


RISK ASSESSMENT Jigsaws 	Assessed by:	Date:	Title of Assessment		
	HS AR	29.5.20	COVID-19: Jigsaws		
			Consultation with the Workforce & Publishing of this Assessment		
	Date to be reviewed	Gov. Updates/ Monthly	The workforce should be consulted during the development of this risk assessment.		
	Date of last review	29.08.20	The final results of this risk assessment must be shared with the workforce. If possible, employers should consider publishing this risk assessment on their website (The Government expects all employers with over 50 workers to do so).		
	Reviewed by	HS			

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Social Distancing - Children Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Site	Employees Children Contractors	3	5	15	High	1. Children have been assigned bubbles and bubbles are assigned designated areas. 2. Staff and children are not permitted to move between areas. 3. Food consumption is only permitted within each designated bubble. Eating food is not permitted in other areas. 4. Outdoor play is encouraged where possible to allow for distancing. 5. All play equipment is allocated to a bubble and is not to be shared among bubbles.	1. Numbers of children on site is to be monitored weekly to ensure that appropriate distancing can be achieved where possible.	2	5	10	Medium
Social Distancing – Staff Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of	Site	Employees Children Contractors	3	5	15	High	1. Staff are not permitted to move between designated areas. 2. Staff are only permitted to make hot drinks at designated times. 3. Staff are only permitted to leave their designated area for toilet and lunch breaks. All break times must be agreed by room supervisors.	1. Where possible, staff are to stand behind or to the side of children. Contact is to be avoided where possible. 2. Breaks are to be staggered with staff within their own bubble to allow for appropriate break covers. Breaks will not be covered by staff from other	2	5	10	Medium

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			L	S	R				L	S	R	
transmission.							4. Staff are asked to eat lunch in their designated areas or to leave site for breaks to promote social distancing. 5. Office and Discoverers staff are asked to use the staff toilets. Crawlers staff & Explorers are to use the designated toilet within their areas. 6. All Senior Leadership Team (SLT) meetings are to be held over Microsoft teams.	bubbles. 3. Meetings are to be minimised where possible. Where meetings cannot be avoided, these are to be completed in a large room which allows for 2m distancing.				
Social Distancing – Parents Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Site	Employees Children Contractors	3	5	15	High	1. Only 1 parent is permitted to drop off and pick up a child at a time. 2. All information is to be communicated to parents via email. 3. Each bubble will enter via different entry points. Crawlers: Enter through entrance at Front at 5 minutes before session times Discoverers & Investigators: Enter via front entrance on the hour of sessions. Explorers: Enter via the back door 5 minutes after session times Adventurers: will enter via side entrance these times are flexible to work with the needs of the parents but social distancing must be maintained and staff will admit the children in. Parents will be asked to wait at the bottom of the ramp and one parent will be permitted to enter at a time. The next parent in the queue will not be permitted entry until the first has left.	1. Where possible drop off and collection times are to be staggered. This may be achieved through: <ul style="list-style-type: none"> - Different times allocated to individual bubbles. - Times allocated to location in the building i.e. those children in the furthest point from entry are dropped off first to prevent unnecessary passing within the premises. 2. Parents entering the premises should be avoided where possible. Where absence of a settling in session would cause the child distress the following measures should be considered: <ul style="list-style-type: none"> - Parents are only permitted to have contact with their own child. - Parents should socially distance from other parents, staff and children where possible. - Parents are to sanitise hands 	2	5	10	Medium

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			L	S	R				L	S	R	
							<p>4. Drop off and collection times will be as mentioned above and are published on entering Jigsaws and emailed to parents in newsletters.</p>	<p>before entering the premises and upon leaving.</p> <p>3. Where households have children attending site of different ages the nursery is to co-ordinate with the family to accommodate this.</p> <p>4. A collection procedure for before and after school children is to be developed with Kirk Fenton School. This can be found on our Autumn SOP</p>				
Infection Protection and Control	Site	Employees Children Contractors	3	5	15	High	<p>1. Children who display any signs and symptoms of COVID-19 will be asked to remain at home.</p> <p>2. Children will only be permitted back onto site following the required isolation period.</p> <p>3. Helen Smith will maintain a log of children and families isolating to ensure all individuals are following the appropriate isolation time.</p> <p>4. Any staff member displaying signs and symptoms will not be permitted onsite.</p> <p>5. Staff will only be permitted back onto site following the required isolation period.</p> <p>6. Helen Smith will maintain a log of staff isolating to ensure they are following the appropriate isolation time.</p>	<p>1. Information to be sent to parents regarding site COVID-19 policies and procedures.</p> <p>2. Information to be sent to staff regarding site COVID-19 policies and procedures.</p>	2	5	10	Medium

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			L	S	R				L	S	R	
<p>Protecting Those who are at Higher Risk (Clinically Vulnerable and Clinically Extremely Vulnerable).</p> <p>Protecting those who Need to Self-Isolate.</p> <p>Failure to identify those who require a higher level of care.</p> <p>Resulting in Increased potential for infection</p>	Site	Employees Children Contractors	3	5	15	High	<ol style="list-style-type: none"> The Company will not require any worker to attend work if they are classed as Clinically extremely vulnerable¹ Where a worker is classed as 'clinically vulnerable'² we will: <ul style="list-style-type: none"> Make all reasonable attempts to help them work from home either in their current role or an alternative role. <p>Where this is not practical, we will:</p> <ul style="list-style-type: none"> Offer the safest company role to them. Rearrange their work area to ensure two metre separation. Complete a personnel assessment in consultation with the worker. We will make all reasonable efforts to identify workers who live with persons classed as clinically extremely or clinically vulnerable. Social distancing measures will reviewed for these individuals and where practical they will be requested to work from home. 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. Ensure that all persons identified as Clinically Vulnerable have a specific personal assessment completed prior to return to work. 	2	5	10	Medium

¹ Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19>


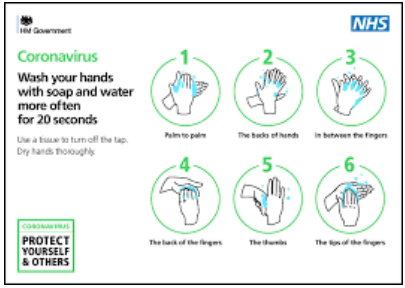
² Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others>

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<p>Welfare facilities for children</p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Site	Employees Children Contractors	2	5	10	Medium	<ol style="list-style-type: none"> 1. Nappy changing and assisting children in using the toilet will only be completed by staff within the child's bubble. 2. Where possible, beds/cots will be appropriately distanced. 3. It is not permitted that food items are shared. 4. Children are to be distanced where possible when eating. 5. Children will be required to wash their hands before and after eating. Staff will assist with this where necessary. 6. Lunch and break times will be carried out within the children's designated areas. 	<ol style="list-style-type: none"> 1. All parents are asked to supply children with a packed lunch to minimise sharing of kitchen facilities onsite. 2. Eating outside is encouraged when weather permits. 	1	5	5	Low
<p>Welfare facilities for staff</p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Site	Employees Children Contractors	2	5	10	Medium	<ol style="list-style-type: none"> 1. Staff are to wash their hands thoroughly before and after cooking and eating. 2. All cutlery and crockery are to be placed in the dishwasher and washed immediately after use. 3. It is not permitted that food items are shared. 	<ol style="list-style-type: none"> 1. Staff are asked to eat lunch in their designated area or to leave site for breaks to promote social distancing. 	1	5	5	Low
<p>Play equipment</p> <p>Failure to reduce transmission through contact with contaminated surfaces by not</p>	Site	Employees Children Contractors	3	5	15	High	<ol style="list-style-type: none"> 1. All play equipment is sanitised throughout the day. 2. Use of malleable play such as play dough is discouraged across site. 3. External play equipment has been sectioned into bubble areas. Toys and 	<ol style="list-style-type: none"> 1. Where possible, outdoor play will be staggered. 2. Introduce an enhanced cleaning and sanitisation programme for the workplace throughout the working day to include key touch points such as: 	2	5	10	Medium

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			L	S	R				L	S	R	
keeping the workplace clean.						Medium	<p>play equipment are not permitted to be shared between bubbles.</p> <p>4. Toys/equipment which are difficult to clean such as soft toys are removed from areas.</p>	<ul style="list-style-type: none"> - Furniture - Surfaces - Handles - Children's toys - Children's equipment - Toilets/welfare areas - Kitchen appliances <p>3. Children are not permitted to bring items from home onto site unless essential for their wellbeing. If items from home are required the following steps must be followed:</p> <ul style="list-style-type: none"> - Items appropriately sanitised before being brought onto site. - Approval with Helen Smith. 				Low
<p>Laundry</p> <p>Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean.</p>	Site	Employees Children Contractors	2	5	10	Medium	1. All items on site which require laundering will be washed in line with the NHS laundry guidelines.	1. Management to continue to monitor existing controls onsite.	1	5	5	Low
<p>Work Equipment used by staff</p> <p>Failure to reduce transmission through contact with contaminated</p>	Site	Employees Children Contractors	2	5	10	Medium	<p>1. Staff are not permitted to share stationary items, tablets etc. All staff will be allocated equipment and staff are prohibited from sharing these.</p> <p>2. Tablets are to be thoroughly cleaned after use. These are not permitted to</p>	1. Management to monitor existing control measures.	1	5	5	Low




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			L	S	R				L	S	R	
surfaces by not keeping the workplace clean.							<p>be shared between rooms.</p> <p>3. Laptops are to be thoroughly cleaned after use. These are not permitted to be shared between rooms.</p> <p>4. Equipment allocated to each room are not to be transferred between rooms.</p> <p>5. Phones are to be thoroughly cleaned after use. These are not permitted to be shared between rooms.</p>					
Personal Protective Equipment (PPE)	Site	Employees Children Contractors	2	5	10	Medium	<p>1. Government guidance has stated that PPE is not required for general use in early years settings to protect against COVID-19 transmission. However, PPE (State what items of PPE are being worn) will be worn for the following:</p> <ul style="list-style-type: none"> - Nappy changing - Administering first aid 	<p>1. Face coverings will not be worn unless there is a suspected case of COVID-19 on site. All measures will be followed to eliminate potential for suspected cases on site.</p> <p>2. A contingency plan should be introduced for site to ensure an adequate supply of resources are available on site. The plan should consider:</p> <ul style="list-style-type: none"> - A responsible individual for monitoring stock levels onsite. - Ensure that stock can be ordered and arrive onsite on time. - Who are reputable suppliers. - The minimum amount of stock permitted onsite. 	2	5	10	Medium



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			L	S	R				L	S	R	
<p>Transport</p> <p>Failure to minimise work related travel resulting in an increased risk of transmission due to failure to adhere to social distancing or increased surface contact.</p>	Site	Employees Children Contractors	2	5	10	Medium	<ol style="list-style-type: none"> Where travel is required workers will be fully encouraged to drive rather than use public transport. Workers are required to travel alone. Where possible parents should travel alone when dropping off and collecting children. Trips to outside the setting in the local community will be to open air areas only. 	<ol style="list-style-type: none"> Should any other travel be required that falls outside of current risk controls an additional assessment will be required. Parents should be encouraged to ensure that they do not leave travel accessories including buggies, car seats, scooters on the premises. Items should be kept in the external buggy areas if necessary. 	1	5	5	Low
<p>Training, Information and Supervision for staff</p> <p>Failure to provide appropriate communication and training to staff resulting in an increased potential for transmission of virus due to non-adherence to safe working practices.</p>	Site	Employees Children Contractors	2	5	10	Medium	<ol style="list-style-type: none"> All workers will be involved in the development of this risk assessment and their views considered. Workers will be regularly reminded of the company risk controls and expected behaviours whilst on site. Workers will be taken through the safe system of work provided with this risk assessment. Communication to the general workforce will be via clear and unambiguous posters and signage. 	<ol style="list-style-type: none"> All staff are to complete the Noodle Now Illness and Infection Control session by June 2020. All staff with outstanding PFA qualifications will undertake distance learning to complete these. A full training review to be completed by Helen Smith. Display Covid-19 information posters on company notice boards. <p>Example</p>	2	5	10	Medium

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			L	S	R				L	S	R	
								 <p>5. Display handwashing advice at welfare areas and toilet entrances/inside of the wash area.</p> <p>Example</p>  <p>6. Make regular announcements to remind workers to follow social distancing advice and wash their hands regularly.</p> <p>7. Where the workplace requires it communication with trades unions will be maintained.</p> <p>8. Establish dedicated communication mediums to continue to update</p>				

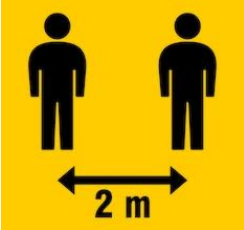
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			L	S	R				L	S	R	
								workers e.g. - White boards - Notice boards - Regular electronic newsletters/memos				
Cleaning the Workplace - Before Re-Opening - General Cleaning - Handwashing - Sanitation Facilities - Toilets - Changing Rooms - Showers Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean.	Site	Employees Children Contractors	3	5	15	High	1. The company will utilise standard cleaning products as part of its enhanced cleaning programme. 2. Workers are required to maintain their workstations in a clean and hygienic manner. 3. Workers to be reminded not to place personal items on desks such as: - Mobile phones - Bunches of keys	1. Introduce an enhanced cleaning and sanitisation programme for the workplace throughout the working day to include key touch points such as: - Cupboard doors/handles - Draw handles - Chairs - Tables surfaces - Phones - Door handles - Door push plates - Light switches - First aid kit containers - Microwave handles/controls - W/C handles - Taps - Soap and skin cream dispensers - Kettle handles - Fridge/freezer handles - Door access code points (if still in use) - Lockers - Water dispensers - Keyboards & Mice - Desk lamps - Fans	2	5	10	Medium

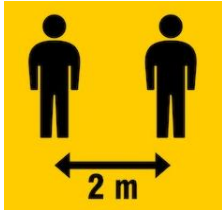
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			L	S	R				L	S	R	
						High		<ul style="list-style-type: none"> - Printer controls - Radios <ol style="list-style-type: none"> 2. Provide workers with their own pack of sanitising wipes. 3. Confirm that sufficient bins are provided within the workplace for workers to use and not breach social distancing requirements. 4. Where practical assign a worker to operate potentially high touch items such as printers operational controls – leave the printing to be picked up by the appropriate worker who requested it. 5. Enhanced cleaning programmes required for toilet areas. 6. If equipment and instruments on site are to be used by multiple parties, the following must be completed: <ul style="list-style-type: none"> - Thorough wipe down using sanitisers/disinfectants of equipment before and after use. - Wash hands after use thoroughly. - Dispose of used cloths and tissue in designated areas. 				
Hygiene: <ul style="list-style-type: none"> - Handwashing - Sanitation Facilities 	Site	Employees Children Contractors	3	5	15	High	<ol style="list-style-type: none"> 1. Regular hand washing breaks to be taken throughout the day. 2. Avoid Greetings: Avoid physical greetings (hand shaking etc). 	<ol style="list-style-type: none"> 1. Provide hand sanitiser (minimum 60% alcohol based) throughout the workplace at designated points e.g. <ul style="list-style-type: none"> - All entry and exit points 	2	5	10	Medium

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<p>- Toilets</p> <p>Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices.</p>						 <p>3. Avoid Skin Contact: Avoid touching eyes, nose and mouth.</p>  <p>4. Practice respiratory hygiene: This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p>  <p>5. All workers to be advised to regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.</p> <p>6. All workers must wash their hands for 20 seconds using soap and water when entering and leaving the workplace.</p>	<ul style="list-style-type: none"> - Entrances to rest areas - Areas where it is not practical to utilise soap and water facilities. <p>2. Confirm that skin welfare facilities are provided within W/C areas (moisturising creams).</p> <p>3. If any waste is suspected to be contaminated by Coronavirus – it should be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.</p>					

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			L	S	R				L	S	R	
							 <p>7. Wash or sanitise hands before and after using the company W/C facilities.</p>  <p>8. Avoid contact with frequently touched surfaces where possible e.g.:</p> <p>9. Opening doors with feet/elbows.</p> <p>10. Using tissue to switch off taps or contact surfaces.</p> <p>11. No reusable towels/nail brushes/face cloths permitted in the premises.</p> <p>12. Workers instructed in good personal hygiene practice.</p> <p>13. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>14. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go</p>					

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			L	S	R				L	S	R	
						High	<p>home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>15. If waste is considered to be contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.</p> <p>16. Waste should be double bagged and sealed.</p>				Low	
Meetings Failure to maintain compliance with social distancing	Site	Employees Children Contractors	3	5	15	High	<ol style="list-style-type: none"> Wherever possible meetings will be held by means of video/telephone conferencing. During meetings workers will not share 	<ol style="list-style-type: none"> Only absolutely necessary meeting will be held in person <p>The following rules shall apply:</p> <ul style="list-style-type: none"> Only essential participants will 	1	5	5	Low

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			L	S	R				L	S	R	
during completion of the task resulting in increased risk of transmission.							stationary resources e.g. pens/highlighters/documents/workbooks etc. 3. Where meetings are attended, they will be kept as short as possible. 4. Food stuffs should not be shared/passed around/consumed during meetings.	attend. - Attendees should be two metres apart from each other.  - Rooms must be well ventilated / windows opened to allow fresh air circulation. - If practical hold meetings in open air areas. 2. If there are areas on site where meetings regularly take place the meeting area should be clearly marked with social distancing signage. 3. Sanitisation should take place of chairs/desktops and other touch points prior to and after any attended meetings.				
Common Areas: Personal Item Storage Failure to maintain compliance with	Site	Employees Children Contractors	2	5	10	Medium	1. Personal items should be stored so as not to encroach on social distancing spaces. 2. Staff will be required to keep all their personal items in the area of site they	1. Where clothing cannot be stowed away consider provision of named plastic bags for each worker to place personal items into.	1	5	5	Low

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			L	S	R				L	S	R	
social distancing and surface transmission prevention in the storage areas resulting in increased risk of transmission.							work in.					
Common Areas: Car Parks Failure to maintain compliance with social distancing in the car parks resulting in increased risk of transmission.	Site	Employees Children Contractors	2	5	10	Medium	1. Individuals are required to maintain 2 metre separation in car park areas where possible. 	1. Provide social distancing signage at the entrance to car park areas to remind workers/visitors on arrival at site.	1	5	5	Low
Accidents, Security and Other Incidents Failure to manage appropriately/ attempting to maintain social distancing during accidents and incidents.	Site	Employees Children Contractors	2	5	10	Medium	1. Ambulance to be used in an emergency. 2. Company first aid facilities in place. 3. First aiders at the premises to: <ul style="list-style-type: none"> - Make sure they wash hands or use an alcohol gel, before and after treating a casualty. - Ensure they do not cough or sneeze over a casualty during treatment. - Not lose sight of other cross contamination that could occur that is not related to COVID-19. - Wear gloves or cover hands when dealing with open wounds. - Cover cuts and grazes on their hands with waterproof dressing. 	1. Emergency plans including contact details should be kept up to date. 2. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources. 3. If a worker develops symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from the work area and: <ul style="list-style-type: none"> - Return home if safe to do so - If not able, driven home by another with additional controls: <ul style="list-style-type: none"> - Keep windows open - Keep distance (driver in front and passenger in rear) - Clean down vehicle following 	1	5	5	Low

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							<ul style="list-style-type: none"> - Dispose of all waste safely. - Do not touch a wound with a bare hand. - Do not touch any part of a dressing that will come in contact with a wound. 	<p>transport.</p> <ul style="list-style-type: none"> - Contact emergency services if significant. <p>4. Include the outside of first aid kits on regular sanitisation procedures.</p>				
<p>Management of:</p> <ul style="list-style-type: none"> - Visitors - Contractors <p>Failure to appropriately manage occupants attending the premises that are not members of staff resulting in increased risk of transmission or failure to comply with site controls.</p>	Site	Employees Children Contractors	3	5	15	High	<ol style="list-style-type: none"> 1. Wherever practical visitors will be prohibited from site and alternative options sought such as: <ul style="list-style-type: none"> - Remote connection - Telephone call - Email solutions 2. Where visitors are permitted on site, they will be required to minimise their time on site where practical. Visits will be offered at times when many of the children and staff have left the site. 3. All visitors to be signed in/out by their host (remove the need for a communal pen). 4. All visitors will have to confirm that they are not exhibiting any symptoms of Covid-19 prior to be permitted on site. 	<ol style="list-style-type: none"> 1. Decide on a maximum visitor limit if the company is accepting visitors. 2. Establish clear guidelines for visitors on the company risk controls and expected behaviours on site: <ul style="list-style-type: none"> - Provide before their visit - Re-iterate when they arrive. 3. In advance - request evidence e.g. a risk assessment as to how trades working on site e.g. completing essential repairs/statutory testing will manage Covid-19 risks. 4. Confirm that any worker who may host a visitor is coherent with the company social distancing and hygiene requirements in place. 5. Procedure to be established to confirm ahead of visit, or at reception, if a visitor to site is a clinically vulnerable person or extremely vulnerable person. <p>Appropriate action to be taken if the visitor is established to be a member of these higher risk groups.</p>	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	

LIKELIHOOD		SEVERITY		RISK											
1. Extremely Unlikely	2. Unlikely	3. Likely	4. Very Likely	5. Almost Certain to happen	1. Minor Injury/disease no lost time	2. Injury/disease up to 7 days lost	3. Reportable under RIDDOR over 7 days	4. Specified Injury/Long term absence	5. Death	Severity	5	10	15	20	25
											4	8	12	16	20
											3	6	9	12	15
											2	4	6	8	10
											1	2	3	4	5
											Likelihood				
											Low		Medium		High
											1-8		9-12		15-25

References used in the development of this risk assessment:

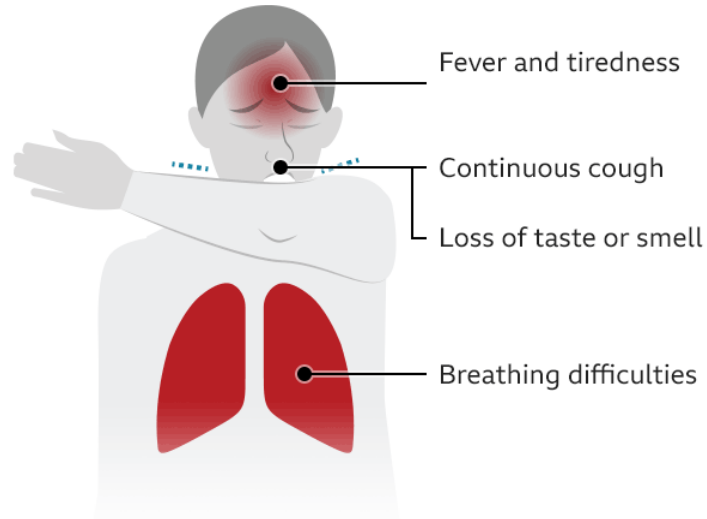
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>



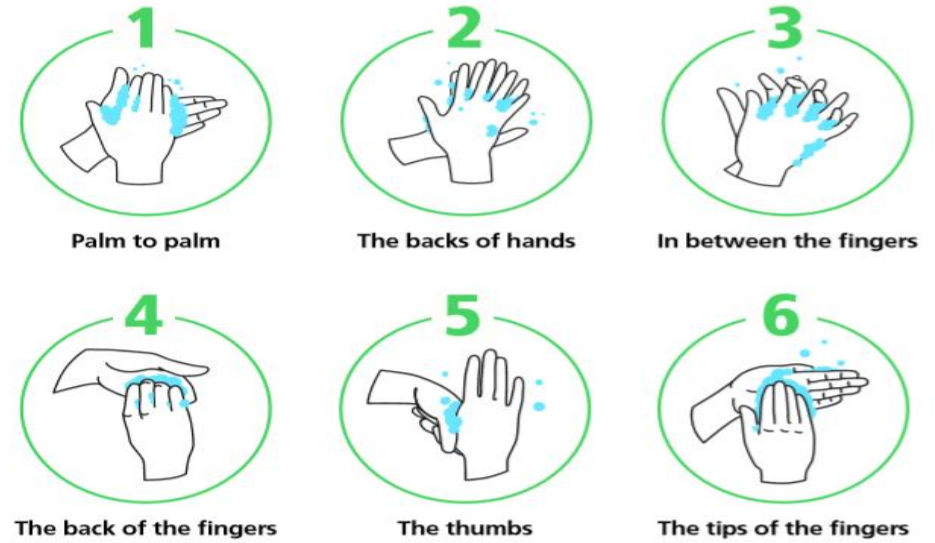
Key COVID-19 Symptoms & Controls:

Symptoms:

Coronavirus: Key symptoms



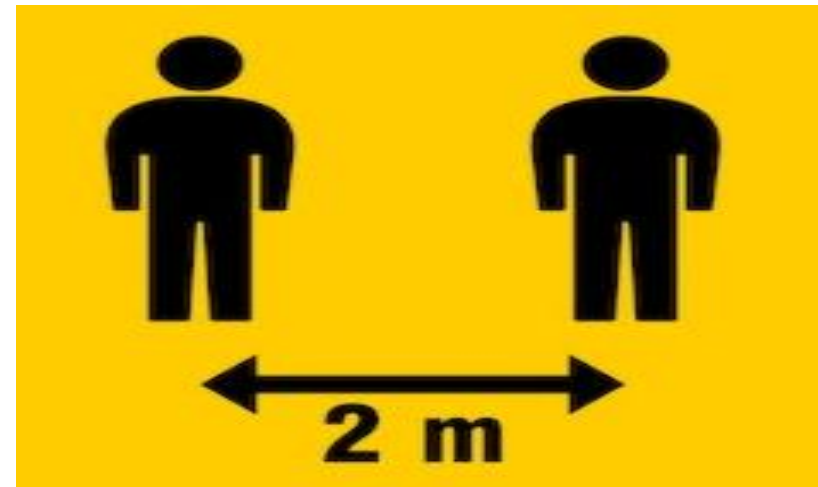
Hand Washing:



General Precautions:

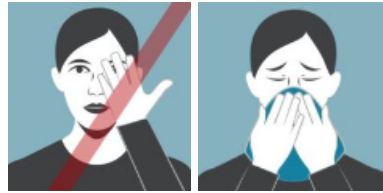
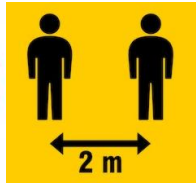


Social Distancing:



General Safe system of work for working during the COVID-19 Pandemic

The points below are provided to our workers to help keep them safe during the Covid-19 pandemic. They are based on Government recommendations, which change daily: <https://www.gov.uk/coronavirus> As your employer we will endeavour to update our guidance to you in line with current Government recommendations.



Key Considerations:

- **The company will look to implement home working wherever practical.**
- The company will be particularly vigilant in safeguarding those persons currently identified as most at risk, such as
 - Those classed as **extremely clinically vulnerable**
 - Those classed as **clinically vulnerable**
 - Others who may require **additional adjustments** to enable their health and safety.
- We will continue to review current Government/PHE guidance and consult with our workers.
- Workers must protect themselves remember the wellbeing of their colleagues and others on site as appropriate.
- **Maintain social distancing wherever possible.**
- Do not shake hands with the colleagues/clients/delivery drivers or any other person at work. **Avoid all physical contact.**
- Wash/sanitise your hands thoroughly for at least 20 seconds, when arriving at work and when going home (also regularly during the working day).
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol to support handwashing with soap and water at the workplace.
- Avoid touching your eyes, nose, and mouth at all times.
- If you feel unsafe or at risk at any point report to a manager.
- Do not attend work – **a)** if you are unwell/displaying symptoms **b)** if someone in your household is self-isolating.

Practical steps to take when working at our premises:

Arrival at Work:

- Wash your hands with soap and water for at least 20 seconds.
- Ensure you are familiar with the company Covid-19 risk controls.
- Do not enter the workplace if you are feeling unwell or displaying symptoms of Covid-19 e.g. high temperature/cough/breathing difficulties.
- Observe company social distancing measures as soon as you arrive at the workplace (car park area onwards).
- Use dedicated company access points and pedestrian routes.

During Work:

- Maintain social distancing (**minimum two metres apart**). This includes:
 - During rest breaks and use of welfare facilities such as toilets and wash areas.
 - During pedestrian activities e.g. using stairs and corridors.
 - During briefing sessions.
 - During training/information sessions.
- Allow time throughout the working day to maintain good hygiene: wash your hands frequently using soap and water for 20 seconds, and especially after blowing your nose, sneezing, or coughing and before and after eating.
- Minimise contact between colleagues and other workers in the premises; **avoid having to go to other departments by using phone/email instead.**
- Do not share PPE items or respiratory protective equipment (RPE) items.
- Avoid skin-to-skin and face-to-face contact with others.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
- The company will aim to keep groups of workers working together in teams that are as small as possible (cohorting). Please adhere to these risk controls where they are in place.
- The company will provide you with personal equipment for work such as pens – do not share these.
- If you must share work equipment - Wash your hands each time before using any equipment with others and wash your hands every time you finish using a shared item of equipment. Touch point surfaces of equipment that are shared must be sanitised before and after use.
- During use of corridors and stairs adhere to all social distancing measures in place within the company. Stairs should not be shared.
- Clear away your own food and beverage waste – Use company waste facilities.
- Wherever possible bring your own prepacked food to work and use re-usable drinks bottles.

- If you or any work colleague are displaying any potential coronavirus symptoms; or, If you have any concerns about the welfare facilities or the work environment (site) regarding measures to

protect workers from coronavirus (e.g. social distancing, cleaning and hygiene regimes) then you should:

- **STOP** work.
- **REMOVE** yourself to a position of safety.
- **REPORT** immediately to your supervisor or manager (ideally by telephone).

Shift completion

- Wipe down and sanitise equipment and instruments used.
- Remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.
- Do not touch your face.
- Ensure you then clean/wash your hands, and where possible/appropriate any reusable PPE (e.g. safety glasses), using soap and water, or use suitable hand sanitiser on hands before leaving site.
- Do not eat/smoke/drink until you have washed/sanitised your hands.
- Before leaving the premises wash your hands with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.

Wearing a face covering

- Wash your hands 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 your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.



All employers should regularly update themselves with the current Government advice: <https://www.gov.uk/coronavirus> and NHS advice: <https://www.nhs.uk/conditions/coronavirus-covid-19> and operate accordingly.

Document Accepted By (Name)		Sign		Date	
Further Risk Controls Implemented By (Name)		Sign		Date	

**The contents of this risk assessment and the resulting Safe System of Work should be shared with all workers as appropriate to its contents.
Signatures can be gathered in the table below**

