		Total Number Affected	Frequency of Exposure
Operatives	<input checked="" type="checkbox"/>	21+	Daily
Visitors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Red		High Risk	
Controls Required		Additional Controls	
<p>All operatives will stay in separate rooms</p> <p>Operatives to ensure they wash hands regularly whilst in accommodation. Hands to be washed when entering the room and before exiting</p> <p>Food to be bought ideally from supermarket and prepared as much as possible before travelling to site.</p> <p>Hot food can be purchased on just eat (or similar sites) and delivered to accommodation if required.</p>		<p>Accommodation to be booked in advance and ensure it has sanitizer station on entrance</p> <p>Gloves provided for all operatives should they require them</p> <p>Food allowance can be used in one night to purchase food for the week from supermarket if required before going away.</p>	

Statement on Residual Risk:		
When the detailed controlled measures are adhered to the risks as identified above should be reduced to an acceptable level.		
Residual risk – likelihood	Improbable	Acceptable
Residual – severity	Moderate	Acceptable
Total Outcome	Low	Acceptable
Responsible for Implementation	Richard Tillotson	
Assessment Carried out by:	Richard Dibbin	

If you have any concerns, suggestions or feedback with the above mentioned risk assessments please raise to Jonathan Carey or email us at enquiries@jcareydesign.com

