Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have **cleaning, handwashing and hygiene procedures** in line with guidance
- We have taken all reasonable steps to **help people work from home**
- We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer JDS Trucks Ltd Date 1st June 2020

Who to contact: [redacted]

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Likelihood	Consequences	Risk Rating
1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
2 – Unlikely	2 – Minor	5 – 9 Adequate
3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
4 – Likely	4 – Major	17 – 25 Unacceptable
5 – Very Likely	5 – Catastrophic	

Task Description	COVID-19 RETURN TO WORK	People Affected	Employees / Contractors / Visitors / New and Expectant Mothers / Young Persons

Hazards	Risk rating L	x C	= R	Current Risk Controls	Additional Risk Controls	New Risk Rating L	x C	= R
Clinically Extremely Vulnerable Employees	5	5	25	• These employees have been strongly advised not to work outside of their home environment. • Refer to the current advice on who is in the 'Clinically Extremely Vulnerable Employees' group.	• Regular updates to be communicated electronically to all employees. •	1	1	2
Clinically Vulnerable Employees	5	5	25	• These employees have been advised to take extra care in observing social distancing and these employees should be helped to work from home in their current role or an alternative role. • Where a 'Clinically Vulnerable Employee' cannot work from home, you need to offer the option of the safest available on-site role, which will allow them to stay 2m away from other employees, individuals. • Refer to the current advice on who is in the 'Clinically Vulnerable Employee' group.	• If for any reason they have to spend time with any other person within 2m, you need to assess whether this is an acceptable level of risk.	1	1	2
Employees with Protected Characteristics	2	2	4	• As with any workplace risk assessment for employees with protected characteristics i.e. expectant mothers, you will need to	• Where this is not possible, expectant mothers are entitled to suspension on full pay if a suitable role cannot be found for	1	2	2

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				look at their specific duties and whether you can ensure their safety in line with the above measures.	them. You will also need to consider those employees who live with a 'Clinically Extremely Vulnerable Person'.			
Employees Who Need to Self-isolate	5	4	20	• Ensure that employees who are advised to stay at home, do not physically come into work. This includes individuals who have symptoms or COVID-19 as well as those who live in a household with someone who has symptoms.	• Where it is possible ensure employees can work from home whilst self-isolating.	1	1	2
Managing Wellbeing	2	3	6	• Employers may also want to review how they can support their employees on broader issues, such as bereavement support and general anxiety about the ongoing situation.	• Where work-related issues present themselves, the HSE's published Stress Management Standards should be followed. •	2	2	4
Social Distancing	4	4	16	•	• Further increase the frequency of handwashing and surface cleaning. • The activity / task time must be kept as short as possible. • Use screens or barriers to separate people from each other. • Back-to-back or side-to-side working is more preferred as opposed to working face-to-face working. • Reduce the number of people each employee has contact with by creating 'fixed teams or partnering'.	2	2	4
Arriving to Work and Leaving Work	2	3	6		• Ensure all employee wash their hands upon arrival to work. • Consider staggering arrival and	2	2	4

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					departure times. • Where possible provide additional parking facilities or facilities for employees to store their bikes. Where possible try and avoid public transport, this will also encourage people to walk to work. • Limited passengers in company vehicles i.e. a minibus, by leaving seats empty. • Have 'fixed groups' of employees for the same transport routes where sole travel is not always possible.			
Moving Around Buildings, Worksites and Destinations	4	4	16		• Where it is possible reduce the number of employees at the depot/distribution centre. • Schedule times for collections of goods to avoid mass gatherings. • Pick goods ahead of the collection and load onto a vehicle without interacting with the driver. • Reduce job and location rotation. • Find alternative solutions to a 2-person delivery. • Consider using alternative methods i.e. mechanical / material handling equipment. • Where the above is not possible for large items for delivery, maintain a 'fixed paring' for a 2-person delivery. • Minimise physical contact.	2	3	6
Social Distancing Inside a	3	3	9	•	• Vehicles should not be shared, try to avoid multiple occupancy of	2	2	4

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
Vehicle					the vehicle. • Where it is not possible to maintain a 2m distance inside a vehicle, you need to have in place: • Clear concise signage outlining the social distancing measure in place. • Single person or contactless refuelling. • Physical screening, providing this does not comprise safely i.e. visibility. • Increase ventilation where possible i.e. open a window. • Ensure regular cleaning of the vehicle, especially between different users of the vehicle.			
Carrying out Deliveries or Collections	3	3	9		• Scheduling is key to limiting exposure to mass gathering and rush hours. • Look at revising pick-up points and drop-off collection points, mark out with signage and markings on the floor. • Where you have a gate-house in place, minimise unnecessary contact, think about using electronic pre-booking. • Maximise use of electronic paperwork wherever possible. • Review procedures to enable safe exchange of paper copies wherever needed. • Encourage drivers to say in their vehicles.	2	2	4

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Accident, Security and Other Incidents	2	3	6	• In the event of an emergency i.e. accident, fire or break-in, you do not have to stay 2m apart as this would be unsafe to do so. Where any person is involved in the provision of assistance to others, particular attention should be made to sanitation measures immediately afterwards, this includes washing of hands.	•	2	3	6
Keeping the Workplace Clean	5	4	20	•	• Frequent cleaning of work areas and equipment between use. • Frequent cleaning of objects and surfaces that are touched more often than most, i.e. door handles, fuel pumps, vehicle keys. • Ensure that there is sufficient disposal arrangements. • Encourage employees to wash hands before entering a vehicle. • Retain a sufficient amount of hand sanitiser / wipes within the vehicles, this will enable employees to clean their hands after each delivery / drop-off and collection. Ensure workspaces are cleared and all waste from the vehicles is removed at the end of each shift.	2	2	4
Hygiene – Hand Washing, Sanitisation Facilities and Toilets	5	4	20		• Use posters and signs to enhance awareness of good handwashing techniques. This should include the need for increased handwashing, no touching of the face and to cough or sneeze into	2	2	4

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					your arm. • Provide enough hand sanitiser where handwashing is not possible. • Provide more waste facilities and more frequent rubbish collection.			
Face Coverings	3	3	9		• Hands need to be washed thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change the face covering if it becomes damp or if they have touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • Where the material is washable, it should be washed in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible.	2	2	4
Changing Rooms and Showers	3	3	9		• Where changing rooms and showers are available or required, ensure they are kept clean, clear of personal items and social	2	2	4

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							distancing is achieved as much as possible. • Introduce more frequent cleaning of all facilities during the day and at the end of every shift and or working day.					
Food Preparation	5		4		20		• Access to the kitchen for employees needs to be as few as possible. • Consider teams working shifts to limit interaction between employees. • Use one-way movement systems to minimise contact. • Restrict or limit access to pantries, fridges, and freezers i.e. only one person at a time. •	2		2		4
Meetings	5		4		20		• Consider using remote working tools to reduce in-person meetings. • Only when it is absolutely necessary employees should attend meetings, maintaining a 2m distance. • Where meetings need to be held, consider holding them in a well-ventilated area or outdoors. • Provide hand sanitiser in meeting areas. If meetings are held on a regular basis, then use floor signage to help employees maintain social distancing.	2		2		4

Hazards	Risk rating L	x	C	=	R	Current Risk Controls	Additional Risk Controls	New Risk Rating L	x	C	=	R
Common Areas	5		4		20		• Consider staggering break times. • Consider outside areas for breaks. • Where possible create additional space by using other parts of the workplace that has been freed up by remote workers. • Install screens to protect employees in reception areas. • Encourage employees bring in packaged meals or similar to avoid opening the canteen. • Reconfigure seating and tables to maintain social distancing, reduce face-to-face interactions. • Encourage employees to remain on the premises and when this is not possible encourage them to maintain social distancing whilst off site. • Storage of personal items, clothing etc. should be kept in lockers.					
Kitchen or Café Cleaning	4		4		16		• In addition to the above, consider additional cleaning and disinfection measures are put into place. • Install extra bins for collection of used towels and employee overalls. • Ensure employees wash their hands before handling plates and takeaway boxes. • Increase the frequency of handwashing throughout the working day.	2		2		4

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Work Related Travel	4	4	16		• Consider remote options first. • Minimising the number of workers travelling together in any one vehicle, where this is unavoidable use fixed partners, increase the ventilation i.e. open windows. • Shared vehicles need to be cleaned between shifts or handovers.			
Recontamination	5	4	20	• Employees who suspect they may be unwell are required to stay away from work and follow normal sickness absence reporting procedures. • Dedicated personnel to manage the crisis.	•	1	1	2