



JSP Ltd

COVID-19

Risk Assessment Number RA-00034-5

Assessor: Daniel Pollard Assessed On: 14-Jan-2022
Approver: Daniel Pollard Approved On: 26-Jan-2022
Status: Live
Department: All Departments
Details: COVID-19 is a highly contagious disease that can affect your lungs and airways.

The COVID-19 virus spreads primarily through airborne droplets of saliva or discharge from the nose when an infected person talks, coughs or sneezes.

People may also be infected via physical contact with an infected person or contaminated surface e.g., door handles, shared tools / equipment etc.

Symptoms of infection may include a high temperature, a continuous cough, breathing difficulties, a loss of taste or smell.

An individuals symptoms may be mild, moderate, severe, or even fatal.

JSP Ltd. encourages all eligible employees to book a COVID-19 vaccination as a matter of urgency if they haven't already done so, to further reduce risk.

This Risk Assessment will be made available to all staff.

JSP will comply with current UK Government guidelines

This Risk Assessment will be subject to change and shall be dependent upon any further governmental restrictions or easing of measures.

Hazards and Controls:

Identified Risk				Residual Risk			
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	In Place	Control Measures	Residual Risk



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1	AIRBORNE INFECTION Viral spread via airborne droplets of saliva or discharge from the nose when an infected person talks, coughs or sneezes around other personnel.	Respiratory ill health - Fever - Headaches - Fatigue	ALL	Medium 12	N	Personnel are encouraged to maintain a sensible social distance from their work colleagues in the course of their day to day actions on JSP Ltd. premises. (1m min. in busy, indoor locations)	Low 6
					N	Workstations shall (where it is possible to do so) be fitted with partitioning screens.	
					N	Maximum occupancy signage shall be displayed in some areas. e.g. Canteen, Kitchenette, Wash rooms.	
					N	All personnel are encouraged to use face coverings in indoor communal areas. Face coverings shall be worn by non-vaccinated personnel working in very close proximity to others in the workplace and in indoor communal spaces. Disposable facemasks shall be supplied and located at internal entry points to the business.	
					N	Visitors & contractors shall be permitted onto premises with prior approval of JSP senior management. All visitors will comply with COVID-19 control measures in each area of the workplace.	
					N	A number of non-location essential employees may be allowed to work from home depending on personal circumstances, in prior agreement with JSP senior management.	
					N	Work areas shall maintain good general ventilation during all working hours.	
					N	Ventilation systems, both passive and mechanical (where they exist) shall be utilised to help dissipate possible airborne contaminants. e.g., open windows, doors / shutters, LEV etc.	
					N	Unwell employees shall report symptoms promptly to management and HR.	
					N	A supply of Lateral Flow testing kits shall be made maintained for JSP Ltd use.	
N	Personnel who may have been in direct 'close contact' with a positive COVID case shall be asked to conduct lateral flow testing .						

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2	SURFACE INFECTION Viral infection via physical contact with a contaminated surface e.g., door handles, shared tools / equipment etc.	Respiratory ill health - Fever - Headaches - Fatigue	ALL	Medium 9	N	Personnel shall be expected to routinely sanitize their immediate work areas and equipment.	Low 4
					N	JSP personnel sharing workstations, machine controls etc. shall sanitize their work areas prior to shift takeover.	
					N	Routine daily cleaning of common touch &/or shared surfaces shall be put into practice on each JSP site via the hygiene team and co-opted personnel, as required. Areas of focus are to include: - Door handles and push plates - Light switches - Keyboards, photocopiers, and other shared office equipment - Handrails on staircases and corridors - Machinery and equipment controls - Touch screen controls - Food preparation and eating surfaces - Telephone equipment - Taps and washing facilities - Toilet flush and seats - Shared hand tools & equipment	
					N	Internal rubbish bins shall be emptied regularly and at the end of each shift.	
					N	Hand sanitiser, disinfectant wipes, disinfectant sprays, and cleaning products will be made available in each workspace.	
					N	Personnel are encouraged to wash and sanitise their hands regularly throughout the day for at least 20secs, before eating, smoking, before and after the use of welfare facilities, sharing tools and workstations.	
					N	Personnel shall refrain from physical greetings e.g., handshake, hugs, high five etc.	
					N	Rest breaks are to be staggered to reduce the number of people in communal areas e.g. canteen / kitchenette etc.	
3	VISITORS External visitors and contractors working on JSP premises	Respiratory ill health -	ALL	Medium 9	N	Visitors will be allowed onsite by prior arrangement only.	Low 4
					N	A COVID-19 Visitor Declaration form must be completed before arrival.	
					N	An Employee must accompany the visitor(s) and advise them of the restrictions in place.	
					N	Contractors and visitors must follow Company rules at all times, whilst on premises	



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Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	In Place	Control Measures	Residual Risk
					N	Party numbers attending JSP functions, gatherings e.g. training seminars, tour of site etc. shall where possible be limited, or undertaken in multiple smaller groups.	
4	SHARED TRANSPORT Carsharing to and from work or between JSP sites.	Respiratory ill health - Fever -Fatigue - Headache	Driver / Passenger(s)	Medium 9	N	Windows should be utilised to encourage dispersal of airborne particles from confined spaces	Low 6
					N	Hands should be routinely sanitised before and after each journey.	
					N	Personnel should refrain from sharing consumable items with fellow passengers	
5	VISITING EXTERNAL CUSTOMERS	Respiratory ill health -	EMPLOYEE	Medium 9	N	Where possible personnel should make use of virtual meeting applications over face to face meetings.	Low 4
					N	A copy of the customers COVID-19 Policy and Risk Assessment should be requested prior to any engagement.	
					N	Employees shall refrain from visiting JSP Ltd. customers unless confirmation of relevant COVID-19 control measures at location are in place.	
6	VULNERABLE WORKERS	Respiratory ill health -	-	Medium 9	N	Individual risk assessment may be undertaken to determine suitable risk reduction controls.	Low 6
					N	Where required, vulnerable workers shall be asked to conduct work duties from home. Where this is not possible, the business may offer temporary alternative duties or a change in working patterns or location.	
					N	Regular consultation shall be maintained between vulnerable workers (or those living with any vulnerable persons) and JSP management.	
7	TRAVELLING ABROAD	Respiratory ill health -	ALL	Medium 9	N	Personnel must adhere to any testing or quarantine rules (if any) imposed before, during or after their trip.	Low 4



Risk Calculator Type

Risk Rating = Probability x Consequence

	Extremely Rare	Unlikely	Possible	Very Likely	Almost Certain
Insignificant	1	2	3	4	5
Minor	2	4	6	8	10
Moderate	3	6	9	12	15
Major	4	8	12	16	20
Catastrophic	5	10	15	20	25

Probabilities

Label	Description	Percentage
Extremely Rare		20%
Unlikely		40%
Possible		60%
Very Likely		80%
Almost Certain		100%

Consequences

Label	Description	Percentage
Insignificant		5
Minor		10
Moderate		15
Major		20
Catastrophic		25

Rating Categories

Label	Description	Colour	Threshold
Low		 	1
Medium		 	8
High		 	15



Actions Arising

Number	Type	Status	Assigned to / Location	Summary
CM-003398	Corrective Action	Live		Personnel are encouraged to maintain a sensible social distance from their work colleagues in the course of their day to day actions on JSP Ltd. premises. (1m min. in busy, indoor locations)
CM-003399	Corrective Action	Live		Workstations shall (where it is possible to do so) be fitted with partitioning screens.
CM-003400	Corrective Action	Live		Maximum occupancy signage shall be displayed in some areas. e.g. Canteen, Kitchenette, Wash rooms.
CM-003401	Corrective Action	Live		All personnel are encouraged to use face coverings in indoor communal areas. Face coverings shall be worn by non-vaccinated personnel working in very close proximity to others in the workplace and in indoor communal spaces. Disposable facemasks shall be supplied and located at internal entry points to the business.
CM-003402	Corrective Action	Live		Visitors & contractors shall be permitted onto premises with prior approval of JSP senior management. All visitors will comply with COVID-19 control measures in each area of the workplace.
CM-003403	Corrective Action	Live		A number of non-location essential employees may be allowed to work from home depending on personal circumstances, in prior agreement with JSP senior management.
CM-003404	Corrective Action	Live		Work areas shall maintain good general ventilation during all working hours.
CM-003405	Corrective Action	Live		Ventilation systems, both passive and mechanical (where they exist) shall be utilised to help dissipate possible airborne contaminants. e.g., open windows, doors / shutters, LEV etc.
CM-003406	Corrective Action	Live		Unwell employees shall report symptoms promptly to management and HR.
CM-003407	Corrective Action	Live		A supply of Lateral Flow testing kits shall be made maintained for JSP Ltd use.
CM-003408	Corrective Action	Live		Personnel who may have been in direct 'close contact' with a positive COVID case shall be asked to conduct lateral flow testing .
CM-003409	Corrective Action	Live		Personnel shall be expected to routinely sanitize their immediate work areas and equipment.
CM-003410	Corrective Action	Live		JSP personnel sharing workstations, machine controls etc. shall sanitize their work areas prior to shift takeover.



CM-003411	Corrective Action	Live		<p>Routine daily cleaning of common touch &/or shared surfaces shall be put into practice on each JSP site via the hygiene team and co-opted personnel, as required.</p> <p>Areas of focus are to include:</p> <ul style="list-style-type: none">- Door handles and push plates- Light switches- Keyboards, photocopiers, and other shared office equipment- Handrails on staircases and corridors- Machinery and equipment controls- Touch screen controls- Food preparation and eating surfaces- Telephone equipment- Taps and washing facilities- Toilet flush and seats- Shared hand tools & equipment
CM-003412	Corrective Action	Live		Internal rubbish bins shall be emptied regularly and at the end of each shift.
CM-003413	Corrective Action	Live		Hand sanitiser, disinfectant wipes, disinfectant sprays, and cleaning products will be made available in each workspace.
CM-003414	Corrective Action	Live		Personnel are encouraged to wash and sanitise their hands regularly throughout the day for at least 20secs, before eating, smoking, before and after the use of welfare facilities, sharing tools and workstations.
CM-003415	Corrective Action	Live		Personnel shall refrain from physical greetings e.g., handshake, hugs, high five etc.
CM-003416	Corrective Action	Live		Rest breaks are to be staggered to reduce the number of people in communal areas e.g. canteen / kitchenette etc.
CM-003417	Corrective Action	Live		Visitors will be allowed onsite by prior arrangement only.
CM-003418	Corrective Action	Live		A COVID-19 Visitor Declaration form must be completed before arrival.
CM-003419	Corrective Action	Live		An Employee must accompany the visitor(s) and advise them of the restrictions in place.
CM-003420	Corrective Action	Live		Contractors and visitors must follow Company rules at all times, whilst on premises
CM-003421	Corrective Action	Live		Party numbers attending JSP functions, gatherings e.g. training seminars, tour of site etc. shall where possible be limited, or undertaken in multiple smaller groups.
CM-003422	Corrective Action	Live		Windows should be utilised to encourage dispersal of airborne particles from confined spaces
CM-003423	Corrective Action	Live		Hands should be routinely sanitised before and after each journey.
CM-003424	Corrective Action	Live		Personnel should refrain from sharing consumable items with fellow passengers
CM-003425	Corrective Action	Live		Where possible personnel should make use of virtual meeting applications over face to face meetings.
CM-003426	Corrective Action	Live		A copy of the customers COVID-19 Policy and Risk Assessment should be requested prior to any engagement.



CM-003427	Corrective Action	Live		Employees shall refrain from visiting JSP Ltd. customers unless confirmation of relevant COVID-19 control measures at location are in place.
CM-003428	Corrective Action	Live		Individual risk assessment may be undertaken to determine suitable risk reduction controls.
CM-003429	Corrective Action	Live		Where required, vulnerable workers shall be asked to conduct work duties from home. Where this is not possible, the business may offer temporary alternative duties or a change in working patterns or location.
CM-003430	Corrective Action	Live		Regular consultation shall be maintained between vulnerable workers (or those living with any vulnerable persons) and JSP management.
CM-003431	Corrective Action	Live		Personnel must adhere to any testing or quarantine rules (if any) imposed before, during or after their trip.