





Risk Assessment – Working Safely with COVID-19 – JLG Offices

Jackson Lift Group

REV A – MAY 2020 | REVIEWED INLINE WITH GOVERNMENT GUIDANCE

Risk Assessment

Site & Location: Jackson Lift Group		Revision: A – Revised inline with Government updates on 24 th June 2020								
Assessment Reviewed: Annually		Main Activity / Situation: COVID-19 Office Risk Assessment								
Signed: 										
Date: 12 th May 2020		Employee:								
The purpose of the Office Risk Assessment is to safely manage the return to work. The document has been compiled inline with latest Government Guidance issued on 11 th May 2020 with further updates 24 th June 2020		Signed:								
		Date:								
P = Persons at Risk			S = Severity				F = Frequency / Probability			
Employee	E	Negligible		L		Impossible	L	Probable	H	
Contractor	C	Minor Injury		M		Improbable	L	Frequent	H	
Public/Visitors	P / V	Serious Injury		M		Remote	M			
		Major Injury		H		Occasional	M			
No:	HAZARD	Activity / Location Materials / Tools etc. RISK	P	S	F	Risk Rating (SXF)	Control Measures / Corrective Actions Identifying persons responsible where necessary.			Residual Risk
1	Virus Spread / Infection	Working from Home	E	L	L	L	People who can work from home should continue to do so. Employers should decide, in consultation with their workers, whether it is viable for them to continue working from home. Where it is decided that workers should come into their place of work then this will need to be reflected in the risk assessment and actions taken to manage the risks			Low Risk
2	Virus Spread / Infection	Corona Virus (i.e. COVID-19)					Do not report for work at the Office if you are suffering from any of the known COVID-19 Signs or Symptoms inline with the Government Guidelines and ensure you report this to your Supervisor / Manager. this will added to a register which will be monitored / assessed on a daily basis. Under the current guidelines JLG has been registered for Employee testing if you have suspected symptoms – please visit https://www.gov.uk/apply-coronavirus-test Government Track and Trace to be utilised in confirmed cases If you have been advised by the Government that you are to Self Isolate for 12 Weeks, you MUST comply with this requirement unless an individual			Low Risk

Rating Key: L X L = Low Risk, L X M, M X M, H X L = Acceptable Risk, M X H, H X M = High Risk - Action must be taken to reduce the risk,
H X H Very High Risk = RISK IS TOO HIGH TO START WORK OR CONTINUE. WORK MUST STOP

Risk Assessment

							personnel Risk assessment has been undertaken, you will not permitted to work from the Office during this period – Government revised date is 1 st August 2020	
3	Virus Spread / Infection	Commuting to and from Work	E	H	H	H	Avoid the use of Public Transport where possible. Adequate car parking spaces are available at JLG Offices	Acceptable Risk
4	Virus Spread / Infection	Arriving / Departure at the Office					Staggered Start and Finish times to be implemented if practicable to reduce the level of Staff accessing / egressing the building at given points. Hand Sanitiser Stations to be placed at Entry and Exit points throughout the building – Staff / Employees are actively encouraged to use these prior to touching door handles. push plates, lift call buttons.	Acceptable Risk
5	Virus Spread / Infection	Use of the Passenger Lift	E	H	H	H	The use of the lift is limited to ONE person ONLY. Disabled persons take priority over the lift use. Hand sanitiser to be used prior to placing a call for the lift Lift car to be thoroughly cleaned at the end of each day by Cleaning Contractors	Acceptable Risk
6	Virus Spread / Infection	Working from the Office	E	H	H	H	Office desk space to be designed to enable 2M social distancing between Employees. Desk users to work side by side or back to back avoiding face to face. The Offices are split into manageable teams to allow track and trace in the event of a confirmed COVID case. Incorporate additional screens around desks when space restricts the ability to achieve the required 2M Social Distancing You are NOT permitted to use another Employees Desk / Office, unless in specific circumstances and the control measures for RA No.7 are followed	Acceptable Risk
7	Virus Spread / Infection	Working from the Office / Spare Desks	E	H	H	H	Spare desks will be set up in various areas if practicable, these will be a back up in the event that the 2M social distancing between work stations cannot be achieved. The requirement to use these stations will be set out as follows: No personal equipment must be left on the desk. It is not to be used as additional storage space The area is to be cleaned using anti bacterial wipes before and after use. The desk space is for use with your Company issue Laptop ONLY There will be no internal telephone for use, you are required to use your Company Mobile to place calls	Acceptable Risk
8	Virus Spread / Infection	Hygiene	E	H	H	H	Wash your hands regularly throughout the day for a minimum of 20 seconds with soap and hot water, use hand sanitiser when hand washing isn't possible. Hand sanitiser has been issued to ALL Employees, additional Hand Sanitiser will be placed at each Entry / Exit point into the Offices, including internal. Avoid touching your Eyes / Nose / Mouth.	Acceptable Risk
9	Virus Spread / Infection	Rest Breaks / Periods	E	H	H	H	Stagger rest breaks where practicable to ensure compliance with the 2M social distancing requirements.	Acceptable Risk

Rating Key: L X L = Low Risk, L X M, M X M, H X L = Acceptable Risk, M X H, H X M = High Risk - Action must be taken to reduce the risk,

H X H Very High Risk = RISK IS TOO HIGH TO START WORK OR CONTINUE. WORK MUST STOP

Risk Assessment

							Encourage Employees to bring in cold food and drinks to consume at their desks.	
10	Virus Spread / Infection	Use of shared Office Equipment, e.g. Printers / Scanners	E	H	H	H	There are a sufficient number of printers across all Departments, with some Departments having more than ONE printer for use – Employees are actively encouraged to use the device allocated to their Department ONLY – Advise IT if this cannot be achieved. Personnel using the equipment are required to clean the touchpoint surfaces before and after use. Anti Bacterial wipes to be placed next to all equipment to ensure the above step can be undertaken.	Acceptable Risk
11	Virus Spread / Infection	Use of Forklift Trucks / Crane	E	H	H	H	Record of use to be maintained. Vehicle to be thoroughly cleaned and maintained Personnel using the equipment are required to clean the touchpoint surfaces before and after use. Anti Bacterial wipes to be placed next to all equipment to ensure the above step can be undertaken. PPE Reusable / Washable stay clean technology gloves to be used where available PPE – Disposable gloves to be used inline with PPE issued gloves when touching surfaces if / when the stay clean technology gloves are unavailable	Acceptable Risk
12	Virus Spread / Infection	Receipt of Delivery	E	H	H	H	Ensure the person delivering the goods stands 2M distance from you. Encourage delivery drivers to remain in their Vehicle once they have opened up the vehicle to enable you to remove the Goods if a Forklift is required. Do not Sign for Goods on a Tablet or Electronic Device If you are required to sign for goods via pen, you MUST use your own pen. Use disposable gloves when picking up goods that have been delivered Personal Deliveries to the Office are NOT permitted.	Acceptable Risk
13	Virus Spread / Infection	Storage of Personal Belongings	E	H	H	H	There is adequate cupboard space across all the offices, Employees are encouraged to store their belongings in the space allocated for their use ONLY	Acceptable Risk
14	Virus Spread / Infection	Shower Facilities	E	H	H	H	The shower facilities have been placed out of use while the COVID-19 pandemic continues.	Low Risk
15	Poor Mental Health	Isolation from Colleagues / Working from Home	E	H	H	H	Ensure ALL Employees are aware who their Mental Health First Aiders are: Marie Felton / Amie Rich / Matthew Stevens. Maintain regular communication and ensure all personnel have the most recent up to date contact lists for Managers / Supervisors / HR / IT / Mental Health First Aiders	Acceptable Risk
16	Virus Spread / Infection	Use of Welfare Facilities, i.e. Toilets	E	H	H	H	One off Urinal has been placed out of use to ensure social distancing can be achieved. Cubicles are available in WC Facilities.	Acceptable Risk
17	Virus Spread / Infection	Liaising with Colleagues in the Office / Meetings	E	H	H	H	Ensure a safe distance of 2M can be maintained, where this is not possible, electronic communication or internal telephone communication is to adopted as the preferred method.	Low Risk

Rating Key: L X L = Low Risk, L X M, M X M, H X L = Acceptable Risk, M X H, H X M = High Risk - Action must be taken to reduce the risk,

H X H Very High Risk = RISK IS TOO HIGH TO START WORK OR CONTINUE. WORK MUST STOP

Risk Assessment

							Microsoft Team Viewer meetings are the preferred Video Conferencing option, here are alternatives, please liaise with the IT Department if an alternative platform is required.	
18	Virus Spread / Infection	Movement of personnel throughout the Offices	E	H	H	H	Due to the layout of the Offices, a One Way system is not practicable. Employees are actively encouraged to be courteous and allows others to pass at a safe distance.	Acceptable Risk
19	Virus Spread / Infection	Use of Stationary, e.g. Pens / Pencils / Writing Pads	E	H	H	H	Do not share with others. You are required to use and maintain your own stationary. If your supplies need replenishing, request this from the Office Supervisor	Acceptable Risk
20	Virus Spread / Infection	Hosting Visitors / Contractors	E C V	H	H	H	Actively encourage Video conferencing over Face to Face visits. Personnel attending the JLG Offices are required to use their own pen to sign in at the Reception area / Visitor book. If they don't have their own pen, the Receptionist MUST Sign them In / Out. Check Visitor / Hosting Visitor Policies	Acceptable Risk
21	Virus Spread / Infection	Communal Space / Tenanted Buildings	E C V	H	H	H	Ensure suitable arrangements are in place with your Landlord who has the duty of care to ensure all communal areas are kept thoroughly clean at all times.	Acceptable Risk
22	Virus Spread / Infection	Stock Levels of essential equipment	E	H	H	H	Stores Manager to ensure there is an adequate supply of Hand Sanitiser / Anti Bacterial Wipes / Waste Receptacles A regularly updated stock level spread sheet is available on request	Acceptable Risk
23	Virus Spread / Infection	Communicating changes to Employees	E	H	H	H	Ensure suitable, clear and concise signage is in place throughout the building inline with recent Government Guidance The Company Intranet TMR is updated on a regular basis with access to all Employees provided	Acceptable Risk
24	Virus Spread / Infection	Company Vehicles	E	H	H	H	Ensure Vehicles are thoroughly cleaned on a regular basis inline with Company Vehicle Policy	Acceptable Risk
25	Virus Spread / Infection	Smoking	E	H	H	H	One Person ONLY permitted at any given time in the smoking shelter	Acceptable Risk
26	Virus Spread / Infection	Environmental / Waste	E	H	H	H	General Waste disposal will apply, unless in a suspected or confirmed case of COVID-19	Acceptable Risk
27	Fire	Emergency Evacuation	E C V	H	H	H	The 2M Social Distancing rules DO NOT apply, you are required to exit the building via the emergency exits as identified in the Fire Risk Assessment	Acceptable Risk

RISK ASSESSMENT CONFIRMATION

I confirm that I have read and understood the above documents and agree to work with them and all future revisions at all times.

Rating Key: L X L = Low Risk, L X M, M X M, H X L = Acceptable Risk, M X H, H X M = High Risk - Action must be taken to reduce the risk,
H X H Very High Risk = RISK IS TOO HIGH TO START WORK OR CONTINUE. WORK MUST STOP

Risk Assessment

Name:

Signature:

Date:

Rating Key: L X L = Low Risk, L X M, M X M, H X L = Acceptable Risk, M X H, H X M = High Risk - Action must be taken to reduce the risk,
H X H Very High Risk = RISK IS TOO HIGH TO START WORK OR CONTINUE. WORK MUST STOP