

J.J. SMITH & CO (WOODWORKING MACHINERY) LTD
Covid-19 Risk Assessment and Control Measures



No.	Risks	Subject	Current Controls and Actions	Impact	Likelihood	Risk Level	Last reviewed
1	Transmission of Covid-19 between office staff	Who should go to work	All sales and office staff to work from home to minimise numbers of people in the office	5	2	10	May-20
2	On the spot safety decisions need to be made	Who should go to work	1 manager needs to be present within the building	2	1	2	May-20
3	The mental or physical health of those working from home suffering	Who should go to work	All employees are encouraged to maintain social contact on Teams and are signposted to sources of help. Everyone encouraged to setup their home workspace ergonomically	2	1	2	May-20
4	Covid-19 exposure for those in the clinically extremely vulnerable group	Who should go to work	Anyone in the clinically extremely vulnerable group is to remain at home	5	1	5	May-20
5	Covid-19 exposure for those in the clinically vulnerable group	Who should go to work	Those who can work from home should, and those who cannot will have specific risk assessments to ensure they can remain 2m apart from other people	5	2	10	May-20
6	Exposure from employees who have symptoms (or those in their household)	Who should go to work	Anyone with symptoms of Covid-19, or anyone with a household member with symptoms, must not come to work and must self-isolate in accordance with current government protocols	5	2	10	May-20
7	Exposure from employees who are infected but don't have symptoms (or those in their household)	Who should go to work	Social distancing measures in place and restricting numbers of people in the building	5	4	20	May-20
8	Transmission of Covid-19 within the workplace	Social Distancing at Work	Hand sanitiser is available in the entrance foyer and by the workshop door to enable everyone to clean their hands immediately upon arrival. Hand sanitiser is serviced monthly.	5	3	15	May-20
9	Transmission of Covid-19 within the workplace	Social Distancing at Work	Handwashing facilities are available and everyone is encouraged to use them frequently, disposing of paper towels after use.	5	3	15	May-20
10	Transmission of Covid-19 within high traffic areas	Social Distancing at Work	Only one person at a time is allowed into the kitchen or canteen. All surfaces to be wiped after use, paying particular attention to fridge doors, kettles, handles etc. Breaks should be taken in the showroom and staggered so that there is not a queue for handwashing.	5	4	20	May-20
11	Transmission of Covid-19 within workshop	Social Distancing at Work	Anyone working in the workshop should be working at least 2m apart from other people. If you need to work near the walkways then consider placing tape around your area to ensure distance is maintained	5	2	10	May-20
12	Transmission of Covid-19 within workshop	Social Distancing at Work	If two people are required to work together to complete a job safely then those people should be paired for the entirety of that job. It should be recorded daily in a logbook if close working has been required and between whom	5	3	15	May-20
13	Transmission of Covid-19 within meetings	Social Distancing at Work	All meetings should be held remotely wherever possible. If a meeting does happen in person it should happen in a well ventilated space and participants should maintain a 2m distance.	5	2	10	May-20
14	Inadequate emergency care because of fear of Covid-19 transmission	Social Distancing at Work	In an emergency (accident, fire etc) people do not have to stay 2m apart if it would be unsafe to do so. Kevin Jones is available for video consultation on first aid matters. Common sense to be used when assessing the situation with regards to needing 999	2	1	2	May-20
15	Transmission between non-employees and employees	Managing your customers, visitors and contractors	Meetings should be held remotely wherever possible. Visitors to JJ Smith will be required to complete a form in advance to confirm they understand our working arrangements. A record of visits will be maintained	5	3	15	May-20

Only jobs that can be done at 2m distance can be done

16	Transmission between non-employees and employees	Managing your customers, visitors and contractors	When JJ Smith employees visit a customer then the customer is required to complete a checklist in advance confirming the measures in place to ensure safe working is possible. If the employee does not feel safe then they have the right to leave at any point.	5	3	15	May-20
17	Transmission within the workplace due to poor cleanliness	Cleaning the workplace	Everyone is responsible for cleaning their own workstation regularly. Waste bins should be emptied daily. Particular attention should be made to cleaning high touch spots such as door handles.	5	3	15	May-20
18	Transmission within the workplace due to shared items	Cleaning the workplace	After using a shared item eg tool, forklift truck, crane controls, it should be wiped down immediately so it is ready for use by the next person. If it is not possible to wipe down a shared item effectively then gloves should be worn. The use of shared tools should be minimised - everyone should use their own tools	5	4	20	May-20
19	Transmitting Covid-19 to others	PPE	There is no requirement to wear a facemask in the building. Face masks are available for all employees who wish to wear them where it is appropriate. Examples of situations when it may be appropriate to wear them include if you cannot maintain a 2m distance from someone in an enclosed area. Reusable masks should be washed after use.	5	2	10	May-20
20	Transmitting Covid-19 to others	PPE	Gloves are available for use for shared items that cannot be cleaned	5	2	10	May-20
21	Transmission of Covid-19 due to travel arrangements	Work Related Travel	Car sharing is not permitted at any time. Those who use the pool cars must stick to the same vehicle as much as possible	5	1	5	May-20
22	Transmission of Covid-19 due to travel arrangements	Work Related Travel	Where workers are required to stay away from home a record is kept of the locations stayed and pre-visit checks are done to ensure social distancing can be maintained	5	3	15	May-20
23	Transmission due to delivery of goods	Inbound and Outbound Goods	Lorry drivers should remain in their cabs wherever possible to reduce contact. Paperwork should be completed electronically wherever possible. A sign to be placed on the loading bay door stating that drivers are to call a number rather than entering	5	2	10	May-20
24	Transmission due to delivery of goods	Inbound and Outbound Goods	Inbound packages for tooling should be accepted at a safe distance. Delivery drivers are not required to sign in to reduce time on site and minimise contact with employees	5	2	10	May-20
25	Misunderstanding of current procedures by staff and visitors	Workforce Management	Signs explaining procedures to be clearly displayed and risk register available electronically for everyone on Teams and the website.	4	1	4	May-20

Traffic Light System

Impact and Likelihood should be considered and allocated a risk score from 1 to 5 with 1 being low and 5 being high. The risk level for each item is then

<6 = GREEN (Level of risk noted to be low, but still requires monitoring and rectification where issues are identified)

6 -11 = AMBER (Risk should be regularly monitored and appropriate action taken to reduce risk where issues identified)

>11 = RED (Close attention required with regular reviews and immediate action when problem identified to reduce risk)