

# General Health and Safety

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INSTRUCTIONS
ASSESSMENT STAGE: Complete section <b>A1</b> ; Identify hazards and assign pre and post likelihood and consequence scores (using a 3x3 or 5x5 matrix) in section <b>A2</b> . Control Measures to reduce risks can then be added.
MONITORING STAGE: Complete section <b>M1</b> ; Score Control Measures in section <b>M2</b> using a scale of 0-10 (10 being complete compliance); State further actions required in section <b>M3</b> .

## Section **A1** - Assessment Information

Reference / title	JSG Coronavirus
Location	
Org group	Global
Activity / item / area	
Person(s) at risk	All staff and Visitors
Contract description	
Contract site	

Risk matrix	5x5
Assessor	Jamie Dacombe
Assessment date	06/05/2020
Reviewed by	Jamie Dacombe
Reviewed date	06/05/2020
Monitoring frequency	
Next review due	

## Section **M1** - Monitoring Information

Monitored by	
Monitoring date	
Checked by	
Location / Org group	

Monitoring notes	
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## Section **A2 & M2** - Risk / Control Measures

Category	General		
Hazard	Personal Health		
Pre-Control Risk Level	Likelihood	Consequence	Total
	4	5	20
Post-Control Risk Level	Likelihood	Consequence	Total
	2	2	4

Control Measure	Score
Management ensure the JSG Policies are adhered too	
All staff are to wash hands thoroughly and frequently using soap and water where possible or hand sanitisers	
All JSG sites display sound government and leading healthcare authorities advice and guidance	
Suitable hand washing facilities available in all JSG locations	
Guidance displayed on correct hand washing technique	
All working staff briefed on the importance of hygiene and government guidance on social distancing	
Business travel kept to a minimum	
When possible, collective meetings conducted via conference call	
First aid risk assessment with COVID-19 considerations in place and managed locally	
Staff displaying symptoms or suspected symptoms do not come to work. Those that develop symptoms or suspected symptoms whilst at work are sent home immediately	
Expectant mothers and those 70 years of age are not permitted in the workplace	
Where possible, JSG sites use floor markings to identify the government guidelines on social distancing	
JSG sites reviewed cleaning schedule to add more frequent disinfection of commonly touched surfaces. These include factory machinery; screens, buttons, dryer handles etc. and shared surfaces such as water cooler buttons. Rest and welfare areas should be disinfected at the end of each break and shift	
Where possible, break times should be staggered	
SFARP staff are not to use others' workplace equipment; phones, tools etc. Disinfectant wipes should be used if this is not possible	
Where applicable; site plan available identifying any one-way pedestrian systems, access/egress routes/doors etc.	
Work stations and processes may have to be redesigned to follow government guidelines on social distancing	
Rest and welfare areas may need to be redesigned so government guidelines on social distancing can be adopted during rest periods	
JSG accident reporting procedure in place	
Drivers, OPD and account mangers will comply with the rules and procedures in place at the customers premises as long as they do not compromise/contradict the JSG Policy	
Drivers, OPD and Account Managers issued with disposable gloves and face coverings/face visors	
Suitable EN 388 gloves worn by all drivers, despatch and sorting staff when handling soiled linen. These items are washed regularly	
Disposable and replacement PPE items available where applicable	
Face coverings/face visors worn by all staff. Face coverings/face visors are not shared. All staff trained in the correct use and storage of these items	
Company procedures in place for customers and staff infection or suspected infection	
Infected or suspected infection stock is identified by customer at site and packed into soluble bags by the customer	

Category	Control Measures		
Hazard	Special Requirements		
Pre-Control Risk Level	Likelihood	Consequence	Total
	4	4	16
Post-Control Risk Level	Likelihood	Consequence	Total
	1	2	2

Control Measure	Score
Laundering Processes will achieve Thermal Disinfection of all items received	
Staff are to follow government guidance on the minimum separation distance where practicable	

Category	Control Measures		
Hazard	Substances / chemicas / fumes / dusts		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	3	9
Post-Control Risk Level	Likelihood	Consequence	Total
	1	2	2

Control Measure	Score
COSHH assessments and MSDS available for all cleaning and disinfecting substances	
Site specific risk assessment in place for vehicle disinfecting	
All substances used as per manufacturers instructions	

Category	Control Measures		
Hazard	Visitors		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	4	12
Post-Control Risk Level	Likelihood	Consequence	Total
	2	2	4

Control Measure	Score
Guidance displayed on correct hand washing technique	
Suitable hand washing facilities available in all JSG locations	
JSG sites display sound government and leading healthcare authorities advice and guidance	
Close contact with contractors and visitors kept to an absolute minimum	
Visitors and contractors visits kept to an absolute minimum	
Where applicable; site plan available identifying any one-way pedestrian systems, access/egress routes/doors etc.	

Evaluation / score %

Section M3 - Further Actions Required

Description	Assignee(s)	Due Date	Completed Date

