

**Summary of Results of risk assessment for return to work following Covid-19 lockdown.**

**Overview**

On 11 May 2020 the UK Government set out guidance for organisations returning to work during the coronavirus pandemic. The Government's specific guidance on managing risk has been used in the preparation of our risk assessment.

At JPIMedia Ltd, we have assessed the risks associated with returning to work and implemented a series of measures to reduce these risks. Our objective is to ensure a safe return to work for all employees that reduces risk to staff, visitors and contractors, and complies with government guidance, and allows as many work activities as possible to safely resume. We will take all staff into consideration including those who cannot attend site due to vulnerabilities or caring responsibilities. This activity is conducted under the oversight of the Group Health, Safety & Compliance Director, and involves input from all levels of the business, including our recognised unions.

To better manage the risks associated with the return to work and to ensure that measures are sufficient and can be adapted if necessary based on feedback, we have adopted a phased return plan. Phase 1 commences on 9<sup>th</sup> June 2020, with limited staff from our MSC teams returning to our offices in our Sheffield and Leeds only. Measures and guidance will continue to develop based on feedback and continued monitoring as we move to our next planned work return. Timing of moving to the next phases will depend on feedback and reviews of measures introduced in phase 1.

Throughout, staff should continue to work from home unless otherwise agreed by line managers and the Group Health, Safety & Compliance Director.

The key risk areas considered and a summary of the results of the assessment are as follows.

**1. Managing the risk of spread of COVID-19 Coronavirus in the business.**

We have:-

- Introduced social distancing (e.g. one-way systems, maximum room occupancies, central delivery points, reduced face to face contact with facilities staff and reduced numbers of meetings.)
- Encouraged frequent handwashing with posters displayed in all buildings
- Introduced new requirements for disinfection of workspaces at the start and end of the working day and for protection and disinfection of common user equipment before and after use.
- Instructed staff to report symptoms that are consistent with COVID-19 infection and to stay at home if they or anyone in their household has symptoms. Staff can now apply for testing through the Government testing website or contact us, as we are also registered to arrange tests.
- Staff on their return, will be temperature tested each morning as they come into work. A high temperature (of 37.8c or above), will mean that that member of staff (or contractor) will be told to go home and self-isolate.
- As per Government guidance, we will provide PPE in line with individual risk assessments for tasks where the need for that equipment is identified. This will be kept under review and adapted in line with Government guidance.

- A condition for staff returning as part of the first phase of return is that they should not be in a vulnerable category or living with vulnerable persons.

## **2. Managing the risk due to increased lone working as a result of reduced site occupancy.**

Anyone asking for ad-hoc permission to work alone in any of our office locations, must have the request approved by the Group Health, Safety and Compliance Director. A completed lone worker risk assessment must be produced, and any actions identified, completed before they visit that location.

## **3. Managing the increased risk of problems with equipment or infrastructure on reoccupying buildings (due to inactivity)**

Prior to re-occupancy, we will:

- Conduct estates checks and precautions (e.g. pipe flushing).
- Communal equipment rooms will be checked by our H&S teams and, where applicable, our Landlords.
- Provide guidance to our workers on where to raise issues (either internally (e.g. HR or IT) and externally (e.g. HSE))
- Issue guidance for on-site contractor management.

## **4. Managing the risk of disproportionately affecting staff who cannot attend site (e.g. because they are vulnerable or have caring responsibilities).**

We will continue to support staff to work at home and to effect continuous improvement to the Group's overall working from home capability. Line managers, in conjunction with HR, will consider how best to support productivity across the full team as plans for further returns develop.

## **5. Managing the increased risk of mental health problems among staff, both those working at home and those on site.**

We will remind employees of our assistance programmes, occupational health arrangements and in-house mental health first aiders.

Team leads will meet (virtually) or speak to all team members at least once a week.

## **6. Managing risk Objective.**

We will take all reasonable actions to reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority. In the context of COVID-19 this means working through these steps in order:

- In every workplace, increasing the frequency of surface cleaning and mandating regular handwashing by all staff, contractors and visitors to our sites.
- We will make every reasonable effort to enable and sustain working from home as a viable option where business requirements permit this. Where working from home is not possible, we will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we will consider whether that activity needs to

continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between our staff.

Further mitigating actions include:

- Deploying effective social distancing and requiring all employees, contractors and visitors to comply with this.
- Keeping the activity time involved which requires people to be in an office as short as possible.
- Using screens or barriers to separate people from each other, where a heightened risk of viral transmission is identified.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with.
- In our Risk Assessment, we have also identified whether high risk employees are especially vulnerable to COVID-19. Where an increased risk is identified, we will review the type of vulnerability that each identified employee has, and will review options with them on a one to one basis.

**Duncan Chappell**

**Group Health, Safety & Compliance Director.**