

Juniper Ventures Limited

(Juniper Pursuits Ltd is a subsidiary of Juniper Ventures Limited)

COVID-19

Health and Safety Pack



Documents Included

CJ.1 COVID 19 Risk Assessment

CJ.2 Checklist for Catering Staff

CJ.3 Social Distancing Guidance for Catering Staff

CJ.4 Deep Cleaning following an outbreak Risk Assessment

CJ.5 Deep Cleaning Following an outbreak Safe Working Procedure

CJ.6 Risk Assessment for High Risk & Vulnerable Individuals

CJ.7 Return to Work Risk Assessment

CJ.8 Return to Work Planning Guidance

CJ.9 Working from home during COVID Risk Assessment

JUNIPER VENTURES: COVID 19 RISK ASSESSMENT

**The following includes potential hazards and risk reduction measures to adapt to the current Coronavirus pandemic and reflects the current guidance from the Government, Public Health England (PHE) and relevant sector guidance.*

Description of Activity	Management of, change to working practices during Coronavirus (COVID-19) pandemic		
Location	Service areas Catering, Cleaning, Working in Schools, Working in offices		
Completed by	Rosherville Safety Solutions Limited		
Date of Assessment	26 March 2020	Review Date	On-going*

PREMISES / BUILDING						
What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the workplace with CV19</p>	<p>Employees</p> <p>A visitor enters the workplace with CV19 and passes the virus on to employees</p>	<p>1 In line with Juniper guidance, the staff that can work from home are encouraged to do so</p> <p>2 Review of essential staff and ratio of percentage of staff required in the office</p> <p>3 Senior Manager to ensure only essential staff are coming to work following government guidance</p> <p>4 Reduction / cessation of all non-essential face-to-face meetings with clients/ contractors/residents / visitors (as appropriate to service needs) i.e. telephone contact; use of online access to Juniper services; postponement of meetings</p> <p>5 Increased communication to staff and visitors to site highlighting the risks of CV19 advising that symptomatic individuals will not be allowed entry / requested to leave:</p> <ul style="list-style-type: none"> ▪ Juniper Face book page ▪ Juniper website ▪ Intranet page 				

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		<ul style="list-style-type: none"> ▪ Information posters displayed at key points and throughout premises ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) <p>6 This information has been passed onto employees</p>				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p>	<p>1 The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>2 The workplace will be decontaminated following Public Health England Guidance: COVID-19, cleaning in non-healthcare settings</p> <p>3 This information has been passed onto employees.</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p>	<p>Employees</p> <p>Visitors</p> <p>A person catches CV19 due to contaminated surfaces</p>	<p>1 An increased formal cleaning regime is underway via our own internal cleaning team and Facilities Management team; employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.)</p> <p>2 Hand sanitisers have been placed in the workplace and staff if handwashing is not available</p> <p>3 Extra hygiene requirements (handwashing etc.) enforced</p> <p>4 Multi-use handtowels are not used to dry hands</p> <p>5 This information has been passed onto employees</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Proximity, workplace gatherings</p>	<p>Employees</p> <p>A person catches CV19 due to working closely with an infected person</p>	<p>1 In line with government guidance, staff / services implementing working from home (WFH) and alternative work arrangements if non-essential staff</p> <p>2 Reduction / cessation of all non-essential face-to-face meetings i.e. telephone contact; use of online access communication; postponement of large meetings (e.g. staff conference etc.)</p>				

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		<p>3 Within the workplace, staff advised to practise <i>Social Distancing</i> (e.g. no handshaking; postpone large meetings; separation between desks etc.): Public Health England Guidance: Social distancing for everyone in the UK</p> <p>4 This information has been passed onto employees</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Staff working in kitchens and Cleaning</p>	<p>Employees/Agency/Clients</p> <p>A person catches CV19 due to working in schools, commercial buildings</p>	<p>1 Management review of any vulnerable staff with health conditions as listed by the government to stay at home for at least 12 weeks</p> <p>2 Communications vital to all staff including agency staff having the CV19 confirmed or suspected, and if anyone in their house has Does anyone in the house suspected CV19, symptoms of CV19, to self-isolate</p> <p>3 Staff to wash their hands when coming into work, during work, and when leaving work, using warm water and soap</p> <p>4 Keep distance of 2 meters to ensure social distancing as much as possible, no groups /staff meetings/gatherings</p> <p>5 Increase cleaning regime that includes surfaces, doors, handles that would have been touched frequently</p> <p>6 Staff to wear the relevant PPE as detailed in their service risk assessments</p>				

JUNIPER VENTURES: COVID 19 RISK ASSESSMENT

INDIVIDUAL						
What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>General / Awareness</p>	<p>Employees (including those considered at increased risk)</p> <p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures</p>	<p>1 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local guidelines and resources:</p> <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ Juniper Website and Facebook pages ▪ Information posters displayed at key points and throughout premises ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) <p>2 Additional consideration is given to those employees who may be deemed to be at increased risk in the planning of work activities</p> <p>3 Advice on risks, symptoms and control measures implemented relevant to the specific service / team (refer to separate procedures i.e. (deep cleaning)</p> <p>4 Current guidance includes;</p> <ul style="list-style-type: none"> • Wash your hands with soap and water for at least 20 seconds, on a regular basis • Wash your hands as soon as you get into work and when you get home • If you are unable to wash your hands with soap and water, use hand sanitiser gel • Cover your mouth and nose with a tissue or your sleeve when coughing and sneezing 				

JUNIPER VENTURES: COVID 19 RISK ASSESSMENT

		<ul style="list-style-type: none"> • Immediately dispose used tissues and wash your hands afterwards • Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing • If you have symptoms like a fever or a continuous cough, you are advised to stay at home for 7 days. • You should only call 111 if you feel you cannot cope with the symptoms, you do not get better after 7 days, or your symptoms worsen. 				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Self-isolation</p>	<p>Employees <i>(including those considered at increased risk)</i></p> <p>Employees are not aware of the need to self-isolate or how to self-isolate</p>	<p>1 NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist</p> <p>2 Employees with severe underlying health conditions will be notified by the Government / NHS / PHE to self-isolate and should adhere to guidance</p> <p>3 Staff should inform their Manager if they have concerns regarding self-isolation; arrangements made to keep in touch with the affected individual and provision / access to further support.</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Symptomatic or exposed employee(s)</p> <p>Presenteeism</p>	<p>Employees, family members, general public</p> <p>Employee(s) symptomatic of CV19 or has been in close</p>	<p>1 Any symptomatic employees will be sent home</p> <p>2 Employee(s) advised to follow NHS online guidance</p> <p>3 If NHS 111 or a GP determines the employee is symptomatic and certifies them unfit for work, they will be treated as off sick as per normal policy</p> <p>4 Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS online for guidance</p> <p>5 Working from home will be considered if well and able to work from home</p>				

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	<p>contact with someone with CV19</p> <p>A person catches CV19 due to another employee continuing to work despite being unwell</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Employee(s) who have contracted CV19</p>	<p>Employees, general public, family members</p> <p>Contracted CV19 by any means</p>	<p>1 If NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy; refer to HR guidance/policy</p> <p>2 Employees who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance</p> <p>3 Host Premises/Schools/Commercial to be notified</p> <p>4 Facilities Management/Premises/Cleaners notified so that the workplace can implement decontamination / cleaning regime</p>			

Overall Residual Risk for Activity (L / M / H):	Medium
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended



Rosherville Safety Solutions Ltd working with Juniper Ventures

Catering Social Distancing Checklist-COVID-19-Secure

Staff Member Name:		Staff Role:	Date of Assessment:
Manager Name:		Location:	Date of Review (if applicable):
(Tick)	Considerations;		
	1	Staff MUST NOT wear uniform to travel to and from work	
	2	Only ONE member of staff at a time will change in the changing room.	
	3	Staff MUST wash their uniform every day at no less than 60°C	
	4	Staff MUST NOT attend work if they are displayed any symptoms of COVID 19. They must telephone the office on 020 3373 3918 to report this immediately.	
	4	Follow Social distancing guidelines and ensure the “stay safe” posters and floor stickers provided are installed and made aware.	
	5	Hand washing Hygiene increased – for at least 20 seconds	
	6	Ensure server staff controls to ensure school staff do not enter the kitchen	
	7	Cashless transactions is one at a time (Secondary only) Cashier to wear gloves and sanitize the monitor at the start and end of use	
	8	Enhanced cleaning regime in place for all touch point areas using K4 sanitizer	
	9	Ensure Cypad is sanitized after use	
	10	Staff to remain behind counter during service times where possible at 2m distance	
	11	Separate work areas, zones in place for staff to work from to keep the 2m distance	
	12	Smaller rooms, areas, controlled by one staff member if needed to keep the 2m distance	
	13	Disposable gloves to be worn when clearing, cleaning	
	14	Following client social distancing plan	
	15	Keeping to at least 2m at all times	
	16	No mobile phones or devices to be brought into the kitchen (to be stored in changing room during shift)	
	16	Report concerns of non-compliance health and safety issues re social distancing to your line manager	
	17	Inductions of new staff to the social distancing plan, covid-19 risk assessment.	
Manager Signature			
Staff Member Signature			
Date			



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Social Distancing for Catering Operational Plan Guidance

Protecting employee health during COVID-19

Version	01(01)
Issue Date	15 May 2020
Title of Author	Rosherville Safety Solutions Ltd
Target Audience	Catering, Kitchen areas
Review date	On-going during COVID-19 pandemic

1.0 Introduction

- 1.1 The COVID-19 pandemic has brought changes to our service areas and the way in which we operate. A significant number of employees are working from home and will continue to do so, whilst essential and frontline services such as the kitchen and cleaning services have continued to operate albeit with revised procedures and schedules.
- 1.2 Juniper will adhere to the Health Protection (Coronavirus, Business Closure) (England) Regulations 2020 in order to follow the Government's recommended advice around minimising social distancing within a food catering environment.
- 1.3 This guide has been produced in order for staff to be fully informed of the risk and requirements, and to reduce the risk of infection from covid-19 to as low as reasonably practicable. To consider the control measures needed and ensuring our clients, consumers and others are considered.
- 1.4 School catering/essential workplace catering/ other Workplace Catering (Where there are no practical alternatives) can remain open as the exception during this pandemic, with strict social distancing management in place.
- 1.5 Juniper follows their Food Safety Management System (FSMS) with high control on personal hygiene and washing hands, this is normal practice, but with the introduction of the covid-19 other controls have been implemented such as;
 - Not to shake hands with colleagues or customers
 - Washing hands using soap and hot water for approximately 20 seconds.
 - Using the sector approved menu plan for clients, on what can be served and review of cleaning regime
 - Review of the FSMS with any changes to be communicated and implemented to current government guidelines
 - Disposable gloves should be worn when clearing away and cleaning down the dining room area or operating tills
 - Disposable gloves not recommended to be worn during food preparation or service, as regular hand washing following Juniper FSMS should be followed
 - Disposable aprons should be used when clearing away and cleaning down dining room tables and must be placed in the bin upon completion of the task
 - Face masks are not required for tasks in which social distancing is being maintained.

2.0 How to Social Distance in the Catering environment

2.1 Dining Room Segregation

- Communication with clients/schools is vital to ensure Juniper staff are involved, and fully aware of the clients social distancing plan and risk assessment, as there should be a Limit to the numbers of customers entering the area to small groups only
- Display the posters at the entrance to reinforce the need to manage occupancy during food service periods and encourage all client employees to wash their hands before entering the dining area in order to maintain hygiene standards.
- Engage and encourage social distancing with other staff and clients during these breaks / meal times and be very aware to keep gathering apart, and communicate with client contact, management, and internal management if there are concerns with social distancing by others that you think may be affecting the required safety infection controls. Working with the clients, and knowing the numbers coming into school from the 1 June may mean that part of the control measure is the extending of service periods or aligning to shift patterns
- Working with the client to agree the location of tables and seating plans, but to be at least having tables to 2 meters apart or break up larger tables, the client/schools will be operating in smaller groups/bubbles of up to 15, and must keep within their group throughout the day/s
- The seating plans will be to achieve the clients/customers eating and operating through the dining area keeping at least 2m apart, and the planning will include either having a confirmed seating, table plan knowing and assessing the distance apart, and/or cordon off certain tables or chairs
- Close/Cordon off communal seating areas/or enforce segregation supervision and management from client/customers
- Implement self-clearing of tables and only clean down after food service period has ended.

2.2 Food Counter

- Juniper staff to remain behind the counter at all times during food service, using the food counter as a physical barrier to maintain the social distancing required
- An assessment of the depth of the counter, if this is not 2m then a marker/line on the floor using tape to indicate where the customers need to stand
- It is of most importance that this is strictly followed to protect our staff and others, and this should be enforced by indicating they will not be served until they stand in the required place. Any concerns of this not being followed must be reported to the client and internal management
- An assessment of this area to consider the requirement of physical changes to the environment to achieve 2m distancing, this may include the removal of chairs or tables that are too close, marking out on the floor, or installation of physical barriers, screens, all of which must be discussed with client management and area managers. If the furniture that is too close cannot be removed, then closing these off with tape and signage should be completed.
- Display the posters to remind customers to maintain social distancing

- Review with clients to decide best hand hygiene for this area, example may be advisable to have hand wash stations in these areas

2.3 Staff Segregation

Kitchen

- Ensure that you maintain 2m apart from all other staff working in the kitchen
- Limit numbers in smaller areas such as fridge rooms, rest rooms to 1 person at a time if you cannot maintain 2m apart
- Use separate work areas/zones/worktops for the preparation of any food items, maintaining 2m separation
- If there are concerns with the 2m distance, draw up a rota for the undertaking of certain tasks to ensure separation is maintained

Till Points – Dockside Diner and Secondary Schools only

- Management of queuing, in communication with the client, installation of floor markings, keeping the 2m distance
- Posters displayed to remind everyone of social distancing
- Limit payment transactions to one person at a time
- Contactless payment, is preferred
- Staff to wear disposable gloves whilst working in this area

Client areas


- Staff to adhere to the premises social distancing plan


3 Governance, compliance


It must be stressed that social distancing is a legal requirement under the Health Protection (Coronavirus, Business Closure) (England) Regulations 2020 and will be enforced by local Environmental Health Departments. Therefore to ensure governance and management of this risk and legislation practically we must;


- Have shared agreed communication, Juniper and Client should share their social distancing plans and risk assessments/safe operating procedures as part of a formal risk communication and awareness, training, instruction of the hazards and control measures required
- Reporting to supervisor and/or area Manager any concerns/instances where social distancing is not being met which puts Juniper staff at un-necessary risk
- It must be stressed that if social distancing measures are not achieved, or ignored, EHO's can enforce, and the withdrawal of food service could be considered in order to protect the health, safety and welfare of others
- Communication is vital, with staff, clients, managers, health and safety, and reviews of risk and corrections must be followed up swiftly, re escalation of any concerns

- Ensure that the track and trace procedures are known, and this is in full communication with the client, and Juniper, to be aware of new confirmed covid-19 infection cases
- Staff should take photos to send to managers, areas managers if there are concerns with non-compliance to social distancing.

Name of risk assessment	Cleaning Risk Assessment - COVID-19: cleaning in non-healthcare settings following an outbreak	Service: Whole Service	Staff Name:	Risk Assessment reference:	Review Date	
Date of Assessment:	14 March 2020	SITE: All sites	Signature:	JVC01/2020CV		
Name of Assessor:	Rosherville Safety		Date:			
Activity description describe either the activity or subject being assessed	COVID 19 deep cleaning regime - Guidance Government note : COVID-19: cleaning in non-healthcare settings Published 26 February 2020					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Infection/COVID 19	Staff	<ul style="list-style-type: none"> • Checking to see if the area can be kept closed and secure for 72 hours before going in, as the amount of virus living on surfaces will have reduced significantly by 72 hours • Using normal household/commercial Jangro disinfectant for cleaning an area with, after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people • Wear disposable gloves and aprons for cleaning • These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products • Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles 	<i>Follow the normal cleaning risk assessment and coshh risk assessments</i>			

Name of risk assessment	Cleaning Risk Assessment - COVID-19: cleaning in non-healthcare settings following an outbreak	Service: Whole Service	Staff Name:	Risk Assessment reference:	Review Date	
Date of Assessment:	14 March 2020	SITE: All sites	Signature:	JVC01/2020CV		
Name of Assessor:	Rosherville Safety		Date:			
Activity description describe either the activity or subject being assessed	COVID 19 deep cleaning regime - Guidance Government note : COVID-19: cleaning in non-healthcare settings Published 26 February 2020					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Spray generously onto surfaces and allow contact to remain for at least 5 minutes, spray and walk away, try and work in a ventilated area • Staff to use protection for the eyes by using goggles, and a P1 mask for the mouth and nose as well as gloves and an apron • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning • Staff trained on this process, internal tool box training • Staff uniform/PPE footwear – non slip • For a deep clean / disinfection (e.g. following a suspected/confirmed case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the 				

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Name of Assessor:	Rosherville Safety			Date:						
Activity description describe either the activity or subject being assessed	COVID 19 deep cleaning regime - Guidance Government note : COVID-19: cleaning in non-healthcare settings Published 26 February 2020									
What are the hazards?	Who might be harmed and how?	What are you already doing?			Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done		
		Guidance has been issued to all staff								

	Safe Working Procedure Juniper Catering Task	Reference	SWPJVC13
	<i>COVID 19 Cleaning</i>	Related RA	
		Site	COVID 19 Cleaning sites
		Date	14 March 2020
		Review	14 March 2021
Key Hazards		PPE required following an outbreak	
<ul style="list-style-type: none"> • Infection • Slip trip falls • Working with Chemicals 		<ul style="list-style-type: none"> • Disposable gloves • Aprons • P1 Masks • Safety Shoes as standard issue 	
DO		DO NOT	
<ul style="list-style-type: none"> • Checking to see if the area can be kept closed and secure for 72 hours before going in • Use plenty of Jangro disinfectant and leave as contact on surface for at least 5 minutes • Wear disposable gloves and aprons for cleaning • These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products • Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • Staff to use protection for the eyes by using goggles, and a P1 mask for the mouth and nose as well as gloves and an apron • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning • Staff trained on this process, internal tool box • Refer to cleaning risk assessment • Refer to COSHH risk assessments 		<ul style="list-style-type: none"> • Complete without wearing the correct PPE • Cross contaminate worn PPE with normal rubbish • 	
		Specific Training Requirements: <ul style="list-style-type: none"> • Induction, refresher training • Risk assessment control measures 	
		References: <i>Health and Safety Management System and Local risk assessments</i>	



Risk Assessment for High Risk and Vulnerable Staff Groups with potential work related exposure to COVID-19

Staff Member Name:	Staff Role:	Date of Assessment:
Manager Name:	Location:	Date of Review (if applicable):
Step 1: Determine Vulnerability Group (Please Tick)		
1		
2		
3		
Step 2 – Define Area of Work		
Agreed actions.		
Manager Signature		
Staff Member Signature		
Date		
Occupational Health Support	If the outcome is moderate to high risk staff member will need to be referred to occupational health.	

JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

This Risk assessment has been prepared to assist the Juniper service areas to identify any potential risks plus to maintain a safe place of work during the return to work planning, as required under the Health and Safety at Work Act 1974, to limit the exposure to COVID-19 in the workplace. The advice we receive from Government and other bodies may progress and change. Information on the virus may change, and versions may be updated, consultation in place with Trade Unions, H&S committee, HR, and shared with all staff. To be published on intranet and internet as the corporate Covid-19 secure risk assessment. Note: This is in addition to the normal risk assessments.

Description of Activity	COVID 19 Secure returning to work planning risk assessment		
Location	Service areas		
Completed by	Rosherville Safety Solutions Ltd		
Date of Assessment	15 th May 2020	Review Date	On-going*

OFFICE / BUILDING						
What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Coronavirus (COVID-19) (CV19) Office Someone entering the workplace with CV19	Employees, agency, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Where possible staff that can safely work at home should continue to work at home 2 Staff with existing medical conditions that are especially vulnerable to COVID-19, need to be identified and to follow the current Government guidance, such as shielding, see 'People' section for more information/controls. HR will have individual plans for these staff 3 A staggered start/finish times to reduce crowding in and out of premises, if necessary 4 Additional parking permits or bike racks to be installed to be reviewed 5 Based on the premises layout have more entry points to the premises for the staff members 6 Provide hand sanitation at entry and exit points	MED			

JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

		<p>7 Provide any alternative to touch based systems</p> <p>8 Office lay-out to ensure 2m distance assessed and managed and Managers to manage staff behaviour</p> <p>9 Using floor tapes or paint to mark areas to help staff maintain 2 metre distance where possible, any building that cannot operate at 2metre social distancing to be identified to Senior Management</p> <p>10 Reconfiguring seating and tables to maintain spacing and reduce face to face interactions.</p> <p>11. Installation of Sneeze Screens at identified desks where necessary (if you can't move desks to at least 2 metres apart of have facing each other set up), this is part of the building review preparation risk assessment and action plan</p> <p>12. Grouping staff/teams with fixed teams/partnering so that each person works with only those around them on a regular basis</p> <p>13. Installation of mobile hand wash stations around the buildings in order for staff to have easy and more direct access to hand soap/hand wash (these are non-plumbed units but offer water and soap) or alternatively hand sanitiser located at multiple locations in addition to washrooms</p> <p>14. If the work cannot be completed at home, and staff return to work, managers need to plan for the minimum number of staff that is required to complete the work on site within the building/s</p> <p>15. Ensuring more storage if required in order to store away staff clothing/coats/bags/scarfs rather than leaving these items around the office circulation spaces</p> <p>16. Regular floor walks and inspections by Managers to ensure the standards remain high and any concerns are rectified</p>				
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JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

		<p>17. Managers to monitor the use and set up of the new changes and how staff are adhering to these</p> <p>18. Increased cleaning regime, that is managed, monitored, with a quality management system in place, including spot checks and cleaning audits completed by managers</p> <p>19. Consideration of desk / IT / telephone sanitiser wipes available for staff to complete regular cleans; promote this via signage, giving assurance and self-ownership for frequent cleaning of office items, areas</p> <p>20. Making sure staff and visitors with disabilities are not restricted in their safe movement around the floors/buildings due to installation of barriers, signage etc.</p> <p>21. Control of visitors coming into the building, reduce the need to meet face to face, and have telephone/teleconference meetings where possible. Advising not to invite visitors into the office environment where ever possible</p> <p>22. If staff work require off site visits, they should be encouraged not to come back into the office or prior to the visit where possible, if they are also able to continue to work from home</p> <p>23. Liaison with schools/clients on their building specific risk plans, specifically their covid-19 risk management and social distancing plan/risk assessment</p> <p>24. Cessation of all non-essential face-to-face meetings with visitors (as appropriate to service needs) i.e. telephone contact; use of online access to services; postponement of meetings, where possible;</p> <p>25. Removal of hot desk set up, staff to be working in their own fixed working areas/desk and not to move around and share desks or IT equipment</p>				
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JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

<p>Coronavirus (COVID-19) (CV19)</p> <p>Passenger Lifts/ corridors and stairs</p> <p>Someone entering the workplace/lifts with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<ol style="list-style-type: none"> 1 Reduce maximum occupancy for lifts and encourage use of stairs where possible 2 Use of stairs to be promoted in a controlled manner, with floor marking to social distancing of 2 metres 3 Sanitise and wipe all the surfaces that staff may come in contact with i.e. buttons, doors, handrails etc. install sanitiser mobile units within/around lifts/lobbies 4 Leave any doors that the not fire rated and internal doors open where possible 5 Introduce one-way flow system in office corridors and stairs and throughout the building where reasonable possible. 	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Circulation of fresh air</p> <p>Someone entering the workplace/offices with CV19, staff fear and concerns of becoming infected by air circulation</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<ol style="list-style-type: none"> 1 Keep ventilation systems maintained regularly and adjusting systems where necessary 2 Ventilation systems maintained 3 Check service and or adjustments required, so that they do not automatically reduce ventilation levels due to lower than normal occupancy 4 Opening windows and doors frequently to encourage ventilation where possible 5 Keep the systems operating continuously, i.e. not shutting down at weekends 6 Switch air handling units with recirculation to 100% outdoor air 	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the</p>	<ol style="list-style-type: none"> 1 An increased formal cleaning regime, employees are cleaning equipment more often and key areas and touch points are identified and form part of the specified cleaning schedule (keyboards, work surfaces, door handles etc.) 2 Hand sanitisers have been placed in the workplace 	<p>MED</p>			

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<p>Someone entering the workplace/offices with CV19</p>	<p>workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>3 Extra hygiene requirements (handwashing etc.) enforced</p> <p>4 Multi-use handtowels are not used to dry hands</p> <p>5 This information has been passed onto employees</p> <p>6 Confirmed cases of work-related CV-19 to be reported via accident and incident report, RSS Ltd will review via the usual accident procedure. Potential for RIDDOR report to HSE; if necessary, this will be done by RSS Ltd</p> <p>7 BC planning includes a preparedness for cleaning regime in light of potential outbreaks</p>				
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Gatherings, emergency evacuation, offices, non-school settings</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1. Social distancing standards marked out clearly around the buildings to keep staff at least 2 metres apart at all times</p> <p>2. Fire evacuation advice is for the removal of fire evacuation assembly points and to have full dispersal evacuation away from the buildings, if this is supported by full building sweep by fire wardens, i.e. no need to gather groups of staff together. Staff should disperse to the surrounding areas, streets and not gather in groups</p> <p>3. PEEPS 'personal emergency evacuation plans' to be reviewed with the identified evacuation team/ 'buddy' packs should be installed next to the evacuation transfer/meeting location to include surgical face masks for all parties involved in personal evacuation procedure</p> <p>4. Manage any gathering of people close to the building entrances and disperse groups if necessary, keeping a safe distance themselves</p>	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV-19)</p>	<p>Employees, agency, visitors</p>	<p>1. Review existing first aid needs analysis in line with Health and Safety Executive (HSE) Guidance on First Aid cover and qualifications during COVID-19 e.g.:</p>				

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<p>Provision of first aid in buildings</p> <p>Someone entering the workplace/offices with CV19, giving first aid to staff/others</p>	<p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<ul style="list-style-type: none"> ▪ High risk activities to be suspended or postponed where practical ▪ Extension of first aid certificate renewal date if run out, being reviewed <p>2 It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>3 Those administering first aid should wear PPE appropriate to the circumstances, surgical face masks in working in close contact. Wash hands and ensure the affected area is cleaned upon completion.</p>	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Office/Kitchen break out areas</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Social distancing in place with signage</p> <p>2 Zip taps/Kettles to be cleaned before and after use with appropriate cleaning material/wipes</p> <p>3 Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum</p> <p>4 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds</p> <p>5 Staff to dispose of their food waste into the bins provided, and clean their cutlery and put away</p> <p>6 Staff not to share cups and cutlery</p> <p>7 Staff to be encouraged to go outside during breaks</p> <p>8 These areas to have an increased cleaning regime in place</p>	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV-19)</p>	<p>Employees, agency, visitors</p> <p>An employee /</p>	<p>1 Social distancing in place with signage</p> <p>2 Staff to stay alert as these are single door access and egress and potential non 2 metres meeting points, therefore proceed with caution and be prepared to take a step back to allow others</p>	<p>MED</p>			

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<p>Toilet areas</p> <p>Someone entering the workplace/offices with CV19</p>	<p>visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>to keep the 2 metre rule</p> <p>3 Washing hands is paramount</p> <p>4 There will be an increased cleaning regime in these areas</p> <p>5 Close off sinks to create social distancing</p> <p>6 Review foot or elbow door opening options to reduce hand touching surfaces/doors access egress points</p> <p>7 Limit use to one person at time in smaller toilet areas</p>				
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Meeting rooms</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 All meetings for those staff working in the office should be completed virtually to keep and prevent the gathering of different staff members coming together within an enclosed room environment</p> <p>2 During the summer consider holding meetings outside in the open and keeping to the social distancing of 2 metres</p> <p>3 Keep meeting room doors open and maintain the allotted numbers allowed</p> <p>4 Do not use rooms that are not well ventilated</p> <p>5 Avoid sharing pens and any other items</p> <p>6 Hand sanitiser to be provided in meeting rooms</p> <p>7 Establish meeting etiquette while entering and leaving to ensure distancing</p> <p>8 Meetings dates and attendance recorded re potential tracking requirements</p>	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Hygiene Control</p> <p>Someone entering the</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the</p>	<p>1 New increased cleaning regime in place</p> <p>2 To include ongoing detailed cleaning specification which is managed and monitored as a quality management system</p> <p>3 Specified cleaning material to be used for virus infection control, COSHH data sheets and risk assessments to be</p>	<p>MED</p>			

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<p>workplace/offices with CV19</p>	<p>workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>updated</p> <p>4 Frequent cleaning of work areas and equipment is an absolute requirement such as IT equipment, and touch points</p> <p>5 Cleaning products as per no.3 being left out in cleaning stations/defined desk areas, for staff to use and clean their desks, chairs, telephone, IT equipment prior and after use where necessary and having increased adequate disposal arrangements</p> <p>6 Cleaning to be reviewed and altered to change any increasing risk factors, confirmed COVID-19 cases within specific areas of the building/s</p> <p>7 Restrictions use of high touch equipment such as printers and/or increase personal cleaning pre-use</p> <p>8 Signage and posters installed around the buildings to build good awareness of increased hand washing, washing hands on commencement of work, avoidance of touching face and to cough or sneeze into a tissue which is binned or into your arm if no tissue available</p> <p>9 Increase of waste removal from bins during the day</p> <p>10 Shower and changing areas must be kept clear of staff personal items and that social distancing is achieved as much as possible</p> <p>11 Cleaning of items, goods, deliveries entering the buildings, and increasing cleaning facilities for staff in these areas</p> <p>12 Cleaning procedure for vehicles as well as buildings, cleaning with appropriate approved cleaning products, in a well-ventilated area, bringing the door windows down when cleaning</p> <p>13 No personal staff deliveries allowed to site</p> <p>14 Staff not to bring in shopping and other items at lunch time, to</p>				
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JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

		restrict the items brought into the work place that could potentially be contaminated				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Statutory Compliance</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<p>1 Manage and review Kitchen statutory compliance to ensure the equipment is up to date, managed and monitored and any 'start-up' programmes for service items and equipment are completed</p> <p>2 Control the contractor COVID-19 pre assessment before allowing anyone in the buildings, and a review of their risk assessment against current COVID-19 risk assessments and to ensure inductions are in place that includes our COVID-19 control measures and social distancing requirements</p>	LOW			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Social distancing</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Only staff that cannot work from home to come into the work place</p> <p>2 Social distancing planning completed in liaison with Landlords, Schools, clients. Knowing the numbers of staff required allowed per floor/building with the 2 metre distance rule where possible</p> <p>3 It should be understood that the exposure time of spending time in close proximity forms part of the risk assessment</p> <p>4 Where social distancing of at least 2 metres cannot be followed this should be alerted to managers and RSS Ltd</p> <p>5 Screens (sneeze screens) should be considered and is advised as an additional control measure at the set identified social distancing areas, desks, lifts, meeting rooms, where there is a closer than 2 metre distance or have face to face set up (not advised)</p> <p>6 Reduce the time spent in the office if the work can be completed at home, or if the work involving other aspects such as site visits and continue home to complete working from home. If home work is not available then managers should</p>	MED			

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		<p>review the staff rota and work activities in relation to being in close contact with other staff to reduce potential exposure time</p> <p>7 Although the 2 metre rule is now very much known, the assessment of risk of moving and working further apart should be considered and not just the minimum, although this is the set standard</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Accidents, Security incident, emergency</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 It is important to understand and make clear that in the event of any emergency situation, staff do not have to stay 2 metres apart if it the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate</p> <p>2 Staff involved in emergency situations that may bring them into close contact to ensure that you pay particular attention to sanitation measures immediately afterwards including washing of hands</p>	MED			

INDIVIDUAL

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Coronavirus (COVID-19) (CV19)	Employees, agency, visitors	1 Managers to identify staff that are either *Clinically extremely vulnerable or *clinically vulnerable with the instruction to staying at home and shield. The Government is				

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<p>Staff with existing medical conditions</p> <p>Someone entering the workplace/offices with CV19</p>	<p>An employee being asked to come into work that have existing medical conditions and are clinically extremely vulnerable, or clinically vulnerable</p> <p>Causing severe infection/disease</p>	<p>currently advising people to shield until the end of June and is regularly monitoring this position. Any changes to the guidance and potential change of government advice will be communicated and risk assessed before any changes to current work conditions.</p> <p>2 Managers to ensure the communication of all home workers/and those shielding is in place with regular contact</p> <p>3 Individual risk assessment will be undertaken for each of these groups, and kept under review</p> <p>For ease of reference;</p> <p>*Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.</p> <ul style="list-style-type: none"> • Solid organ transplant recipients. • People with specific cancers: •people with cancer who are undergoing active chemotherapy • •people with lung cancer who are undergoing radical radiotherapy • •people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • •people having immunotherapy or other continuing antibody treatments for cancer • •people having other targeted cancer treatments which can 	<p>MED</p>			
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		<p>affect the immune system, such as protein kinase inhibitors or PARP inhibitors</p> <ul style="list-style-type: none"> • people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD). • People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell). • People on immunosuppression therapies sufficient to significantly increase risk of infection. • Women who are pregnant with significant heart disease, congenital or acquired. <p>*Clinically vulnerable people</p> <p>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds): • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy 				
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JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

		<ul style="list-style-type: none"> diabetes a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets being seriously overweight (a body mass index (BMI) of 40 or above) pregnant women 				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>2 The workplace will be decontaminated following Public Health England Guidance: COVID-19, cleaning in non-healthcare settings</p> <p>3 This information has been passed onto employees</p>	MED			
<p>Coronavirus (COVID-19) (CV19) temporary change to work environment</p> <p>Staff working at home</p>	<p>Employees, agency, visitors</p> <p>Staff working at home that are not set up for homeworking, DSE, posture, MSD, stress, anxiety</p>	<p>1 Staff to follow the working from home RSS Ltd guidance</p> <p>2 Manager to complete working at home risk assessment</p> <p>3 Manager and staff to ensure communication is in place for any concerns with DSE, wellbeing</p> <p>4 Homeworking staff to complete DSE self-assessment form</p> <p>5 Individual user tries to mimic the set-up of the working arrangement</p> <p>6 Communication between individuals / teams and Managers is clear</p> <p>7 Staff giving clear guidance on wellbeing and contact details for support</p>	MED			
<p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, visitors</p>	<p>1 Only necessary contractors to be allowed on site, and approved/authorised</p> <p>2 Agency staff and contractors to be inducted to the normal health and safety induction processes, including the current</p>	MED			

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<p>Contractors</p> <p>Someone entering the workplace/offices with CV19</p>	<p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>COVID-19 risk assessments and social distancing requirement, and promotion of hand cleaning and hygiene</p> <p>3 Pre-communicated to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place</p> <p>4 Normal risk assessment, method statements review, considering if the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements</p> <p>5 Normal management and monitoring of contractor works, wellbeing on site</p> <p>6 Consideration of changing times of contractor works, out of hours, during less busy times</p> <p>7 Working together with any shared sites, employers, landlords sharing risk assessment, COVID-19 social distancing management, and sharing information concerning visitors that may affect their own risk management and social distancing standards</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Personal Protective Equipment (PPE)</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe</p>	<p>1 Continue to wear/use any PPE that is normally used as part of your workplace activities</p> <p>2 COVID-19 infection risk is managed by working at home wherever possible; staying at least 2 metres away from each other in the workplace, increased hygiene measures, fixed teams and removal of hot desk environment and not through the use of PPE</p> <p>3 We do not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings</p> <p>4 Managers need to review their current COVID-19 risk assessment and if PPE is identified as a control measure to</p>	<p>MED</p>			

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	infection/disease	ensure an adequate supply is available and monitored; staff should know the correct use of this including disposal methods				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Face Coverings</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee /agency staff commuting and using public transport</p>	<p>1 Evidence suggests that wearing a face mask doesn't protect you but may protect others in the event you are infected, to note this is not PPE, it is not a legal workplace requirement</p> <p>2 The risk is managed by minimising workers in work, contact time together, social distancing, increased hygiene and cleaning regime, and not reliant on face coverings</p> <p>3 All staff are informed that face coverings are not required within the working environment, although the government advice is for public transport use, where the close contact of others is likely</p> <p>If staff choose to wear one the following guidance is applicable and should be followed;</p> <ul style="list-style-type: none"> • Washing hands thoroughly with soap and water for 20 seconds or use of hand sanitiser before putting a face covering on and after removing it • Avoid touching your face or face covering as you can contaminate them with germs from your hands • Change face covering if becomes damp or if you have touched this • Continue to wash hands regularly • Change and wash face covering daily • If not washable dispose of carefully in usual waste • Practise social distancing wherever possible • You can make your own face covering following guidance on GOV.UK. 	MED			
Coronavirus	Employees, agency, visitors	1 As far as possible manager should split teams that cannot work from home into small groups working together following				

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<p>(COVID-19) (CV19)</p> <p>Working in Groups</p> <p>Someone entering the workplace/lifts with CV19</p>	<p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>the social distancing set up</p> <p>2 Managers to identify materials, commonly shared items to assess the need to share, and how these items can be safely used to reduce direct contact and cleaning of items, consider zoned areas, pick up areas that are supported by cleaning material and hand sanitiser</p> <p>3 Although the social distancing is at least 2 metres wherever possible it is the time spent together that should also be minimised as far as possible, following the principles of prevention rule, eliminate / reduce / isolate / control</p>	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Work related travel</p> <p>Being in close proximity of people infected with CV19 and/or increased time spent in this environment</p>	<p>Employees, agency, visitors</p> <p>An employee / agency catches the virus travelling</p> <p>Causing severe infection/disease</p>	<p>1 Staff to work at home if they can, this hasn't changed</p> <p>2 Minimise non-essential travel, considering and preferring to have remote options</p> <p>3 Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face</p> <p>4 Cleaning regime programme and in between shifts for vehicles</p> <p>5 Avoid public transport wherever possible</p> <p>6 Stagger working times to avoid busier times</p> <p>7 Follow government advice for face coverings</p>	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Change management /communication/training</p> <p>Lack of awareness of risk</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes</p>	<p>1 Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic</p> <p>2 Providing early information instruction before any changes to working practices</p> <p>3 Managers risk assess if any changes to current risk assessments and update/include staff</p> <p>4 Guidance to staff on changes to work environment and procedures in advance of any physical changes</p>	<p>MED</p>			

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Stress and anxiety	<p>it onto others</p> <p>Sickness related to stress due to lack of communication</p>	<p>5 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local guidelines and resources:</p> <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ Juniper face book pages and newsletter ▪ Information posters displayed at key points and throughout premises ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) <p>6 Additional consideration is given to those employees who may be deemed to be at increased risk in the planning of work activities</p> <p>7 Advice on risks, symptoms and control measures implemented relevant to the specific service / team</p> <p>8 Employees to adhere to the 2m rule at work sites at all times</p> <p>9 Follow signage of egress and access to premises</p> <p>11 Having clear guidance on trace and track measures and clear guidance to managers and staff on actions required and support available</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Stress and anxiety concerning returning to work</p>	<p>Employees, agency, visitors</p> <p>An employee / agency catches COVID-19 or concern of catching virus</p>	<p>1 Managers to reassure staff that if they can work from home then they continue to work from home, and any future changes will continue to be on a risk-based approach</p> <p>2 Managers to identify staff with stress or anxiety and complete a follow up stress risk assessment using the RSS Ltd guidance and template</p> <p>3 For staff who have to come into work whether this is an essential worker or they cannot work from home need to be communicated with by manager sharing risk assessments and</p>	MED			

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Chance of catching COVID-19 by travelling or returning to work	causing stress and anxiety affecting the body causing illness and sick ness Sickness related to stress	control measures for covid-19 controls 4 Ongoing clear communication between individuals / teams and Managers is clear 5 Individual or team stress risk assessments to be completed following RSS guidance if significant risks being identified and evidence of work related stress				
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SERVICE ACTIVITY – KITCHENS / CATERING

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Suspected case of Coronavirus (COVID-19) (CV19) Transmission of COVID-19, and lack of social distancing in Kitchens	Employees Visitors Contracted CV19 by any means Working in close proximity with colleagues Breathing in droplets, touching contaminated surfaces	1 Floor markings installed to ensure 2m separation where there is queuing (servery, till points etc.) this should be reviewed with the school/client 2 Behaviour reminders for staff to keep to the social distancing and working as a team 3 Posters to be displayed to promote the awareness of social distancing 4 Area managers to review kitchen layouts, numbers of staff, size of kitchen and agree changes to be implemented, in liaison with the school/client, all in relation to achieving social distancing within kitchen work areas 5 Staff working zones to be marked out, that includes servery, cooking, dining hall areas, with staff having areas/zones to be working in wherever possible 6 Area manager, and local managers to complete checks on	MED			

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	<p>Causing severe infection/disease</p>	<p>the social distancing requirement and remind staff when needed</p> <p>7 Staff to be focused on the achievement of maintaining the 2m rule throughout their day</p> <p>8 Increased hand washing periodically during the day, in addition to the normal hygiene kitchen requirements</p> <p>9 Installation of physical screens if kitchen areas are too small to maintain the 2m rule, this includes servery areas where large numbers of pupils will present themselves at the servery, this should be reviewed with managers and school premises/managers, installation of physical screens should not replace a hazard with another hazard</p> <p>10 A review of the kitchen risk assessment if any changes to the working environment, any concerns contact RSS Ltd and manager to review and update where necessary</p> <p>11 The creation of flow work operation will be considered if the kitchens are small and constrained, this will be individual staff working in a small area and limited to only one person in that area, who would complete the work task for that area then pass on to other kitchen staff keeping 2m distance</p> <p>12 A kitchen planner to be used at the start of the day/week to carefully review the set up and working to ensure 2m distancing is achievable, reflection on areas of concerns and corrections required to be completed</p> <p>13 Supervisor to manage and monitor the staff in order to keep to the 2m rule</p> <p>14 Contractor works to be completed when the kitchen has low or no staff within the required areas of work</p> <p>15 No visitors to the kitchen and management of delivery drivers so far is reasonably practicable to keep to the 2m distance</p>				
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JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

		16 An assessment of the restricted areas within the kitchen, to include W/C, rest rooms, offices, fridge rooms, as these rooms are normally small areas in comparison to the kitchen area, and therefore planning is required to ensure staff do not come close together whilst entering and using these area				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Infection control</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 Increased cleaning, sanitising/disinfecting objects and surfacing, with the focus on the frequent touch areas</p> <p>2 Normal PPE to be continued to be used, re kitchen risk assessments/cosHH risk assessments</p> <p>3 A system in place for the awareness of potential contamination on delivery items, packaging. Removal and disposal of outer packaging where possible and handwashing directly afterwards</p> <p>4 Equipment cleaned after use, and/or before use</p> <p>5 Disposable gloves to be worn whilst working on the tills</p> <p>6 Chip and Pin/Contactless payment is preferred to reduce touching of money where possible, if not, enhanced hand cleaning, and disposable gloves to be disposed of safely</p> <p>7 Increased handwashing, as soon as staff arrive, frequently during the day, and after task work, and for at least 20 seconds, supervisors to monitor, and promote these hygiene control measures as much as possible</p> <p>8 Behaviour change and reminders for the staff, for each other, not to touch your face, nose, eyes, mouth, and wash hands if you do</p> <p>9 Handwashing with hot water and soap is available</p> <p>10 Avoiding direct working or direct contact with other staff and others (pupils, school staff, delivery drivers etc.)</p> <p>11 Behaviour change, Behaviour watch, to promote the infection control requirements of 'Catch it, Bin it, Kill it'</p> <p>12 PPE masks are not required within the kitchen, and due to</p>	MED			

JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

		the nature of heat, steam, touching of face/masks increases poor hygiene standards 13 Kitchen staff working in small groups each day and not mixed with other sites/staff where possible				
Suspected case of Coronavirus (COVID-19) (CV19) School/client lack of communication	Employees Visitors Contracted CV19 by any means Causing severe infection/disease	1 Ensure social distancing plan and risk assessment is shared with schools/clients, and they share theirs with you 2 If any physical markings, assessments, installations re social distancing to be reviewed with the school/client 3 Communication with school/client re covid-19 sickness procedures in place to ensure that the both parties informed of any covid-19 related staff/agency sickness, without delay, including BC plan if the whole kitchen crew have to self-isolate, and track – trace procedures in place 4 Concerns with pupils/staff not social distancing to be raised up via the school contact, management, and internal Juniper managers	LOW			

SERVICE ACTIVITY – CLEANING

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
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JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Transmission of COVID-19, and lack of social distancing in schools/client premises</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Working in close proximity with colleagues</p> <p>Breathing in droplets, touching contaminated surfaces</p> <p>Causing severe infection/disease</p>	<p>1 Floor markings installed to ensure 2m separation around the school/client buildings, staff to be aware of the new changes</p> <p>2 Cleaners normally work remotely, and are able to continue with this, checking on areas/rooms re: numbers of occupants, before going in</p> <p>3 Area managers to review areas of workplace re: social distancing, and follow up with client/staff with any concerns</p> <p>4 Staff working in zones, areas of the school to separate the cleaning works</p> <p>5 Staff to be focused on the achievement of maintaining the 2m rule throughout their shift</p> <p>6 Increased hand washing periodically during the day, in addition to the normal hygiene requirements</p> <p>7 A review of the cleaning risk assessment if any changes to the working environment, any concerns contact RSS Ltd and manager to review and update where necessary</p> <p>8 The creation of flow work operation will be considered if the school areas/rooms are small and constrained, this will be individual staff working in a small area and limited to only one person in that area</p> <p>9 An assessment of the restricted areas within the stock rooms/rest rooms, as these rooms are normally small areas, and therefore planning is required to ensure staff do not come close together whilst entering and using these area</p>	<p>MED</p>			
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Infection control</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p>	<p>1 Increased cleaning, sanitising/disinfecting objects and surfacing, with the focus on the frequent touch areas</p> <p>2 Normal PPE to be continued to be used, re kitchen risk assessments/cosHH risk assessments</p> <p>3 A system in place for the awareness of potential contamination on delivery items, packaging. Removal and disposal of outer packaging where possible and handwashing</p>	<p>MED</p>			

JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

	Causing severe infection/disease	<p>directly afterwards</p> <p>4 Equipment cleaned after use, and/or before use</p> <p>5 Increased handwashing, as soon as staff arrive, frequently during the shift, and for at least 20 seconds, promote these hygiene control measures as much as possible</p> <p>6 Behaviour change and reminders for the staff, for each other, not to touch your face, nose, eyes, mouth, and wash hands if you do</p> <p>7 Handwashing with hot water and soap is available</p> <p>8 Avoiding direct working or direct contact with other staff and others (pupils, school staff)</p> <p>9 Behaviour change, Behaviour watch, to promote the infection control requirements of 'Catch it, Bin it, Kill it'</p> <p>10 Cleaning staff working in small groups each day and not mixed with other sites/staff where possible</p>				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>School/client lack of communication</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 Ensure social distancing plan and risk assessment is shared with schools/clients, and they share theirs with you</p> <p>2 If any physical markings, assessments, installations re social distancing concerns to be reviewed with the school/client</p> <p>3 Communication with school/client re covid-19 sickness procedures in place to ensure that the both parties informed of any covid-19 related staff/agency sickness, without delay, including BC plan if the whole kitchen crew have to self-isolate, and track – trace procedures in place</p> <p>4 Concerns with pupils/staff not social distancing to be raised up via the school contact, management, and internal Juniper managers</p>	MED			
<p>Suspected case of Coronavirus</p>	<p>Employees</p> <p>Visitors</p>	<p>1 Checking to see if the area can be kept closed and secure for 72 hours before going in, as the amount of virus living on surfaces will have reduced significantly by 72 hours</p>	LOW			

JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

<p>(COVID-19) (CV19)</p> <p>Cleaning/Deep cleaning/Covid-19 confirmed areas</p>	<p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>2 Using normal household/commercial Jangro disinfectant for cleaning an area with,after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</p> <ul style="list-style-type: none"> • Wear disposable gloves and aprons for cleaning • These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products • Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • Spray generously onto surfaces and allow contact to remain for at least 5 minutes, spray and walk away, try and work in a ventilated area • Staff to use protection for the eyes by using goggles, and a P1 mask for the mouth and nose as well as gloves and an apron • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning • Staff trained on this process, internal tool box training • Staff uniform/PPE footwear – non slip • For a deep clean / disinfection (e.g. following a suspected/confirmed case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the COVID-19: 				
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JUNIPER COVID SECURE-RETURN TO WORK COVID-19 PANDEMIC RISK ASSESSMENT

		cleaning of non-healthcare settings guidance				
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Overall Residual Risk for Activity (L / M / H):	MEDIUM
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended



Juniper Ventures Limited

(Juniper Pursuits Limited is a subsidiary of Juniper Pursuits Limited)

Return to Work Planning

Health and Safety Operational Plan Guidance

Protecting employee health during COVID-19

Version	01(01) Draft – in preparation for changes to government instruction
Issue Date	15 May 2020
Title of Author	Rosherville Safety Solutions Ltd
Target Audience	Juniper all service areas
Review date	On-going during COVID-19 pandemic

1.0 Introduction

- 1.1 The COVID-19 pandemic has brought changes to our service areas and the way in which we operate. A significant number of employees are working from home and will continue to do so, whilst essential and frontline services such as the kitchen and cleaning services have continued to operate albeit with revised procedures and schedules.
- 1.2 As we progress through the pandemic period, in line with government guidance attention is turning toward a return to work and the challenges that brings. The extent to which employees return and services resume will be largely influenced by Government advice and the degree to which Juniper can practically apply control measures to mitigate risks to employees and others.
- 1.3 This guide has been prepared by Rosherville Safety Solutions Ltd and aims to:
1. Help protect employees' health during the extended COVID-19 pandemic
 2. Provide direction in terms of how to mitigate health and safety risks (***a risk-based approach***) to employees and service delivery as part of pandemic planning
 3. Signpost to other sources of information

2.0 Why we need a *return to work plan*

- 2.1 Juniper services are diverse, and mainly working in other businesses property such as school kitchens, plans and associated risk assessments need to reflect service area specific needs.
- 2.2 Health and safety is integral to the return to work of employees and to normal service delivery; key legislation includes:
- [Health & Safety at Work Act 1974](#) Ensure *reasonably practicable* steps are taken to safeguard employees and non-employees; planning and implementing risk reduction measures and remaining up to date with Government advice relating to Covid-19.
- [Management of H&S at Work Regulations 1999](#) Requirement to ensure suitable and sufficient risk assessments are in place; reviewed and updated to reflect: changes in circumstances e.g.:
- Change in Government advice
 - New challenges faced by the return to work of employees
 - Bringing services back online (e.g. kitchen equipment, equipment inspections / checks etc.)
 - Changes in the use of premises and/or materials on-site e.g. are there more hazardous materials on-site (associated with increased cleaning regime)
 - Changes in health status of employees (self-isolating; shielded etc.)

- Building and activity risk assessments associated with changes in use and/or adaptations following COVID-19 guidance and current legislation. This may include security, fire safety and emergency evacuation management, social distancing, hygiene, infection control etc.
- Track and Trace and recording of COVID-19 confirmed cases
- Ensuring we review the RIDDOR requirements as it is now listed under the dangerous occurrence and disease categories

[Personal Protective Equipment at Work Regulations 1992](#) Duty to provide suitable PPE in line with risk assessment findings

- 2.3 Health and safety is integral to the return to work of employees and service delivery. This means ensuring *reasonably practicable* steps are taken to safeguard employees and non-employees; planning and implementing risk reduction measures and remaining up to date with government advice relating to COVID-19. Suitable and sufficient risk assessments must in place; reviewed and updated to reflect changes in circumstances throughout the pandemic period.
- 2.4 Employee safety and welfare is important; many people will be concerned and anxious about returning to work. Employees will want to know what the council is doing to support their return including their physical and mental health.

3.0 A risk based approach to restarting work

- 3.1 The *Plan – Do – Check – Act* (PDCA) methodology advocated in the Health and Safety Executive's (HSE) managing for health and safety (HSG65) is applicable to your overall COVID-19 planning (Figure 1).
- 3.2 The PDCA cycle¹ is one that supports on-going improvement; it considers health and safety management as an integral part of good management. With government guidance likely to change over the coming weeks and months, return to work plans will need to be reviewed and amended.
- 3.3 Whilst the main focus will be creating a workplace environment that prevents the transmission of COVID-19, that considers:
- the risks associated with the resumption of services
 - review of existing risk assessment with the current changes
 - seeking assurance information and assessing of other site covid-19 risk management
 - changes to procedures that had been implemented
 - the introduction of new procedures and processes that need to be applied
 - communication with employees regarding changes

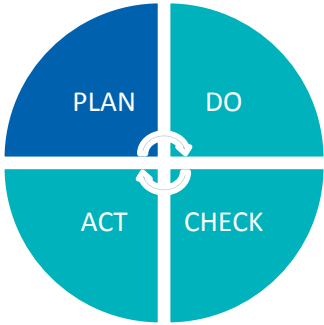
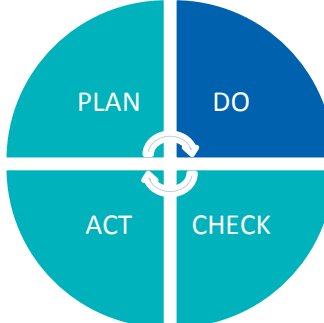
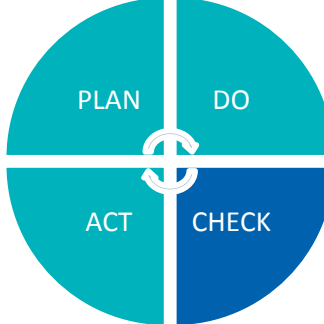
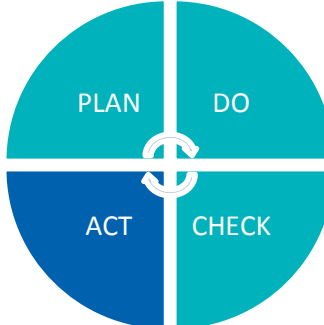
¹ HSE (2013) [Managing for Health and Safety](#) (HSG65)

3.4 A three-pronged approach² is required:

1. Complete a risk assessment for COVID-19 **before returning** to work. *To note, risk assessment was already in place; 'Management of, change to working practices during Coronavirus (COVID-19) pandemic, completed on 26 March 2020, new risk assessment completed 15 May 2020 following changes to Government advice 'COVID 19 Secure- returning to work planning risk assessment'*
2. A review of the risks from resuming services; employees returning to work, and ensure relevant procedures are in place, this will include service activities, individual concerns, and related service wide health and safety documentation such as safe operating procedures as an example
3. Review existing risk assessments taking into account the requirement for social distancing measures; changes to activities and pattern of working and/or where PPE is required

² BOHS (2020) [Guidance for Members and non-Healthcare Businesses](#)

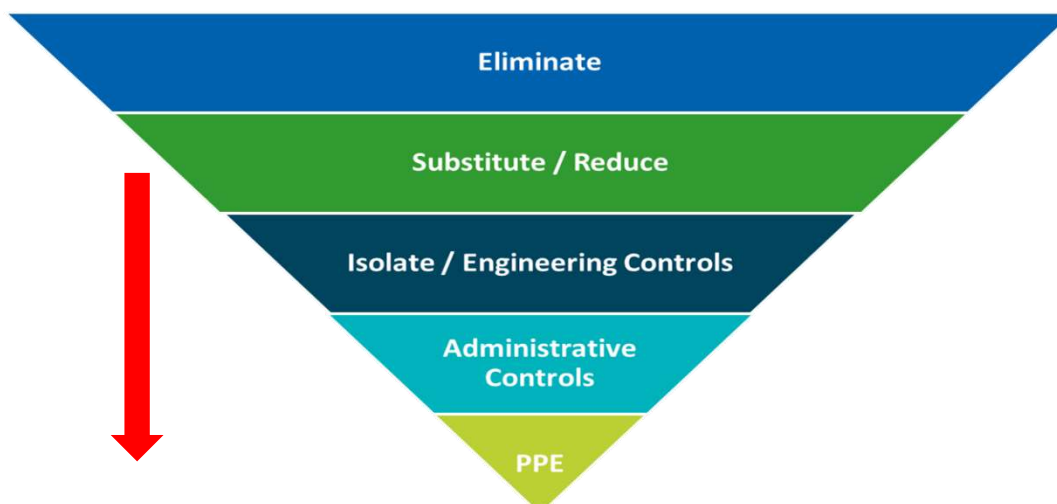
Figure 1: Plan-Do-Check-Act cycle / COVID-19 planning

	<p>PLAN:</p> <ul style="list-style-type: none"> • Determine your <i>return to work</i> plan • Think where you are now and where you want to be, by when? • Who do you need to co-ordinate with? • Determine how you will measure / monitor the implementation of your plan • Consider how you will communicate with your team • Review your plan and be prepared to change it; government COVID-19 guidance is changing frequently
	<p>DO:</p> <ul style="list-style-type: none"> • Assess your risks • Review your existing risk assessments including your COVID-19 risk assessment; are changes required in line with government advice? • Organise your activities so you can implement your plan incl. communication / consultation with employees • Decide on what measures need to be completed to support your plan e.g. building checks / inspections etc. • Implement your plan; ensure arrangements are followed
	<p>CHECK:</p> <ul style="list-style-type: none"> • Check and ensure your <i>return to work</i> plan has been implemented: <ul style="list-style-type: none"> - Are employees following what has been agreed? - Do employees have concerns that need to be addressed? - Are risks associated with COVID-19 transmission being controlled? Is more required? • Investigate check the infection control and social distancing during the staff working environment
	<p>ACT:</p> <ul style="list-style-type: none"> • Review your performance; is your plan working? • Revisit your plan, risk assessments and procedures in light of government or council advice • Learn from any accidents, incidents, ill-health data or other teams and services. Other teams may have introduced procedures that would work for your service area • Ensure the track and trace system is followed and staff are aware

4.0 Risk Assessment COVID-19

- 4.1 RSS has produced a return to work (COVID-19) risk assessment for Juniper.
- 4.2 However, each service area, kitchen/cleaners must review this risk assessment and complete a site assessment to addresses how they will restrict the transmission of COVID-19 in the workplace.
- 4.3 Remember this is an assessment about minimising the potential transmission of COVID-19 *as low as is reasonably practicable* whilst planning for and operating a phased return to work.
- 4.4 Reducing the risk associated with the transmission of COVID-19 requires the use of the hierarchy of control (Figure 2). Whilst elimination (of the hazard) remains the first and priority action, it will be necessary to adopt a full range of control measures, as detailed in the covid-19 risk assessment.

Figure 2: Hierarchy of Control



5.0 Returning to work/Working differently/covid-19 – what needs to be considered?

5.1 General information

- The senior management will need to prepare for employees who are psychologically affected by the pandemic. Some will have experienced challenging domestic situations, childcare issues, being a carer of a vulnerable family member or bereavement. Readjusting to normal working routine including social distancing measures may take time.
- Extra support will need to be available for managers to enable them to have sensitive and open discussion with each team member regarding their health, safety, well-being and travel arrangements. Reasonable adjustments required to facilitate an effective return to work need to be discussed.

- Managers need to communicate the practical measures that they will take to reassure team members that their health, wellbeing and the safety is priority.
- It is important to note that the *continuation of working from home* (where staff can do so) remains a reasonable control measure and should be encouraged. This will include the communication, health safety and wellbeing of staff working from home. Although the majority of our staff are essential workers, and have continued to work through the pandemic.
- Hygiene measures need to continue and enhanced in order to minimise the spread of infection at all times. Employees will need to be reminded about regular handwashing and sanitising therefore a good supply of appropriate products should be available at all sites and floor spaces. The increasing of individual ownership for self-cleaning of work equipment is paramount in the control of virus measures, therefore supplies of appropriate cleaning wipes/products to promote and be available for staff to clean desktops, IT, phones in between the enhanced external cleaning regime and also give assurance that they area is clean alleviates staff concerns.

5.2 General information – premises

Consideration should be given to:

- Required measures to support / maintain social distancing (2 metres) e.g. changes to layout; access and egress points etc.
- Activities specific to the premise or staff e.g.:
 - Kitchen workers, on school/client sites
 - Cleaning staff working on school/client sites
 - Those with Personal Emergency Evacuation Plans (PEEP)
 - Communication of COVID-19 information where premises are jointly shared with others
- How communal facilities will be managed such as tea points and breakout areas
- Resource requirements to support changes and monitoring of premises
- Emergency Evacuation Plan
- Review of security arrangements in line with any changes to access / egress points
- Cleaning regime
- First aid numbers
- Fire warden numbers

5.3 Self-isolation, vulnerable or 'shielded' employees

Employees should continue to follow government and NHS advice regarding self-isolation; those who are vulnerable or shielded. Managers should record any absence, change to work in line with Human Resources guidance. Individual health risk assessment will be completed for these groups of staff.

5.4.1 *Clinically extremely vulnerable people*

This group refers to those who have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract COVID-19. [Clinically extremely vulnerable](#) people will have received a letter or been told by their GP that they are in this group.

5.4.2 *Clinically vulnerable people*

This group refers to those who may be at increased risk from COVID-19, including those aged 70 or over and those with some underlying health conditions.

6.0 **Government Guidance / Council implementation**

6.1 In May 2020, the UK Government issued '[Our Plan to Rebuild: The UK Government's COVID-19 recovery strategy](#)'.

6.2 To support this, the government has produced [guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus](#). The documents provide guidance and practical suggestions for their implementation however "*these guides should not be used on their own, to decide on the actions that you need to take, but as a starting point to consider what you can do*" (HSE)

6.3 In terms of the hierarchy of control, eliminate is the first option therefore continuing to facilitate working from home where possible is an option, for the non-front line employees.

6.4 Not all Government guides will be applicable to the activities of Juniper but are listed here for completeness. The updated Covid-19 Secure risk assessment and this plan have reviewed the applicable guides below.

- Construction and other outdoor work
- Factories, planes and warehouses
- Labs and research facilities
- Offices and contact centres
- Other people's homes
- Restaurants offering takeaway or delivery
- Shops and branches
- Vehicles

7.0 **Guidance Documentation**

7.1 This document has been developed following government and industry guidance. The following is current as of 15/05/2020; you **should check** for recent updates:

Gov.UK Our Plan to Rebuild: [The UK Government's COVID-19 recovery strategy](#)


Gov.UK Working safely during COVID-19 in [offices and contact centres](#)

Gov.UK Coronavirus (COVID-19): [Guidance](#)

Gov.UK [Social distancing in the workplace during Coronavirus](#): Sector Guidance

NHS Coronavirus (COVID19): [Latest NHS information and advice](#)

Transport for London (TFL) [Coronavirus](#)

Name of risk assessment	Working from home during COVID-19 pandemic	Service:	Whole Service	Staff Name:	Risk Assessment reference:	Review Date	
Date of Assessment:	26 March 2020	SITE:	Home Working	Signature:	COV19WFH01	On going	
Name of Assessor:	Stuart McGregor			Date:			
Activity description describe either the activity or subject being assessed	Working from home during COVID-19 pandemic						
What are the hazards?	Who might be harmed and how?	What are you already doing?		Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Extensive use of Display Screen Equipment (DSE): Inappropriate set-up	Employees Postural and/or visual discomfort or fatigue	1 Access to individual DSE self-assessment (linked to Manager) that includes ' <i>things to do or consider</i> ' guidance and enables user to report concerns (paper based forms) 2 Individual user tries to mimic the set-up of the working arrangement; advice can be found: <ul style="list-style-type: none"> ▪ Posturite 'Free' resources and leaflets ▪ NHS: Posture tips for laptops users 					
Extensive use of Display Screen Equipment (DSE): Inadequate breaks	Employees Postural and/or visual discomfort or fatigue	1 As above 2 Manager supports and encourages adequate micro-pauses and rest breaks; reinforce and monitor that breaks are taken					

