

# James Cropper - Covid-19 Risk Assessment

Date:	27.04.21			
Dept:	All departments			
Area:	Burnside, Mainline, Crewe			

Job / Task / Activity:	Impacts of the Covid-19 pandemic
Assessors:	Lead assessor Anthony Bowness : (Originator) Kate Rowling, Debbie Ingram & Operational leads
RA Ref:	PRO.H&S.RA.1289
Version no	45

## Introduction

James Cropper plc has a legal responsibility to protect workers and others from risk to their health and safety due to Covid-19. This document has been written following Government guidance and HSE risk assessment guidelines taking into account the 5 steps to risk assessment which are:- identifying the hazards, who might be harmed, evaluating the risks, recording significant findings and carrying out regular reviews

As part of the collaboration, trust and joint problem solving process, Union representatives and employees have been consulted and involved in the development of this process risk assessment and will continue to be on an ongoing basis

The residual risk rating number represents the qualitative risk rating for the whole document.

Final Residual Risk Rating - Enter highest Residual Risk number once RA is completed



8

See Outcomes table below

This has been written following the:-

HSE - Risk assessment, a brief guide to controlling risks in the workplace INDG163 (rev4) published 08/14

HM Government - Working safely during Covid-19 in factories, plants and warehouses - guidance for employers, employees and the self employed -

Most recent update; 15/04/21 re: Heritage locations - Updated to reflect Step 2 of the roadmap

Latest update re: Factories, plants & warehouses is 30/03/21; The government has published the COVID-19 Response - Spring 2021 setting out the "roadmap out of lockdown" for England Step 2 of the roadmap out of lockdown has begun. Some of the rules changed on 12 April, but many restrictions remain in place.

Job Step / Activity	Hazard(s)	Uncontrolled foreseeable outcomes and how they may cause exposure to Covid-19	Existing Safety Procedures/Current Control Measures	Severity 1 - 5	Likelihood 1 - 5	Person(s) at Risk	Risk level before actions taken March 2020	New or Revised Safety Procedures / Control Measures	Residual Likelihood 1 - 5	Risk level after actions taken May 2020
1. Thinking about and managing risk	Viral	S1 - Precautionary measures Not taking daily accountability of the developing worldwide situation	Follow the Business Continuity Plan (Section 3.3.7)	1	1	Employee/Contractors/Visitors	1	Ongoing and relevant documentation amended aligning to the most recent guidance and recommendations. Adherence to government guidelines issued for Med / High and Very high risk areas, continuing to operate in a covid secure environment	1	1
		S1.1 - Lack of communication with employees pre returning to the workplace including clinically extremely vulnerable personnel regarding uncertainties they may have about precautions in place	No current or existing measures in place pre Covid-19 as this was not a requirement	3	3	Employee(s)	9	Personal risk assessments carried out on clinically and clinically extremely vulnerable personnel on return to work. Wherever possible clinically extremely vulnerable people are strongly advised to work from home during the period of national restrictions. If they cannot work from home they should not attend work for this period. Risk assessments reviewed and aligned with Step 2 on 12 April and return to work arrangements agreed with each individual.	1	3
		S1.1a - No consideration given to security implications of decisions and control measures put into place	Existing controls in place for cyber security, HR, physical security and guarding	4	3	Employee/Contractors/Visitors	12	Carry out regular monitoring of new or altered security provisions and apply any required mitigation Weekly reviews carried out on the Risk Assessment including updates on actions and adjusting control measures if applicable	1	4
		S1.1b - No limits on number of people gathering both indoors and outdoors	No current or existing measures in place pre Covid-19 as this was not a requirement	4	4	Employee/Contractors/Visitors	16	Following government Covid 19 secure guidelines, there are legal limits on how many people can spend time with within their own household whether indoors or outdoors in social groups at one time. Step 2 of the roadmap out of lockdown has begun. Some of the rules changed on 12 April, but many restrictions remain in place.	1	4

		S1.1.1 - Impacts of not following instructions from authorities in the event of new local restrictions	No current or existing measures in place pre Covid-19 as this was not a requirement	4	3	Employee/Contractors/Visitors	12	Stay aligned with local and regional authorities regarding any spikes in transmission rates and subsequent local restrictions. Adherence to government guidelines issued for Med / High and Very high risk areas, continuing to operate in a covid secure environment	1	4
		S1.1.2 - Lack of consideration to reduce risks to lowest practicable level by taking preventative measures Not reviewing measures that have been put in place	Under current legislative requirements, handwashing facilities and cleaning regimes already in place	2	2	Employee/Contractors/Visitors	4	Following Government guidelines the following additional measure put into place:- Working from home Social distancing Vulnerable people Weekly reviews carried out on the Risk Assessment including updates on actions and adjusting control measures if applicable	1	2
		S1.1.3 - Not sharing the Covid-19 Risk Assessment or notification at prominent places on site and the website	No current or existing measures in place pre Covid-19 as this was not a requirement	4	4	Employee/Contractors/Visitors	16	Risk Assessment on the website and updated on a weekly/routine basis. Actions are reviewed and further measures put into place where required. Covid-19 secure notification to be updated when relevant and replaced at prominent locations on site and the website	1	4
2. Who should go to work	Viral	S2 - No processes in place for people to work from home if they are able to	Consideration given to people who can work from home and evaluation of the maximum number of people who can be safely accommodated on site Keeping in regular contact	3	3	Employee/Contractors/Visitors	9	As many personnel as possible have been given equipment to enable them to work from home effectively Workplaces redesigned to accommodate the maximum number of people on site. Alternative working days in place Regular contact made via skype, workplace Facebook and personal contact with colleagues Office spaces redesigned to minimise exposure to other employees Consultations carried out with workers prior to returning to the workplace Lateral flow testing "Workplace Collection Asymptomatic Testing" now being implemented re: for all team members to collect, self test and then report.	1	3
		S2.1 - Inability to protect people who are at higher risk of severe illness		3	3	Employee(s)	9	HR have a record of all employees who have been identified as vulnerable using the clinically extremely vulnerable and clinically vulnerable people Government guidelines Exposure minimised by enabling people to either work from home or placed in an alternative position Monitor pandemic peak and when infection rates are low and if they can't work from home, give consideration to vulnerable individuals returning to work taking into account current social distancing measures Consideration given to groups of people who may be at higher risk of being infected and/or an adverse outcome if infected Risk assessments reviewed and aligned with Step 2 on 12 April and return to work arrangements agreed with each individual.	1	3
		S2.2 - Lack of understanding on what to do if either personally, a household member or someone in a support bubble displays symptoms or if advised to self isolate as part of the Governments test and trace service	Employees required to report to Human Resources any existing underlying health issues that may affect them at work All employees have access to an external Health and Wellbeing provider Awareness of particular needs of individuals within the workplace adhered to following current legislative requirements Planned preventative maintenance carried out as a statutory duty on ventilation systems	3	3	Employee(s)	9	Work from home if appropriate The business does not administer the SSP scheme and instead pays 80% of salary, making up any difference as with the furlough arrangement until new advice is received Regular internal communications highlighting the symptoms Follow Government and NHS advice and do not physically attend work Follow Government test and trace system Adhere to the requirement from 28.9.20 employers must not knowingly require or encourage someone who is being required to self-isolate to come to work As of 13.12.20 anyone who tests positive must self isolate for 10 days not 14 as previously required	2	6
		S2.3 - Due consideration not given to particular needs of individuals		1	1	Employee(s)	1	No requirement to change procedure as the business follows current legislative requirements (Equality Act 2010)	1	1
		S2.4 - Lack of ventilation to mitigate the risk of transmission		3	3	Employee/Contractors/Visitors	9	Ventilation in relevant areas managed by the occupants. Doors and windows kept open where possible and desk fans available 'Internal circulating' air conditioning units to be switched off. Specialist contractors now consulted and agreements made to trialling ventilation systems in key areas to improving air quality	1	3

3. Social distancing at work

Viral

S3.1 - Lack of control maintaining social distancing on access and egress to the workplace and lack handwashing facilities	Various access and egress points for vehicles and pedestrians Handwashing facilities Established shift patterns Current on and off site parking and bike racks in situ on site	4	4	Employee/Contractors/Visitors	16	Measures put into place to minimise personal contact for access and egress Where handwashing facilities not immediately available, hand sanitisers installed Ongoing monitoring given to working times and patterns To avoid access/egress interaction at the sales door the fob system has been installed on the door next to the samples cage to create a one way system in this area. To be communicated via workplace, the weekly update and relevant signage installed Main reception area locked down at present which prohibits personnel entering and exiting, the only other access/egress point for them to use is the sales door Notices in place re holding fobs above the readers rather than touching them and install signage at fob points is included in PRO H&S Arr.0078 - Employee business travel Via signage, remind employees, visitors and contractors of current Government social distancing measures in place at the time	2	8
S3.2 - Unnecessary travel through the workplace resulting in more social contact	Established pedestrian routes internally and externally on site	4	4	Employee/Contractors/Visitors	16	Non essential movement around site discouraged Demarcation, passing places and notices installed One way systems created where possible	1	4
S3.3 - Inability to separate people using shared work facilities	Personal and shared work stations, areas and offices on site	4	4	Employee/Contractors/Visitors	16	Workstations re-arranged Screening installed where not possible to carry out the above Meeting rooms utilised as additional office space Review social distancing measures are being carried out at all times in shared cabins	2	8
S3.4 - Increase in face to face transmission attending physical meetings	Systems in place to carry out meetings remotely	4	4	Employee/Contractors/Visitors	16	Personnel actively encouraged to carry out meetings remotely Physical attendance only if absolutely necessary Hold outside or in well ventilated rooms Social distancing to be observed Sharing of items discouraged	1	4
S3.5 - Additional exposure whilst using common areas	Staggered break times established in some departments Shared welfare facilities Employees able to purchase items from local off site providers	4	4	Employee/Contractors/Visitors	16	Break times staggered and collection times assigned, monitor social distancing is being adhered to during these times all departments Use safe outside areas for breaks Social distancing and protective screening measures put into place in reception areas Canteen provides a takeaway service only Eating in the canteen is prohibited Employees encouraged to stay on site during working hours Measures in place to limit number of people using shared welfare facilities	1	4
S3.6 - Lack of social distancing during incidents	Internal arrangements in place to address incidents, emergencies and providing assistance including administering 1st aid	4	4	Employee/Contractors/Visitors	16	Employees encouraged to comply with current social distancing measures where possible during an accident or fire incident unless unsafe to do so People providing assistance aware of requirements including sanitation and hand washing Update relevant existing arrangements Refer to section 6 below and follow PRO H&S Arr.0075 - First aid provision - additional precautions. Send out letter and arrangement to all 1st aiders including the location of grab bags Changes and managing security risks are addressed in S1.1 above	2	8
S4.1 - Unnecessary visits to site by external personnel	Access and egress managed through reception or security Internal arrangements in place	4	4	Employee/Contractors/Visitors	16	Contact with visitors/contractors carried out remotely where possible Only if absolutely necessary are external personnel allowed access to site Attendance logs kept in reception and security areas External personnel pre attendance questionnaire has been finalised Instructions on the requirement to provide confirmation of a Lateral Flow Test (completed within the last 48hrs) before entry to site to be sent out with the pre visit questionnaire	1	4

4. Managing customers visitors

Viral

customers, visitors and contractors		S4.2 - Lack of knowledge of site requirements	Internal arrangements in place	4	4	Employee/Contractors/Visitors	16	Social distancing signage already in place at entry points Hygiene requirement notices installed Communication to site contacts who are responsible for visitors/contractors Internal arrangements have been modified and measures being put into place to share Modify the questionnaire to include any protected characteristics ie hearing or visually impaired that may need to be put into place pre visit	1	4
5. Cleaning the workplace	Viral	S5.1 - Lack of maintenance of equipment and cleaning prior to re-opening the work area	Cleaning regimes in place Only a small percentage of areas have been temporarily unoccupied Mandatory maintenance carried out during shut	1	2	Employee/Contractors/Visitors	2	Cleaning carried out prior to re-opening Access to hand washing facilities and hand sanitisers in place	1	1
		S5.2 - Lack of sufficient cleaning and contact with contaminated surfaces	Cleaning regimes in place for personal and shared areas	4	4	Employee(s)	16	Cleaning and disinfection measures increased for shared areas including regular touch points Products supplied to employees to clean personal areas pre, during and post use Measures in place to carry out cleaning after known or suspected case of Covid-19. Provision of misting backpacks for internal use. Update 10.02.21 Two misting units now on site. Daily cleaning in TFP and Papermaking/Finishing plus machine cabins at weekends Good ventilation to be maintained in the workplace ie opening doors/windows frequently where possible Bins placed in strategic positions across site for the disposal of nitrile gloves and face coverings	1	4
		S5.3 - Insufficient hand wash, sanitation and toilet facilities	Welfare facilities available	4	4	Employee/Contractors/Visitors	16	Signage and guidance communicated on a regular basis Hand sanitisers placed in strategic positions Cleaning routine established between HR and cleaners for shared areas Disinfectant and paper towels available for all workplaces Carry out survey re paper towels v cloth and/or hand dryers and replace/decommission the latter 2 once completed Facilities to be kept well ventilated eg fixing doors open where appropriate	2	8
		S5.4 - Risk of transmission in shared changing rooms and showers	Cleaning regimes in place for shared facilities	2	3	Employee(s)	6	Social distancing measures in place Limits established for number of personnel using facilities at one time Additional cleaning routine in place	2	4
		S5.5 - Increased transmission through shared handling of goods, materials and on-site vehicles	Welfare facilities available for people to wash and clean their hands	3	3	Employee/Contractors/Visitors	9	Products available in all areas to clean shared equipment, vehicles and forklift trucks Personal and shared hand sanitisers provided	2	6
6. Personal protective equipment (PPE) and face coverings	Viral	S6.1 - Lack of Personal Protective Equipment (PPE) increasing exposure to hazards	For CoSHH related tasks stock levels are maintained and available for use	1	3	Employee(s)	3	If working within 2 metres the mandatory wearing of a face covering is required for all involved in the task, as of Due to rising numbers of covid cases in the area, as of 23.10.20 it is mandatory for all employee/visitors/contractors to wear either a mask or face covering when not at their work station and when moving around the site Authorisation for FFP and surgical masks must be obtained from the relevant team leader prior to collection from stores. Reusable snoods and face masks have been issued to all employees. Awareness that face coverings may inhibit communication with people who rely on lip reading, facial expressions and clear sound Face coverings are mandatory on public transport and a number of indoor premises, instructions on how to use are communicated Consideration to be given to the purchase of re-usable face coverings The wearing of a face covering is mandatory internally across site when an employee is not in their normal working environment including the use of shared facilities. As of the 12/01/2021 face coverings eg masks and snoods, must be worn in all areas throughout the company unless you are working on your own behind screens or solid barriers.	2	2

7. Workforce management	Viral	S7.1 - No consideration given to shift patterns and working group patterns	Established shift patterns and teams	4	4	Employee(s)	16	<p>Employees work within established shift teams or groups</p> <p>Drop off/transfer points established to minimise contact</p> <p>The electronic system will be in place after the third furlough is completed</p> <p>Employees working patterns and attendance on site is recorded on the Paxton system and could be made available for the NHS Test and Trace system if requested</p>	2	8
		S7.1.1 - No procedure in place to deal with a Covid-19 outbreak in the workplace	No current or existing measures in place pre Covid-19 as this was not a requirement	4	3	Employee/Contractors/Visitors	12	<p>Formulate plan on how to deal with an outbreak on site and keep up to date</p> <p>In the event of an outbreak in the workplace, assign a single point of contact (SPOC) as the lead to contact local Public Health teams. This would also apply if there was more than one case</p> <p>The above to be added to PRO.H&amp;S.Arr.0074 - Cleaning of areas and equipment</p>	2	8
		S7.2 - Increased personal contact allowing work travel in company vehicles and staying in accommodation	Pool cars available for work travel	3	4	Employee(s)	12	<p>Remote contact options available to maintain external relationships</p> <p>Only if travel is absolutely necessary, contact to be minimised following current guidelines</p> <p>Vehicles to be cleaned prior to and after use</p> <p>Establish, communicate and maintain a log for overnight stays to ensure providers adhere to current guidelines</p>	1	3
		S7.3 - Increased personal contact when delivering to other sites	Arrangements in place for external collections/deliveries	4	4	Employee(s)	16	<p>Minimise person to person contact during deliveries</p> <p>Follow good hygiene practices at all times</p> <p>Social distancing maintained</p> <p>External deliveries/collections paperwork is handed over at a specific point for signing then returned to the same point for collection</p> <p>Inability to control external sites</p>	2	8
		S7.4 - Lack of communication and training on return to work	Communication and training measures in place	4	3	Employee(s)	12	<p>Clear and regular communications provided regarding consistent ways of working</p> <p>Engagement with workers and their representatives and agree changes</p> <p>Identify develop and communicate required training measures</p> <p>Complete summaries of arrangements and communicate via workplace</p>	2	8
		S7.5 - Lack of ongoing communication and signage	Communication measures and mandatory signage	4	4	Employee/Contractors/Visitors	16	<p>Regular consultation with trade union representatives and workers</p> <p>Regular updates communicated regarding access to external provider for Health and Wellbeing issues</p> <p>Workplace app installed on company and personal phones</p> <p>To avoid face to face communications consider other measures that can be put in place eg skype, zoom</p> <p>Where relevant update existing arrangements to include clear and simple messages for non English speaking people</p> <p>Group team leaders to identify employees with protected characteristics ie visual impairment and document to enable a personal Risk Assessment to be carried out</p> <p>Establish mechanism to share communications and arrangements with relevant external sources</p>	2	8
8. Inbound and outbound goods	Viral	S8.1 - Social distancing and surface transmission requirements not communicated or understood	<p>Internal arrangements</p> <p>Site map showing pick up and drop off points</p> <p>Individuals or teams in place for deliveries/collections</p> <p>Welfare facilities</p>	4	4	Employee/Contractors/Visitors	16	<p>Social distancing requirements shared with external logistics on arrival to site</p> <p>Measures to reduce unnecessary contact at reception areas established</p> <p>Where required same people assigned for more than one man operation</p> <p>Re-sealable plastic bags purchased for the collection of vehicle keys, to be distributed after arrival</p>	2	8
9. Additional		S9.1 - No on site testing mechanisms on site	Occupational health programme in place	4	4	Employee(s)	16	<p>Pulse oximeters &amp; Temperature checks purchased and distributed</p> <p>Availability communicated out to all employees</p> <p>The use of the equipment for employees is voluntary and in complete confidence.</p> <p>No records or findings are shared with the company</p> <p>Distribute to all divisions</p> <p>It is mandatory that all visitors and contractors undertake a Pulse Oximeter and temperature test prior to being allowed access to site</p> <p>All employees to check their skin regularly for dryness/cracking and report to their shift team leaders if they are experiencing problems</p> <p>Ensure screensaver aligns with current guidance and carry out weekly reviews</p>	2	8

9. Additional information

Viral	S9.2 - No measures in place detailing the procedure to follow in case of a possible outbreak	No current or existing measures in place pre Covid-19 as this was not a requirement	4	4	Employee/Contractors/Visitors	16	Covid-19 early outbreak management action cards to be distributed across site	2	8
	S9.3 - No arrangements in place to carry out internal Test and Trace if confirmed case on site	Use of visitor and contractor sign in logs, Paxton system to identify JC plc employees who are on site and operational team plans to understand teams by machines,	4	2	Employee/Contractors/Visitors	8	All systems still in place and operational. Integrity of the systems has been tested in real life examples whereby our employees have tested positive and where virus has been contracted out of work.	2	8

The following arrangements supplement this process risk assessment:-  
 PRO.H&S.Arr.0077 - Social distancing  
 PRO.H&S.Arr.0075 - First aid provision - additional precautions  
 PRO.H&S.Arr.App.0025 - Fire evacuation procedure  
 PRO.H&S.Arr.0074 - Cleaning of areas and equipment  
 PRO.H&S.Arr.0054 - Visitors  
 FOR.H&S.0106 - Covid-19 contractor and visitor pre visit questionnaire  
 PRO.H&S.Arr.0076 - Covid-19 pulse oximeter use  
 PRO.H&S.Arr.App.0156 - Pulse oximeter and Covid-19 frequently asked questions  
 PRO.H&S.Arr.App.0157 - Pulse oximeter location and owners  
 PRO.H&S.Arr.0039 - Contractor control  
 FOR.H&S.0107 - Employee pre off site business travel questionnaire  
 PRO.H&S.Arr.0078 - Covid-19 Employee business travel  
 FOR.H&S.0108 - Covid-19 Employee off site business travel log  
 PRO.H&S.Arr.0079 - TFP Crewe risk management  
 PRO.H&S.Arr.App.0159 - Hygiene requirement notices for visitors and contractors  
 PRO.H&S.Arr.App.0160 - Logistical instructions  
 FOR.H&S.0109 - Welfare facilities survey  
 PRO.H&S.Arr.0006 - Display Screen Equipment  
 FOR.H&S.0110 - DSE working from home instructions  
 FOR.H&S.0111 - Covid-19 Customer pre site attendance questionnaire

Action(s) Table

Process Location	Hazard / Activity	Action(s) to be taken - Ref Hierarchy of controls sheet to help decide the approach / steps to be taken to reduce the risk to an acceptable level.	Priority	Responsible (Only one person should be named, others can help.)	Target Date (Green On target date / Red Off target date)	Completed / revised completion date Green = Done
Burneside	S3 Social distancing at work	S3.1 - Contacted external contractor regarding installation of security system on fire door next to the old shop office to make this the main exit route, therefore having a one way system with entry opposite Roger Row Quote obtained for cost of installation	L	Debbie Ingram/Kate Rowling	22.5.20	28.5.20
Burneside, Mainline, Crewe		S3.3 - Review social distancing measures are being carried out at all times in shared cabins	L	Kate Rowling/Rob Batstone	12.6.20	
Burneside, Mainline, Crewe		S3.6 - Update 10 relevant existing arrangements re incidents, emergencies and providing assistance	L	Debbie Ingram	29.5.20	
Burneside, Mainline, Crewe	S4 Managing customers.	S4.1 - External personnel pre attendance questionnaire to be finalised	L	Debbie Ingram	22.5.20	28.5.20

Burnside, Mainline, Crewe	customers, visitors and contractors	S4.2 - Visitors 0106 Internal arrangements to be modified and shared on arrival	L	Debbie Ingram	29.5.20	28.5.20
Burnside	S7 Workforce management	S7.1 - Review suitability of works cards distribution process (drop off/transfer points) from Planning to Manufacturing teams	L	Debbie Ingram with Tim Pryor	29.5.20	12.6.20
Burnside, Mainline, Crewe		S7.2 - Establish, communicate and maintain a log for when employees start to travel again for business. Ensure providers adhere to current guidelines. Compiling questionnaire for employees to complete prior to business visit and also for accommodation providers	L	Debbie Ingram	29.5.20	12.6.20
Burnside, Mainline, Crewe		S7.3 - To minimise exchange establish what/if documentation required for outbound deliveries/collections.	L	Debbie Ingram with Tim Pryor	29.5.20	12.6.20
Burnside, Mainline, Crewe		S7.4 - Develop materials and communicate new Covid-19 arrangements to teams, and standard for frequent union consultation. Send out examples	M	Kate Rowling	29.5.20	12.6.20
Burnside, Mainline, Crewe		S7.5 - To avoid face to face communications consider other measures that can be put in place	L	Debbie Ingram	28.5.19	
Burnside, Mainline, Crewe		S7.5 - Update existing arrangements to include clear and simple messages for non English speaking people	L	Debbie Ingram	22.5.20	5.6.20
Burnside, Mainline, Crewe		S7.5 - Establish mechanism to share communications and arrangements with relevant external sources (Customers / Suppliers / trade bodies)	L	Kate Rowling/Debbie Ingram	12.6.20	17.6.20
Burnside, Mainline, Crewe		S8 Inbound and outbound goods	S8.1 - Purchase re-sealable plastic bags for the collection of vehicle keys	L	Debbie Ingram with Tim Pryor	29.5.20
Burnside, Mainline, Crewe	S9 Additional information	S9.1 - Distribute pulse oximeters to all divisions	L	Debbie Ingram	22.5.20	
Burnside	S3 Social distancing at work	S3.1 - Obtain installation dates from the provider for the Paxton system which is also to be hard wired into the fire panel to de-magnetise when the fire alarm is activated Installation of Paxton system on external door to be implemented on 24.6.20 with relevant signage installed and communicated via workplace Facebook and the weekly update	L	Debbie Ingram	26.6.20	
Burnside, Mainline		S3.3 - Discuss with unions ideas around improving social distancing at handovers	L	Kate Rowling	3.7.20	
Burnside		S3.6 - Send out letter and arrangement to all 1st aiders including the location of grab bags	L	Debbie Ingram	26.6.20	
Burnside	S7 Workforce management	S7.1 Follow up progress on electronic sales planning programming Meeting held 23.6.20 and awaiting for relevant personnel to return from furlough, completion date changed to reflect that it will be installed and running after the third furlough Awaiting delivery of new screens for the production areas and will be rolled out after installation	L	Tim Pryor	25.9.20	12.10.20
Burnside, Mainline, Crewe	S1 Thinking about and managing risk	S1.1a - Carry out regular monitoring of new or altered security provisions and apply any required mitigation	L	Steve Ackerley	27.04.21	04.05.21
Burnside		S1.1a - Weekly reviews carried out on the Risk Assessment including updates on actions and adjusting control measures if applicable	L	Anthony Bowness	27.04.21	04.05.21
Burnside		S1.1.3 - Make Risk Assessment available on the website	L	Anthony Bowness / Richard Dancy	27.04.21	04.05.21
Burnside, Mainline, Crewe		S1.1.3 - Covid-19 secure notification to be displayed at prominent locations on site and the website	L	Kate Rowling/Debbie Ingram	19.6.20	

Burnside, Mainline, Crewe	S2 Who should go to work	S2.1 - See action 7.5 below	L	Rob Batstone/Steve Crook/ Carol Kelly and line managers in conjunction with HR	24.7.20	
Burnside, Mainline, Crewe	S3 Social distancing at work	S3.1 - Signage installed re holding fobs above the readers rather than touching them, also follow PRO.H&S.Arr.0078 Employee business travel for information re travel to and from work, not sharing vehicles and avoiding using public transport where possible	L	Debbie Ingram/Kate Rowling	26.6.20	
Burnside, Mainline, Crewe		S3.5 - Break times staggered and collection times assigned, monitor social distancing is being adhered to during these times	L	Kate Rowling/Rob Batstone	3.7.20	
Burnside, Mainline, Crewe	S4 Managing customers, visitors and contractors	S4.1 - Instructions on the requirement to either use a hand sanitiser or hand washing facilities on entry to site to be sent out with the pre visit questionnaire	L	Debbie Ingram	26.6.20	
Burnside		S4.2 - Hygiene requirement notices to be installed pre 29th June 20	L	Debbie Ingram	29.6.20	
Burnside, Mainline, Crewe		S4.2 - Modify the questionnaire to include any protected characteristics ie visual impairment that may need to be put into place pre visit	L	Debbie Ingram	26.6.20	
Burnside, Mainline, Crewe	S5 Cleaning the workplace	S5.3 - Consider removing any cloth towels currently in use, KR to contact procurement to establish arrangement	L	Kate Rowling	26.6.20	
Burnside, Mainline, Crewe	S7 Workforce management	S7.4 - Complete summaries of arrangements and communicate via workplace	L	Kate Rowling	13.7.20	
Burnside	S7 Workforce management	S7.5 - Group team leaders to identify employees with protected characteristics ie hearing and/or visual impairment and document to enable a personal Risk Assessment to be carried out Papermaking and TFP complete and awaiting response from Colourform	L	Rob Batstone/Steve Crook/ Carol Kelly and line managers in conjunction with HR	31.7.20	25.9.20
Burnside	S3 Social distancing at work	S3.1 - Temporary no entry signage installed on existing and new access/egress point doors, obtain permanent signs and install when received	L	Debbie Ingram	17.7.20	
Burnside		S3.1 - SIF raised to install signage as above	L	Debbie Ingram	28.8.20	
Burnside		S3.6 Review with group leaders to find out the best way of verifying and understanding the information ie matrix for signing off	L	Kate Rowling	3.7.20	
Crewe		Update TFP Crewe arrangements in light of visitors/contractors, ExCo view on social distancing and linking to all official arrangements and what using ie hand sanitisers	L	John Brinsden	3.7.20	
Burnside, Mainline, Crewe	S2 Who should go to work	S2.1 - Monitor pandemic peak and when infection rates are low and if they can't work from home, give consideration to vulnerable individuals returning to work taking into account current social distancing measures	L	Anthony Bowness	27.04.21	04.05.21
Burnside	S5 Cleaning the workplace	S5.3 Procurement following up with providers the number of cloth towels on site and whether feasible to replace with paper	L	Patrick Cowdroy/Jackie O'Sullivan	17.7.20	
Burnside	S3 Social distancing at work	S3.6 By end month ensure sign off of arrangements is being addressed at SAT meetings and included on the agenda.	L	Group leaders	25.9.20	3.10.20



Burneside	S1 Thinking about and managing risk	S1.1.1 - Stay aligned with local and regional authorities regarding any spikes in transmission rates and subsequent local restrictions	L	Anthony Bowness	27.04.21	04.05.21
Burneside, Mainline, Crewe	S5 Cleaning the workplace	S5.3 - Carry out survey re paper towels v cloth and/or hand dryers and replace/decommission the latter two once completed (aligns with line 78 and 85 above) Survey sent to relevant personnel	L	Debbie Ingram/HR	28.8.20	
Burneside, Mainline, Crewe	S7 Workforce management	S7.1.1 - Add to PRO.H&S.Arr.0074 - Cleaning of areas and equipment the requirement for an assigned Single Point of Contact (SPOC) who would also contact the local Public Health England (PHE) team and follow the test and trace requirements	L	Debbie Ingram	28.8.20	
Burneside, Mainline, Crewe	S9 Additional information	S9.1 - Communicate out that all employees are responsible for checking their skin for dryness/cracking and to inform their shift team leader if experiencing problems. Consider use of alternative emollients for hand conditioning Everybody email re this subject to be communicated out requesting people inform their shift team leaders if experiencing problems. None reported	L	Debbie Ingram/Kate Rowling/Shift team leaders	4.9.20	
Burneside, Mainline, Crewe	S9 Additional information	S9.1 - Ensure screensaver aligns with current guidance and carry out weekly reviews	L	Anthony Bowness	27.04.21	04.05.21
Burneside, Mainline, Crewe	S1 Thinking about and managing risk	S1.1 - Personal risk assessments carried out on clinically and clinically extremely vulnerable personnel on return to work. Wherever possible they should continue to work from home	L	Group leaders	17.12.20	
Burneside, Mainline, Crewe	S9 Additional information	S9.2 - Distribute Covid-19 early outbreak management action cards across site	L	Debbie Ingram	28.8.20	
Burneside, Mainline, Crewe	S5 Cleaning the workplace	S5.2 - Source misting backpacks for internal use both pre and post Covid-19 cases See S5.2 below	L	Debbie Ingram	11.9.20	
Burneside, Mainline, Crewe	S9 Additional information	S9.3 - Carry out an internal Test and Trace suitability study and scenarios - focus of this action changed to reviewing and enforcing social distancing arrangements around site. Signage updated, distancing lines repainted, banners hung, close contact rules defined, issued and discussed within teams, additional Perspex screens installed.	L	Debbie Ingram	25.9.20	
Burneside	S5 Cleaning the workplace	S5.2 - Misting equipment sourced and costs obtained, decision to be made by the ExCo re expenditure and installation on all sites. Misting equipment received and its use to be added to PRO.H&S.Arr.0074 - Cleaning of areas and equipment	L	Kate Rowling	19.11.20	
Burneside		S9 - Optional use temperature testing equipment has been installed around seven on site locations	L	Kate Rowling	12.11.20	
Burneside, Mainline	S6 Personal protective equipment (PPE) and face coverings	S6.1 - Re-usable face coverings have been purchased and trialed and an order placed to distribute to employees within the paper business	L	Kate Rowling	26.11.20	
Burneside	S5 Cleaning the workplace	S5.1 - Source and purchase anti bacterial hand wash and install in all welfare facilities across site Now sourced antibacterial hand wash and new wall units fitted in designated washing areas	L	Purchasing / Andrea Ripley	17.12.20	10.02.21
Burneside	S5 Cleaning the workplace	S5.1 - Carry out survey to ensure hand sanitisers are available in all high footfall areas and access/egress points	L	Debbie Ingram	3.12.20	

Burnside & Crewe	S3 Social distancing at work	S2 - Review arrangements for Visitors and contractors / Employee Business travel to represent lockdown restrictions	M	Kate Rowling & Anthony Bowness	28.01.21	
Burnside & Crewe	S1 Thinking about and managing risk	Contact CCC/SLDC/PHE so JC plc can assist with the roll out of lateral flow & PCR tests Lateral flow testing now available via local community, self test kits and on site facilities PCR testing also available via on site for a period of one-week w/c 20.04.21	H	Anthony Bowness/Rachel Armer	27.04.21	
Burnside	S3 Social distancing at work	S3 - Review social distancing measures are being carried out at all times Raised a capital request and a purchase order for the supply of 34 social distancing 'bump' units Trial started w/c 22.02.21. Continue to review and monitor use of 'bump' system & data	H	Kate Rowling	27.04.21	04.05.21
Burnside	S5 Cleaning the workplace	S5.1 - Source and purchase anti bacterial wipes for use in Finishing Dept.	L	Purchasing / Andrea Ripley	20.01.21	
Burnside	S3 Social distancing at work	S3 - Contact leadership team to review "been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)" as a change to the guidelines + Guidance on use of air conditioning units	M	Anthony Bowness	10.02.21	
Burnside	S2 - No processes in place for people to work from home if they are able to	S2 - Lateral flow testing "Workplace Collection Asymptomatic Testing" now being implemented re: for all team members to collect, self test and then report.	M	Anthony Bowness / Rachel Armer	29.04.21	
Burnside	S2.4 - Lack of ventilation to mitigate the risk of transmission	S2.4 - Specialist contractors now consulted and agreements made to trialling ventilation systems in key areas to improving air quality. Trial to begin w/e 30.04.21. Continue to review and assess	M	Steve Ackerley	04.05.21	

### Risk Rating - Decision Maker

#### Common: 5 - highly probable - almost guaranteed to happen

Virtually 100% certain that contracting the virus will occur  
(Certain to / will happen if not controlled)

#### Likely: 4 - probable - more likely than not to occur

Will happen more often or not  
Additional factors could ensure contracting the virus will happen but it is likely to happen without this additional factor over a short period of time  
Likely to happen if not controlled

#### Possible: 3 - quite possible - more likely not to happen

The exposure may occur over a period of time  
Additional factors are needed for this to happen, without the additional factors contracting the virus is unlikely to happen  
Reasonable precautions have been taken to prevent this occurring

#### Rarely: 2 - possible - may occur

The probability of contracting the virus is low but realistically could happen with many other additional factors adding to the root cause  
Reasonable precautions have been taken to prevent this occurring

#### Negligible: 1 - unlikely - no risk present

### Severity

Very high - almost certain that virus will be contracted

5

High - highly probable - may result in contracting the virus

4

Moderate - may result in contracting the virus

3

Slight - minor risk of contracting the virus

2

Very low - no significant risk of the virus

1

Only under freak conditions and with additional factors could there be any possibility of contracting the virus

All reasonable precautions have been taken to prevent this occurring

