

Julius Rutherford & Co

SECURE COMMERCIAL CLEANING®

<ul style="list-style-type: none"> •First Aid •Fire safety •Security •Lone working 				
Issues with supply of PPE and essential equipment	Employee / Customer	2	A	2A
Maintainig suitable hand hygiene practices	Employee / Customer	2	B	2B
Staff shortages and absence – standards and performance issues	Customer	2	C	2C

Control Measures

Control Measures which must be in place (if applicable)	Priority: High, Med or Low	Who is responsible?	Target date to complete
<p>Pandemic Crisis Team appointed: Dominic Morris-Marsham appointed pandemic coordinator and Norbert Rave appointed as key team member (his management role suspended and primary responsibility to ensure supply of equipment and personnel to relevant areas) throughout pandemic.</p> <p>Pandemic Action and Recovery Plans documented and updated at least weekly</p>	H	Senior Management Team	Achieved/Ongoing
<p>Guidance and advice are available via the Government and NHS websites and are accessed daily – RAMS prepared in accordance to government issued Working Safely supporting guidance (retail and office space) and will be routinely updated following any legislative change</p>	H	Compliance Manager	Achieved/Ongoing
<p>Staffing arrangements/ operational needs assessed and provided only in line with size of area open, number of employees on site as well as in accordance with both JR&Co and client social distancing plans</p>	H	All Management	Achieved/Ongoing
<p>JR&Co social distancing guidelines/ policy: At a minimum, employees should maintain a 2m distance from all persons on site</p> <p>All employees should follow the advice of applicable signs, queue management systems and assigned coordinators on their individual sites</p> <p>When taking breaks/ lunches, employees should maintain a safe 2m distance between their colleagues and other persons. Where applicable, JR&Co will work with its Customers to find a suitable safe location to take breaks. Breaks might be phased throughout the shift in order to ensure safety</p> <p>All employees have the right to decline any activity or request that breaches social distancing guidelines</p>	H	All Management / employees	Achieved/Ongoing
<p>Transport guidance: Employees should follow the latest government and TFL advice Where at all possible employees should seek to commute via car, cycle or on foot. If public transport cannot be avoided employees should try to maintain suitable distance from other commuters and wear appropriate face covering as stipulated by TFL guidance</p> <p>Current restrictions on foreign and domestic travel continue to apply and, until advised otherwise, we do not expect people to be travelling.</p>	H	All Management / employees	Achieved/Ongoing
<p>All management, supervisors and employees to undertake appropriate hygiene measures on arrival (washing hands in accordance with government guidance) or where hand washing facilities not available, JR&Co have provided sanitiser stations in cleaning cupboard areas)</p>	H	Employees / Management	Achieved/Ongoing
<p>Existing cleaning schedules revised to prioritise high risk touch points and daily disinfectant cleaning. Disinfectant cleaning carried out using only an Authority approved disinfectant Ref JR 046 Disinfectant Cleaning RAMS & COSHH CA 47 Shield</p>	H	All Management	Achieved/Ongoing
<p>Up to date employee and customer contact details to be kept available</p>	H	HR dept / Operations Managers	Achieved/Ongoing



<p>PPE issued jointly in accordance with government working safely guidelines and customer requirements as per their documented risk assessments.</p> <p>At a minimum, a JR&Co uniform and disposable gloves (changed frequently should be worn). JR&Co have prepared PPE required by context guidance that supports the context for which PPE should be selected per setting and activity. Training provided to employees as part of managing safely training course.</p> <p>Nb. as wearing a face covering/mask is optional and is not required by law, including in the workplace, JR&Co request customers to provide supporting evidence where their internal risk assessments have deemed face coverings a requirement</p>	H	All Management / employees	Achieved/Ongoing
<p>Regular communication and status reports sent to employees and customers following usual normal lines of communication. Communication sent held in CRM system. Updated communication sent at least weekly and following all government lead updates as well as changes to company operations.</p> <p>All employees aware of latest advice for staying protected</p>	H	All Management/ Head of Comms	Achieved/Ongoing
<p>All management, supervisors and staff have had COVID-19 Prevention training and priority cleaning training – training available in SPA, POR and RUS.</p> <p>Return to work - working safely training course must be completed by all management, supervisors and staff before any service reinstatement</p>	H	All Management/ employees	Achieved/Ongoing
<p>Return to work polices, plans, procedures documentation as well as customer service reinstatement questionnaire completed by customer prior to any phased return to ensure JR&CO site specific RAMS, training, plans can be documented and communicated to all on site employees</p> <p>Any changes to client protocols and procedures obtained and documented on CRM system – this includes emergency changes such as fire and first aid provision new requirements</p>	H	Senior Management Team	Achieved/Ongoing
<p>Individual risk assessments completed for those who have declared medical condition (or member from household) that could increase their risk profile</p>	M	Managers/ Compliance Manager	Achieved/Ongoing
<p>Supporting additional roles/ responsibilities offered to customers to support their increased cleaning needs</p>	M	Compliance Manager	Achieved/Ongoing
<p>All customer meetings postponed or moved to virtual conference calls</p>	H	All Management	Achieved/Ongoing
<p>Employees advised they must self-isolate on outset of any related symptoms or who has come into contact with anyone who has symptoms</p> <p>Operatives are aware they must contact their manager and HR to communicate absence</p> <p>Suitable on-site cover arrangements organised where possible</p> <ul style="list-style-type: none"> - Larger sites to be covered internally with existing staff - Small sites investigate suitable cover with only trained JR&Co operatives <p>Site attendance monitoring using existing time and attendance system. Operative should continue to clock in and out as normal</p> <p>Additional cleaning shifts implemented on client's instruction</p>	H	Employees/ Management/ HR	Achieved/Ongoing
<p>For any outbreak deep cleaning required, only trained operatives to carry out clean. Refer to JR044 for detailed list of control measures</p>	H	Operations Manager	Achieved/Ongoing



Site visits (excluding cleaning operatives) must only be made for absolute essential means only and with prior approval from customer	H	All Management	Achieved/Ongoing
Just Rewards and Communications available to all employees to access wellbeing centre with handy support and guidance articles All employees have access to the Confidential Employee Assistance Programme offering immediate information, answers and advice to a range of workplace and personal issues that affect daily life	H	Head of Comms	Achieved/Ongoing
High PPE and cleaning materials stock levels maintained on site - ensuring stock levels monitored and new orders placed early Mobile Support Technician available to deliver additional stock to sites as per requirement but only where necessary Existing PAT testing records checked	H	Senior Management Team/ Operations Managers	Achieved/Ongoing

Re-Assessment of Risk following the implementation of the above control measures (if applicable)

Description	Persons / Area Affected	Likelihood	Severity	Risk Rating
Lack of information, training, communication and guidance available	Employee/ Customer	3	B	3B
Virus transmission to staff at head office, on site(s) or through work activity <ul style="list-style-type: none"> Travel to and from work Workplace entry and exit Workplace environmental cleanliness controls Ability to maintain social distancing (2m) Ability to avoid symptomatic persons/ absence reporting procedures 	Employee/ Customer	4	A	3A
Psychological, emotional and staff wellbeing related illness: <ul style="list-style-type: none"> Stress Anxiety Depression	Employee	4	B	4B
Changes in Emergency provision in workplaces and sites <ul style="list-style-type: none"> First Aid Fire safety Security Lone working 	Employee	4	B	4B
Issues with supply of PPE and essential equipment	Employee / Customer	4	A	4A
Maintaining suitable hand hygiene practices	Employee / Customer	4	B	4B
Staff shortages and absence – standards and performance issues	Customer	3	C	3C

Other Considerations

What non routine activities might affect the Risk?	Customer changes, out of hours workers, security patrols, maintenance programmes
What behavioural & human capability issues might affect the risk?	Different backgrounds/understanding of procedures. Training/feedback of staff & monitoring of training audits and other visits.
What hazards arise from outside the workplace?	Transport - suitable transport available? Family illness – self isolate Flooding – DO NOT ENTER. Power Cut – STOP WORK. Snow/Ice – Is contract open? Ring Supervisor first await instruction. Sensible flat shoes.
Risks associated with infrastructure, equipment and materials in the workplace.	Suitable and sufficient space to work safely in. Adequate PPE and equipment – risk assessment covers these areas
Examples of legislation covered; full list consult the Legislation register.	Coronavirus Act 2020, H&SAW Act, Management of H&S regs COSHH Regs, DSE Regs, PPE Regs, environmental legislation.

Risk Assessments are routinely reviewed and when HS&E management systems or legislation introduces change.

