

RISK ASSESSMENT	
Task: RAM 045 B Managing provision of the Health, Safety & Wellbeing (HSW) during Covid-19 pandemic - Education	Ref. RAM 045 B
Area: All areas	Revision: 10
Review: Following any further legislative or company required change	Date: 17/05/2021

Likelihood:	Severity	Person(s) at higher risk? *Tick yes or no in box		Is a Permit to Work required? *Tick yes or no in box	
1. Likely to happen regularly every week or so	A. Death or major disability, dangerous occurrence	*Yes X	*No	*Yes	*No X
2. Likely to happen occasionally once/month to once/quarter:	B. Lost time Injury or needing medical attention, cross contamination	Give details including estimate of numbers affected:		If "yes" to persons at Higher risk – an individual Risk Assessment must be carried out if due to age, disability, fitness or medical condition	
3. Unlikely to happen once/twice a year	C. Minor first aid only no time off work. Damage to plant or equipment/other loss				
4. Highly unlikely – happens less than annually	D. No treatment required				

Risk	A	B	C	D
1	Intolerable Risk	Intolerable Risk	Moderate Risk	Tolerable Risk
2	Intolerable Risk	Intolerable Risk	Moderate Risk	Tolerable Risk
3	Intolerable Risk	Moderate Risk	Tolerable Risk	Tolerable Risk
4	Moderate Risk	Tolerable Risk	Tolerable Risk	Tolerable Risk

Key

Intolerable Risk	Work must not be started. If already being carried out, it must be stopped immediately. Method of work to be reviewed and further controls introduced. Risk must be reduced before (re-) commencement
Moderate Risk	Investigate and obtain advice to see if Hazard can be further controlled, i.e. machine replaced
Tolerable Risk	A Risk that has been reduced to a level that can be endured having regard to legal obligations and Julius Rutherford's HSE Policy

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Hazard NO.	HAZARD	RISK (without controls)			Groups of persons exposed to hazard	EXISTING CONTROL MEASURES	RE-ASSESSMENT OF RISK			ADDITIONAL CONTROLS REQUIRED?
		Likelihood (L)	Severity (S)	Risk Rating			Likelihood (L)	Severity (S)	Risk Rating	
1	Lack of information, training, communication, and guidance available	2	B	2B	Employee Customer	<p>Guidance and advice are available via the Government and NHS websites and are accessed daily – RAMS prepared in accordance to government issued Working Safely supporting guidance (safe working in education, childcare and children's social care and National Lockdown: Stay at Home guidance) and will be routinely updated following any legislative change</p> <p>Regular communication and status reports sent to employees and Customer following usual normal lines of communication. Communication sent held in CRM system. Updated communication sent at least weekly and following all government lead updates as well as changes to company operations.</p> <p>All employees aware of latest advice for staying protected and have had COVID-19 Prevention training and priority cleaning training – training available in SPA, POR and EN</p> <p>Return to work polices, plans, procedures documentation as well as Customer service reinstatement questionnaire completed by Customer prior to any phased return to ensure JR&CO site specific RAMS, training, plans can be documented and communicated to all on site employees</p>	3	B	3B	Return to work - working safely/ enhanced disinfectant cleaning training course must be completed by all management, supervisors, and staff before any service reinstatement

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						All JR&Co employees to adhere to Customer's induction on site rules and ensure they follow applicable signage Pandemic Action and Recovery Plans documented and updated at least weekly				
2	Virus transmission to staff on site(s) or through associated work activity:									
a	Ability to maintain social distancing (2m or 1m with risk mitigation (where 2m is not viable)	2	B	2B	Employee Customer	Staffing arrangements/ operational needs assessed and provided only in line with size of area open, number of employees on site as well as in accordance with both JR&Co and Customer RA and social distancing plans JR&Co social distancing policy: - 2m or 1m with risk mitigation (where 2m is not viable) - adhere to client applicable signs, queue management systems and assigned coordinators instruction - Phased/ staggered lunchtime breaks communicated to employees at start of shift - Employees must only use designated and open welfare facilities Make any adjustments to the workspace/rotas/ procedures necessary to facilitate effective infection prevention and social distancing at work In accordance with customer risk assessments and where 2m social distance cannot be maintained and the task/activity is paramount to operations, a face covering MUST be worn	3	B	3B	

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b	Travel to and from work	2	B	2B	Employee	<p>Employees should follow the latest government and TFL advice for coronavirus and their journey. Quieter times to travel - Transport for London (tfl.gov.uk)</p> <p>Where at all possible employees should seek to commute via car, cycle or on foot.</p> <p>If public transport cannot be avoided employees should:</p> <ul style="list-style-type: none"> • Wear a face covering • Use hand sanitiser • Travel outside peak footfall times • Seek to maintain social distancing at all times • Avoid unprotected contact with handrails, pushbuttons or other high-risk touch points. <p>JR&CO in conjunction with Customer will look to change start and end times to shifts (where possible) so that employees can travel outside of peak hours</p> <p>JR&CO employees must refer to government guidance https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors when taking and returning from foreign travel to confirm the rules that must be followed dependent on red, amber, or green country rating</p>	3	B	3B	
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c	Workplace environmental cleanliness controls & PPE	2	B	2B	Employee Customer	<p>Existing cleaning schedules revised to prioritise high risk touch points and daily disinfectant cleaning. Disinfectant cleaning carried out using only an Authority approved disinfectant. Pandemic register is available for all stakeholders.</p> <p>PPE issued jointly in accordance with government working safely guidelines and customer requirements as per CUSTOMER documented risk assessments.</p> <p>At a minimum, a JR&Co uniform and disposable gloves (changed frequently should be worn).</p> <p>JR&Co will also enforce the mandatory use of face coverings in the following areas as applicable to customer sites: shops, supermarkets, indoor shopping centres, banks, building societies, post offices, indoor transport hubs, museums, galleries, cinemas, places of worship, and public libraries</p> <p>Supporting PPE required by context guidance to be used when selected PPE per setting and activity. Training provided to employees as part of COVID 19 training course.</p>	3	B	3B	
d	Ability to avoid symptomatic persons/ absence reporting procedures	2	B	2B	Employee Customer	<p>Refer to Coronavirus (COVID-19) Outbreak Control Process and Coronavirus (COVID-19) suspected/confirmed case procedure</p> <p>Out of Contracted Cleaning Hours and During Contracted Cleaning Hours devised in collation with government test and trace guidance for employers https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers</p> <p>Policy in place to isolate and then send home anyone with COVID Symptoms and to alert people in recent 'close' contact via track and trace.</p>	3	B	3B	

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						<p>In line with NHS and government advice employees must self-isolate if they have</p> <ul style="list-style-type: none"> Any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) Are waiting for a coronavirus test result Have tested positive for coronavirus or live with someone who has symptoms, is waiting for a test result or has tested positive <p>If multiple suspected outbreaks (more than 1 suspected case), customer in correspondence with JR&Co to contact local health protection team to report outbreak</p> <p>Operatives must contact their manager and HR to communicate absence</p> <p>For any outbreak deep cleaning required, only trained operatives to carry out clean. Refer to JR044 for detailed list of control measures</p> <p>Communications on individual responsibilities to observe COVID Secure protocol. Failure to comply resulting in possible disciplinary action</p>				
3	<p>Psychological, emotional and staff wellbeing related illness</p> <ul style="list-style-type: none"> Stress Anxiety Depression 	2	B	2B	Employee	<p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p>	4	B	4B	

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					<p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Employees are made aware of supportive mechanisms available.</p> <p>Just Rewards and Communications available to all employees to access wellbeing centre with handy support and guidance articles</p> <p>All employees have access to the Confidential Employee Assistance Programme offering immediate information, answers and advice to a range of workplace and personal issues that affect daily life</p>				
4	Vulnerable workers				Employee <p>Government guidance on Shielding and Clinically Vulnerable followed https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Identification of those staff and associates at greater risk through induction medical questionnaires and health declarations issued</p> <p>Individual risk assessments completed for those who have declared a medical condition (or member from household) on their returned declarations that could increase their risk profile.</p> <p>Up to date employee and customer contact details to be kept available</p> <p>Those with non-clinical concerns such as; caring/ childcare responsibilities are encouraged to discuss their concerns with their Manager and/or HR discuss individual circumstances</p>				Employees to be given opportunity to volunteer themselves to return to work. Priority of available shifts given to those who have expressed an interest to return

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						Staff encouraged to access regular testing within their community and vaccines when available.				
5	Changes in Emergency provision in workplaces and sites •First Aid •Fire safety •Security •Lone working	3	B	3B	Employee Customer	Any changes to client protocols and procedures obtained and documented on CRM system and communicated to employees through refresher training. During evacuation staff are not required to maintain social distance, as this will delay their escape.	4	B	4B	Building Awareness training
6	Issues with supply of PPE and essential equipment	2	A	2A	Employee Customer Supplier	High PPE and cleaning materials stock levels maintained on site - ensuring stock levels monitored and new orders placed early Mobile Support Technician available to deliver additional PAT testing records reviewed Pandemic COSHH register issued and available	4	A	4A	
7	Maintaining suitable hand hygiene practices	2	B	2B	Employee	All management, supervisors, and employees to undertake appropriate hygiene measures on arrival (washing hands in accordance with government guidance) or where hand washing facilities not available, JR&Co have provided sanitiser stations in cleaning cupboard areas)	4	B	4B	

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8	Staff shortages and absence – standards and performance issues	2	C	2C	Customer	<p>Suitable on-site cover arrangements organised where possible</p> <ul style="list-style-type: none"> - Larger sites to be covered internally with existing staff - Small sites investigate suitable cover with only trained JR&Co Operatives <p>Site attendance monitoring using existing time and attendance system. Employees should continue to clock in and out as normal</p> <p>Additional cleaning shifts implemented on client's instruction</p>	3	C	3C	
9	Child and young person safeguarding	3	A	3A	Employee Third party	<p>The way schools and colleges are operating in response to coronavirus continues to be different to business as usual. However, as more children return, a number of important safeguarding principles remain the same:</p> <ul style="list-style-type: none"> • the best interests of children must always continue to come first • if any JR&Co employee has a safeguarding concern about any child they should continue to act and act immediately by contacting their DSL lead or deputy • it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children so JR&Co employees must remain vigilant and report any suspicious personnel or behaviour 	4	A	4A	

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Other Considerations

What non routine activities might affect the Risk?	Customer changes, out of hours workers, security patrols, maintenance programmes
What behavioural & human capability issues might affect the risk?	Different backgrounds/understanding of procedures. Training/feedback of staff & monitoring of training audits and other visits.
What hazards arise from outside the workplace?	Transport - suitable transport available? Family illness – self isolate Flooding – DO NOT ENTER. Power Cut – STOP WORK. Snow/Ice – Is contract open? Ring Supervisor first await instruction. Sensible flat shoes.
Risks associated with infrastructure, equipment, and materials in the workplace.	Suitable and sufficient space to work safely in. Adequate PPE and equipment – risk assessment covers these areas
Examples of legislation covered; full list consult the Legislation register.	Coronavirus Act 2020, Public Health Act, H&SAW Act, Management of H&S regs COSHH Regs, DSE Regs, PPE Regs, environmental legislation.

Risk Assessments are routinely reviewed and when HS&E management systems or legislation introduces change.

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