

Jobchange COVID-19 Risk Assessment

Covid-19 is a new illness that can affect lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Jobchange has a legal responsibility to protect workers and others from risk to their health and safety. It must do everything that is reasonably practicable to minimise risks, recognising that it cannot completely eliminate the risk of COVID-19 but it must reduce the risk to the lowest reasonable practicable level by taking preventative measures.

Jobchange believes it is important to consult staff on how the risk will be managed, take onboard any suggestions and ensure staff are involved in the decision making supporting a relationship of collaboration, trust and joint problem solving.

Jobchange understands that to work safely during the COVID-19 pandemic it needs to keep as many people as possible 2 meters apart from those they do not live with.

This document sets out guidance on how to work safely. It considers staff, customers, contractors, visiting organisations and other people. This guidance does not supersede any legal obligations relating to health and safety, employment or equalities. It will treat everyone in the workplace equally and take into account the particular circumstances of those with different protected characteristics that might expose them to a different degree of risk or have an unjustifiable negative impact.

This risk assessment and its results will be placed on Jobchange website to demonstrate to staff, stakeholders and customers that Jobchange have properly addressed their risk to COVID-19 and taken appropriate measures to mitigate this.

The Risk Assessment

What are the Hazards? The hazard is the spread of Covid-19 Coronavirus

Who might be harmed? Staff, customers, contractors, visiting organisations and other people as well as vulnerable groups including elderly, pregnant workers, those with existing underlying health conditions and anyone else who comes into contact with the business.

The controls required

To reduce the risk of COVID-19 the following 10 controls will be undertaken:

1. **Jobchange will ensure increased frequency of hand washing/sanitization and surface cleaning.** Additional Controls include:
 - a. Providing a reopening assessment before restarting work that includes a deep clean with '10 day active disinfectant' and enhanced cleaning procedures. Providing a schedule of frequent cleaning of work areas and equipment between uses.
 - b. Ensuring frequent cleaning of objects and surfaces that are touched regularly including door handles and keyboards.
 - c. Providing hand sanitization points at all entrances and multiple points throughout the site.

- d. Providing signage at all entrances of the symptoms of Covid-19 and what to do if a symptom is recognised.
- e. Providing regular reminders and signage to maintain personal hygiene standards.
- f. Providing Staff with a work bag to carry a dedicated keyboard, mouse, pens, antibacterial wipes, visor, face masks, tissues and personal sanitizer.
- g. Providing staff with a plastic tray with lid at every work station to keep this bag and coats etc locked away from transmission.
- h. Discourage any other bags being brought onto site e.g. shopping bags
- i. Staff will be provided with a daily uniform that must be changed after every shift to reduce transmission at home and work.
- j. Colour coding uniform for each day.
- k. Ensure Ventilation into the building will be optimised to ensure a fresh air supply by opening windows and doors and/or providing ventilation equipment.
- l. Providing 'staff only' toilets on all sites.
- m. Providing hand washing and hand sanitization in all toilets with posters of good hand washing technique.
- n. Providing hand dryers or paper towels in toilets.
- o. Providing regular reminders and signage to maintain personal hygiene standards.
- p. Limiting or removing high touch items and equipment e.g. pens, photocopiers etc.
- q. Cleaning workspaces and removing waste and belongings from the work area at the end of each shift and ensuring correct disposal of cleaning products.
- r. Reducing 'hot desking' and clean workstations between occupants.
- s. Reducing shared equipment.
- t. Providing cleaning procedures for goods and merchandise entering the site.

Actions will be completed by: the Senior Management Team and Site Managers.

Actions by: the day before the buildings reopen and then every day moving forward.

2. To maintain social distancing in the workplace and to make every reasonable effort to keep people 2 meters apart. Additional Controls will:

- a) Plan for the minimum number of people needed on site to operate safely and effectively
- b) Stagger arrival and departure times at work for staff and customers.
- c) Limit the number of 'visitors' at any one time.
- d) Limit the distance staff may need to travel on public transport
- e) Encourage people to walk, run or cycle to work and provide parking facilities for bikes
- f) Reduce the number of people each member of staff has contact with by using 'fixed teams or partnering' (work bubbles) so each person works with only a few others.
- g) Reduce movement by restricting access to some areas and encourage electronic communication.
- h) Use markings and introduce one-way flow on sites where possible
- i) Close kitchen facilities to reduce transmission points and ensure social distancing and provide bottles of water for staff and customers
- j) Manage the use of corridors to maintain social distancing
- k) Review layouts and processes to enable working further apart

- l) Encourage staff to maintain social distance during breaks and when travelling to site.
- m) To use remote working tools to avoid in-person meetings
- n) Review incident and emergency procedures to ensure they reflect social distancing.

Actions will be completed by: the Senior Management Team and Site Managers.

Actions by when? the day before the buildings reopen and then every day moving forward.

3. To enable home working where possible. Additional Controls will:

- a) review the duties of each individual member of staff and establish the ability for those to be performed at home
- b) carry out a health and safety assessment to ensure the well being of staff to work at home
- c) provide a Home Working Policy to ensure staff have everything in place to work from home and it will consider: appropriate equipment; IT support; legal requirements; methods of communication between employer and employee(s); site visits; performance reviews.

Actions will be completed by: Human Resources Manager and Senior Management Team

Actions by when? Before the member of staff works from home and ongoing review.

4. To keep activity time involved as short as possible. Additional Controls will:

- a) Ensure that learning is provided onsite and at home using a combination of options including: e'learning, work booklets, on-line learning via Google classroom and/or taught sessions in small groups.
- b) Ensure that steps are taken to avoid people needing to unduly raise their voices to each other.
- c) Ensure that groups of more than 30 people do not gather on Jobchange premises.

Actions will be completed by: the Training Manager and Training staff.

Actions by: the commencement of any training programme.

5. Jobchange will provide a screen or barrier to protect people from each other. Additional Controls:

- a) Staff on the frontline will have a screen
- b) Staff will be provided with a Visor and gloves to use when moving around the building
- c) Customers and visitors will be offered masks and gloves at all entrance points but it will not be compulsory for customers or visitors to wear these.
- d) Staff and customers will be provided with information on how to use/remove PPE safely
- e) Training rooms will have screens between students where social distancing measures are less than 2 meters or could become less than 2 meters.
- f) Administration areas will have screens between staff where social distancing measures are less than 2 meters or could become less than 2 meters.

Actions will be completed by: the Site Managers and Senior Management Team. *Actions by:* the day before the buildings reopen and then every day moving forward.

6. Jobchange will use back to back or side to side working rather than face to face. Additional

Controls:

- a) Desks will be arranged for non face to face working
- b) If people need to work face to face the use of a screen or PPE will be used
- c) If people cannot work back to back or side to side the activity will be assessed for its safety to go ahead.

Actions will be completed by: the Site Managers.

Actions by: the day before sites reopen and then every day moving forward.

7. Jobchange will be aware of people who fall into the vulnerable to COVID-19 group. Additional

Controls will:

- a) Protect clinically vulnerable individuals by taking extra care in observing social distancing
- b) Offer the safest onsite roles/working practices enabling clinically vulnerable to stay 2m away from others
- c) Recognise that staff may live with extremely vulnerable individuals and discuss safe working practices as outlined above with them
- d) Provide support around mental health and well being including advice and telephone support.

Actions will be completed by: the Human Resource Manager.

Actions by: Daily

8. Jobchange has a clear procedure for individuals who have symptoms of COVID-19. Additional

Controls include:

- a) Ensuring both workers and visitors who feel unwell stay at home and do not attend the premise.
- b) Providing information on the government guidance requirements for people who have symptoms and those who live with others who have symptoms.
- c) ensuring records that include date and time are kept of staff and customers in the building.
- c) Ensuring that cleaning after a known case or suspected case of Covid-19 is done according to the government specific guidance on how to do this effectively.

Actions will be completed by: the Human Recourses Manager and Site Managers.

Actions by: Immediately required.

9.Jobchange will have a Policy and Procedure for Covid-19. Additional Controls:

- a) Jobchange has a section in its Health and Safety Policy and Procedure that deals with the requirements to protect staff, customers and visitors from Covid-19 on all its sites.
- b) The Policy and Procedure for Covid-19 safety practices incorporates this Risk Assessment along with the procedures to deal with any member of staff or customer who fail to comply with the safety measures outlined.
- c) Any member of staff who places them self or others at risk will be disciplined.
- d) Any customer or visitor who places them self or others at risk will be required to leave the building immediately and will not be allowed to return.

Actions will be completed by: the Health and Safety Team and Human Resources Manager

Actions by: Immediately required.

10.Jobchange will review these steps regularly to ensure they are upheld and working.

Additional Controls:

- a) In the review Jobchange will confirm the steps out lined still remain effective or make changes in the workplace to avoid any new risks.

Actions will be completed by: the Senior Management Team.

Actions will be reviewed weekly

All staff and visiting staff will receive a copy of this risk assessment and any updates that might be made and the relevant documents mentioned. All staff will be invited to review and suggest changes to avoid risks. All customers and visitors will be provided with a guide outlining the Controls to read upon entry to a site.