

Juniper Ventures Limited

(Juniper Pursuits Ltd is a subsidiary of Juniper Ventures Limited)

COVID-19

Risk Assessment Pack Updated January 2021



Documents Included

CJ.1 Updated COVID 19 Full Risk Assessment

CJ.2 Updated COVID 19 Catering Risk Assessment

CJ.3 Updated COVID 19 Cleaning Risk Assessment

CJ.4 Updated COVID-19 Individual Risk Assessment

JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

The advice from the Government and other bodies will change. Information on the virus will change, and versions will be updated, consultation in place with Trade Unions, H&S committee, HR, and shared with all staff. In addition to this risk assessment are the services (catering and cleaning specific risk assessments) and Individual risk assessments.

Description of Activity	COVID 19 risk assessment		
Location	Full Juniper Covid-19 risk assessment covering all service areas/activities		
Completed by	Stuart McGregor Head of Health and Safety		
Current Tier level	Tier 5 (Lock down) review date 4 January 2021		
Date of Assessment	15 th May 2020	Review Date Version	13 July 2020 7 September 2020 5 November 2020 (lock down) 28 December 2020 (Tier 4) 04 January 2021 (Tier 5)

BUILDING

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Coronavirus (COVID-19) (CV19) Exposure in the Office Someone entering the workplace with CV19	Employees, agency, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	1 Where possible staff that can safely work at home should continue to work at home. Office workers who can work effectively from home will continue to do so 2 Staff with existing medical conditions that are especially vulnerable to COVID-19, need to be identified and to follow the current Government guidance, such as shielding and specific Tier guidance, see 'People' section for more information/controls. HR will have individual plans for these staff 3 A reduction in the numbers allowed within the office has been reviewed and restricted during the increased local Tier controls and lockdowns for only essential front line staff, with a booking and authorisation process in place for workstations, only a very	MED			

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		<p>limited number of workstations are available and will be monitored</p> <p>4 A staggered start/finish times to reduce any contact or crowding in and out of premises where necessary</p> <p>5 Parking permits available for staff that have to travel to sites to eliminate/reduce use of public transport for multi-site visits</p> <p>6 Based on the premises layout we have increased entry/exit points to the premises for the staff members, which is away from the public entrance/exit main doors</p> <p>7 Hand sanitation at entry and exit points</p> <p>8 Office lay-out has implemented all workstations to be at least 2m to ensure 2m distance assessed and managed and Managers to manage staff behaviour</p> <p>9 Using floor tapes or paint to mark areas to help staff maintain 2 metre distance where possible</p> <p>10 If the work cannot be completed at home, and staff return to work (authorised return) , managers need to plan for the minimum number of staff that is required to complete the work on site within the building/s, with authorisation from manager</p> <p>11 Regular floor walks and inspections by Manager/s to ensure the standards remain high and any concerns are rectified</p> <p>12 Managers to monitor the use and set up of the new changes and how staff are adhering to these</p> <p>13 Increased cleaning regime in place, that is managed, monitored, with a quality management system in place, including spot checks and cleaning audits completed by managers</p> <p>14 Desk / IT / telephone sanitiser wipes available for staff to complete regular cleans; promote this via use of signage, giving</p>				
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		<p>assurance and self-ownership for frequent cleaning of office items, areas</p> <p>15 Control of visitors coming into the building, reduce the need to meet face to face, and have telephone/teleconference meetings where possible. Advising not to invite visitors into the office environment where-ever possible. Keeping a record of all staff and contractors for 21 days. Following Tier restrictions and lock down measures with only essential service works being arranged</p> <p>16 If essential front line staff work require off site visits, they should be encouraged not to come back into the office or prior to the visit where possible, if they are also able to continue to work from home to minimise contact so much as possible</p> <p>17 Liaison with schools/clients/Newham LA on their building specific risk plans, specifically their covid-19 risk management and social distancing plan/risk assessment, defined face covering areas/plan and sharing of risk assessments and ensuring good communication is in place</p> <p>18 Cessation of all non-essential face-to-face staff/visitor meetings (as appropriate to service needs) i.e. telephone contact; use of online access to services; postponement of meetings, reduction in frequency of management/staff meetings, where possible;</p> <p>19 Removal of hot desk set up, staff to be working in their own fixed working areas/desk and not to move around and share desks or IT equipment – a thorough clean between use is required</p> <p>20 Mandatory instruction for all persons to wear face covers throughout the building except when seated at your workstation, following the safe use of coverings (washing/sanitising hands –</p>				
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		washing face coverings frequently – use sealed bag when not in use)				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Exposure from touch points, Corridors and stairs</p> <p>Someone entering the workplace/lifts with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Use of stairs to be promoted in a controlled manner, with floor marking to social distancing of 2 metres</p> <p>2 Cleaning regime increased to regularly sanitise and wipe the surfaces that staff may come in contact with i.e. buttons, doors, handrails etc. install sanitiser mobile units within/around lifts/lobbies</p> <p>3 Leave any doors that are not fire rated and internal doors open where possible, if this is not possible due to security concerns re: town hall, touch points to be cleaned throughout the day, as a planned increased cleaning regime</p> <p>5 Introduce one-way flow system in office corridors and stairs and throughout the building where reasonable possible</p> <p>6 Use of face coverings in lifts and all office areas when moving around building</p>	MED			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Circulation of fresh air</p> <p>Someone entering the workplace/offices with CV19, staff fear and concerns of becoming infected by air circulation</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Keep ventilation systems maintained regularly and adjusting systems where necessary</p> <p>2 Ventilation systems maintained</p> <p>3 Town Hall only has windows for ventilation which must be used (open) to ensure sufficient air change and dilution of air</p> <p>4 Keep the systems operating continuously, i.e. not shutting down at weekends</p> <p>5 Switch any air handling units with recirculation to 100% outdoor air</p> <p>6 Do not use table or ceiling fans unless there is fresh air being circulated, and not circulating stuffy air, and do not face fans directly at people</p>	MED			

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		7 School site staff to follow up with client/school if any concerns with their building ventilation				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 An increased formal cleaning regime, employees (authorised front line essential staff) are cleaning equipment more often and key areas and touch points are identified and form part of the specified cleaning schedule (keyboards, work surfaces, door handles etc.) There are sanitising units/stations including desk and PC wipes/spray including the shared items such as photocopier</p> <p>2 Hand sanitisers have been placed in the workplace</p> <p>3 Extra hygiene requirements that includes the need for more hand washing has been implemented and regular reminders for staff</p> <p>4 Multi-use handtowels are not used to dry hands</p> <p>5 This information has been passed onto employees, and staff completed infection control training</p> <p>6 Confirmed cases of work-related CV-19 to be reported via accident and incident report, usual accident procedure. Potential for RIDDOR report to HSE; if necessary</p> <p>7 BC planning includes a preparedness for cleaning regime in light of potential outbreaks, and confirmed cases of covid-19 procedure with specific cleaning risk assessment</p> <p>8 Following the test and trace procedures and ensuring all staff are aware on the procedures</p> <p>9 Raising the profile and staff behaviour constant reminders to stay at home if they or someone in their household or if a visitor has any cv19 symptoms (persistent cough, high temperature or has lost their sense of taste or smell)</p>	MED			

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<p>Coronavirus (COVID-19) (CV-19)</p> <p>Gatherings, emergency evacuation, offices, non-school settings/school settings</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<ol style="list-style-type: none"> 1. Social distancing standards marked out clearly around the buildings to keep staff at least 2 metres apart at all times 2. Fire evacuation advice is for the removal of fire evacuation assembly points and to have full dispersal evacuation away from the buildings, if this is supported by full building sweep by fire wardens, i.e. no need to gather groups of staff together. Staff should disperse to the surrounding areas, streets and not gather in groups, ensure a review of the client's fire evacuation changes in any re covid-19 and gathering/assembling in numbers. 3. PEEPS 'personal emergency evacuation plans' to be reviewed with the identified evacuation team/ 'buddy' packs should be installed next to the evacuation transfer/meeting location to include surgical face masks for all parties involved in personal evacuation procedure 4. Manage any gathering of people close to the building entrances and disperse groups if necessary, keeping a safe distance themselves 5. Ensure all staff are inducted to any evacuation procedures, including fire drills 	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Provision of first aid in buildings</p> <p>Someone entering the workplace/offices with</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<ol style="list-style-type: none"> 1. Review of existing first aid needs analysis in line with Health and Safety Executive (HSE) Guidance on First Aid cover 2 It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. injured person can apply cold pack, wipe, plaster where able to do so. Remember the 3P model – preserve life, prevent worsening, promote recovery 3 Preserve life: CPR 	<p>LOW</p>			

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<p>CV19, giving first aid to staff/others</p>	<p>Causing severe infection/disease</p>	<ul style="list-style-type: none"> • Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • Ask for help. If a portable defibrillator is available, ask for it • Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation • If available, use: <ul style="list-style-type: none"> ○ a fluid-repellent surgical mask ○ disposable gloves ○ eye protection ○ apron or other suitable covering <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – don’t do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)</p> <p>Prevent worsening, promote recovery: all other injuries or illnesses -</p> <ul style="list-style-type: none"> • If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms • If giving first aid to someone, you should use the recommended equipment listed above if it is available 				
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		<ul style="list-style-type: none"> You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible <p>After delivering any first aid</p> <ul style="list-style-type: none"> Ensure you safely discard disposable items and clean reusable ones thoroughly Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible <p>3 Supported and followed up with hand hygiene where necessary</p> <p>4 Ensure the level of first aid trained staff are covering the office and building rota's</p> <p>5 Ensure the first aid training is reviewed and renewed</p>				
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Office/Kitchen break out areas</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Social distancing in place with signage</p> <p>2 Zip taps/Kettles to be cleaned before and after use with appropriate cleaning material/wipes</p> <p>3 Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum wherever possible</p> <p>4 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds</p> <p>5 Staff to dispose of their food waste into the bins provided, and clean their cutlery and put away</p> <p>6 Staff not to share cups and cutlery</p> <p>7 Staff to be encouraged to go outside during breaks</p> <p>8 These areas to have an increased cleaning regime in place</p> <p>9 Staff are not to make other staff tea/coffee's/drinks</p>	MED			

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<p>Coronavirus (COVID-19) (CV-19)</p> <p>Toilet areas and locker rooms</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease</p>	<ol style="list-style-type: none"> 1 Social distancing in place with signage 2 Staff to stay alert as these are single door access and egress and potential non 2 metres meeting points, therefore proceed with caution and be prepared to take a step back to allow others to keep the 2 metre rule wherever possible 3 Washing hands is paramount, thoroughly for at least 20 seconds 4 There is an increased cleaning regime in these areas, systematic more frequent cleaning, verified and documented and emphasis on hand touch surfaces 5 Closed off sinks to create social distancing 6 Review foot or elbow door opening options to reduce hand touching surfaces/doors access egress points, or discuss with Newham FM to have these doors wedged open to prevent touch points 7 Limit use to one person at time in smaller toilet areas 8 Ensure the ventilation is sufficient 9 Any changes to use of toilets such as opening to the public should be reviewed with Juniper in terms of increasing potential risk of covid transmission and required control measures 10 Use of face coverings when moving around buildings, except when working at your desk 	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Meeting rooms</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with</p>	<ol style="list-style-type: none"> 1 All meetings for those staff working in the office should be completed virtually to keep and prevent the gathering of different staff members coming together within an enclosed room environment 2 Keep meeting room doors open and maintain the allotted numbers allowed 	<p>MED</p>			

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<p>Someone entering the workplace/offices with CV19</p>	<p>CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>3 Do not use rooms that are not well ventilated</p> <p>4 Avoid sharing pens and any other items</p> <p>5 Hand sanitiser is provided in meeting rooms</p> <p>6 Meeting etiquette while entering and leaving to ensure distancing</p> <p>7 Meetings dates and attendance recorded re potential tracking requirements</p> <p>8 Small meeting rooms should be avoided unless you can social distance to 2m and has good ventilation</p>				
<p>Coronavirus (COVID-19) (CV-19)</p> <p>Hygiene Control</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Increased cleaning regime in place, this is a detailed and managed/monitored regime, with identified touch points, and times of cleaning/increased cleaning, this schedule should be available for inspection</p> <p>2 To include ongoing detailed cleaning specification which is managed and monitored as a quality management system</p> <p>3 Specified cleaning material to be used for virus infection control, COSHH data sheets and risk assessments updated</p> <p>4 Frequent cleaning of work areas and equipment is an absolute requirement such as IT equipment, and touch points</p> <p>5 Cleaning products as per no.3 being left out in cleaning stations/defined desk areas, for staff to use and clean their desks, chairs, telephone, IT equipment prior and after use where necessary and having increased adequate disposal arrangements</p> <p>6 Cleaning to be reviewed and altered to change any increasing risk factors, confirmed COVID-19 cases within specific areas of the building/s</p>	<p>MED</p>			

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		<p>7 Pre-use, and after-use cleaning of shared items such as photocopier</p> <p>8 Signage and posters installed around the buildings to build good awareness of increased hand washing, washing hands on commencement of work, avoidance of touching face and to cough or sneeze into a tissue which is binned or into your arm if no tissue available</p> <p>9 Increase of waste removal from bins during the day</p> <p>10 Shower and changing areas must be kept clear of staff personal items and that social distancing is achieved as much as possible</p> <p>11 Cleaning of items, goods, deliveries entering the buildings, and increasing cleaning facilities for staff in these areas</p> <p>12 Cleaning procedure for vehicles as well as buildings, cleaning with appropriate approved cleaning products, in a well-ventilated area, bringing the door windows down when cleaning</p> <p>13 No personal staff deliveries allowed to site</p> <p>14 Staff not to bring in shopping and other items at lunch time, to restrict the items brought into the workplace that could potentially be contaminated</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Statutory Compliance</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<p>1 Manage and review school Kitchen statutory compliance to ensure the equipment is up to date re service/maintenance, managed and monitored and any 'start-up' programmes for service items and equipment are completed, this includes PA Testing for all Juniper related equipment</p> <p>2 Control of all contractor re: COVID-19 pre assessment before allowing anyone in the buildings, and a review of their risk assessment against current COVID-19 risk assessments and to</p>	<p>LOW</p>			

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		<p>ensure inductions are in place that includes our COVID-19 control measures and social distancing requirements</p> <p>3 Ensure any flushing of little used outlets re 'legionella' management is completed in line with the site premises management controls</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Social distancing</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Working at home for all non-essential non-front line staff, as this isolates and protects the person completely and reduces crowding/numbers within the office, and following the government guidance for local Tier levels and systems of control re isolation from people. Tier levels may change, and Juniper continue to follow government guidance with front line essential staff only continuing to work</p> <p>2 Social distancing planning completed in liaison with Landlords, Schools, clients. Knowing the numbers of staff required allowed per floor/building with the 2metre distance rule wherever possible</p> <p>3 It should be understood that the exposure time of spending time in close proximity forms part of the risk assessment, and control measure</p> <p>4 Where social distancing of at least 2 metres cannot be followed this should be alerted to managers and the Head of Health and Safety to ensure the 1m plus mitigation is agreed and implemented</p> <p>5 Screens (sneeze screens) used at some sites as an additional control measure at the set identified social distancing areas, servery, desks, lifts, meeting rooms, work locations where there is a closer than 2 metre distance or have face to face set up (not advised) or if work conditions (specific locations) cannot be</p>	MED			

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		<p>altered or managed by work changes (one person in this area, rotation of work area, limit and control etc.</p> <p>6 Reduce the time spent in the office if the work can be completed at home, or if the work involving other aspects such as site visits and continue home to complete working from home. If homework is not available for front line workers then managers should review the staff rota and work activities in relation to being in close contact with other staff to reduce potential exposure time</p> <p>7 Although the 2 metre or the 1m plus mitigation rule is now very much known, the assessment of risk of moving and working further apart should be considered and not just the minimum, although this is the set standard</p> <p>8 All areas of the work place should aim to keep the social distancing and minimise contact at all times wherever possible</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Accidents, Security incident, emergency</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 It is important to understand and make clear that in the event of any emergency situation, staff do not have to stay 2 metres apart if in the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate</p> <p>2 Staff involved in emergency situations that may bring them into close contact to ensure that you pay particular attention to sanitation measures immediately afterwards including washing of hands</p> <p>3 A review of security in relation to any areas, doors being open more has been completed and monitored, with communication a key control measure on our shared sites</p>	MED			

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Activity/Kitchen and Cleaning service</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Refer to specific covid-service risk assessment</p> <p>2 All relevant staff will be inducted on the service risk assessment in addition to the overall covid risk assessment</p> <p>3 Kitchen to have individual site assessments</p> <p>4 Cleaning assessment is reviewed and amended where necessary, and site specific if needed</p>	MED			
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PEOPLE

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Coronavirus (COVID-19) (CV19)</p> <p>Staff with existing medical conditions (Protecting staff at higher risk of covid-19)</p>	<p>Employees, agency, visitors</p> <p>An employee being asked to come into work that have existing medical conditions and</p>	<p>1 Staff that are clinically extremely vulnerable who would have received a letter confirming this or have been told directly by your GP or hospital to shield should still follow the current government guidance, and update their individual risk assessment if any changes. A fourth tier of restrictions was introduced on 20 December 2020, and fifth tier on 4 January, meaning this groups continues to not come into work</p> <p>2 Juniper will follow specific guidance on what will happen if there is a local lockdown including any direct or national advice</p>	MED			

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<p>Someone entering the workplace/offices with CV19</p>	<p>are clinically extremely vulnerable, or clinically vulnerable</p> <p>Causing severe infection/disease</p>	<p>for any changes to shielding. Upper tier local authorities (UTLAs) are leading local outbreak planning, within a national framework, and with the support of NHS Test and Trace, PHE and other government departments. You could be advised to shield again in the future if the situation changes and there is an increase in the transmission of COVID-19 in the community.</p> <p>3 Staff who are clinically vulnerable should follow the same control measures to work from home wherever possible, and must follow the covid secure building control measures if your role is a front line role and the work cannot be completed at home, including observing good hand and respiratory hygiene, adults being able to social distance from each other wherever possible, and avoiding wherever possible time spent within One metre of others (people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace)</p> <p>4 Juniper workplaces have been confirmed as covid-secure workplaces, a covid-secure assessment was completed on the Town Hall, this guidance and sharing of risk assessments with Newham LA, and requesting their covid-19 secure risk assessment on the Town Hall</p> <p>5 Pregnant staff are in the 'clinically vulnerable' category and follow the above control measures, in addition to this an individual pregnant/expectant mother risk assessment should be completed</p> <p>6 Staff who may be otherwise be at increased risk from coronavirus such as factors including age/sex/deprivation/ethnicity all are able to at work as the control measures of having buildings covid-secure, with controls</p>				
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		<p>measures identified within this risk assessment and supported further controls within the individual risk assessment</p> <p>7 Juniper have an individual risk assessment for every member of staff</p> <p>8 For any workplace sites including schools, the individual risk assessment takes account of the specific duties to those with protected characteristics, this should part of the detailed individual risk assessment before any changes or return to work</p> <p>9 Support for staff with mental health and wellbeing concerns, following your individual risk assessment completion</p> <p>10 All school staff are advised that the control measures within this assessment, will reduce the risk of transmission, but is an ongoing behaviour action that includes observing good hand and respiratory hygiene and maintaining social distancing as set out in this risk assessment wherever possible</p> <p>11 Managers and supervisors and all staff must be able to 'remind' staff to social distance and wear the necessary PPE or face coverings when needed without the fear or concern. The 'behaviour watch' is a supportive ongoing dynamic risk control, and the awareness of the potential transmission of CV-19 and the potential severity becomes a very control measure with close monitoring</p> <p>12 Communication with staff and managers is vital to ensure the risks and control measures are implemented, including any changes to the individual staff member and changes to the risk</p> <p>*Note - National Annual flu programme</p> <p>As part of the 2020 to 2021 flu vaccination programme, all other members of households of those who are identified as clinically extremely vulnerable at the time of the flu programme delivery are eligible for free flu vaccinations.</p>				
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		Most people who are clinically extremely vulnerable will already be eligible for a free flu vaccination.				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace/those with symptoms at work or at home</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 Ensure staff with COVID-19 symptoms stay at home, a high temperature, new and persistent cough, or anosmia (change in taste or smell) self-isolate for at least 10 days from when the symptoms started and undertake a COVID-19 test.</p> <p>2 Managers and supervisors to ensure this is part of your teams health and safety training and awareness, via one to ones, team meetings, sharing of risk assessment</p> <p>3 Staff that have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day of when the test was taken</p> <p>4 Where staff have tested positive whilst not having symptoms but develop symptoms during the isolation period, should then restart the 10 day isolation period from the day of the symptoms</p> <p>5 Ensure that staff living in a household or support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service stay at home</p> <p>6 Enable staff that are self-isolating the option to work from home if appropriate, ensure good communication is in place and support where required, this may mean a review of their current workload or work concerns at this time</p>	MED			
<p>Coronavirus (COVID-19) (CV19) temporary change to work environment</p>	<p>Employees, agency, visitors</p>	<p>1 Staff to follow the working from home guidance</p> <p>2 Manager to complete working at home risk assessment</p> <p>3 Manager and staff to ensure communication is in place for any concerns with DSE, wellbeing</p> <p>4 Homeworking staff to complete DSE self-assessment form</p>	LOW			

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<p>Staff working at home</p>	<p>Staff working at home that are not set up for homeworking, DSE, posture, MSD, stress, anxiety</p>	<p>5 Individual user tries to mimic the set-up of the working arrangement 6 Communication between individuals / teams and Managers is clear 7 Staff giving clear guidance on wellbeing and contact details for support 8 Those that do not have appropriate DSE set up at home, should be offered to work from the covid-secure office, or further guidance support to enable them to work at home safely</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Contractors</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Only necessary contractors to be allowed on site, and approved/authorised, reduced at higher tier levels with stricter control and reduction to ensure only necessary contractor works taking place 2 Agency staff and contractors to be inducted to the normal health and safety induction processes, including the current COVID-19 risk assessments and social distancing requirement, and promotion of hand cleaning and hygiene 3 Pre-communicated to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place 4 Normal risk assessment, method statements review, considering if the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements 5 Normal management and monitoring of contractor works, wellbeing on site 6 Consideration of changing times of contractor works, out of hours, during less busy times</p>	<p>MED</p>			

JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

		7 Working together with any shared sites, employers, landlords sharing risk assessment, COVID-19 social distancing management, and sharing information concerning visitors that may affect their own risk management and social distancing standards				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Personal Protective Equipment (PPE)</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 Continue to wear/use any PPE that is normally used as part of your workplace activities</p> <p>2 COVID-19 infection risk is managed by working at home wherever possible; staying at least 2 metres away from each other in the workplace wherever possible, increased hygiene measures, fixed teams and removal of hot desk environment and not through the use of PPE</p> <p>3 We do not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings, in kitchens where the risk assessment has identified concerns with social distancing to 2m it has been agreed that the use of PPE/Face coverings are to be worn following the face covering guidance on use below</p> <p>4 Managers need to review their current COVID-19 risk assessment and if PPE is identified as a control measure to ensure an adequate supply is available and monitored; staff should know the correct use of this including disposal methods</p>	MED			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Face Coverings</p> <p>Someone entering the workplace with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee /agency staff commuting and using public transport</p>	<p>1 It is important to note that coronavirus (COVID-19) needs to be managed based on hierarchy or system of control. It includes social distancing, high standards of hand hygiene, increased surface cleaning, fixed teams or partnering, and other measures such as using screens or barriers to separate people from each other. Some buildings/clients will have face coverings enforced as a control measures, such as secondary school corridors, all staff should follow the sites covid-control measures.</p>	MED			

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		<p>In the town hall and any Newham office building, the wearing of face coverings is required everywhere except when seated at your work station</p> <p>2 In England, you must wear a face covering in the following indoor settings (a list of examples for each is included in the brackets):</p> <ul style="list-style-type: none"> • public transport (aeroplanes, trains, trams and buses) • transport hubs (airports, rail and tram stations and terminals, maritime ports and terminals, bus and coach stations and terminals) • shops and supermarkets (places which offer goods or services for retail sale or hire) • shopping centres (malls and indoor markets) • auction houses • premises providing professional, legal or financial services (post offices, banks, building societies, high-street solicitors and accountants, credit unions, short-term loan providers, savings clubs and money service businesses) • premises providing personal care and beauty treatments (hair salons, barbers, nail salons, massage centres, tattoo and piercing parlours) • premises providing veterinary services • visitor attractions and entertainment venues (museums, galleries, cinemas, theatres, concert halls, cultural and heritage sites, aquariums, indoor zoos and visitor farms, bingo halls, amusement arcades, adventure activity centres, indoor sports stadiums, 				
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JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

		<p>funfairs, theme parks, casinos, skating rinks, bowling alleys, indoor play areas including soft-play areas)</p> <ul style="list-style-type: none"> • libraries and public reading rooms • places of worship • funeral service providers (funeral homes, crematoria and burial ground chapels) • community centres, youth centres and social clubs • exhibition halls and conference centres • public areas in hotels and hostels • storage and distribution facilities <p>You are expected to wear a face covering before entering any of these settings and must keep it on until you leave unless there is a reasonable excuse for removing it. More detailed advice on the application of these requirements in different settings can be found in the Government's guidance for working safely.</p> <p>You should also wear a face covering in indoor places not listed here where social distancing may be difficult and where you will come into contact with people you do not normally meet.</p> <p>The Department for Education has updated its guidance on the use of face coverings for schools and other education institutions that teach people in Years 7 and above in England.</p> <p>3 How to wear a face covering A face covering should:</p>				
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JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

		<ul style="list-style-type: none"> • cover your nose and mouth while allowing you to breathe comfortably • fit comfortably but securely against the side of the face • be secured to the head with ties or ear loops • be made of a material that you find to be comfortable and breathable, such as cotton • ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used) • unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged <p>When wearing a face covering you should:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid wearing on your neck or forehead • avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus • change the face covering if it becomes damp or if you've touched it • avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street) <p>When removing a face covering:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing 				
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JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

		<ul style="list-style-type: none"> only handle the straps, ties or clips do not give it to someone else to use if single-use, dispose of it carefully in a residual waste bin and do not recycle if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>For recommendations and requirements in specific settings please check the Government's workplace settings guidance</p>				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Working in Groups</p> <p>Someone entering the workplace/lifts with CV19</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p>	<p>1 As far as possible managers have split teams that cannot work from home into small groups working together following the social distancing set up, this is further reduced during any lock down period wherever possible</p> <p>2 Managers to identify materials, commonly shared items to assess the need to share, and how these items can be safely used to reduce direct contact and cleaning of items, consider zoned areas, pick up areas that are supported by cleaning material and hand sanitiser</p> <p>3 Although the social distancing is at least 2 metres wherever possible it is the time spent together that should also be minimised as far as possible, following the principles of prevention rule, eliminate / reduce / isolate / control</p> <p>4 During higher tier work areas/conditions of increased risks, where the schools may remote learn and have less pupils and staff in the school the Juniper staff numbers will be reviewed and a rota implemented to reduce the numbers of staff within the setting and minimise contact wherever possible</p>	MED			

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Work related travel</p> <p>Being in close proximity of people infected with CV19 and/or increased time spent in this environment</p>	<p>Employees, agency, visitors</p> <p>An employee / agency catches the virus travelling</p> <p>Causing severe infection/disease</p>	<p>1 Working at home where possible is still a key control measure in managing the risk of covid and serious sickness, if they can't do the work from home, they come into work following the risk controls within this assessment</p> <p>2 Minimise non-essential travel, considering and preferring to have remote options</p> <p>3 Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face, wearing of face coverings, sitting at least 1m apart</p> <p>4 Cleaning regime programme and in between shifts for vehicles</p> <p>5 Avoid public transport wherever possible, review has been completed where front line staff who have to use public transport have been able to change their work location to reduce the amount of public transport travelling to a minimum to reduce risk of transmission</p> <p>6 Stagger working times to avoid busier times</p> <p>7 Follow government advice for face coverings</p>	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Change management /communication/training</p> <p>Lack of awareness of risk</p> <p>Stress and anxiety</p>	<p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p>	<p>1 Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic</p> <p>2 Providing early information instruction before any changes to working practices</p> <p>3 Managers risk assess if any changes to current risk assessments and update/include staff</p> <p>4 Guidance to staff on changes to work environment and procedures in advance of any physical changes</p>	<p>LOW</p>			

JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

	Sickness related to stress due to lack of communication	<p>5 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local guidelines and resources:</p> <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ Juniper face book pages and newsletter ▪ Information posters displayed at key points and throughout premises ▪ Visual messages, use of pictures, in addition to written information ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) wherever possible ▪ Newham PH information ▪ Infection control training and updates on risk control <p>6 Additional consideration is given to those employees who may be deemed to be at increased risk in the planning of work activities</p> <p>7 Advice on risks, symptoms and control measures implemented relevant to the specific service / team</p> <p>8 Employees to adhere to the 2m rule at work sites wherever possible</p> <p>9 Follow signage of egress and access to premises</p> <p>10 Having clear guidance on trace and track measures and clear guidance to managers and staff on actions required and support available</p>				
Coronavirus (COVID-19) (CV19)	Employees, agency, visitors	<p>1 Managers to identify staff with stress or anxiety and complete a follow up stress risk assessment</p> <p>2 Ongoing clear communication between individuals / teams and Managers is clear</p>				

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<p>Stress and anxiety</p> <p>Chance of catching COVID-19 by travelling or returning to work</p>	<p>An employee / agency catches COVID-19 or concern of catching virus causing stress and anxiety affecting the body causing illness and sick ness</p> <p>Sickness related to stress</p>	<p>3 Individual or team stress risk assessments to be completed</p> <p>4 For staff who have to come into work whether this is an essential worker or they cannot work from home need to be communicated with by manager sharing risk assessments and control measures for COVID-19 controls</p> <p>5 Ongoing clear communication between individuals / teams and Managers is clear:</p> <ul style="list-style-type: none"> ▪ Agreed work activities ▪ Scheduled calls / contact time ▪ Access to Juniper resources e.g. Employee Assistance Programme (EAP) ▪ Wellbeing and Health information 	<p>MED</p>			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Staff wellbeing</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency</p> <p>Causing severe infection/disease</p>	<p>1 Change management and information sharing is vital</p> <p>2 Support for staff wellbeing as some staff may be particularly anxious about returning to work.</p> <p>3 Juniper wellbeing support for mental health and wellbeing for staff with Covid-19 related concerns</p> <p>4 Regular meetings, and checks on staff including any concerns or further support that may be required</p> <p>5 Remember to take care of your mind as well as your body and get support if you need it. There are many sources of support and information, such as guidance on looking after your mental health and wellbeing and on supporting children and young people.</p> <p>Every Mind Matters provides simple tips and advice to take better care of your mental health, including a COVID-19 hub with advice for those staying at home.</p>	<p>LOW</p>			

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		<p>6 Many people find it helpful to remind themselves why what they are doing is so important. By staying at home, you are helping to protect your friends and family, other people in your community and the NHS.</p> <p>7 Things that you can do to help make staying at home easier:</p> <ul style="list-style-type: none"> • keep in touch with friends and family over the phone or through social media • remember that physical exercise can be good for your wellbeing. Look for online classes or courses that can help you take light exercise in your home • plan ahead and think about what you will need to be able to stay at home for the full duration • ask your employer, friends and family for help to access the things you will need while staying at home • think about and plan how you can get food and other supplies, such as medication, that you will need during this period • check if your neighbourhood or local community has a volunteer system that could help bring you supplies or provide other support • ask friends or family to drop off anything you need or order supplies online or by phone, making sure these are left outside your home for you to collect • think about things you can do during your time at home such as cooking, reading, online learning and watching films 				
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JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

		If you need help for a mental health crisis, emergency or breakdown, seek immediate advice and assessment. Even during the COVID-19 pandemic, urgent mental health support is available to adults and children around the clock. Find your local NHS helpline by searching for your postcode or home town in a new service finder, and or seeking direct help from your line manager, Hr, health and safety, senior management.				
<p>Coronavirus (COVID-19) (CV19)</p> <p>Particular needs of different groups/risks increased due to changes and lack of consideration</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>Virus moves from person to person Causing mild to severe infection and death</p>	<p>1 Managers to review and make reasonable adjustments to avoid disabled workers being put at risk</p> <p>2 Assessing the health and safety risks for new or expectant mothers</p> <p>3 Completion of the individual risk assessment and making reasonable adjustments</p> <p>4 Ensure good communication is in place, sharing risk assessments and control measures in a timely manner</p>	MED			
<p>Coronavirus (COVID-19) (CV19)</p> <p>Refusal of vaccinations</p> <p>Someone entering the workplace/offices with CV19</p>	<p>Employees, agency, visitors</p> <p>Virus moves from person to person Causing mild to severe infection and death</p>	<p>1 Awareness of vaccination to form part of the staff training programme, aligning to government, Newham PH guidance</p> <p>2 Updating the individual risk assessment with the details of dates, confirming vaccinations or if staff have refused vaccination. Reviewing the risk to others, and the individual if not having the vaccination and updating individual risk assessment, control measures and if the work activities can be safely be completed</p> <p>3 Follow Hr guidance</p>	MED			

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Coronavirus (COVID-19) (CV19)	Employees, agency, visitors	<p>1 Follow rapid testing programmes, this may be in schools or local council areas. Follow the sites rapid testing risk assessment and control measures</p> <p>2 If you have any symptoms do not come into schools or sites for rapid testing, but arrange a test following the testing procedure detailed below in test and trace section and following PH Newham guidance</p> <p>3 If staff refuse rapid testing, staff should isolate immediately if have any cv19 symptoms following the guidance below</p> <p>4 Those staff who work at non-school sites or schools that do not including Juniper on weekly testing should complete weekly or twice weekly testing 3 days apart at the LBN hub sites if working as front line staff. Book a test go to: www.newham.gov.uk/rapidtesting</p> <p>The frequency of the rapid testing should be on an individual review basis with your manager and Head of Health and Safety as many staff are working at home for a large proportion of the week. Those staff that are working out and about everyday should follow the LBN rapid testing for front line staff.</p>				
Rapid Testing	Virus moves from person to person Causing mild to severe infection and death					
Someone entering the workplace/offices with CV19						

Test and Trace – Planning Response to any Infection

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
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JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

			L / M / H			
<p>(Test and Trace)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Juniper and staff must ensure they understand the NHS test and trace requirements and that staff members understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and must not come into work if they have symptoms, and must be sent home to self-isolate if they develop them in work. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>2 Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>3 If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with</p>	LOW			

JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

		<p>other people until they are better. Other members of their household can stop self-isolating.</p> <p>4 If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to work only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p>				
<p>(Confirmed cases)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Juniper must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>2 Based on the advice from the health protection team, Local Authority Public Health Juniper must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) 	LOW			

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		<ul style="list-style-type: none"> proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person <p>3 Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> if the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10 day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ 				
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JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

		Further guidance is available on testing and tracing for coronavirus (COVID-19) .				
<p>(Outbreak)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Notification of confirmed Covid-19/ Outbreaks in the workplace</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 A plan of communication with staff and others forms part of our risk control and our outbreak preparedness, this is detailed and supported by the manager’s checklist and toolkit</p> <p>2 If Juniper or the sites staff are working at have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team/Public Health who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number self-isolate at home as a precautionary measure, Juniper will follow the professional guidance</p> <p>3 If you are notified that someone who has Covid-19 visited the setting during the infectious period (48 hours prior to, and 10 days after, the onset of symptoms or date of the test if asymptomatic) please contact the London Coronavirus Response Cell (LCRC): LCRC@phe.gov.uk or 0300 303 0450 and/or PH at Newham Council.</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>4 Also let London Borough of Newham know by emailing them direct – Public Health</p> <p>The following is helpful information to provide if you have it:</p>	LOW			

JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

		<ul style="list-style-type: none"> Your PHE London Coronavirus Response Cell (LCRC) reference if you have one The number of positive cases, their age and if they are household contacts. The date of positive test(s), of symptom onset and when they last visited the workplace If any of the cases have been admitted to hospital If your workplace is used for any additional uses (e.g. a nursery) <p>5 Do not do anything else until you have spoken to the London Coronavirus Response Cell (LCRC). They will help you to undertake a risk assessment on what to do next</p>				
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Overall Residual Risk for Activity (L / M / H):	MEDIUM
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended

JUNIPER CORONAVIRUS COVID-19 PANDEMIC RISK ASSESSMENT

JUNIPER CATERING COVID-19 PANDEMIC RISK ASSESSMENT

This Risk assessment has been prepared to assist the Juniper service areas to identify any potential risks plus to maintain a safe place of work during the Covid-19 Pandemic planning, specifically for school kitchen areas, with each school kitchen reviewing and making site specific. This is in addition to the catering risk assessments, catering FSMS, and the full Juniper Covid-19 risk assessment and individual risk assessment. The INDIVIDUAL ACTION CARD SHOULD BE COMPLETED TOGETHER WITH THIS RISK ASSESSMENT FOR EACH SITE.

Description of Activity	Catering Coronavirus Risk Assessment		
Location	Service areas		
Completed by	Enter Kitchen School Name and Name of assessor		
Date of Assessment	15 th May 2020	Review Dates	13 July 2020 6 September 2020 19 September 2020 added face covering 06 January 2021

SERVICE ACTIVITY – KITCHENS / CATERING

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Transmission of COVID-19, and lack of social distancing in Kitchens</p>	<p>Employees</p> <p>Visitors, Pupils</p> <p>Contracted CV19 by any means</p> <p>Working in close proximity with colleagues and others</p>	<p>1 Floor markings installed to ensure 2m separation where there is queuing (servery, till points etc.) this should be reviewed with the school/client</p> <p>*Note: Juniper Kitchens are following the guidance for food businesses on coronavirus updated 6 January 2021, to ensure we comply with the most current Government guidance</p> <p>2 Behaviour reminders for staff to keep to the social distancing and working as a team wherever possible</p> <p>3 Posters to be displayed to promote the awareness of social distancing</p>	MED			

JUNIPER CATERING COVID-19 PANDEMIC RISK ASSESSMENT

	<p>Breathing in droplets, touching contaminated surfaces</p> <p>Causing severe infection/disease</p>	<p>4 Area managers have reviewed kitchen layouts, numbers of staff, size of kitchen and agree changes to be implemented, in liaison with the school/client, all in relation to achieving social distancing within kitchen work areas, in relation to changes in Tiers and lockdown where we will implement more social distancing and operating rotas/teams, this may include staggered work times, no face to face working if less than 2m distance, avoiding shoulder to shoulder working (close working)</p> <p>5 Staff working zones to be marked out, that includes servery, cooking, dining hall areas, with staff having areas/zones to be working in wherever possible to limit and minimise close contact wherever possible</p> <p>6 Area manager, and local managers to complete checks on the social distancing requirement and remind staff when needed, where increased Tier local risks are higher only essential site visits are advised in discussion with the Head of Catering</p> <p>7 Staff to be focused on the achievement of maintaining the 2m rule throughout their day wherever possible. Wherever possible social distancing of 2 metres between staff and others must be facilitated, both when working alongside each other and when working face to face. If this cannot be implemented in areas, then face coverings/Full face shields is required</p> <p>8 Increased hand washing periodically during the day, in addition to the normal hygiene kitchen requirements</p> <p>9 Installation of physical screens if kitchen areas are too small to maintain the 2m rule, this includes servery areas where large numbers of pupils will present themselves at the servery, this should be reviewed with managers and school</p>				
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JUNIPER CATERING COVID-19 PANDEMIC RISK ASSESSMENT

		<p>premises/managers, installation of physical screens should not replace a hazard with another hazard</p> <p>10 A review of the kitchen risk assessment if any changes to the working environment, any concerns contact area manager to review and update where necessary</p> <p>11 The creation of flow work operation considered if the kitchens are small and constrained, this will be individual staff working in a small area and limited to only one person in that area, who would complete the work task for that area then pass on to other kitchen staff keeping 2m distance wherever possible</p> <p>12 A kitchen planner to be used at the start of the day/week to carefully review the set up and working to ensure 2m distancing is achievable, reflection on areas of concerns and corrections required to be completed</p> <p>13 Supervisor to manage and monitor the staff in order to keep to the 2m rule wherever possible</p> <p>14 Contractor works to be completed when the kitchen has low or no staff within the required areas of work</p> <p>15 Restriction and control of visitors to the kitchen and management of delivery drivers so far is reasonably practicable to keep to the 2m distance</p> <p>16 An assessment of the restricted areas within the kitchen, included W/C, rest rooms, offices, fridge rooms, as these rooms are normally small areas in comparison to the kitchen area, and therefore planning is required to ensure staff do not come close together whilst entering and using these area</p> <p>17 You should also wear a face covering in indoor places where social distancing may be difficult and where you will come into contact with people you do not normally meet. Newham buildings and schools have specific face coverings</p>				
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JUNIPER CATERING COVID-19 PANDEMIC RISK ASSESSMENT

		<p>procedures to follow. The face covering should be clean, hands washed before and each time you touch/use the face covering, and stored in a sealed bag when not in use, not to be left laying around. FSMS and Kitchen risk assessment updated to reflect the changes of hygiene and risk management around food safety and face coverings, including the training and rules of use and storage of face coverings.</p>				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Infection control</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 Increased cleaning, sanitising/disinfecting objects and surfacing, with the focus on the frequent touch areas, including table-tops, light switches, keypads, grab rails, door handles and any other surface that has high likelihood of being touched. Areas to be cleaned between user groups.</p> <p>2 Normal PPE to be continued to be used, re kitchen risk assessments/cosHH risk assessments</p> <p>3 A system in place for the awareness of potential contamination on delivery items, packaging. Removal and disposal of outer packaging where possible and handwashing directly afterwards</p> <p>4 Equipment cleaned after use, and/or before use</p> <p>5 Disposable gloves to be worn whilst working on the tills</p> <p>6 Chip and Pin/Contactless payment is preferred to reduce touching of money where possible, if not, enhanced hand cleaning, and disposable gloves to be disposed of safely</p> <p>7 Increased handwashing, as soon as staff arrive, frequently during the day, and after task work, and for at least 20 seconds, supervisors to monitor, and promote these hygiene control measures as much as possible</p> <p>8 Behaviour change and reminders for the staff, for each other, not to touch your face, nose, eyes, mouth, and wash hands if you do, on a very regular basis to ensure the control behaviour change is embedded and fully understood</p>	MED			

JUNIPER CATERING COVID-19 PANDEMIC RISK ASSESSMENT

		<p>9 Handwashing with hot water and soap is available</p> <p>10 Avoiding direct working or direct contact with other staff and others (pupils, school staff, delivery drivers etc.)</p> <p>11 Behaviour change, Behaviour watch, to promote the infection control requirements of 'Catch it, Bin it, Kill it' – respiratory hygiene must be promoted at all times, coughing and/or sneezing into a tissue and disposing of it immediately or coughing and sneezing into the crook of the elbow followed by hand washing</p> <p>12 Face coverings (visors) are issued and used in areas, but do not replace all of the systems of controls detailed within this risk assessment. They should be cleaned and worn correctly. The main control measure is to ensure social distancing and high level of hand/respiratory hygiene in place and to minimise contact wherever possible</p> <p>13 Kitchen staff working in small groups each day and not mixed with other sites/staff where possible, this doesn't mean you are working in a bubble and remove any system of controls such as the importance of social distancing wherever possible</p> <p>14 Staying at home if having any symptoms of covid-19 or if any of your family members have symptoms of covid-19, following Junipers Full CV19 risk assessment systems of controls. If anyone develops symptoms of CV19 at work they should be sent home and advised to follow the stay at home guidance.</p> <p>15 Informing you manager, area manager of sickness, and confirmed date of positive result or negative result</p> <p>16 Area managers completing 'manager's checklist' process and procedure that includes contacting Health and Safety,</p>				
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JUNIPER CATERING COVID-19 PANDEMIC RISK ASSESSMENT

		<p>completing accident report and contacting PH, and Hr etc following checklist process</p> <p>17 Limit opportunities for contact between the main permanent kitchen staff and transient staff/visitors such as area managers, delivery drivers, school contact staff, pupils, contractors</p> <p>18 Record of all staff working and any visitors keeping for at least 21 days making them available for test and trace and/or internal investigations</p> <p>19 Staff to have weekly rapid covid-19 testing following the school procedures and risk assessment. Those staff who work at non-school sites or schools that do not including Juniper on weekly testing should complete weekly testing at the LBN hub sites if working as front line staff. Book a test go to: www.newham.gov.uk/rapidtesting It should be on an individual review basis on frequency of rapid testing, as many staff are working at home for a large proportion of the week. Those staff that are working out and about everyday should follow the LBN rapid testing for front line staff.</p>				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>School/client lack of communication</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 Ensure social distancing plan and risk assessment is shared with schools/clients, and they share theirs</p> <p>2 If any physical markings, assessments, installations re social distancing to be reviewed with the school/client</p> <p>3 Communication with school/client re covid-19 sickness procedures in place to ensure that the both parties informed of any covid-19 related staff/agency sickness, without delay, including BC plan if the whole kitchen crew have to self-isolate, and test and trace procedures in place</p>	<p>LOW</p>			

JUNIPER CATERING COVID-19 PANDEMIC RISK ASSESSMENT

		<p>4 Concerns with pupils/staff not social distancing to be raised up via the school contact, management, and internal Juniper managers</p> <p>5 Reviewing the changes to local and National Tier changes in risk must be reviewed for each kitchen area to include the management of numbers, cleaning regime between servery</p>				
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Overall Residual Risk for Activity (L / M / H):	MEDIUM
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended

INDIVIDUAL KITCHEN ADDITIONAL ACTION CARD

Checklist Kitchens Covid-19 Risk Assessment	Yes	No
Social distancing assessment		
Social distancing checklist		
Social distancing signage/markings		
Cleaning regime covid-19		
COVID-19 posters		
Shared risk management – client		

Additional measures	By	When
Actions required		

JUNIPER CATERING COVID-19 PANDEMIC RISK ASSESSMENT

JUNIPER COVID SECURE- SERVICE AREA/CLEANING COVID-19 RISK ASSESSMENT

This Risk assessment has been prepared to assist the Juniper service areas to identify any potential risks plus to maintain a safe place of work during the Covid-19 Pandemic planning, specifically for site cleaning areas, to be made site specific, reviewed to ensure control measures are suitable and sufficient. This is in addition to the full Juniper Covid risk assessment, staff should ensure both assessments are read and followed.

Description of Activity	COVID 19 Cleaning Risk Assessment		
Location	Service areas		
Completed by	Stuart McGregor Head of Health and Safety		
Date of Assessment	15 th May 2020	Review Date And	On-going* reviewed 13 July 2020 2 September 2020 5 Nov 2020 (lock down) 20 December 2020 Tier 4 4 January 2021 Tier 5 (lock down)

SERVICE ACTIVITY – CLEANING

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Transmission of COVID-19, and lack of social distancing in schools/client premises</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Working in close proximity with colleagues</p>	<p>1 All Cleaners are to ensure they social distance themselves from all staff/adults and children wherever possible, aiming for at least 2m distance wherever possible</p> <p>2 Cleaners normally work remotely, and are able to continue with this, checking on areas/rooms re: numbers of occupants, before going in and dynamically managing social distancing as a strict control measure</p> <p>3 Area managers have reviewed areas of workplace re: social distancing, and follow up with client/staff with any concerns</p> <p>4 Staff working in zones, areas of the school to separate the cleaning works</p>	MED			

JUNIPER COVID SECURE- SERVICE AREA/CLEANING COVID-19 RISK ASSESSMENT

	<p>Breathing in droplets, touching contaminated surfaces</p> <p>Causing severe infection/disease</p>	<p>5 Staff to be focused on the achievement of maintaining the 2m rule throughout their shift wherever possible</p> <p>6 Increased hand washing periodically during the day, in addition to the normal hygiene requirements</p> <p>7 A review of the cleaning risk assessment if any changes to the working environment, any concerns contact the area manager to review and update where necessary</p> <p>8 The creation of flow work operation will be considered if the school areas/rooms are small and constrained, this will be individual staff working in a small area and limited to only one person in that area to strictly minimise contact wherever possible</p> <p>9 An assessment of the restricted areas within the stock rooms/rest rooms, as these rooms are normally small areas, and therefore planning is required to ensure staff do not come close together whilst entering and using these area</p>				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Infection control</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 Increased cleaning, sanitising/disinfecting objects and surfacing, with the focus on the frequent touch areas</p> <p>2 Normal PPE to be continued to be used, re following Cleaning risk assessments/coshh risk assessments</p> <p>3 A system in place for the awareness of potential contamination on delivery items, packaging. Removal and disposal of outer packaging where possible and handwashing directly afterwards</p> <p>4 Equipment cleaned after use, and/or before use where necessary</p> <p>5 Increased handwashing, as soon as staff arrive, frequently during the shift, and for at least 20 seconds, promote these hygiene control measures as much as possible</p>	MED			

JUNIPER COVID SECURE- SERVICE AREA/CLEANING COVID-19 RISK ASSESSMENT

		<p>6 Behaviour change and reminders for the staff, for each other, not to touch your face, nose, eyes, mouth, and wash hands if you do</p> <p>7 Handwashing with hot water and soap is available</p> <p>8 Avoiding direct close working or direct contact with other staff and others (pupils, school staff) wherever possible</p> <p>9 Behaviour change, Behaviour watch, to promote the infection control requirements of 'Catch it, Bin it, Kill it'</p> <p>10 Cleaning staff working in small groups, and if multi-sites workers, minimum of a strict 2m social distancing must be adhered to wherever possible, further than 2m wherever possible</p> <p>11 Face coverings are required in areas within client sites including schools, this should not take away the focus and main control measures being based on the ability to maintain social distancing throughout, if there are sites that you cannot social distance, or if the schools risk assessments identifies face coverings as a requirement, then this should be followed, in discussion with the specific schools, staff to ensure they have clean face coverings and a sealable bag, together with safe use and handling of face coverings/Juniper training requirements, including washing of hands before, and after touching face covering</p> <p>12 Staff to ensure they follow their individual risk assessment control measures</p> <p>13 Follow the weekly rapid testing at our school sites in included or LBN hub sites.</p> <p>Those staff who work at non-school sites or schools that do not including Juniper on weekly testing should complete weekly testing at the LBN hub sites. Book a test go to: www.newham.gov.uk/rapidtesting It should be on an</p>				
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JUNIPER COVID SECURE- SERVICE AREA/CLEANING COVID-19 RISK ASSESSMENT

		individual review basis on frequency of rapid testing, as many staff are working at home for a large proportion of the week. Those staff that are working out and about everyday should follow the LBN rapid testing for front line staff.				
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>School/client lack of communication</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p>	<p>1 Ensure social distancing plan and risk assessment is shared with schools/clients, and they share theirs with you</p> <p>2 Communication with school/client re covid-19 sickness procedures in place to ensure that the both parties informed of any covid-19 related staff/agency sickness, without delay, including BC plan if the staff having to self- isolate, and track – trace procedures in place</p> <p>4 Concerns with social distancing to be raised up via the school contact, management, and internal Juniper managers</p> <p>5 Confirmed cases must be communication without delay following the LA Public Health and School and Juniper procedures</p> <p>6 A cleaning protocol is established with the schools via the normal contact process, re contract managers, and Head of Cleaning to implement a confirmed covid-19 clean, this will include a review of the areas required cleaning, and an update on when the confirmed case was last in the building and if any of the areas can be closed off. This is in addition to the enhanced CV-19 cleaning regime already in place.</p>	LOW			
<p>Suspected case of Coronavirus (COVID-19) (CV19)</p> <p>Cleaning/Deep cleaning/Covid-19 confirmed areas</p>	<p>Employees</p> <p>Visitors</p> <p>Contracted CV19 by any means</p>	<p>1 Checking to see if the area can be kept closed and secure for 72 hours before going in, as the amount of virus living on surfaces will have reduced significantly by 72 hours</p> <p>2 Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal</p>	LOW			

JUNIPER COVID SECURE- SERVICE AREA/CLEANING COVID-19 RISK ASSESSMENT

	<p>Causing severe infection/disease</p>	<p>3 All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as toilet areas/bathrooms, door handles, telephones, grab rails in corridors and stairwells</p> <p>4 Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>5 Using Jangro disinfectant (disinfectant is used within the organisation ensuring that it is effective against enveloped viruses) for cleaning an area after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people, following Safe working procedure as detailed here;</p> <ul style="list-style-type: none"> • Wear disposable gloves and aprons for cleaning • These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products • Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • Spray generously onto surfaces and allow contact to remain for at least 5 minutes, spray and walk away, try and work in a ventilated area • Staff to use protection for the eyes by using goggles, and a P1 mask for the mouth and nose as well as gloves and an apron 				
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JUNIPER COVID SECURE- SERVICE AREA/CLEANING COVID-19 RISK ASSESSMENT

		<ul style="list-style-type: none"> • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning • Staff trained on this process, internal tool box training • Staff uniform/PPE footwear – non slip • Use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the COVID-19: cleaning of non-healthcare settings guidance <p>6 Laundry - Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing. Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p> <p>7 Waste - Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known 				
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JUNIPER COVID SECURE- SERVICE AREA/CLEANING COVID-19 RISK ASSESSMENT

		<p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste.</p> <p>You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>8 Personal protective equipment (PPE)</p> <p>The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p>If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner’s eyes, mouth and nose may be necessary. The local Public Health England (PHE) Health Protection Team can advise on this.</p>				
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JUNIPER COVID SECURE- SERVICE AREA/CLEANING COVID-19 RISK ASSESSMENT

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Overall Residual Risk for Activity (L / M / H):	MEDIUM
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended

This checklist has been devised as a way to record individual-specific adjustments for named individuals on a case-by-case basis. Any details about the employee or worker's medical condition must be kept confidential. Employees are required to complete section one and return to their Manager who will review and complete the remaining sections in consultation with the employee, or alternatively the staff and manager's can complete this together.

Name		Job title	
Work location		Manager	
Brief description of role			

Section One: Employee Status

Q1: Are you in a clinically extremely vulnerable group?	Yes	No
Q2: Are you in a clinically vulnerable group?	Yes	No
Q3: Any health issues to consider?	Yes	No
Q4: Are you aged 60 plus?	Yes	No
Q5: Have a mental health condition or other specific condition?	Yes	No
Q6: Are you Black, Asian or of another Minority Ethnicity (BAME)?	Yes	No
Q7: Do you have care responsibilities e.g. for children?	Yes	No
Q8: Do you live with or care for other vulnerable people?	Yes	No
Q9: Do you drive into work?	Yes	No
Q10: Will you use public transport to travel to / from work or as part of your role?	Yes	No
Q11: Do you perform an Essential front-line role?	Yes	No
Q12: Does the work involve dealing with visitors, contractors or members of the public?	Yes	No
Q13: Is your role a front facing role such as dealing with large numbers of people, members of the public, exposed to a high numbers of people during your work activities?	Yes	No
Q14: Can you continue to work at home safely i.e. Display Screen Equipment (DSE) set-up is suitable?	Yes	No
Are there any additional considerations you wish to share that may assist in the risk assessment?		

SECTION TWO: MANAGER REVIEW

Clinically Extremely Vulnerable (CEV)

Is the staff member clinically extremely vulnerable (CEV)?	Yes	No
If YES: <ul style="list-style-type: none"> ▪ They must work from home during National lockdown, and following local Tier guidance (Tier 4 and 5) ▪ If they cannot complete their work from home, they must remain at home following the current government guidance – this will change as infection rates change and this risk assessment requires monitoring both by the staff member and the manager ▪ You may have to follow up with HR 		

Clinically Vulnerable (CV)

Is the staff member clinically vulnerable (CV)?	Yes	No
If YES: <ul style="list-style-type: none"> ▪ They must work from home wherever possible consistent with Gov.UK advice ▪ If they cannot complete their work from home, it is possible that they may return to the workplace providing strict COVID-19 guidance is adhered too. EXPAND below: 		
If the individual cannot work from home, explain why: e.g. service requirement, manual job role etc.		

Additional Considerations for employees who cannot work from home (except CEV group)?

Q1: Have you completed and shared your service risk assessment with the individual?	Yes	No
Q2: Is the building they work from COVID-19 secure? (a covid-19 secure risk assessment in place and shared with staff/Juniper management)	Yes	No
Q3: Can social distancing (2m) be maintained wherever possible during work activities? (wherever possible and managed/monitored)	Yes	No
Q4: Does the employee have to come into work <i>every</i> day i.e. minimise exposure?	Yes	No
Q5: Can the employee work with the same cohort (small group of people) i.e. minimise exposure?	Yes	No
Q6: Can the start / finish times be staggered to assist, reduce the risk of exposure? (public transport)	Yes	No
Q7: Does the premises have measures in place to support social distancing / promote hand and respiratory hygiene etc.	Yes	No
Q8: Does the role normally involve the use of Personal Protective Equipment (PPE)? Or require any further Covid-19 PPE?	Yes	No
Q9: Is there any requirement or scope/need to take up an alternative role or change in working patterns temporarily?	Yes	No
Q10: Are they aware of the free flu vaccination for vulnerable groups	Yes	No
Q11: If they have to use public transport can the numbers of trains/buses be reduced if site location was changed?	Yes	No
Q12: Is there any other control measures required to reduce the risk, such as physical changes to the site/environment, such as screens/barriers, or change to work process, review of ventilation?	Yes	No
Q13: Are they having weekly testing at the school premises? If not, are they using the LBN Hub testing sites?	Yes	No

Control Measures to mitigate exposure / transmission of COVID-19

Based on the information above, supported by the service COVID-19 risk assessment and control measures (and any risk assessment associated with job activities) review the specific hazards/concerns and required support/agreed actions.

Agreed Actions	By whom / when	Completed date

Consult with the employee and discuss control measures in place

Employee (signed)		Date	
Manager (signed)		Date	

Vaccination Record

Vaccination		
Q14: Have you discussed and have confirmation of staff agreeing to have the vaccinations against CV19? Updating the dates of first and second vaccinations to be updated and a review of this risk assessment completed (below)		
Q15: Have they informed you that they have refused the vaccination? Vaccination refusal section to be completed if necessary, and a review of this risk assessment and follow up action following HR/HS/PH advice/policy/guidance		

Dates of Vaccination and review of current risk assessment

First vaccination date:		Review of risk assessment date:
Second vaccination date:		Review of risk assessment date:

Confirmation of Vaccination refusal

Employee (signed)		Date	
Manager		Date	
Review of risk assessment and further action to be taken:			

Updates and control measures below following risk assessment review;

Appendix 1: Description of risk groups

People in the higher risk categories from coronavirus listed below (1 and 2), are likely to be more susceptible to developing more serious symptoms of COVID-19, which is potentially life-threatening.

The individual should be supported to follow all current government guidance such as shielding.

1. Extremely clinically vulnerable category includes:

- Solid organ transplant recipients.
- Individuals with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- Individuals with severe respiratory conditions including all cystic fibrosis, severe asthma, severe COPD.
- Individuals who have a condition that means they have a high risk of infections (such as SCID or sickle cell)
- Individuals on immunosuppression therapies sufficient to significantly increase risk of infection (such as high doses of steroids or immunosuppressant medication)
- Women who have a serious heart condition and are pregnant
- Other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

The NHS in England will contact people with these conditions to provide further advice. If staff feel they should be in this category but have not received a letter from the NHS, they should contact their GP for guidance.

2. Clinically Vulnerable category includes:

- Individuals with significant health conditions such as chronic (long-term) respiratory diseases that's not severe, such as asthma that requires an inhaler; chronic obstructive pulmonary disease (COPD), emphysema or bronchitis)
- Individuals with significant health conditions that means they have a high risk of getting infections
- Individuals with significant health conditions such as chronic heart disease, such as heart failure
- Individuals with significant health conditions such as chronic kidney disease
- Individuals with significant health conditions such as chronic liver disease, such as hepatitis
- Individuals with significant health conditions such as chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- Individuals with Diabetes
- Individuals with significant health conditions who are taking medication that can affect the immune system (such as low doses of steroids)
- Individuals over the age of 70
- Individuals who are pregnant (please [see advice about coronavirus and pregnancy from the Royal College of Obstetrics and Gynaecologists](#))
- Individuals who have a body mass index (BMI) of 40 or above.

Appendix 2: Further Guidance

- [Working safely government guides](#) - detailed information on risk assessment considerations for different types of workplaces and sectors.
- Current government guidance on [protecting extremely vulnerable people](#)
- [NHS Guidance on who is at higher risk from coronavirus](#)
- [Health and Safety Executive guidance in protecting vulnerable workers](#) - provides further information on groups and controls to be considered including:
 - [Supporting workers in higher risk groups](#)
 - [Clinically extremely vulnerable workers](#)
 - [Supporting clinically extremely vulnerable workers returning to work](#)
 - [Pregnant workers](#)

Appendix 3: Description Asymptomatic testing for staff who are in attendance at the workplace. (LBN Guidance, note we aim to be included within the schools rapid testing regime, the guidance below supports any gaps in school testing)

Lateral Flow - rapid tests.

Who is being tested and why?

Testing is important because staff without symptoms could be carrying the virus and may spread it to others. Testing staff, who are in attendance at the workplace, will support our services to operate as safely as possible. The rapid tests are not available to staff who are working from home. These new, simple and quick tests, known as Lateral Flow Device (LFD) tests, enable us to rapidly test staff without the need for a laboratory.

Where can I get tested?

Vicarage Lane Community Centre E15 4HW
Katherine Road Community Centre E7 8PN
Jeyes Community Centre E13 9BB
Jack Cornwell Community Centre E12 5NN
Ascot Community Centre E16 4PL

Please check at www.newham.gov.uk/rapidtesting for current and new sites. The Council are looking to set up 'on site' testing for staff, with 2-3 sites under consideration. Further information will be made available but in the meantime please use the community sites, or we can book services and teams to go to UEL Dockside campus if you email rapidcovidtest@newham.gov.uk

How do I book a test?

Book a test go to: www.newham.gov.uk/rapidtesting

What happens if I test positive?

- Inform your line manager and immediately return home in a safe manner;
- book a normal swab test immediately to confirm the results. Book online at <https://www.gov.uk/get-coronavirus-test> - or call 119;
- isolate for 10 full days and only return to work when you are well enough and have not had a high temperature or diarrhoea for 48 hours;
- the people you live with must isolate for 10 days. This means staying at home;
- tell the people you've been close to and don't go to work.

Regular staff testing and maintaining our safer working practices will keep our residents and colleagues safe.

The test results are available in approximately 30 minutes, once you've registered the test takes 5 minutes to complete after which time you can return to your workplace. The results are sent directly to you by text or email – whichever method you have specified.

Staff are encouraged to have a Lateral Flow test twice a week – at least three days apart.

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