



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below  
RR = residual risk

This Risk Assessment will follow guidance from the government Plan to Rebuild strategy, Public Health England (PHE), Department of Health & Social Care (DHSC), Health & Safety Executive (HSE) and NHS to ensure the risk assessment is following the latest advice.

**No Job is so Important it cannot be done safely**

**Everyone has the right to STOP the Job**

### Introduction

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

Jet Aire Services ask that **YOU** follow the instructions in this document) if you have any concerns and feel that you cannot safely proceed with your task consult your supervisor

The Government continues to be swift to publish updated guidance for employers and to publicise its approach to controlling the outbreak. As a manager you **should** familiarise yourselves with this guidance to ensure compliance with the up to date guidance.

The Government has issued sector-specific guidance, so following the generic advice will not necessarily be enough – employers should also consult the sector-specific guidance.

### Remember

**No Job is so important** it cannot be done safely

Everyone has the right to **STOP** the Job

### How COVID-19 is transmitted and how to reduce risks'

COVID-19 is transmitted in three ways:

1. **Direct person-to-person contact** - if an infectious person breathes droplets on you or you pick them up through physical contact with an infectious person.
2. **Contact with a contaminated surface** - if you touch a surface contaminated with the virus and then touch your nose, eyes or mouth, you may be infected.
3. **Aerosol transmission** - fine droplets of liquid containing virus are breathed out, form an aerosol and are carried through the air. You may become infected if you breathe these in.

If you are further away from someone there is less risk of catching the virus from droplets or aerosol transmission. However, distance is not the only thing that matters.

- **Duration** - the longer you are close to an infectious person, the higher the risk.
- **Fresh air** - the risk is lower if you are outdoors, or in a well-ventilated area,
- **Direction** - the risk is lower if you are not face-on with the infectious person

The risk of transmission is small at 2m and where possible, you should maintain 2m distance.

If it is not possible to keep **2m distance**, **reduce the risk to yourself and others at 1m by taking suitable precautions**:

- **Limit the number** of people or households that you come into contact with, e.g. avoid peak travel
- Sit / stand side by side or behind other people, rather than facing them
- **Meet people outdoors**, rather than indoors
- Keep interactions **brief**
- **Wear a face covering on public transport, in shops or crowded indoor environments**
- Increase ventilation
- **Avoid** loud talking or singing with others

To minimise the risk of transmission via surface contact, you should:

- **Regularly** wash your hands using soap and water or use hand sanitiser
- **Avoid** touching surfaces and do not touch your face
- **Dispose of waste safely**, including items such as paper face masks or gloves

In all cases, **you must not** go to work **or attend other public spaces** if you are symptomatic, **or a member of your household is symptomatic**.

**Notes:**

**The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020 below.**

The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020 are complex. They set out mandatory periods for self-isolation, and a duty to notify the Secretary of State of the names of people in the same household as anyone who has tested positive for Covid-19.

The important element for employers is regulation 7.

- This makes it an offence for an employer to knowingly permit a worker (including an agency worker) to attend any place other than where the individual is self-isolating.
- This includes individuals who are required to self-isolate because they live with someone who has tested positive. So if an employer knows a worker has tested positive (or lives with someone who has tested positive), it is now responsible for stopping the worker from working (unless they can work from home). Any employer who fails to do so will face a fine, starting at £1,000.

**There is also an obligation on the worker to tell their employer that they are self-isolating (reg 8).**

### **Transport to and from sites**

All Jet Aire Service engineers will stay in roles for the duration of the day. ie. Driver and Passenger don't change roles unless necessary. If roles are changed, cab areas should be cleaned, prior to the change in roles.

For more information on Driving – Company Vehicles, please refer to the risk assessment.

### **Working in close vicinity**

**Updated Guidance 24<sup>th</sup> June 2020** - Current guidance states that "where possible, you should maintain 2m between people". The guidance should change to state that **2m or 1m with risk mitigation (where 2m is not viable)** are acceptable, and that businesses should consider and set out the mitigations that they will introduce in their risk assessment.

A clear communications campaign explaining how to reduce the spread of the virus, and increase understanding of the guidance, including on how to reduce risk at 1m and what risk mitigations are, is essential to implement this change effectively.

Discuss tasks with other members of your team.

There are **two risks** that need to be managed in reducing distance guidance.

First, the personal risk to individuals of contracting the virus in a setting and secondly, the onward rate of transmission across the community. Reducing risks to individuals through good hygiene and other measures can help address both risks. Gathering staff and customer details to facilitate test and trace may help control onward transmission.

The following mitigations should be applied across all settings to reduce risk:

- maintain 2m where viable
- an unambiguous message to staff to stay home when symptomatic, or if a member of their household is symptomatic, and to get tested to allow contact tracing of positive cases
- staff minimising duration of contact at less than 2m with people outside their household
- maintaining hand hygiene and cough etiquette
- thorough and regular cleaning of shared areas, including toilets
- wearing face coverings when distances of 2m cannot be kept in indoor environments where possible
- recording staff contact details and working patterns to support test and trace

### Construction

- Work in fixed teams
- Staggered breaks
- Increased ventilation
- Effective test and trace possible

Obviously, there are going to be many tasks where this is not possible, for instance manhole cover replacements and other manual handling operations, where you cannot maintain a 2m or 1m with risk mitigation (where 2m is not viable) distance from your work mate then you should wear PPE as outlined below.

- Suitable PPE / Face Mask for the task being undertaken.
- Disposable Coveralls
- Disposable Gloves - Wear gloves suitable for the task you are carrying out

When removing PPE remember, Wipe down your gloves with disposable wipes. Remove overalls first turning them inside out as you remove them. Wipe down your gloves again and remove your mask, remove gloves by turning them inside out and pulling them off your hand, use the first glove to hold the second as you remove it. Remember to wipe down your boots as well. Place all cleaning items, including wipes and single use equipment into a plastic sack and seal.

- Then wash your hands again thoroughly for **at least 20 seconds**. Good hygiene will keep you safe.
- The virus will die on the material quite quickly, so place the sealed bags in the waste skip at your depot.

If you are required to be out for an extended period of time, make sure you bring sufficient food and drink with you. Avoid entering shops as this will only expose you to potential abuse. Before and after eating wash your hands thoroughly.

Try to avoid smoking, if you must, then wash your hands thoroughly before and after.

- If your work cannot be done without the second person being within 2m or 1m with risk mitigation (where 2m is not viable).
- The risk assessment and method statement should be reviewed, looking at how the task needs to be completed and any changes required in PPE.
- Follow the procedures as laid out above
- Not following these procedures will place you at risk

### Note

All Jet Aire Service employees **must** adopt good working practices and not rely solely on personal protective equipment as a means of protection. They need to adopt sensible hygiene measures by washing their hands thoroughly and more frequently than normal and avoiding unnecessary hand to mouth or hand to eye contact.

**At any time if you are not satisfied in what you are being asked to complete in your workload please discuss with your supervisor / manager**

**Any person be they staff, directly employed or subcontractor will be immediately sent off site if they are observed not following these instructions.**

# Coronavirus (COVID-19) Risk Assessment

## Contents:

Exposure risk  
Travel  
Access & Egress  
Welfare / Hygiene  
Social Distancing (2m or 1m with risk mitigation (where 2m is not viable))  
The Workplace – Pinch Points  
The Workplace – Contaminated Surfaces  
Shared Equipment  
Cleaning onsite  
Contractor Management  
Manual Handling  
First aid  
Working from Home  
Increased Levels of Anxiety  
Not Understanding Covid – 19 Controls (Lack of support with people with special needs, Lack of reporting and monitoring)  
Driving

**Assessment date:** 3<sup>rd</sup> August 2020

**Review dates:** 29<sup>th</sup> September 2020

**Version:** JAS v4- updated 29<sup>th</sup> September 2020

This risk assessment will be reviewed as a minimum within one month. As new guidance from the government Plan to Rebuild strategy, Public Health England (PHE), Department of Health & Social Care (DHSC), Health & Safety Executive (HSE) and NHS to ensure the risk assessment is following the latest advice.

## Active Monitoring

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

Monitoring is a line manager's responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant health and safety standards. Managers will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident, or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control.

Jet Aire Service Managers and Supervisors will monitor the implementation of this risk assessment across their individual teams.

Name: Darren Pavan

Position: Managing Director

Signature:



Date: 29<sup>th</sup> September 2020

Hazard	Risk	Control measures	RR	Persons at risk
Implementation Lack of Communication to workforce	4 x 3 = <b>12</b>	Current guidance states that <b>“where possible, you should maintain 2m or 1m with risk mitigation (where 2m is not viable)”</b> . The guidance should change to state that 2m or 1m with risk mitigation (where 2m is not viable) are acceptable, and that businesses should consider and set out the mitigations that they will introduce in their risk assessment. <ul style="list-style-type: none"> <li>A clear communications campaign explaining how to reduce the spread of the virus, and increase understanding of the guidance, including on how to reduce risk at 1m and what risk mitigations are, is essential to implement this change effectively</li> </ul>	5 x 1 = <b>5</b>	All Employees
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	4 x 3 = <b>12</b>	<ul style="list-style-type: none"> <li>Continue following government action of self-isolation and only to leave house on the following circumstances: for medical reasons; to shop for necessary food supplies; for exercise; and for work where you cannot do this at home</li> <li>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>Travel is only required where you cannot work from home.</li> <li>Use private transportation, cycle or walk. As a last resort public transport to be used as a minimum and to implement social distancing where possible</li> <li>To continue following ongoing government guidance</li> <li>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>Company to ensure extremely clinically vulnerable persons do not come to work and continue to shield themselves whilst following their specific medical advice issued to them</li> <li>Follow good NHS hygiene measures at all times</li> <li>Avoid all visitors to your home unless they are providing a medical requirement</li> <li>Do not approach delivery staff, allow packages to be left on the doorstep</li> <li>Do not take any antibiotics as they do not work against viruses.</li> <li>All inductions if needed undertaken with social distancing close contact protocols rigorously observed.</li> <li>To reduce the risks of contamination “Desks will have poster “DO NOT USE THIS DESK” Covid-19 restrictions in place and / or chairs removed.</li> <li>Face coverings issued to all employees.</li> <li>Face coverings, to be worn in yard locations.</li> </ul>	5 x 1 = <b>5</b>	Individual workers  A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.
Suspected case whilst working on site	4 x 4 = <b>16</b>	If a worker develops a high temperature or a persistent cough while at work, they should: <ol style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> </ol>	5 x 1 = <b>5</b>	Individual workers

	16	<ol style="list-style-type: none"> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> <li>5) The work area should receive deep cleaning and social distancing maintained</li> </ol>	5	
Test & Trace Notification	4 x 4 = 16	<p><b>Overview of Test &amp; Trace</b> For full guidance see - <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p><b>For someone with symptoms of coronavirus</b></p> <ol style="list-style-type: none"> <li>1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms</li> <li>2. test: <a href="#">get a free NHS test immediately to check if you have coronavirus</a> or call 119 if you have no internet access</li> <li>3. results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, other household members no longer need to self-isolate. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating (unless you have been contacted separately by NHS Test and Trace as a contact of someone who has tested positive).</li> <li>4. share contacts: if you test positive for coronavirus, the NHS Test and Trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers. If NHS Test and Trace contact tracers are unable to contact you for 24 hours, they may pass your case to your local authority to follow up by phone or in person.</li> </ol> <p><b>If you are contacted by the NHS Test and Trace service because you have been in close contact with someone who has tested positive for coronavirus</b></p> <ol style="list-style-type: none"> <li>1. alert: you will be alerted by the NHS Test and Trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS Test and Trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call</li> </ol>	5 x 1 = 5	<p>An overview of the NHS Test and Trace service, including what happens if you test positive for coronavirus (COVID-19) or have had close contact with someone who has tested positive.</p> <p><b>If you test negative</b></p> <p>If you get a negative test result, this means you are at low risk of having coronavirus. Other members of your household can stop self-isolating. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better.</p> <p><b>If you test positive</b></p> <p>If you get a positive test result, this means that when you took the test, you had coronavirus. You – and other members of your</p>

	<p>and a parent or guardian will be asked to give permission for the call to continue</p> <p>2. isolate: you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home</p> <p>3. test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must <a href="#">get a test to check if you have coronavirus</a> or call 119 if you have no internet access. If your test is positive, you must continue to stay at home for at least 10 days and we will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus.</p> <p><b>People who develop symptoms of coronavirus</b></p> <p>This section applies if you have symptoms of coronavirus or you have received a positive test result.</p> <p><b>When to self-isolate</b></p> <p>The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> <li>• high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>For more information, read the further <a href="#">guidance on symptoms</a>.</p> <p>If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.</p>	<p>household – must continue to self-isolate.</p>
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		If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.		
General travel including foreign travel	4 x 4 = <b>16</b>	<ul style="list-style-type: none"> <li>Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings, follow government guidelines.</li> <li>Traveling abroad, follow government guidelines on travel restrictions.</li> <li>Please continue to follow any further national government advice provided</li> <li>Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service</li> <li>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible, cycle or walk.</li> <li>All individuals using public transport to wear a face covering as per government guidelines.</li> </ul>	5 x 1 = <b>5</b>	Individual workers
Access / egress to site	4 x 4 = <b>16</b>	<p>Objective: Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.</p> <p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> <li>1) Ensure all extremely clinically vulnerable persons do not attend site</li> <li>2) Stop all non-essential visitors</li> <li>3) Maintain a record - Log all visitors to site</li> <li>4) Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</li> <li>5) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>6) Remove or disable entry systems that require skin contact e.g. fingerprint scanners and look to increase cleaning or removal of common ‘touch points’ on site</li> <li>7) Require all workers to wash or clean their hands before entering or leaving the site</li> <li>8) Allow plenty of space (two metres) between people waiting to enter site</li> <li>9) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li> <li>10) Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li> <li>11) Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones or</li> </ol>	5 x 1 = <b>5</b>	Individual workers

		<p>other electronic devices, where permitted, and cleaning them between use.</p> <p>12) Managing use of high traffic areas including corridors and walkways to maintain social distancing.</p> <p>13) Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>14) Limiting passengers in corporate vehicles, for example, this could include leaving seats empty.</p> <p>15) Designate walking routes and one way systems with signage to help maintain social distancing</p> <p>16) Additional parking and cycling facilities to be implemented to encourage those to avoid using public transport when travelling to work</p>		
<p>The Workplace Workplaces and workstations</p>	<p>4 x 4 = <b>16</b></p>	<p>Objective: To maintain social distancing between individuals when they are at their workstations.</p> <p>For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people.</p> <p>If it is not possible to ensure working areas comply with social distancing guidelines (2m, or 1m Plus with risk mitigation where 2m is not viable, is acceptable) then businesses should consider whether that activity needs to continue for the business to operate, and if so take all mitigating actions possible to reduce the risk of transmission.</p> <ul style="list-style-type: none"> <li>Managers <b>must</b> review layouts and processes to allow people to work further apart from each other.</li> <li>Managers <b>will</b> review working areas to help people comply with social distancing (2m, or 1m Plus with risk mitigation where 2m is not viable, is acceptable). Floor tape to be used</li> <li>Managers <b>must</b> manage occupancy levels to enable social distancing.</li> <li>Managers <b>must ensure</b> hot desking is avoided.</li> <li>Employees <b>must</b> clean and sanitising workstations including shared equipment after use.</li> <li>To avoid the risk of cross contamination, employees who have desk in Middlesbrough and Leeds should choose a location they are going to base themselves at for the foreseeable future. Help stop the</li> </ul>	<p>5 x 1 = <b>5</b></p>	<p>Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.</p> <p>Only where it is not possible to move workstations further apart, using screens to separate people from each other.</p>

		<p>virus, reduce the risk <b>HANDS – FACE – SPACE.</b></p> <ul style="list-style-type: none"> <li>If you need to go to the other office / site location. You <b>MUST</b> book yourself in by means of the booking system. The only spare space available will be the boardroom. The booking system will decline your requested booking if the room as already been allocated.</li> </ul>		
The Workplace Meetings	<p>4 x 4 = <b>16</b></p>	<p>Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings. Jet Aire Services will:</p> <ul style="list-style-type: none"> <li>Use remote working tools to avoid in-person meetings.</li> <li>Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</li> <li>Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.</li> <li>Providing hand sanitiser in meeting rooms.</li> <li>Hold meetings outdoors or in well-ventilated rooms whenever possible.</li> <li>For areas where regular meetings take place, using floor signage to help people maintain social distancing.</li> </ul>	<p>5 x 1 = <b>5</b></p>	
The workplace ( <b>Leeds Office Specific Requirements</b> )	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>Middlesbrough office will work on a rota bases (Team A &amp; B)</li> <li>On arrival at work on the Monday individuals will complete a clean of their allocated desk (See attached plan) and will remain on the same desk for the week. On the Friday the desk is to be cleaned down again prior to the next starter coming in.</li> <li>Daily cleaning of door handles, kitchen areas, anything else using wipes.</li> <li>Team Meetings to take place weekly on a Thursday between 09:30am and 11:00am to discuss working arrangements.</li> <li>Screens to be installed between each desk. End screen to be fitted at the end of each desk where walkways pass by.</li> <li><b>All non-Middlesbrough staff</b> to let the office know before attending. There will be <b>2 desk spaces</b> in the meeting room <b>(these must be booked though as the team will still conduct meetings in this room)</b>. <b>If you have not booked the meeting room DON'T ATTEND, there is no free space in the office area.</b></li> </ul> <p><b>General Notes – Clinically Vulnerable and Going to Work</b></p>	<p>5 x 1 = <b>5</b></p>	<p>Contact Neil Meakins for any additional information.</p> <p>These measures are to ensure that over the coming weeks and months we lower the risk of transmission in our workspace. If there are any questions, or you have any further ideas then please let me know. We are in this together and we need to fight it together.</p> <p><b>Note:</b> Employees should adhere to local lockdowns as and when they come in place.</p>

	<p><b>Clinically vulnerable people</b></p> <p>If you have any of the following health conditions, you may be clinically vulnerable, meaning you could be at higher risk of severe illness from coronavirus. If you are clinically vulnerable you:</p> <ul style="list-style-type: none"> <li>• can go outside as much as you like but you should still try to keep your overall social interactions low</li> <li>• can visit businesses, such as supermarkets, pubs and shops, whilst keeping 2 metres away from others wherever possible or 1 metre plus other precautions</li> <li>• should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace</li> </ul> <p><b>Going to Work</b></p> <p>To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so. Public sector employees working in essential services, including education settings, should continue to go into work where necessary. Anyone else who cannot work from home should go to their place of work. The risk of transmission can be substantially reduced if COVID-19 Secure guidelines are followed closely. Extra consideration should be given to those people at higher risk.</p> <p>Those classed as clinically extremely vulnerable can go to work as long as the workplace is COVID-19 Secure, but should carry on working from home wherever possible.</p> <p>Workplaces should be set up to meet the COVID-19 Secure guidelines before operating. These will keep you as safe as possible, while allowing as many people as possible to resume their livelihoods. In particular, workplaces should ensure employees can socially distance from each other, or have implemented robust mitigation measures where distancing is not possible. All workers should continue to wash their hands regularly. Businesses should maintain 2m distancing</p>	<p><b>Notes: HSE Guidance</b></p> <p><b>Local lockdown areas</b> Clinically extremely vulnerable workers who live in an area where additional public health measures resume shielding, are advised to stay at home and shield. They should work from home where possible, and not attend a workplace within the area where local restrictions are in place. Clinically extremely vulnerable workers who live outside of that lockdown area may request a shielding letter as proof for employers that they cannot attend their usual workplace. In the event of a local lockdown, visit your local authority's website for further guidance and follow the public health guidance for the local area.</p> <p><b>Pregnant workers</b> During the pandemic, pregnant workers have been advised to follow</p>
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	<p>wherever possible, or 1m with additional mitigations.</p> <p>At all times, workers should follow the guidance on self-isolation if they or anyone in their household (or support bubble), shows coronavirus symptoms. You should not go into work if you are showing symptoms, or if you are self-isolating. This is consistent with advice from the Chief Medical Officer.</p> <p>There is specific guidance in relation to work carried out in people’s homes – for example by tradespeople carrying out repairs and maintenance, cleaners, or those providing paid-for childcare in a child’s home.</p> <p>There is no limit to the group size when you are meeting or gathering for work purposes, but workplaces should be set up to meet the COVID-Secure guidelines.</p> <p><b>Clinically vulnerable people are those who are:</b></p> <ul style="list-style-type: none"> <li>• aged 70 or older (regardless of medical conditions)</li> <li>• under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):</li> <li>• chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• chronic heart disease, such as heart failure</li> <li>• chronic kidney disease</li> <li>• chronic liver disease, such as hepatitis</li> <li>• chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy</li> <li>• diabetes</li> <li>• a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)</li> <li>• being seriously overweight (a body mass index (BMI) of 40 or above)</li> <li>• pregnant women</li> </ul> <p>There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions. <a href="#">See guidance for the clinically extremely vulnerable.</a></p>	<p>strict social distancing to reduce the risk of severe illness from coronavirus. There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother. Some pregnant workers will be at greater risk of severe illness from coronavirus. They are defined as clinically extremely vulnerable and can return to their workplace as long as it is COVID-secure but should carry on working from home wherever possible. Employers will need to take this into account in their risk assessment. If you cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999. HSE has specific, non-COVID advice for new and expectant mothers</p>
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<p>The workplace (Middlesbrough Office Specific Requirements)</p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>• Middlesbrough office will work on a rota bases (Team A &amp; B)</li> <li>• On arrival at work on the Monday individuals will complete a clean of their allocated desk (See attached plan) and will remain on the same desk for the week. On the Friday the desk is to be cleaned down again prior to the next starter coming in.</li> <li>• Daily cleaning of door handles, kitchen areas, anything else using wipes.</li> <li>• Team Meetings to take place weekly on a Thursday between 09:30am and 11:00am to discuss working arrangements.</li> <li>• Screens to be installed between each desk. End screen to be fitted at the end of each desk where walkways pass by.</li> <li>• <b>All non-Middlesbrough staff</b> to let the office know before attending. There will be <b>2 desk spaces</b> in the meeting room <b>(these must be booked though as the team will still conduct meetings in this room)</b>. <b>If you have not booked the meeting room DON'T ATTEND, there is no free space in the office area.</b></li> </ul> <p><b>General Notes – Clinically Vulnerable and Going to Work</b></p> <p><b>Clinically vulnerable people</b></p> <p>If you have any of the following health conditions, you may be clinically vulnerable, meaning you could be at higher risk of severe illness from coronavirus. If you are clinically vulnerable you:</p> <ul style="list-style-type: none"> <li>• can go outside as much as you like but you should still try to keep your overall social interactions low</li> <li>• can visit businesses, such as supermarkets, pubs and shops, whilst keeping 2 metres away from others wherever possible or 1 metre plus other precautions</li> <li>• should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace</li> </ul> <p><b>Going to Work</b></p> <p>To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties</p>	<p>5 x 1 = <b>5</b></p>	<p>Contact Jonathan Saint for any additional information</p> <p><b>Note:</b> Employees should adhere to local lockdowns as and when they come in place.</p> <p><b>Notes: HSE Guidance</b></p> <p><b>Local lockdown areas</b> Clinically extremely vulnerable workers who live in an area where additional public health measures resume shielding, are advised to stay at home and shield. They should work from home where possible, and not attend a workplace within the area where local restrictions are in place. Clinically extremely vulnerable workers who live outside of that lockdown area may request a shielding letter as proof for employers that they cannot attend their usual workplace. In the event of a local lockdown, visit your local authority's website for further guidance and follow the public health guidance for the local area</p>
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	<p>from home they should do so. Public sector employees working in essential services, including education settings, should continue to go into work where necessary. Anyone else who cannot work from home should go to their place of work. The risk of transmission can be substantially reduced if COVID-19 Secure guidelines are followed closely. Extra consideration should be given to those people at higher risk.</p> <p>Those classed as clinically extremely vulnerable can go to work as long as the workplace is COVID-19 Secure, but should carry on working from home wherever possible.</p> <p>Workplaces should be set up to meet the COVID-19 Secure guidelines before operating. These will keep you as safe as possible, while allowing as many people as possible to resume their livelihoods. In particular, workplaces should ensure employees can socially distance from each other, or have implemented robust mitigation measures where distancing is not possible. All workers should continue to wash their hands regularly. Businesses should maintain 2m distancing wherever possible, or 1m with additional mitigations.</p> <p>At all times, workers should follow the guidance on self-isolation if they or anyone in their household (or support bubble), shows coronavirus symptoms. You should not go into work if you are showing symptoms, or if you are self-isolating. This is consistent with advice from the Chief Medical Officer.</p> <p>There is specific guidance in relation to work carried out in people’s homes – for example by tradespeople carrying out repairs and maintenance, cleaners, or those providing paid-for childcare in a child’s home.</p> <p>There is no limit to the group size when you are meeting or gathering for work purposes, but workplaces should be set up to meet the COVID-Secure guidelines.</p> <p><b>Clinically vulnerable people are those who are:</b></p> <ul style="list-style-type: none"> <li>• aged 70 or older (regardless of medical conditions)</li> <li>• under 70 with an underlying health condition listed below (that is, anyone</li> </ul>	<p><b>Pregnant workers</b></p> <p>During the pandemic, pregnant workers have been advised to follow strict social distancing to reduce the risk of severe illness from coronavirus. There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother. Some pregnant workers will be at greater risk of severe illness from coronavirus. They are defined as clinically extremely vulnerable and can return to their workplace as long as it is COVID-secure but should carry on working from home wherever possible. Employers will need to take this into account in their risk assessment. If you cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in</p>
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		<p>instructed to get a flu jab each year on medical grounds):</p> <ul style="list-style-type: none"> <li>• chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• chronic heart disease, such as heart failure</li> <li>• chronic kidney disease</li> <li>• chronic liver disease, such as hepatitis</li> <li>• chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy</li> <li>• diabetes</li> <li>• a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)</li> <li>• being seriously overweight (a body mass index (BMI) of 40 or above)</li> <li>• pregnant women</li> </ul> <p>There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions. <a href="#">See guidance for the clinically extremely vulnerable.</a></p>		<p>line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999. HSE has specific, non-COVID advice for new and expectant mothers.</p>
<p>The Workplace Working safely during coronavirus (COVID 19) Offices &amp; Contact Centers Government Update <b>24<sup>th</sup> June 2020</b></p> <p>Managing Risk Sharing you risk assessment</p> <p>Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.</p>	<p>4 x 4 = <b>16</b></p>	<p>Jet Aire Services will carry out a COVID-19 risk assessment and review at regular intervals.</p> <p>Jet Aire Services will:</p> <ul style="list-style-type: none"> <li>• Ensuring both workers and visitors who feel unwell stay at home and do not attend the premises.</li> <li>• In every workplace, increasing the frequency of handwashing and surface cleaning.</li> <li>• Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable, is acceptable - you should consider and set out the mitigations you will introduce in your risk assessments).</li> <li>• Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</li> </ul> <p>Jet Aire Services will monitor and review to ensure</p>	<p>5 x 1 = <b>5</b></p>	<p>Employers have a duty to consult their people on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19.</p>

		<p>any additional mitigating actions as show below will be included to reduce the risk.</p> <ul style="list-style-type: none"> <li>- further increasing the frequency of hand washing and surface cleaning</li> <li>- keeping the activity time involved as short as possible</li> <li>- using screens or barriers to separate people from each other</li> <li>- using back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</li> <li>- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. <b>No one is obliged to work in an unsafe work environment.</b></li> </ul>		
<p>The Workplace Who should go to work</p>	<p>4 x 4 = <b>16</b></p>	<p><b>Objective:</b> That everyone should work from home unless they cannot work from home.</p> <p>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 of transmission in line with this guidance.</p> <p>Jet Aire Managers will review their individual teams and take appropriate actions to manage the risk of transmission in line with this guidance.</p> <p>Staff should work from home if at all possible. Consider who is needed to be on-site; for example:</p> <ul style="list-style-type: none"> <li>- workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.</li> <li>- workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.</li> </ul> <ul style="list-style-type: none"> <li>• Jet Aire Managers <b>will</b> - Plan for the minimum number of people needed on site to operate safely and effectively.</li> <li>• Jet Aire Managers <b>must</b> monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.</li> <li>• Jet Aire Managers <b>will</b> keep in touch with off-site workers on their working arrangements including their welfare,</li> </ul>	<p>5 x 1 = <b>5</b></p>	

		<p>mental and physical health and personal security.</p> <ul style="list-style-type: none"> <li>Jet Aire Services will continue to monitor and providing equipment for people to work at home safely and effectively, for example, remote access to work systems.</li> </ul>		
The Workplace Protecting people who are at higher risk	<p>4 x 4 = <b>16</b></p>	<p>Objective: To protect clinically extremely vulnerable and clinically vulnerable individuals. individuals.</p> <p>Clinically extremely vulnerable individuals have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.</p> <p>Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</p> <ul style="list-style-type: none"> <li>Jet Aire Services will provide support for workers around mental health and wellbeing. This could include advice or telephone support.</li> </ul>	<p>5 x 1 = <b>5</b></p>	
The Workplace Equality in the workplace	<p>4 x 3 = <b>12</b></p>	<p>Objective: To make sure that nobody is discriminated against.</p> <ul style="list-style-type: none"> <li>Jet Aire Services <b>will</b> strive to understanding and taking into account the particular circumstances of those with protected characteristics.</li> <li>Jet Aire Services <b>will</b> involve and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any measures you are considering implementing inappropriate or challenging for them.</li> <li>Jet Aire Services will consider whether any particular measures or adjustments need to be put in place to take account of the companies' duties under the equality's legislation.</li> <li>Jet Aire Services will make reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.</li> <li>Jet Aire Services <b>will</b> make sure that any steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</li> </ul>	<p>5 x 1 = <b>5</b></p>	It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, race or ethnicity.
The Workplace Common Areas Pinch Points lobbies, toilets, board rooms, hot desks	<p>2 x 2 = <b>4</b></p>	<ul style="list-style-type: none"> <li>Review office location before decision made to bring extra staff back in to work.</li> <li>Engineers staggered start time into the yard location</li> </ul>	<p>2 x 1 = <b>2</b></p>	

		<ul style="list-style-type: none"> <li>Engineers are not to enter the main office locations.</li> <li>Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained.</li> <li>Using safe outside areas for breaks.</li> <li>Review additional space by using other parts of the workplace or building that have been freed up by remote working.</li> <li>Provide additional sanitiser to individual desk locations.</li> <li>Sanitiser provided at all entrances.</li> <li>One Way system in and out of building</li> <li>Demarcation points / barriers should be in place as required.</li> <li>Review multi touch surfaces commonly touched by employees: <ul style="list-style-type: none"> <li>Door Handles</li> <li>Push Plates</li> <li>Toilet Seats</li> <li>Kettles</li> <li>Food preparation and eating surfaces.</li> <li>Telephone equipment.</li> <li>Keyboards, photocopiers and other office equipment.</li> <li>Control Panel</li> </ul> </li> </ul>		
The Workplace Accidents, security and other incidents	$2 \times 2 = 4$	<p>Objective: To prioritise safety during incidents.</p> <ul style="list-style-type: none"> <li>Jet Aire Services will monitor and review incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.</li> </ul>	$2 \times 1 = 2$	
The Workplace Inclement weather – cold temperature	$2 \times 2 = 4$	<ul style="list-style-type: none"> <li>All persons to dress appropriately for the weather</li> <li>Welfare facilities provided to shelter from the elements</li> <li>Maintain good hygiene measures at all times</li> <li>PPE on individual issue basis and not to be shared</li> </ul>	$2 \times 1 = 2$	Individual workers
Poor hygiene	$4 \times 4 = 16$	<ul style="list-style-type: none"> <li>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>Provide suitable and sufficient rubbish bins for</li> </ul>	$4 \times 1 = 4$	Individual workers

		<p>hand towels with regular removal and disposal.</p> <ul style="list-style-type: none"> <li>• Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>• Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently</li> </ul>		
The Workplace Contaminated Surfaces	$4 \times 4 = 16$	<ul style="list-style-type: none"> <li>• Keep commonly touched surfaces sterile / Clean <ul style="list-style-type: none"> <li>- Multi surface wipes will be made available at commonly touched surface areas.</li> <li>- Notices will be put in place to highlight wipe surface after use.</li> <li>- TBT delivered to all staff on hygiene and Covid 19 return to work risk assessment</li> </ul> </li> <li>• Cleaning schedule – liaise with cleaning contractor to increase cleaning frequency.</li> <li>• Cleaning contractor to ensure an effective strength of cleaner to kill the virus</li> <li>• Cleaning checklists to be put in place in shared areas, to show when cleaned. <ul style="list-style-type: none"> <li>- Toilets</li> <li>- Kitchen</li> </ul> </li> <li>• Cleaning – Leeds. A contract cleaner is used all cleaning is done, out of hours. Deep clean is initiated and will be reviewed by Operations Manager.</li> <li>• Cleaning Middlesbrough – A deep clean conducted by a contract cleaner. Staff are currently self-cleaning areas in Middlesbrough</li> <li>• Additional bins to be placed in specific areas for contaminated hand wipes, cleaning cloths.</li> <li>• Cleaning cloths to be changed frequently to reduce the potential for viral loading.</li> <li>• All used cleaning cloths and contaminated hand wipes to be disposed of in “Contaminated bins”</li> </ul>	$4 \times 1 = 4$	<p>Individual workers</p> <p>Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers</p>
Kitchen - exposure from multiple persons using at same time	$4 \times 4 = 16$	<ol style="list-style-type: none"> <li>1) The workforce can stay on site once they have entered it and not use local shops to limit contact with others.</li> <li>2) Dedicated eating areas should be identified on site to reduce food waste and contamination</li> <li>3) Break times should be staggered to reduce congestion and contact at all times</li> <li>4) Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</li> <li>5) The workforce should be asked to bring</li> </ol>	$4 \times 1 = 4$	Individual workers

		<p>pre-prepared meals and refillable drinking bottles from home</p> <p>6) Workers should sit 2 metres apart from each other whilst eating and avoid all contact</p> <p>7) Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and Crockery, eating utensils, cups etc. should not be used</p> <p>8) Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</p> <p>9) Tables should be cleaned between each use</p> <p>10) All rubbish should be put straight in the bin and not left for someone else to clear up</p> <p>11) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, kettles etc.</p>		
<p>Shared Equipment</p> <p>Cross contamination</p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>• Employees <b>will not</b> “Hot Desk” – All staff working in the office will be allocated a workspace.</li> <li>• All workspaces where possible will face away from each other.</li> <li>• <b>If someone falls ill with Covid-19 a deep clean will take place of the workspace.</b></li> <li>• All employees are reminded to wash hands frequently and for a minimum of 20 seconds.</li> <li>• Antibacterial soap is placed in toilet areas and kitchens</li> <li>• Paper towels to be used in all washroom areas. Paper towels are to be placed in the bins provided.</li> <li>• <b>Drivers / Operators - If someone falls ill with Covid-19 a deep clean will take place of the vehicle cabs.</b></li> </ul>	<p>4 x 1 = <b>4</b></p>	Individual workers
Use of Changing facilities and drying rooms	<p>4 x 4 = <b>16</b></p>	<ol style="list-style-type: none"> <li>1) Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>3) Consider increasing the number or size of facilities available on site if possible</li> <li>4) Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2m or 1m with risk mitigation (where 2m is not viable)</li> <li>5) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ol>	<p>4 x 1 = <b>4</b></p>	Individual workers
Cleaning on Site Location	<p>4 X 4</p>	<ul style="list-style-type: none"> <li>• Extra cleaning should be carried out in yard / office location, particularly in the following areas.</li> </ul>	<p>1 X 4</p>	Individual workers

	= 16	<ul style="list-style-type: none"> <li>- Taps and washing facilities.</li> <li>- Toilet flush and seats.</li> <li>- Door handles and push plates.</li> <li>- Handrails on staircases and corridors.</li> <li>- Lift and hoist controls.</li> <li>- Machinery and equipment controls. Food preparation and eating surfaces.</li> <li>- Telephone equipment.</li> </ul> <ul style="list-style-type: none"> <li>• Keyboards, photocopiers and other office equipment.</li> <li>• Managers and Supervisors will monitor individual areas and follow UK Government Guidelines for COVID 19</li> <li>• PPE waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied.</li> <li>• Waste should be put directly into the skips at each yard location.</li> <li>• Manager / Supervisors must monitor the skips to ensure they are changed out when full.</li> </ul>	= 4	
Manual handling - dual lifting	4 X 4 = 16	<ol style="list-style-type: none"> <li>1) Always consider if the task can be performed with one person using mechanical aid</li> <li>2) Ensure the individual(s) are fit for work prior to commencing task</li> <li>3) Break down the load where possible so that one person can comfortably carry</li> <li>4) Assess your route so you can maintain 2m or 1m with risk mitigation (where 2m is not viable) social distance whilst moving the load</li> <li>5) Where dual lifts cannot be avoided, lift facing away from each or side by side rather than face to face where possible. <b>Face coverings should be worn.</b></li> <li>6) Where teams are used, try to keep to fixed teams / partnering to prevent cross over of workers</li> <li>7) Where PPE is to be used, this is on an individual issue and items should not be shared</li> </ol>	1 X 4 = 4	Workers
Taking / accepting deliveries - contact with materials and persons (driver)	4 X 4 = 16	<ol style="list-style-type: none"> <li>1) Review logistics plans to ensure safest routes have been identified including implementing one way systems</li> <li>2) Maintain 2m or 1m with risk mitigation (where 2m is not viable) social distancing when accepting materials</li> <li>3) Materials to be placed outside of sites to reduce exposure to drivers</li> <li>4) Review work programme to assess whether 'just in time' arrangements can be made to prevent additional or unnecessary deliveries</li> <li>5) Hand washing and sanitizer measures available to maintain good hygiene</li> </ol>	4 X 1 = 4	Individual workers
Working in local vicinity to construction workforce (maintaining 2m or 1m with risk	4 x 4 =	<ol style="list-style-type: none"> <li>1) Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas</li> <li>2) Workers who are unwell with symptoms of</li> </ol>	5 x 1 =	Individual workers, contractors, client

mitigation (where 2m is not viable) distancing)	<b>16</b>	<p>Covid-19 should not attend the workplace</p> <ol style="list-style-type: none"> <li>3) Work design to be reviewed regularly to identify any safer ways to move around site</li> <li>4) Work programme to be reviewed to identify any work reordering that would limit exposure to others</li> <li>5) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. Managers to look at “team bubble” small groups of workers staying together in one group.</li> <li>6) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance</li> <li>7) Avoid skin to skin and face to face contact</li> <li>8) Stairs should be used in preference to lifts or hoists and consider one ways systems around construction sites</li> <li>9) Consider alternative or additional mechanical aids to reduce worker interface</li> <li>10) Any additional COVID 19 measures specified by your Principal Contractor’s site rules must be followed. Details of this shall be shared at site induction</li> <li>11) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)</li> <li>12) Any health concern to be raised immediately to line management / principal Contractor</li> </ol>	<b>5</b>	
Contractor Management	$4 \times 4 = \mathbf{16}$	<ol style="list-style-type: none"> <li>1. The level of competency of the contractor to carry out the work is confirmed prior to engagement of contractor.</li> <li>2. Confirm the contractor's employees have been trained and are competent to carry out designated tasks and use associated plant.</li> <li>3. Contractors are provided with relevant information on JAS safety policy and applicable rules.</li> <li>4. The contractor holds adequate insurance for the task to be carried out. This may include public liability, employer’s liability and/or professional indemnity insurance.</li> <li>5. JAS Manager will check the level of competency of the contractor to carry out the work is confirmed prior to engagement of contractor</li> <li>6. Risk assessments and method statements that are required have been provided, checked and considered adequate prior to the commencement of work.</li> </ol>	$4 \times 2 = \mathbf{8}$	Individual workers, contractors, client
Working within 2 metres of working team	$4 \times 4 = \mathbf{16}$	<ol style="list-style-type: none"> <li>1) Always consider if the task can be performed differently without having to breach the 2m or 1m with risk mitigation (where 2m is not viable) social distancing rule</li> <li>2) Workers are to limit face to face working and work facing away from each other when possible. If not possible face coverings to be worn.</li> </ol>	$4 \times 2 = \mathbf{8}$	Individual workers  Note: Stopping work on Health and Safety Grounds.

	<ol style="list-style-type: none"> <li>3) Limit the frequency of working within 2m or 1m with risk mitigation (where 2m is not viable) to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins. Face coverings to be worn.</li> <li>4) Provide additional supervision to monitor distancing and teams not to be rotated</li> <li>5) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>6) All equipment to be thoroughly cleaned prior and after using it.</li> <li>7) Increased ventilation will be provided within enclosed spaces</li> <li>8) Different sites may require face coverings or if the client requests face coverings. Individual managers <b>must</b> ensure risk assessments cover the required areas.</li> <li>9) Where respiratory protective equipment (RPE) needs to be worn, face fit testing (FFT) must be in place. This equipment is reserved to protect workers from other hazardous substances rather than COVID19 as there is limited evidence that the equipment will offer a high level of protection</li> <li>10) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination</li> <li>11) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places. Individual face coverings have been issued to all employees.</li> <li>12) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).</li> <li>13) Workers deemed <b>clinically vulnerable should never work within 2m</b> of persons and preference should be given to whether any change in task can allow an individual to work from home where possible</li> <li>14) All works to be reviewed by Supervisors / Managers – Sequencing to be reorganised to avoid employees being in close contact with others? <ul style="list-style-type: none"> <li>- When this cannot be avoided, the time they are in contact will be minimised.</li> <li>- Work facing away from one another if possible. If not possible appropriate PPE</li> <li>- Client specifications - Covid -19. Individual client specifications / control standards will be implemented as required e.g. - PPE utilised as per client's requirements, Face Mask, Goggles, Disposable Coverall</li> </ul> </li> <li>15) BDMs to ensure that prior to works commencing all areas are reviewed and the risk assessment initiated and sent to the</li> </ol>	<p>S.44 and S.100 of the Employment Rights Act. This prohibits individuals who have left the workplace in circumstances of danger, which they reasonably believe is imminent and cannot be averted, from being subjected to a detriment or dismissal. Where employers are not operating safely or in accordance with government guidance including the heightened hygiene provisions, social distancing and the provision of PPE, then an individual can justify leaving the workplace, refuse to return where any danger persists or take appropriate steps to protect themselves.</p>
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		<p>Supervisor / Manager. This should include Job Spec Sheet / Job check list.</p> <p>16) Supervisor / Manager will review details of the risk assessment and specific areas of the task to ensure JAS standards are in place.</p> <p>17) TBT will be delivered prior to the start of the task.</p> <p>18) All Risk Assessment must show <b>No Job is So Important it cannot be done safely</b> and <b>Everyone as the right to STOP the job.</b></p> <p>19) BDMs, Supervisors and Managers will be given time to produce the documentation for the tasks being undertaken. Job Spec Sheet / Job check list <b>must be</b> completed.</p>		
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**Note:** The World Health Organisation has identified that COVID-19 is not an airborne virus and the risk comes from droplets, COVID 19 can become airborne when aerosol generating procedures (AGP) are being carried out in a clinical setting. It may be the case that a risk assessment identifies surgical masks as being sufficient. Due to the limitations of surgical masks that they are only worn as communal protection. e.g. when in a confined space everyone must wear a “face covering” (office, vans, cabs etc) JAS continually will review this area following guidance produced by HM Government and Public Health England.

Where the existing operational risk assessment requires RPE such as FFP2 or FFP3 respirator to be worn to protect against contaminants and particulates, this must be adhered to regardless of level of protection offered for COVID 19.

**Stopping work on Health and Safety Grounds** The employer’s attention should be drawn to the existence of S.44 and S.100 of the Employment Rights Act.

This prohibits individuals who have left the workplace in circumstances of danger, which they reasonably believe is imminent and cannot be averted, from being subjected to a detriment or dismissal. Where employers are not operating safely or in accordance with government guidance including the heightened hygiene provisions, social distancing and the provision of PPE, then an individual can justify leaving the workplace, refuse to return where any danger persists or take appropriate steps to protect themselves.

Any such decision would be on the basis of their own decision regarding their workplace as to whether there are “circumstances of danger” which they reasonably believe would be serious and imminent. This does not mean returning home but removing themselves to a place where that harm no longer exists or until such time as that danger is minimised or averted.

These individual rights do not apply to all categories of worker particularly those that have the status of self-employed. However, the duty for employers, hirers, or contractors to provide a safe working environment for all those engaged in a workplace applies consistently.

First aid - including mental health	<p>4</p> <p>X</p> <p>4</p> <p>=</p> <p><b>16</b></p>	<p>1) First aid contents to be monitored to ensure adequate supplies remain</p> <p>2) First aid and cover arrangements to be reviewed</p> <p>3) First aider certificates to be checked for validity and understand amended practices in regard to attending a casualty during COVID (such as revised CPR methodology – a cloth will be placed over the casualty’s face)</p> <p>4) Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19</p> <p>5) Mental health first aiders available to monitor and support employees.</p> <p>6) Communicate any occupational health service available to the workforce including</p>	<p>4</p> <p>X</p> <p>1</p> <p>=</p> <p><b>4</b></p>	Individual workers
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		<p>any available employee assistance programme (EAP) or public support</p> <p>7) Line management to regularly communicate to their team(s)</p> <p>8) Effective reporting system established on all JAS site in order to rectify any raised issues or incidents in a timely manner</p>		
<p>Working from home – Covid 19</p> <p>Slips, Trips and Falls, trailing cables from computers and equipment.</p> <p>Musculoskeletal Injuries</p> <p>Fire – Overloaded electrical sockets</p> <p>Manual Handling</p>	<p>5 X 4 = <b>20</b></p>	<ol style="list-style-type: none"> <li>1. Ensure as far as possible that cables and leads are not across walkways. Use cable ties where leads must cross walkways.</li> <li>2. Use books or similar to raise a monitor to a better working height. Consider using separate keyboard with a laptop. Avoid working in a lounge chair.</li> <li>3. Home DSE Assessment completed</li> <li>4. Avoid daisy chains of multi-socket extension leads. Turn off equipment when it is not being used</li> <li>5. Keep storage areas as close to work area as possible to minimise the distance materials need to be carried. Consider fitting suitable shelving/bookcases.</li> </ol>	<p>5 X 2 = <b>10</b></p>	
<p>Increased levels of anxiety</p> <p>Lack of support to employees with - increased levels of anxiety in this pandemic or have suffered personal loss as a result of it?</p>	<p>4 x 3 = <b>12</b></p>	<ul style="list-style-type: none"> <li>• Health and Wellbeing programs are in place and reviewed to ensure specific areas are captured.</li> <li>• Mental Health first aiders are in place to ensure adequate sign posting for individuals if required.</li> <li>• Employees will be given time for consultation with their Supervisor, Manager and Mental Health First Aider as required.</li> <li>• Supervisors, Managers and Mental Health First Aiders will be given time to support individuals as required.</li> </ul>	<p>4 x 2 = <b>8</b></p>	Individual workers
<p>Not understanding Covid-19 controls</p> <p>Lack of support with people with special needs</p> <p>Lack of reporting and monitoring</p>	<p>4 X 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>• Following the rules – Managers and Supervisors will support individuals with special needs to ensure they understand the JAS processes and procedures.</li> <li>• Managers and Supervisors will monitor tasks being conducted and support individuals with special needs to ensure processes and procedures are in place and being adhered to.</li> <li>• JAS management will be kept informed of progress and performance by the individual team managers at the fortnightly operation meetings.</li> <li>• JAS Supervisors and Managers will routinely be reviewing the effectiveness of the controls implemented. This is vital to ensure that the controls are maintained and improved as our knowledge about the virus, its transmission and its control develops.</li> </ul>	<p>4 X 1 = <b>4</b></p>	
<p>Driving – Company Vehicles</p>	<p>4 x 4 = <b>16</b></p>	<p>Workers traveling in vehicles with more than one person.</p> <ul style="list-style-type: none"> <li>• JAS have conducted a review of driving practices. Managers to look at “team bubble” small groups of workers staying together in one group. <b>Face coverings to be worn by all individuals.</b></li> </ul>	<p><b>5</b> x 1 = <b>5</b></p>	Individual workers

		<ul style="list-style-type: none"> <li>• Client specifications - Covid -19. Individual client specifications / control standards will be implemented as required</li> <li>• Widows will be left partly open when travelling increasing the air flow.</li> <li>• Managers and supervisors <b>must</b> constantly review this area and ensure the risk assessment for the job / task is reviewed accordingly.</li> <li>• 2m or 1m with risk mitigation (where 2m is not viable)</li> <li>• Shared vehicles <b>must</b> be cleaned between shifts or on handover.</li> </ul> <p>Managers will review / support employees who have a concern on travelling in the same vehicle, demonstrating what appropriate steps have been taken to protect employees.</p> <p>BDMs to ensure that prior to works commencing all areas are reviewed and the risk assessment initiated and sent to the Supervisor / Manager. This should include Job Spec Sheet / Job check list.</p>		
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## Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

## Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your Individual Manager.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs