

## JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

The advice and control measures contained in this risk assessment is based on Government's Covid-19 pandemic guidance. Any changes in governments' guidance will be reflected in an updated version of this risk assessment. Consultation is in place with Trade Unions, H&S committee, HR, and shared with all staff. Individual risk assessments support this risk assessment. Note the guidance for Food Business was withdrawn on 21 July 2021.

<b>Description of Activity</b>	COVID 19 risk assessment Version 8.1		
<b>Location</b>	Full Juniper Covid-19 risk assessment covering all service areas/activities		
<b>Completed by</b>	Stuart McGregor Head of Health and Safety		
<b>Date of Assessment</b>	15 <sup>th</sup> May 2020	<b>Review Date Version</b>	13 July 2020/7 September 2020 5 November 2020 (lock down)/28 December 2020 (Tier 4) 04 January 2021 (Tier 5)/26 February 2021 17 June 2021/30 August 2021 03 September 2021

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><b>Poor ventilation</b></p> <p><b>Lack of cleaning</b></p> <p><b>People contact</b></p> <p><b>Workplace travel</b></p>	<p><b>Employees, agency, visitors</b></p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>We will ensure that there is a supply of fresh air to indoor spaces where there are people present. This can be natural ventilation through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both.</li> <li>Office windows to be opened when the first person comes into the office, non-fire doors to be open to give a flow of air</li> <li>We have reviewed and identified any poorly ventilated spaces in your premises and taken steps to improve fresh air flow in these areas.</li> <li>In some places, we will review and complete CO2 monitoring to review and give assurance or identification of poor ventilated areas. If we can't improve ventilation in</li> </ul>	MED			

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		<p>poorly ventilated spaces, we will restrict the time spent in these spaces and the number of people that access these spaces or stop using them following a specific risk assessment review of area</p> <ul style="list-style-type: none"> <li>• We will open windows only partially if it's cold and during the winter months.</li> </ul> <p><b>Clean more often</b></p> <ul style="list-style-type: none"> <li>• All areas, offices, kitchens must continue to clean surfaces more during the day, in addition to the normal cleaning regime, taking ownership and local cleaning of workstations, work areas, including frequently touched surfaces</li> <li>• We provide and promote staff hand washing via soap and water, and hand sanitiser on a regular basis</li> <li>• Hand sanitiser located at key entry and exit points and within corridor/s</li> <li>• Cleaning vehicles</li> <li>• Leaving deliveries in the stores before using or delivering or cleaning of items if being used immediately</li> </ul> <p><b>To reduce the risk of the virus spreading through droplets, we shall</b></p> <ul style="list-style-type: none"> <li>• Put in place measures to reduce contact between people by reducing the number of staff/people each person has contact with, i.e. fixed teams or cohorting, continue to use the desk booking system for the OTH, kitchen staff working in cohorts of regular/same staff</li> <li>• Continue to work at home and work also in the office to reduce the risk of virus spreading via minimising contact</li> <li>• Continue to have zoom meetings rather than face to face meetings</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Review the office lay out, re: using screens or barriers to separate people from each other, and/or using back-to-back or side-to-side working, instead of face-to-face with the Objective: To reduce contact between people when they're at their workplaces and workstations, if possible.</li> <li>• Workstations should be assigned to an individual if possible. Often this will not be possible, and if they need to be shared, there should be ways to clean them between each user.</li> <li>• Workstations to be cleaned by user before and after use, cleaning wipes are supplied</li> <li>• Visitors to be kept to minimum and to ensure they are inducted by the host, using the hand sanitiser, and having an area/location with good ventilation</li> </ul> <p><b>Face coverings</b></p> <ul style="list-style-type: none"> <li>• We encouraging the use of face coverings by workers or customers in enclosed and crowded spaces</li> <li>• Management is aware that staff may be wearing face coverings, and encourage staff to wear face coverings when moving around the offices and when using enclosed spaces such as the toilets</li> <li>• Face coverings ideally should be one neutral colour</li> <li>• If staff choose to wear a face covering, we support them in using face coverings safely by sharing this information:             <ul style="list-style-type: none"> <li>A. Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings. They should also do this before and after removing them</li> </ul> </li> </ul>				
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		<p>B. Avoid touching their faces or face coverings. Otherwise they could contaminate them with germs from their hands</p> <p>C. change their face coverings if they become damp or they've touched them</p> <p>D. continue to wash their hands regularly</p> <p>E. change or wash their face coverings daily</p> <p>F. If the material is washable, to wash it in line with manufacturer's instructions. If it's not washable, to dispose of it carefully in their usual waste</p> <p><b>Workplace travel</b></p> <ul style="list-style-type: none"> <li>• We encourage staff to travel alone wherever possible if in work vehicles</li> <li>• If this cannot be completed we use fixed travel partners</li> <li>• Do not sit face-to-face</li> <li>• Open windows</li> <li>• Staff are encouraged to walk or cycle to their nearest Juniper site instead of using public transport if possible</li> <li>• If using public transport we encourage staff to wear face coverings</li> <li>• Wash your hands when getting into work</li> </ul>				
<p>Coronavirus (COVID-19) (CV19)</p> <p><b>People who need to self-isolate</b></p>	<p><b>Employees, agency, visitors</b></p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<ul style="list-style-type: none"> <li>• Staff members should self-isolate if they have a high temperature, a new continuous cough, or a loss or change to their sense of smell or taste. They must also self-isolate if they: <ul style="list-style-type: none"> <li>• have tested positive for COVID-19</li> <li>• have been told to self-isolate by NHS Test and Trace</li> <li>• live in a household with someone who has symptoms, unless they're exempt from self-isolation further guidance below.</li> </ul> </li> </ul>	LOW			

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	<p>Causing severe infection/disease</p>	<ul style="list-style-type: none"> <li>• Ensure any staff who have symptoms of COVID-19 self-isolate immediately, even if their symptoms are mild.</li> <li>• They should continue to self-isolate until they <b>get a negative <a href="#">PCR test result</a></b> or for the next 10 full days. This means that if, for example, their symptoms started at any time on the 15th of the month their isolation period ends at 11:59pm on the 25th.</li> </ul> <p><b>People who are exempt from self-isolation;</b></p> <p>People who are fully vaccinated or under 18 years 6 months old do not need to self-isolate if they've had close contact with someone who has COVID-19. If they get any COVID-19 symptoms, they should self-isolate immediately and get a PCR test.</p> <ul style="list-style-type: none"> <li>• Workers who have tested positive for COVID-19 must self-isolate immediately and continue for the next 10 full days.</li> <li>• Workers that test positive but have no symptoms must also self-isolate in this way. Sometimes workers develop symptoms during their isolation period. In these cases, they must restart their 10-day self-isolation period from the day after they develop symptoms. <a href="#">See the guidance for people who live in households with possible or confirmed COVID-19 infections.</a></li> </ul> <p>Self-isolating workers who have tested negative for COVID-19 may be able to return to work. Some exceptions apply. <a href="#">See the guidance on when you need to keep self-isolating.</a></p>				
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<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Confirmed cases</b></p>	<p><b>Employees, agency, visitors</b></p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<ul style="list-style-type: none"> <li>Staff to complete the notification form and send to health and safety</li> <li>Manager to complete accident report form</li> <li>Health and Safety to send review and send notification form to PH, the Head of Health and Safety is the SPOC (single point of contact)</li> <li>We will follow the local public health outbreak plan – that includes stepping up to implement further control measures including raising the communications to staff to reinforce prevention messages from public health</li> <li>Local cleaning will be completed</li> <li>You should immediately identify any close workplace contacts and ask them to self-isolate, unless they're <a href="#">exempt from self-isolation</a>.</li> </ul> <p>People who are exempt from self-isolation: People who are fully vaccinated do not need to self-isolate if they've had close contact with someone who has COVID-19. If they get any COVID-19 symptoms, they should self-isolate immediately and get a PCR test.</p> <ul style="list-style-type: none"> <li>You should not wait for NHS Test and Trace. This prompt action will help reduce the risk of a workplace outbreak.</li> </ul>	<p>LOW</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Staff at higher risk</b></p>	<p><b>Employees, agency, visitors</b></p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<p><b>Objective:</b> To support those who are at a higher risk of infection and/or an adverse outcome if infected.</p> <ul style="list-style-type: none"> <li>There are some groups who are at higher risk of severe illness from coronavirus. See guidance on <a href="#">who is at higher risk</a> and <a href="#">protecting people who are clinically extremely vulnerable</a>.</li> <li>We complete individual risk assessments to ensure we have provided extra consideration to staff at higher risk and to workers facing mental and physical health difficulties.</li> </ul>	<p>MED</p>			

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	Causing severe infection/disease	<p>Those who are clinically extremely vulnerable are no longer advised to shield. We continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians via their individual risk assessment.</p> <ul style="list-style-type: none"> <li>We use an external occupational health provider that offers support for workers around mental health and wellbeing. This includes advice or telephone support.</li> <li>Pregnancy risk assessments in place in addition to the individual cv19 risk assessment</li> </ul>				
Coronavirus (COVID-19) (CV19) <b>Lack of communication</b>	<p><b>Employees, agency, visitors</b></p> <p>Fear, stress, anxiety due to coming into the office or back to the work place</p>	<ul style="list-style-type: none"> <li>Good communication with staff to inform them with plenty of time to review and prepare for changes</li> <li>Individual risk assessment to manage individual risks and control measures completed by the manager</li> <li>Options to continue to work from home as per service requirements authorised and monitored via line manager</li> </ul>	LOW			
Coronavirus (COVID-19) (CV19) <b>Testing</b>	<p><b>Employees, agency, visitors</b></p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<ul style="list-style-type: none"> <li>We encourage staff to test regularly when coming into the office, ideally twice a week if coming in or going out to sites</li> <li>Anyone with coronavirus symptoms can <a href="#">get a free NHS test</a>.</li> <li>Employees who do not have symptoms of COVID-19 can access testing free of charge at home or at a test site. <a href="#">Read guidance on accessing tests if you do not have symptoms of COVID-19</a>.</li> </ul>	LOW			
Coronavirus (COVID-19) (CV19)	<p><b>Employees, agency, visitors</b></p>	<ul style="list-style-type: none"> <li>Following the site clients CV19 building management control measures</li> </ul>	MED			

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<p><b>Working at client sites</b></p> <p><b>Working in School Kitchens</b></p> <p><b>Cleaning schools</b></p>	<p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<ul style="list-style-type: none"> <li>• Ensure the area Juniper are responsible is cleaned thoroughly during the day, including touch point areas under the control and area of Juniper working arrangements</li> <li>• Ensure the site area has access to soap and water, supported with hand sanitiser</li> <li>• Ensure the area is well ventilated and report any concerns re poor ventilation</li> <li>• Follow the local public health instructions re stepping up and down</li> <li>• Follow any site signing in measures</li> <li>• Ensure good communication is in place with the site contact and area manager</li> <li>• Ways to reduce risk of COVID-19 spreading because of customer self-service of food, we do not use the self-service salad bar or Hydration Stations due to high touch transmission risks</li> <li>• We still promote the use of screens at points of service, for example at tills and counters, to reduce the risk of COVID-19 spreading between front of house staff and customers in liaison with the school contact, school CV19 risk assessment</li> <li>• Minimising contact between kitchen staff and others if possible, example delivery drivers, school staff. For example, by having zones from which delivery drivers can deliver/collect items</li> <li>• Ensuring staff wash their hands before handling plates and cutlery</li> <li>• Ensuring staff wash their hands after handling customer items and before moving onto another task. For example,</li> </ul>				
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		<p>after collecting used plates for cleaning and before serving food to another table</p> <ul style="list-style-type: none"> <li>Encouraging a high frequency of hand washing throughout the day</li> </ul>				
<p>Coronavirus (COVID-19) (CV-19)</p> <p><b>Hygiene Control</b></p> <p>Someone entering the workplace/offices with CV19</p>	<p><b>Employees, agency, visitors</b></p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Increased cleaning regime in place, this is a detailed and managed/monitored regime, with identified touch points, and times of cleaning/increased cleaning, this schedule should be available for inspection</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 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 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 Pre-use, and after-use cleaning of shared items such as photocopier</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>	MED			

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		<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>				
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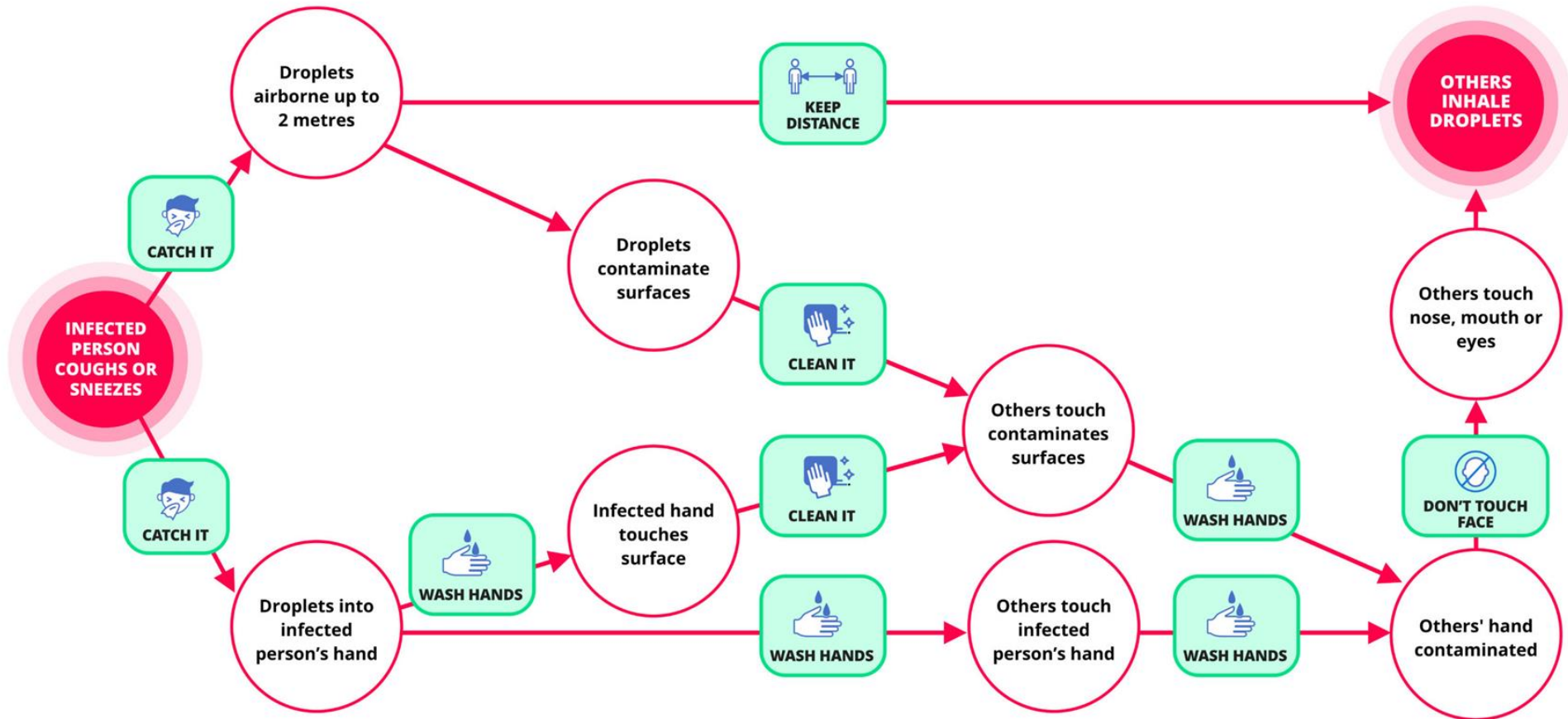
**Overall Residual Risk for Activity (L / M / H):**

**MEDIUM**

Level of Risk	Suggested Action
<b>LOW</b>	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
<b>MEDIUM</b>	Control measures need to be introduced within a specified time period; continue to monitor and review
<b>HIGH</b>	Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended

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## How COVID is transmitted



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## Summary of key infection control measures

### 1. Regular testing – and isolation

Asymptomatic testing will help to identify anyone who does not have symptoms but does have the virus so they can take appropriate action and isolate to prevent passing the virus onto others. Staff with a positive lateral flow test (LFD) will need to get a PCR test and self-isolate.

Anyone who has symptoms of cv19 should obtain a PCR test and follow the stay at home guidance.

### 2. Maximising fresh air

Adequate ventilation reduces how much virus is in the air by helping to reduce the risk from aerosol transmission – when someone breathes in small particles/aerosols that can be in the air after a person with the virus has been in the same area. Therefore, everyone should:

- Work in well ventilated rooms/areas – making sure the indoor spaces have a good supply of fresh air
- Work outside if possible

### 3. Universal hygiene measures

These measures both increase personal protection and also protects others;

- Thoroughly wash hands with soap and water often following the [NHS guidance](#). Use alcohol based hand sanitiser if soap and water not available. In particular wash hands when entering building, after using toilet, before eating or drinking, after sneezing/coughing, after using shared items or equipment, after moving around the premises if having touched surfaces such as hand rails, door panels, and before you leave for the day
- Keeping your hands below shoulder level as much as possible trying to keep them away from touching your face at all times

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- Catch it , bin it, kill it – covering the mouth and nose with a tissue or sleeve when sneezing and put the tissue in the bin straight away, always washing your hands afterwards
- Minimise touching hand contact surfaces with your hands as far as is reasonable and safe to do so

### **4. Cleaning the space and things around you**

Enhanced cleaning and disinfection arrangements should continue. Where possible staff should support these measures by disinfecting touch points such as their own area and shared equipment, even if cleaning isn't part of their normal role.

### **5. Respectful space**

Whilst social distancing has been removed, any measures that minimise the number, the proximity, and duration of person to person contact reduces the risk of transmission. In addition, it is important to consider that increased mixing will lead to increased cases and therefore staff absence. You should follow the current within your risk assessments the following:

- Staff areas, staff rooms, keeping staff apart where possible
- Meeting outdoors, or in larger well ventilated rooms
- Continue to virtual meetings as this just eliminates the potential of cv19 transmission
- How to create better space in offices, rooms, by moving furniture or rearranging work stations, and creating a large space separation of staff

### **6. PPE**

Having the correct PPE for the correct situation, with staff training in place, this may include close contact/confirmed cv19 symptoms