

James Cropper plc - Risk Assessment - Respiratory Infections inc. Covid-19

Date;	28.02.23			
Dept;	All departments			
Area;	Burneside, Mainline, Crewe			

Job / Task / Activity:	Impacts of Respiratory Infections, Including Covid-19
Assessors:	Anthony Bowness : (Originator) Kate Rowling, Debbie Ingram & Operational leads
RA Ref ;	PRO.H&S.RA.1289
Version no	54

Introduction

James Cropper plc has a legal responsibility to protect workers and others from risk to their health and safety due to repiratory infections including Covid-19. This document has been written following Government guidance and HSE risk assessment guidelines taking into account the 5 steps to risk assessment which are:- identifying the hazards, who might be harmed, evaluating the risks, recording significant findings and carrying out regular reviews

As part of the collaboration, trust and joint problem solving process, Union representatives and employees have been consulted and involved in the development of this process risk assessment and will continue to be on an ongoing basis. The residual risk rating number represents the qualitative risk rating for the whole document.

Final Residual Risk Rating - Enter highest Residual Risk number once RA is completed



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See Outcomes table below

This has been written following the:-
HSE - Risk assessment, a brief guide to controlling risks in the workplace INDG163 (rev4) published 08/14
HM Government - Working safely during Covid-19 - how to reduce the risk of COVID-19 spreading in your workplace.

Most recent update; 16th June 2022 re: Living safely with respiratory infections, including COVID-19

Job Step / Activity	Hazard(s)	Uncontrolled foreseeable outcomes and how they may cause exposure to Covid-19	Existing Safety Procedures/Current Control Measures	Severity 1 - 5	Likelihood 1 - 5	Person(s) at Risk	Risk level before actions taken March 2020	New or Revised Safety Procedures / Control Measures	Residual Likelihood 1 - 5	Risk level after actions taken May 2020
		S1 - Precautionary measures Not taking daily accountability of the developing worldwide situation	Follow the Business Continuity Plan (Section 3.3.7)	1	1	Employee/Contractors/Visitors	1	Ongoing and relevant documentation amended aligning to the most recent guidance and recommendations.	1	1
		S1.1 - Lack of communication with employees pre returning to the workplace including clinically extremely vulnerable personnel regarding uncertainties they may have about precautions in place	No current or existing measures in place pre Covid-19 as this was not a requirement	3	3	Employee(s)	9	Company (internal) communications provided, as necessary. Individual risk assessments have been previously completed for clinically & extremely vulnerable personnel There is no additional guidance from the government on shielding. For any concerns, discussions will be held with team member(s) & their departmental head / HR	1	3
		S1.1a - No consideration given to security implications of decisions and control measures put into place	Existing controls in place for cyber security, HR, physical security and guarding	4	3	Employee/Contractors/Visitors	12	Carry out regular monitoring of new or altered security provisions and apply any required mitigation Annual reviews now carried out on the Risk Assessment including updates on actions and adjusting control measures if applicable	1	4

1. Thinking about and managing risk	Viral	S1.1b - No limits on number of people gathering both indoors and outdoors	No current or existing measures in place pre Covid-19 as this was not a requirement	4	3	Employee/Contractors/Visitors	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
		S1.1.1 - Impacts of not following instructions from authorities in the event of new local restrictions	No current or existing measures in place pre Covid-19 as this was not a requirement	4	3	Employee/Contractors/Visitors	12	Stay aligned with local and regional authorities regarding any spikes in transmission rates and subsequent local restrictions.	1	4
		S1.1.2 - Lack of consideration to reduce risks to lowest practicable level by taking preventative measures Not reviewing measures that have been put in place	Under current legislative requirements, handwashing facilities and cleaning regimes already in place	2	2	Employee/Contractors/Visitors	4	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	2
		S1.1.3 - Not sharing the Covid-19 Risk Assessment or notification at prominent places on site and the website	No current or existing measures in place pre Covid-19 as this was not a requirement	4	3	Employee/Contractors/Visitors	12	Risk Assessment to be reviewed on an annual basis and held within the document control system, and available on request Control measures to be put into place where required.	1	4
2. Who should go to work	Viral	S2 - No processes in place for people to work from home if they are able to	Consideration given to people who can work from home and evaluation of the maximum number of people who can be safely accommodated on site Keeping in regular contact	3	3	Employee/Contractors/Visitors	9	Any arrangements regarding home working will be discussed with team members and agreed in advance with Executive directors / departmental managers	1	3
		S2.1 - Inability to protect people who are at higher risk of severe illness	Employees required to report to Human Resources any existing underlying health issues that may affect them at work All employees have access to an external Health and Wellbeing provider Awareness of particular needs of individuals within the workplace adhered to following current legislative requirements Planned preventative maintenance carried out as a statutory duty on ventilation systems	3	3	Employee(s)	9	HR have a record of all employees who have been identified as vulnerable using the clinically extremely vulnerable and clinically vulnerable people There is no guidance from the government on shielding. For any concerns, discussions will be held with team member(s) & their departmental head / HR	1	3
		S2.2 - Lack of understanding on what to do if either personally, a household member or someone in a support bubble displays symptoms or if advised to self isolate as part of the Governments test and trace service		3	3	Employee(s)	9	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	3
		S2.3 - Due consideration not given to particular needs of individuals		1	1	Employee(s)	1	No requirement to change procedure as the business follows current legislative requirements (Equality Act 2010)	1	1

		S2.4 - Lack of ventilation to mitigate the risk of transmission		3	3	Employee/Contractors/Visitors	9	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	3
3. Social distancing at work	Viral	S3.1 - Lack of control maintaining social distancing on access and egress to the workplace and lack handwashing facilities	Various access and egress points for vehicles and pedestrians Handwashing facilities Established shift patterns Current on and off site parking and bike racks in situ on site	4	3	Employee/Contractors/Visitors	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
		S3.2 - Unnecessary travel through the workplace resulting in more social contact	Established pedestrian routes internally and externally on site	4	3	Employee/Contractors/Visitors	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
		S3.3 - Inability to separate people using shared work facilities	Personal and shared work stations, areas and offices on site	4	3	Employee/Contractors/Visitors	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
		S3.4 - Increase in face to face transmission attending physical meetings	Systems in place to carry out meetings remotely	4	3	Employee/Contractors/Visitors	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
		S3.5 - Additional exposure whilst using common areas	Staggered break times established in some departments Shared welfare facilities Employees able to purchase items from local off site providers	4	3	Employee/Contractors/Visitors	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4

		S3.6 - Lack of social distancing during incidents	Internal arrangements in place to address incidents, emergencies and providing assistance including administering 1st aid	4	3	Employee/Contractors/Visitors	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask. Additional first aid 'grab bags' available in first aid rooms	1	4
4. Managing customers, visitors and contractors	Viral	S4.1 - Unnecessary visits to site by external personnel	Access and egress managed through reception or security Internal arrangements in place	4	1	Employee/Contractors/Visitors	4			0
		S4.2 - Lack of knowledge of site requirements	Access and egress managed through reception or security Internal arrangements in place	4	1	Employee/Contractors/Visitors	4			0
5. Cleaning the workplace	Viral	S5.1 - Lack of maintenance of equipment and cleaning prior to re-opening the work area	Cleaning regimes in place Only a small percentage of areas have been temporarily unoccupied Mandatory maintenance carried out during shut	1	2	Employee/Contractors/Visitors	2	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	1
		S5.2 - Lack of sufficient cleaning and contact with contaminated surfaces	Cleaning regimes in place for personal and shared areas	4	3	Employee(s)	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
		S5.3 - Insufficient hand wash, sanitation and toilet facilities	Welfare facilities available	4	3	Employee/Contractors/Visitors	12	Hand sanitisers placed in strategic positions Disinfectant and paper towels available for all workplaces	1	4
		S5.4 - Risk of transmission in shared changing rooms and showers	Cleaning regimes in place for shared facilities	2	3	Employee(s)	6	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	2	4

		S5.5 - Increased transmission through shared handling of goods, materials and on-site vehicles	Welfare facilities available for people to wash and clean their hands	3	3	Employee/Contractors/Visitors	9	Products available in all areas to clean shared equipment, vehicles and forklift trucks Personal and shared hand sanitisers provided Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	3
6. Personal protective equipment (PPE) and face coverings	Viral	S6.1 - Lack of Personal Protective Equipment (PPE) increasing exposure to hazards	For CoSHH related tasks stock levels are maintained and available for use	1	3	Employee(s)	3	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	2	2
7. Workforce management	Viral	S7.1 - No consideration given to shift patterns and working group patterns	Established shift patterns and teams	4	3	Employee(s)	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
		S7.1.1 - No procedure in place to deal with a Covid-19 outbreak in the workplace	No current or existing measures in place pre Covid-19 as this was not a requirement	4	3	Employee/Contractors/Visitors	12	Formulate plan on how to deal with an outbreak on site and keep up to date In the event of an outbreak in the workplace, assign a single point of contact (SPOC) as the lead to contact local Public Health teams. This would also apply if there was more than one case	2	8
		S7.2 - Increased personal contact allowing work travel in company vehicles and staying in accommodation	Pool cars available for work travel	3	4	Employee(s)	12	Business travel will continue, respecting the visiting premises and their Covid guidelines. Evidence of vaccination or testing maybe required.	1	3
		S7.3 - Increased personal contact when delivering to other sites	Arrangements in place for external collections/deliveries	4	3	Employee(s)	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
		S7.4 - Lack of communication and training on return to work	Communication and training measures in place	4	3	Employee(s)	12	Clear communications provided regarding consistent ways of working. Engagement with workers and their representatives and agree changes. Summaries of arrangement communicated via workplace	2	8

		S7.5 - Lack of ongoing communication and signage	Communication measures and mandatory signage	4	3	Employee/Contractors/Visitors	12	Regular consultation with trade union representatives and workers Regular updates communicated regarding access to external provider for Health and Wellbeing issues Workplace app installed on company and personal phones Where relevant update existing arrangements to include clear and simple messages for non English speaking people Group team leaders to identify employees with protected characteristics ie visual impairment and document to enable a personal Risk Assessment to be carried out Establish mechanism to share communications and arrangements with relevant external sources	1	4
8. Inbound and outbound goods	Viral	S8.1 - Social distancing and surface transmission requirements not communicated or understood	Internal arrangements Site map showing pick up and drop off points Individuals or teams in place for deliveries/collections Welfare facilities	4	3	Employee/Contractors/Visitors	12	Government guidance to be considered; 1.Get vaccinated. 2.Let fresh air in if meeting others indoors. 3.Practise good hygiene: •wash your hands •cover your coughs and sneezes •clean your surroundings frequently 4.Wear a face covering or a face mask.	1	4
9. Additional information	Viral	S9.1 - No on site testing mechanisms on site	Occupational health programme in place	4	3	Employee(s)	12	Pulse oximeters & Temperature checks purchased and distributed Availability communicated out to all employees The use of the equipment for employees is voluntary and in complete confidence. No records or findings are shared with the company Ensure screensaver aligns with current guidance and carry out weekly reviews	2	8
		S9.2 - No measures in place detailing the procedure to follow in case of a possible outbreak	No current or existing measures in place pre Covid-19 as this was not a requirement	4	3	Employee/Contractors/Visitors	12	Covid-19 early outbreak management arrangements agreed	1	4
		S9.3 - No arrangements in place to carry out internal Test and Trace if confirmed case on site	Use of visitor and contractor sign in logs, Paxton system to identify JC plc employees who are on site and operational team plans to understand teams by machines,	4	1	Employee/Contractors/Visitors	4	No longer a requirement for Test & Trace		0

<p>The following arrangements supplement this process risk assessment:- PRO.H&S.Arr.0077 - Living safely with respiratory infections, including COVID-19</p>						
Action(s) Table						
Process Location	Hazard / Activity	Action(s) to be taken - Ref Hierarchy of controls sheet to help decide the approach / steps to be taken to reduce the risk to an acceptable level.	Priority	Responsible (Only one person should be named, others can help.)	Target Date (Green On target date / Red Off target date	Completed / revised completion date Green = Done
Burneside	S1 Thinking about and managing risk	S1.1.1 - Stay aligned with Government + Regional & Local authorities regarding any respiratory infections, includign COVID-19 or spikes in transmission rates and subsequent restrictions or control measures. Annual review of the risk assessment	L	Anthony Bowness	28.02.23	28.02.24

		A number of previous actions have been previously identified and subsequently closed out, as part of the review and updasting of this risk assessment (see previous revisions of this RA)				
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