

		Jenx Ltd	
RISK ASSESSMENT : COVID 19 – Office based work (including Homeworkers)			
Address: Wardsend Road	Landline: +44(0)114 285 3376	Reg no. 1808921	Email: hr@jenx.com

This document should then be used in conjunction with any associated method statements and related COSHH assessments for any associated chemicals to provide a comprehensive set of safety documentation for the task you are carrying out.

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Assessor's Name	Assessor's Signature		Persons Affected By This Risk Assessment
Howard Johnson Karen Grace	<i>Howard Johnson</i> <i>Karen Grace</i>		Office based personnel (including homeworkers)

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Travelling To and Driving At Work	<p>Wherever possible workers should travel to site alone, walking or cycling where possible, or using their own transport.</p> <p>The company provides adequate parking facilities for cars and bicycles.</p> <p>If workers choose to share private transport, the following guidance should be followed; the journeys should be shared with the same individuals and with the minimum number of people at any one time; good ventilation should be used (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission; vehicles should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. Refer to the cleaning method statement.</p> <p>Where public transport is the only option for workers and when numbers of staff attending site increase, the company will consider changing and staggering working patterns of affected workers to reduce the need for travelling at peak times on public transport. Individual cases will be identified through ‘Back to Work Safely’ recorded conversations and documented.</p> <p>Where public transport or shared transport is the only option for staff, they should refer to our COVID-19 Staff briefing issued 13.05.20 for guidance around the use of face coverings and https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</p> <p>Company vehicles (i.e. fork lift truck) should be solo operated only and not carry passengers. Vehicles cleaning should comply with the relevant method statement and with particular emphasis on handles and other areas where the operator may touch surfaces.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Personal Hygiene	<p>Employees to be reminded on a regular basis (via signage and staff briefings) to wash their hands for 20 seconds with water and soap (immediately after coughing or sneezing) and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Hand hygiene procedures should be in place and communicated to all employees via staff briefings and signage at hand washing stations in toilets and canteen areas and at site entrance points.</p> <p>The company will encourage regular breaks to wash hands (start of shift, AM, Lunch, PM and end of shift).</p> <p>The company will ensure adequate supplies of soap and fresh water are readily available on site and kept topped up at all times.</p> <p>The company will provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.</p> <p>See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels: https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly (not provided – staff encouraged to use their own): https://www.nhs.uk/conditions/emollients/</p>	2	5	10
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Personal Hygiene (continued)	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice through regular staff briefings.</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Surface Contamination	<p>Enhanced cleaning procedures in place across the site. Frequently cleaning and disinfecting communal areas and objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, taps and washing facilities, toilet flush and seats, door handles and push plates, handrails on staircases and corridors, lift and hoist controls, machinery and equipment controls, food and beverage preparation areas and equipment, telephone equipment, key boards, printers using appropriate cleaning products and methods. Refer to the cleaning method statement.</p> <p>Spot checks will be carried out by Estates management (or assigned personnel) to ensure that the necessary procedures are being followed.</p> <p>Drivers should be directed to safety signs on arrival at site and follow the safety instructions given.</p> <p>The use of digital and remote transfers of material where possible is encouraged rather than paper format, such as using e-forms, emails and e-banking.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Welfare	<p>Internal communication will be carried out regularly to advise, update, reassure and support employees in a fast changing situation. This will be carried out via Staff Briefings which are distributed to all and available to download on our JEM system.</p> <p>All workers will have a recorded conversation (e.g. a Back to Work Safely review) with a line manager regarding their welfare. This will be documented, stored securely and acted upon where any concerns are raised, by managers in conjunction with the HR team.</p> <p>Workers who have been away from site for an extended period (i.e. furlough, isolation, home-working) will have a 'Back to Work Safely' recorded conversation with a line manager regarding their welfare and guidance for any changes in process. This will be documented, stored securely and acted upon (where any concerns are raised) by managers in conjunction with the HR team.</p> <p>Line managers and HR will offer support to staff who are / have been affected physically or mentally by Coronavirus or has / have had a family member affected. Open door policy and contact details advised in staff briefings.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)	
Access & Egress	<p>On site, all non-essential visitors will be stopped. Clear signage will be placed outside the entrance to car parks and at site access points for essential visitors. Cancellation of unnecessary visitors & services will be ongoing until further notice, along with limiting the amount of necessary visitors & services at any one time. All essential visitors to site are to be pre-authorized by Estates Management (or assigned personnel) and essential advice provided to visitors in writing pre-visit (i.e. referred to risk assessment on company website) and being signposted to signage on entry.</p> <p>The company will consider introducing staggered start and finish times to reduce congestion and contact when staff numbers attending site increases.</p> <p>The company will monitor site access and egress points to enable social distancing. When staff numbers attending site increases, the company will consider changing the number of access points, either increase to reduce congestion or to decrease to enable better monitoring, including in the case of emergencies.</p> <p>The company will allow plenty of space between people waiting to enter site at site access and egress points. Where possible, the company will use signage such as floor markings, to ensure 2 metre distance is maintained between people when entering and exiting.</p>	2	5	10	
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Access and Egress (continued)	<p>Where possible, the company will use signage reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.</p> <p>The company will include common touch points such as access systems that require skin contact (i.e. keypad entry control, swipe cards) in enhanced cleaning method statement.</p> <p>The company will require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site.</p> <p>The World Health Organisation has identified that COVID-19 is not an airborne virus. Respiratory infections can be transmitted through droplets of different sizes. When the droplet particles are above a certain size they are referred to as respiratory droplets, and when they are below a certain size, they are referred to as droplet nuclei. According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points.</p> <p>Ensure regular cleaning of common contact surfaces in reception, door handles, clock cards and delivery areas particularly after peak flow times (e.g. shift start and finish times, lunch start and finish times). Checklist system implemented.</p> <p>Checks will be carried out by Estates management (or assigned personnel) to ensure that the necessary procedures are being followed.</p> <p>The company will reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.</p> <p>Where loading and offloading on site, drivers should be directed to applicable safety signs and follow the safety instructions given.</p>	2	5	10

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Symptoms, Isolation & Testing	<p>Anyone who has a high temperature, a new persistent cough or a loss of taste and/or smell should NOT come to site and follow the guidance on self-isolation.</p> <p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p> <p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories. Vulnerable (moderate risk) people include those who:</p> <p>Are 70 or older; are pregnant; have a lung condition such as asthma; COPD; emphysema or bronchitis (not severe); have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis); are taking medicine that can affect the immune system (such as low doses of steroids); are very obese.</p> <p>The following PHE advice applies:</p> <p>Those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks</p> <p>Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home</p> <p>People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements</p> <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Symptoms, Isolation & Testing (continued)	<p>Anyone who is a clinically extremely vulnerable person will have received a letter telling them they are in this group, or will have been told by their GP. Workers in this group should NOT come to site and should follow the guidance on self-isolation. Anyone who is living with someone in self-isolation or a highly vulnerable person should NOT come to site and follow the guidance on self-isolation.</p> <p>Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk): Managers, human resources and health & safety departments should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations</p> <p>Extremely vulnerable “high-risk” staff will be offered furlough arrangements - where it is possible or appropriate for them to safely work from home without risk this should be facilitated</p> <p>Staff in the vulnerable “moderate risk” category should be considered on a case by case basis – wherever possible they will be supported to work from home</p> <p>Staff in the vulnerable “moderate risk” category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing</p>	2	5	10
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Symptoms, Isolation & Testing (continued)	<p>Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated</p> <p>As they cannot leave their home at all, the organisation should help to provide additional support for any extremely vulnerable high-risk staff who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere</p> <p>All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. disabled staff</p> <p>Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage</p> <p>Managers should refer to existing policies regarding new and expectant mothers, e.g. entitlement to suspension on full pay if suitable safe roles cannot be found.</p> <p>If a worker develops symptoms of COVID-19 while at work, they should return home immediately and avoid touching anything. Any coughing or sneezing should be done into a tissue and put it in a bin. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Symptoms, Isolation & Testing (continued)	<p>If a worker has undertaken paired working with or has come into close contact with a colleague who has been taken unwell with symptoms of COVID-19 they should return home immediately and must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed</p> <p>If showing symptoms, staff members and members of their household can apply for a test using this link. NHS isolation advice must be followed. https://www.gov.uk/apply-coronavirus-test-essential-workers</p> <p>If in isolation, to avoid emotional and physical stress, people should attempt to introduce their own suitable controls to mitigate impact. Controls include creating personal schedules, getting up at reasonable times, ensuring suitable nutrition and hydration levels. Also, please refer to the section on Mental Health.</p> <p>If advised that a member of staff or visitor has developed Covid-19 and were recently on our premises, a Director or designated member of the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)	
Common / Rest areas arrangements (canteen; toilets; reception; meeting rooms)	<p>The capacity of the canteens, toilets, changing area and meeting rooms will be clearly identified at the entry to each facility and signage reminding staff of social distancing & personal hygiene measures will be clearly displayed.</p> <p><u>Canteens</u></p> <p>Break times will be staggered to reduce congestion and contact at all times.</p> <p>Staff should bring their own refillable water bottles and should bring pre-prepared food where possible.</p> <p>Food deliveries organised by company to cease until further notice, staff are encouraged to bring or organise their own food & food delivery drivers to be directed towards site signage for safety instructions</p> <p>Enhanced cleaning will be carried out of surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves, tables, chairs, kitchen surfaces. Checklist system implemented.</p> <p>Checks will be carried out by Estates management (or assigned personnel) to ensure that the necessary procedures are being followed.</p> <p>Hand cleaning facilities or hand sanitiser will be available in any room where people eat and should be used by workers when entering and leaving the area.</p> <p>A distance of 2 metres should be maintained between users. The area around the hand washing facility is clearly marked out.</p> <p>All rubbish should be put straight in the bin and not left for someone else to clear up. Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between each use.</p>	2	5	10	
Series	Consider creating outside space that can be used as a rest / eating area (providing adequate hand sanitiser) with 2 metres spaces clearly marked out.	Series Number	01661	Issue Date	01/06/20
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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)	
<p style="text-align: center;">Common / Rest areas arrangements (canteen; toilets; reception; meeting rooms) continued</p>	<p>Cloth hand towels have been removed and disposable paper towels should be used for drying hands or for drying crockery, eating utensils, cups etc.</p> <p>Staff are encouraged to use outdoor facilities for lunch breaks whilst maintaining a safe social distance. Outdoor facilities will be reviewed as staff numbers attending site increase.</p> <p><u>Toilets</u></p> <p>Wash hands before and after using the toilet facilities (see guidance in section 1). Identified toilet facilities to be taped-off / locked to reduce congestion.</p> <p>Enhanced cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</p> <p>Provide suitable and sufficient rubbish bins for disposable hand towels with regular removal and disposal.</p> <p><u>Meeting rooms</u></p> <p>Where site meetings are essential only absolutely necessary meeting participants should attend. Attendees should be two metres apart from each other. Rooms should be well ventilated / windows opened to allow fresh air circulation.</p> <p>Site meetings should be carried out in outside spaces where possible.</p> <p>Team meetings to be carried out by video link (MS Team, GoTo Meetings, Zoom, Skype) wherever possible</p> <p>Participants should not share equipment (i.e. pens, paper, tech devices)</p> <p><u>Reception areas</u></p> <p>Social distancing should be strictly adhered to & signage clearly displayed in entrance way.</p>	2	5	10	
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<p>Common / Rest areas arrangements (canteen; toilets; reception; meeting rooms) continued</p>	<p>The World Health Organisation has identified that COVID-19 is not an airborne virus. Respiratory infections can be transmitted through droplets of different sizes. When the droplet particles are above a certain size they are referred to as respiratory droplets, and when they are below a certain size, they are referred to as droplet nuclei. According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points.</p> <p>Ensure regular cleaning of common contact surfaces in reception, door handles, clock cards and delivery areas particularly after peak flow times (e.g. shift start and finish times, lunch start and finish times). Checklist system implemented.</p> <p>Checks will be carried out by Estates management (or assigned personnel) to ensure that the necessary procedures are being followed.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Communication & Information	<p><u>Communication</u></p> <p>The pandemic threatens communications with customers/staff/suppliers – such communications are vital in the continuity of business activities and procedures during and after lockdown.</p> <p>During and after lockdown the following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> • Senior management have reviewed all outward facing communications (e.g. on websites, social media etc.) to ensure messages are consistent, clear and reflect the customer / staff / community focused and socially aware values of the organisation • Management team have revised communications strategies and plans • Management team have devised specific plans for how and how often to communicate with staff/clients/customers and have communicated with suppliers / contractors. <p><u>Information</u></p> <p>The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”. If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures</p> <p>During and after lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and “fake” news:</p>	2	5	10

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Communication & Information (continued)	<ul style="list-style-type: none"> To ensure the safety and wellbeing of staff business strategies must be based on accurate information and staff must be given consistent, simple and clear messages Coronavirus risk management team to monitor official advice carefully and update all policies and procedures Ensure management / leadership teams are briefed and kept up to date Managers to beware fake news and discourage the circulation of misinformation Keep staff informed – key messages including the need for unwell staff or homeworking staff to stay at home, for frequent handwashing and for social distancing 	2	5	10

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Business Continuity	<p>The pandemic threatens business continuity and ability to deliver essential services to our customers</p> <p>Managers should refer to business continuity policies and procedures. The business moved quickly to arrange for all roles that can be carried out from home to do so and established regular communication with all staff.</p> <p>The following safety arrangements have been applied to establish business recovery and continuity:</p> <ul style="list-style-type: none"> • Establish overall coronavirus risk management team (consisting of managers representing all areas of the business) • Daily meeting (remotely) of the coronavirus risk management team & regular updates from these meetings provided and communicated to all staff • Ask all departments to review and refresh business continuity plans as necessary • Devise appropriate business recovery plans and keep under constant review 	2	5	10
Cyber Security	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware” With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever.</p>	2	1	2

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Cyber Security (continued)	<p>The following safety arrangements should be applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> • Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place • Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages • Ensure that staff working from home and using remote working systems are covered by cyber-risk protections • Ensure any homeworking arrangements maintain standards of data protection and IT security • Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus • Assess cyber risks to new supply chain connections developed during the crisis 	2	1	2

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Address: Wardsend Road		Landline: +44(0)114 285 3376	Reg no. 1808921	Email: hr@jenx.com

Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Mental Health	<p>Employee Assistance Programme available to members of the company Westfield scheme (includes Doctor Line 24/7 for telephone and video GP appointments & counselling service). Staff members have been signposted to this service by Staff Briefings.</p> <p>Line managers and HR will offer support to workers who are / have been affected physically or mentally by Coronavirus or has / have a family member affected. Open door policy and contact details advised in staff briefings.</p> <p>Management will promote mental health & wellbeing awareness to workers during the Coronavirus outbreak and will offer whatever support they can to help Further useful information and access to support is signposted to workers via Staff Briefing and can be found at: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.gov.uk/find-coronavirus-support</p> <p>Internal communication will be carried out regularly to advise, update, reassure and support employees in a fast changing situation. This will be carried out via Staff Briefings which are distributed to all and available to download on our JEM system.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
First Aid and Emergency Service Response	<p>The provision of adequate first aid resources must be agreed between the relevant parties on site. Reviewed on a weekly basis and notice boards updated weekly.</p> <p>Information sought from First Aid Trainers on any updates to procedures for the provision of first aid in 'COVID Safe' environments. First Aiders to be kept up to date with any changes in this advice.</p> <p>Emergency plans (i.e. building evacuation) including contact details will be kept up to date.</p> <p>First Aiders and staff responsible for emergency evacuation procedures will be aware of potential delays in emergency services response, due to the pressure on resources and plan accordingly. Amendments to Emergency evacuation procedures to be communicated by Health, Safety & Quality Compliance Manager.</p> <p>The company will prevent or reschedule any non-essential, high-risk work where possible (i.e. working at height)</p> <p>Review fire risk assessment for suitability whilst operating at reduced capacity and amend as required.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Close Working	<p>Wherever possible arrangements have been made for staff members to work from home.</p> <p>For roles where this is not possible all of the following apply:</p> <p>The sites, workstations and work will be planned and organised to avoid crowding and minimise the risk of spread of infection by following social distancing guidelines at all times.</p> <p>The World Health Organisation has identified that COVID-19 is not an airborne virus. Respiratory infections can be transmitted through droplets of different sizes. When the droplet particles are above a certain size they are referred to as respiratory droplets, and when then are below a certain size, they are referred to as droplet nuclei. According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points.</p> <p>Site workers should be two metres apart from each other where possible, as per government instructions for COVID-19.</p> <p>The company will regularly remind the workforce of the government guidance on social distancing via Staff Briefing documents and workplace signage.</p> <p>Where possible tasks will be rearranged to enable them to be done by one person.</p> <p>Ventilation in enclosed spaces should be increased where practical (i.e. opening windows) however, Fire Doors (identified by signage) should not be propped open.</p>	2	5	10

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Close Contact (Continued)	<p>All staff should avoid skin to skin and face to face contact. Workstations to be adapted / repositioned as necessary to enable back to back / side to side working rather than face to face working. The company will consider the use of segregation shields when staff numbers attending site increase.</p> <p>Where possible, mechanical or alternative aids are to be used to reduce worker interface. Ventilation in enclosed spaces should be increased where practical</p> <p>If work is not able to be done whilst maintaining a two metre distance, the company will consider whether the activity should continue and, if so will have assessed the risk using a hierarchy of controls and against sector-specific guidance</p> <p>If work is not able to be done whilst maintaining a two metre distance, the company will consider whether the activity should continue and, if so will have assessed the risk using a hierarchy of controls and against sector-specific guidance</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Close contact (continued)	<p>Where site meetings are essential only absolutely necessary meeting participants should attend. Attendees should be two metres apart from each other. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in outside areas where possible.</p> <p>Stairs will be used in preference to lifts or hoists and one ways systems used where possible</p> <p>A system will be implemented for using stairways and lifts. Please refer to the appropriate process statement.</p> <p>On site, all non-essential visitors will be stopped. Clear signage will be placed outside the entrance to car parks and at site access points for necessary visitors. Cancellation of unnecessary visitors & services will be ongoing until further notice, along with limiting the amount of necessary visitors & services at any one time.</p> <p>All essential visitors to site are to be pre-authorized by Estates Management (or assigned personnel) and essential advice provided to visitors in writing pre-visit (i.e. referred to risk assessment on company website) and being signposted to signage on entry.</p> <p>Schedules for essential services and contractor visits revised to reduce interaction and overlap between people (e.g. carrying out services outside of opening hours). The company will consider introducing staggered start and finish times to reduce congestion and contact when staff numbers attending site increases.</p>	2	5	10

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Hazard / Consequences	Control Procedures	Likelihood (a)	Severity (b)	Risk Ranking (a x b)
Personal Protective Equipment (PPE)	<p>No additional PPE is identified as being required for workers covered by this risk assessment as a direct result of COVID-19</p> <p>Uniform supplied should be regularly laundered and workers (Jenx or Jiraffe) should contact Production Supervisor or Production Planner (or line manager where appropriate) if replacement uniform is required.</p> <p>Workers are reminded that the use of gloves is not a substitute for good hand washing. Referred to in staff briefing dated 13.05.20</p> <p>Face masks are not recommended PPE however, workers may wish to utilise their own face coverings and are strongly advised to follow the government issued guidance for correct usage https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</p>	2	5	10

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Lone working / Home working	<p>Wherever possible arrangements have been made for staff members to work from home.</p> <p>The company operates a Lone Working Policy (adapted to include Home Working policy in response to the COVID-19 pandemic) and all affected staff have been made aware of this policy. The policy is available to download on our JEM system in the published documents section and is available to all staff.</p> <p>All staff working from home have completed a Home Working risk assessment with results securely stored and any arising actions completed.</p> <p>All staff working from home have been advised to notify their line manager, HR or Health, Safety & Compliance Manager if they have any changes in home circumstances which may affect their level of risk.</p>	2	5	10

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Persons at Risk				
Staff	Visitors	Other Contractors	Public	Others (including vulnerable persons)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Likelihood		Severity		Risk Ranking = L x S
1	Highly Unlikely	1	Minimal		No Action Required (1)
2	Unlikely	2	Minor Injury		Low Priority (2 to 6)
3	Likely	3	Over 3 day Injury		Medium Priority (7 to 10)
4	Probable	4	Major Injury		High Priority (11 to 14)
5	Certain	5	Incapacity or Death		Urgent action (>= 15)

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