

Name of Assessor(s):	Stefenie Dixon	Area or Site assessed:	All working sites – HQ & Customers
Assessment date:	20/04/2020	Review date:	April 2021
Persons who may be affected by the activity (i.e. are at risk)	All CJ Lyons Operatives and members of the public		
		Activity:	COVID-19 – covering all work to be carried out

Hazard	Risk		Control Measures	RR	
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		x	<ul style="list-style-type: none"> <li>To follow government action of self isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers'</li> <li>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</li> <li>To continue following ongoing government guidance</li> <li>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>Company to ensure extremely vulnerable persons are shielding themselves and following their specific medical advice issued to them</li> <li>Follow good NHS hygiene measures at all times</li> <li>Avoid all visitors to your home unless they are providing a medical requirement</li> <li>Do not approach delivery staff, allow packages to be left on the doorstep</li> <li>Do not take any antibiotics as they do not work against viruses.</li> </ul>		x



Suspected case whilst working on site		X	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> </ol> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	X
General travel		X	<ul style="list-style-type: none"> <li>• Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings</li> <li>• Please continue to follow any further national government advice provided</li> <li>• All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible</li> <li>• All operatives shall travel to and from sites/jobs in individual vehicles</li> </ul>	X
Access / egress to site		X	<p>Where possible, please consider and implement the following practices:</p> <ul style="list-style-type: none"> <li>• Stop all non-essential visitors</li> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>• Remove or disable entry systems that require skin contact</li> <li>• Require all workers to wash or clean their hands before entering or leaving the site</li> <li>• Allow plenty of space (two metres) between people waiting to enter site</li> <li>• Regularly clean common contact surfaces in the office e.g. scanners, telephone handsets, and desks</li> <li>• Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> </ul>	X
Incllement weather – cold temperature allows disease to survive		X	<ul style="list-style-type: none"> <li>• All persons to dress appropriately for the weather</li> <li>• Welfare facilities provided to shelter from the elements</li> <li>• Maintain good hygiene measures at all times</li> <li>• Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness. It is advised to speak to your H&amp;S competent person on these matters</li> </ul>	X



Poor hygiene		x	<ul style="list-style-type: none"> <li>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>Vehicles and site will provide extra supplies of hand sanitiser and cleansing wipes</li> <li>All equipment used to be cleaned after each use</li> <li>Use hand sanitiser regularly, in between each aspect of a job</li> </ul>		x
Kitchen use/Lunch breaks		x	<ul style="list-style-type: none"> <li>The workforce should be required to stay on site once they have entered it and not use local shops.</li> <li>Dedicated eating areas should be identified on site to reduce food waste and contamination</li> <li>Break times should be staggered to reduce congestion and contact at all times</li> <li>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</li> <li>The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home</li> <li>Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break and shift.</li> </ul>		x
Use of Changing facilities		x	<ul style="list-style-type: none"> <li>Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>One person to use the changing area at any one time</li> <li>Provide suitable and enough rubbish bins in these areas with regular removal and disposal.</li> </ul>		x

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Signed

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