



Assessment Name: JD Cooling Systems - Coronavirus
COVID-19

Assessment carried out by Kevin Rodgers.

A handwritten signature in black ink, appearing to read 'K. Rodgers', is shown on a light blue rectangular background.

Revision date: 26 July 21

Design Risk Assessment

Assessment Name	JD Cooling Systems - Coronavirus			
Address of head office				
Address line 1	1-3 Hansa Court			
Address Line 2	Lubeck Road, North Lynn Industrial Estate			
Town / City	King's Lynn			
County	Norfolk			
Post Code	PE30 2HN			
Scope of the assessment – measures in place				
<p>In response to the COVID-19 situation in the UK, JD Cooling Systems Ltd are taking a number of precautionary actions to ensure that we can continue offering the best service to our customers whilst keeping our team safe.</p> <p>We are currently following all guidance and advice issued by HM Government and Public Health England Procedures currently in place to reduce the likelihood of transferring COVID-19.</p> <ul style="list-style-type: none"> • Keeping up to date with government advice and adapting business plans to reflect changes. Scaling up and down our response to new information to ensure a flexible and proportionate response. • Actively communicating these plans to employees and customers. • Staff working remotely to prevent the spread of infection, and to ensure minimal interruption of day-to-day activities and continued support to our customers. • Policies have been implemented & assessments are being completed to identify potential risk areas in order to minimise risk to employees, customers, and suppliers. <p>Current advice - COVID-19</p> <p>The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>If you have any of these symptoms, use the NHS 111 online coronavirus service to find out what to do and get a coronavirus test – call 111 if you cannot get help online,</p> <p>If you have been told by the NHS Test and Trace service that you have been in contact with a person who has coronavirus (COVID-19), stay at home (self-isolate) for 10 days from the day you were last in contact with the person – even if you are not displaying symptoms.</p> <ul style="list-style-type: none"> • Limit contact with people • Keep your distance if you do go out • Wash your hands regularly. • Self-isolate if you or anyone in your household has symptoms. <p>Hygiene</p> <ul style="list-style-type: none"> • Wash hands regularly with soap and water for at least 20 seconds, • Limit close contact, reduce contact with others where possible, wear face coverings in crowded areas such as public transport, especially where social distancing is difficult. <p>We are encouraging our team to follow best hygiene practices as recommended by the World Health Organisation and NHS guidelines. Our Health & Safety & HR teams are monitoring the situation and will update policies accordingly following guidance and advice from HM Government & Public Health England.</p> <p>Updated information from 26th July in England, Step 4 of the road map</p> <p>Hands wash hands regularly – Space limit close contact with people you don't live with– Fresh air meet outdoors if possible.</p> <p>Continue to act carefully and remain cautious. use personal judgement to manage your own risk.</p>				
Issued By	Name	Kevin Rodgers	Date	26/07/2021



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2 SEVERITY from hazards present	1 PROBABILITY / LIKELIHOOD of hazard occurring				
	1. = Rare	2. = Unlikely	3. = Probable	4. = Very Likely	5. = Almost Certain
1. = No Injury	1	2	3	4	5
2. = Minor Injury (No Time lost)	2	4	6	8	10
3. = Time lost under 7 Days	3	6	9	12	15
4. =Time lost to RIDDOR (Over 7 Day)	4	8	12	16	20
5. = Severe injury / Death	5	10	15	20	25

Risk Level	Actual Timescale
Low	No action required / Monitoring is required to ensure that the controls remain effective.
Medium	Efforts must be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources, work must remain prohibited.

Who Can Be Harmed	JD Engineers	<input checked="" type="checkbox"/>	Other site staff - Office staff, admin, contracts manager	<input checked="" type="checkbox"/>	Public / visitors or trespassers	<input checked="" type="checkbox"/>	Others:	<input checked="" type="checkbox"/>
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Assessment No 0: UPDATED INFORMATION 26-07-21

	JD Cooling Systems - Coronavirus				
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No	IDENTIFIED HAZARDS	WHO & HOW COULD SOMEONE BE HARMED? Explain how harm could arise.	INITIAL RISK Score ACCEPTABLE Y/N	CONTROL MEASURES ADDITIONAL GUIDANCE from NHS / WHO / PHE and UK Government	Level of Risk with controls in place (H, M, L)	Risk controlled (Y or N)

1	Risk of contracting COVID-19 from others	<p>Everyone is at risk.</p> <p>Possible risk of catching or spreading COVID-19</p>	<p>4 X 4 HIGH NO</p>	<p>The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Anyone with symptoms should stay at home for at least 10 days. If you live with other people, they should stay at home for 10 days, to avoid spreading the infection outside the home. After 10 days, anyone you live with who does not have symptoms can return to their normal routine.</p>	<p>3 x 2 LOW YES</p>	<p>Y</p>
2	Risk of contracting COVID-19 from others	<p>Everyone is at risk.</p> <p>Possible risk of catching or spreading COVID-19</p>	<p>4 X 4 HIGH NO</p>	<p>Avoid catching and Spreading Coronavirus (social distancing)</p> <p>Do</p> <ul style="list-style-type: none"> • wash your hands with soap and water often – do this for at least 20 seconds. • always wash your hands when you get home or into work. • use hand sanitiser gel if soap and water are not available. • avoid close contact with people who have symptoms of coronavirus. • use phone, online services, or apps to contact your GP surgery or other NHS services. <p>Don't</p> <ul style="list-style-type: none"> • do not touch your eyes, nose or mouth if your hands are not clean. 	<p>3 x 2 LOW YES</p>	<p>Y</p>

3	Risk of contracting COVID-19	Guidance applies in England, people in Scotland, Wales and Northern Ireland should follow the specific rules in those parts of the UK.	4 X 4 HIGH NO	<p>While cases are high and rising, everybody needs to continue to act carefully and remain cautious. This is why we are keeping in place key protections:</p> <ul style="list-style-type: none"> • testing when you have symptoms and targeted asymptomatic testing in education, high risk workplaces and to help people manage their personal risk. • isolating when positive or when contacted by NHS Test and Trace. • border quarantine: for all arriving from red list countries and for those people not fully vaccinated arriving from amber list countries. • cautious guidance for individuals, businesses and the vulnerable whilst prevalence is high including: <p>whilst Government is no longer instructing people to work from home if they can, Government would expect and recommend a gradual return over the summer.</p> <ul style="list-style-type: none"> • Government expects and recommends that people wear face coverings in crowded areas such as public transport. • being outside or letting fresh air in • minimising the number, proximity, and duration of social contacts. • encouraging and supporting businesses and large events to use the NHS Covid Pass in high-risk settings. <p>The Government will work with organisations where people are likely to be in close proximity to others outside their household to encourage the use of this. If sufficient measures are not taken to limit infection, the Government will consider mandating certification in certain venues at a later date.</p> <p>Although most legal restrictions have been lifted at step 4, and many people have been vaccinated, it is still possible to catch and spread COVID-19, even if you are fully vaccinated, and we are still in the third wave of this pandemic in the UK</p> <p>COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others.</p>	INFO	
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	<p>Risk of contracting COVID-19 Where the Delta variant is spreading</p>	<p>Guidance applies in England, people in Scotland, Wales and Northern Ireland should follow the specific rules in those parts of the UK.</p>	<p>If you are in an area where the new COVID-19 variant (known as Delta) is spreading</p> <p>This new variant is sometimes referred to as the Delta variant. It is spreading fastest in the following areas:</p> <ul style="list-style-type: none"> • Bedford Borough Council • Blackburn with Darwen Borough Council • Blackpool Council • Brighton and Hove City Council • Cheshire East Council • Cheshire West and Chester Council • Greater Manchester Combined Authority (Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford, Wigan) • Lancashire County Council (Burnley, Chorley, Fylde, Hyndburn, Lancaster, Pendle, Preston, Ribble Valley, Rossendale, South Ribble, West Lancashire, Wyre) • Liverpool City Region Combined Authority (Halton, Knowsley Liverpool, Sefton, St Helens, Wirral) • Oxford City Council • Warrington Borough Council <p>The new COVID-19 variant (known as Delta) spreads more easily than the other variants that were previously most common. To help stop the spread, you should:</p> <ul style="list-style-type: none"> • Get both doses of the vaccine when you are offered it and encourage others to do so as well. • Participate in surge testing in your local area, whether you are vaccinated or not. • Self-isolate immediately if you have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) or if you've tested positive for COVID-19 <p>In the areas listed above, you should also take particular caution when meeting anyone outside your household or support bubble. Wherever possible, you should try to:</p>		
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				<ul style="list-style-type: none"> • Meet outside rather than inside where possible. • Keep 2 metres apart from people that you do not live with (unless you have formed a support bubble with them), this includes friends and family you don't live with • Minimise travel in and out of affected areas. <p>You should also:</p> <ul style="list-style-type: none"> • Get tested twice a week for free and isolate if, you are positive. • Continue to work from home if you can. • Refer to local health advice for your area (linked above) • You should get tested for COVID-19. This includes: <ul style="list-style-type: none"> • Arranging to have a PCR test if you have symptoms of COVID-19, even if your symptoms are mild. • Getting regular rapid lateral flow tests if you do not have symptoms of coronavirus (COVID-19) • Arranging a testing or managed quarantine package if you plan to travel overseas. See further details • You should self-isolate immediately if you have symptoms or a positive test result for COVID-19. 		
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Assessment No 1: Office based staff.

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No	IDENTIFIED HAZARDS	WHO & HOW COULD SOMEONE BE HARMED? Explain how harm could arise.	INITIAL RISK Score ACCEPTABLE Y/N	CONTROL MEASURES. Include sufficient information.	Level of Risk with controls in place (H, M, L)	Risk controlled (Y or N)
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1	Staff catching COVID-19 whilst in the office	Colleagues / visitors to office / Engineers / delivery staff / Possible contact with COVID-19 virus or host resulting in catching the virus.	3 X 4 MED N	<ul style="list-style-type: none"> • Procedures within the business to reduce the risks. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to high-risk areas) is monitored and reviewed. • Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. • Additional washing of hands / using anti-bacterial wash is recommended. • Staff have been issued general hygiene “best practice” guidelines. • Visitors to the office must declare they have no symptoms of COVID-19 before arriving at the office. • Lateral flow tests are to be undertaken (consent permitting) before entering the office areas. • Return to Work procedures in place if staff need to visit the office 	2 X 3 LOW	Y
2	Staff spreading COVID-19 from the office	Colleagues / visitors to office / Engineers / delivery staff / Possible contact with COVID-19 virus or host resulting in spreading of the virus.	3 X 4 MED N	<ul style="list-style-type: none"> • wash hands with soap and water often – do this for at least 20 seconds. • always wash hands when you get home or into work. • use hand sanitiser gel if soap and water are not available. • Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. • Staff aware of restricted travel areas and reporting of travel to H&S manager to monitor 	2 X 3 LOW	Y
3	Staff not adhering to best practice guidance	Colleagues / visitors to office / Engineers / delivery staff / Possible contact with COVID-19 virus or host resulting in spreading of the virus.	4 X 3 MED N	<ul style="list-style-type: none"> • Procedures within the business to reduce the risks. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to high-risk areas) is monitored and reviewed. • Staff informed to self-isolate if they have symptoms. • Additional washing of hands / using anti-bacterial wash is recommended. • Staff have been issued general hygiene “best practice” guidelines. • Staff are monitored to ensure they are complying. • Repeat guidance and advice published to remind staff 	2 X 3 LOW	Y

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4	Staff passing COVID-19 on to families or friends outside work	Colleagues / visitors to office / Engineers / delivery staff / Possible contact with COVID-19 virus or host resulting in spreading of the virus.	3 X 4 MED N	<ul style="list-style-type: none"> wash hands with soap and water often – do this for at least 20 seconds. always wash hands when you get home or into work. use hand sanitiser gel if soap and water are not available. try to avoid close contact with people who are unwell. Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. Staff aware of restricted travel areas and reporting of travel to H&S manager to monitor. Staff aware of Group procedures Follow recommended isolation procedures – do not go to the GP, call 111 or complete the online assessment 	2 X 3 LOW	Y
5	Staff self-isolating	Staff / families Possible contact with COVID-19 virus or host resulting in	3 X 4 MED N	<ul style="list-style-type: none"> HR measures in place to monitor self-isolation. UK Government advice available External advice available / NHS advice available Follow recommended isolation procedures – do not go to the GP, call 111 or complete the online assessment. Keeping the company / HR informed of the situation. Self-isolate for 10 days, Self-isolation and treating coronavirus (COVID-19) symptoms - NHS (www.nhs.uk) 	2 X 3 LOW	Y

Assessment No 2: Mobile staff / engineers / sales team

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No	IDENTIFIED HAZARDS	WHO & HOW COULD SOMEONE BE HARMED? Explain how harm could arise.	INITIAL RISK Score ACCEPTABLE Y/N	CONTROL MEASURES. Include sufficient information.	Level of Risk with controls in place (H, M, L)	Risk controlled (Y or N)
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1	Staff catching COVID-19 whilst in the office	<p>Colleagues / visitors to office / Engineers / delivery staff /</p> <p>Possible contact with COVID-19 virus or host resulting in catching the virus.</p>	<p>3 X 4 MED N</p>	<ul style="list-style-type: none"> • Procedures within the business to reduce the risks. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to high-risk areas) is monitored and reviewed. • Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. • Additional washing of hands / using anti-bacterial wash is recommended. • Staff have been issued general hygiene “best practice” guidelines. • Wear face coverings in crowded areas or on public transport • Lateral flow tests are to be undertaken (consent permitting) before visiting sites. 	<p>2 X 3 LOW</p>	<p>Y</p>
2	Staff catching and spreading COVID-19 from others or customer sites	<p>Colleagues / Engineers / customers / public</p> <p>Possible contact with COVID-19 virus or host resulting in spreading of the virus.</p>	<p>3 X 4 MED N</p>	<ul style="list-style-type: none"> • wash hands with soap and water often – do this for at least 20 seconds. • always wash hands when you get home or into work, use anti-bacterial gel throughout the day, • use hand sanitiser gel if soap and water are not available. • try to avoid close contact with people who are unwell. • Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. • Staff aware of restricted travel areas and reporting of travel to H&S manager to monitor. • Staff liaise with customers / sites and adhere to any local restrictions or site policies. • Travel to multiple customers sites reduced where possible. • Staff use provisions provided on customers sites additionally to their personnel hygiene routine. • Suitable PPE is used if required on customers sites. • Ensure work gloves are in good condition and replaced regularly. • Wear face coverings in crowded areas or on public transport 	<p>2 X 3 LOW</p>	<p>Y</p>

3	Staff not adhering to best practice guidance	<p>Colleagues / Engineers / customers / public</p> <p>Possible contact with COVID-19 virus or host resulting in spreading of the virus.</p>	<p>4 X 3 MED N</p>	<ul style="list-style-type: none"> • Procedures within the business to reduce the risks. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to high-risk areas) is monitored and reviewed. • Staff informed to self-isolate if they have symptoms. • Additional washing of hands / using anti-bacterial wash is recommended. • Lateral flow tests are to be undertaken (consent permitting) before visiting sites • Staff have been issued general hygiene “best practice” guidelines. • Staff are monitored to ensure they are complying. • Repeat guidance and advice published to remind staff. • Wear face coverings in crowded areas or on public transport 	<p>2 X 3 LOW</p>	<p>Y</p>
4	Staff passing COVID-19 on to families / friends / others outside work	<p>Colleagues / visitors to office / Engineers / delivery staff /</p> <p>Possible contact with COVID-19 virus or host resulting in spreading of the virus.</p>	<p>3 X 4 MED N</p>	<ul style="list-style-type: none"> • wash hands with soap and water often – do this for at least 20 seconds. • always wash hands when you get home or into work. • use hand sanitiser gel if soap and water are not available. • try to avoid close contact with people who are unwell. • Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. • Staff aware of restricted travel areas and reporting of travel to H&S manager to monitor. • Staff aware of Group procedures • Follow recommended isolation procedures – do not go to the GP, call 111 or complete the online assessment. • Wear face coverings in crowded areas or on public transport 	<p>2 X 3 LOW</p>	<p>Y</p>

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5	Staff self-isolating	Staff / families Possible contact with COVID-19 virus or host resulting in	3 X 4 MED N	<ul style="list-style-type: none"> • HR measures in place to monitor self-isolation. • UK Government advice available • External advice available / NHS advice available • Follow recommended isolation procedures – do not go to the GP, call 111 or complete the online assessment. • Keeping the company / HR informed of the situation. • Self-isolate for 10 days Self-isolation and treating coronavirus (COVID-19) symptoms - NHS (www.nhs.uk)	2 X 3 LOW	Y
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Assessment No 3: Customers / customer sites

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No	IDENTIFIED HAZARDS	WHO & HOW COULD SOMEONE BE HARMED? Explain how harm could arise.	INITIAL RISK Score ACCEPTABLE Y/N	CONTROL MEASURES. Include sufficient information.	Level of Risk with controls in place (H, M, L)	Risk controlled (Y or N)
1	Customers catching or spreading COVID-19 virus from JD Cooling staff or Sub-contractors	Colleagues / Engineers / customers / public / Possible contact with COVID-19 virus or host resulting in spreading of the virus.	3 X 4 MED N	<ul style="list-style-type: none"> • Customers are advised by JD Group and made aware of any symptoms in the Group and updated periodically. • JD Group will insist staff self-isolate to protect customers and sites. • JD Group will monitor all staff and Sub-contractors, personnel with symptoms will not be allowed to enter customer sites. • Customers will have access to JD Cooling Group’s website for further information on company procedures and information. • Customers are made aware of best hygiene practices. • use hand sanitiser gel if soap and water are not available. • JD Group staff will avoid close contact with people who are unwell. • Customers aware of any restricted travel areas that JD Group staff have travelled through. • JD Group staff will adhere to any local restrictions or site policies. • JD Group staff will use PPE where required or site specified. • JD Group staff will inform the customer if they feel unwell. • Wear face coverings in crowded areas or on public transport • Lateral flow tests are to be undertaken (consent permitting) before visiting sites. 	2 X 3 LOW	Y

2	Staff catching COVID-19 whilst attending customer sites	<p>Colleagues / Engineers / customers / general public</p> <p>Possible contact with COVID-19 virus or host resulting in catching the virus.</p>	<p>3 X 4 MED N</p>	<ul style="list-style-type: none"> • Staff issued customer procedures before attending site. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to high-risk areas) is monitored and reviewed. • Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. • Additional washing of hands / using anti-bacterial wash is recommended. • Staff have been issued general hygiene “best practice” guidelines. • Suitable PPE is used if required on customers sites. • Comply with site rules and restrictions in addition to best practice advice. • Wear face coverings in crowded areas or on public transport • Lateral flow tests are to be undertaken (consent permitting) before visiting sites 	<p>2 X 3 LOW</p>	<p>Y</p>
3	Engineers catching and spreading COVID-19 from customer sites	<p>Colleagues / Engineers / customers / public</p> <p>Possible contact with COVID-19 virus or host resulting in spreading of the virus.</p>	<p>3 X 4 MED N</p>	<ul style="list-style-type: none"> • wash hands with soap and water often – do this for at least 20 seconds. • always wash hands when you get home or into work, use anti-bacterial gel throughout the day, • use hand sanitiser gel if soap and water are not available. • try to avoid close contact with people who are unwell. • Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. • Staff aware of restricted travel areas and reporting of travel to H&S manager to monitor. • Staff liaise with customers / sites and adhere to any local restrictions or site policies. • Travel to multiple customers sites reduced where possible. • Staff use provisions provided on customers sites additionally to their personnel hygiene routine. • Suitable PPE is used if required on customers sites. • Ensure work gloves are in good condition and replaced regularly. • Wear face coverings in crowded areas or on public transport • Lateral flow tests are to be undertaken (consent permitting) before visiting sites 	<p>3 X 2 LOW</p>	<p>Y</p>



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4	Engineers not being permitted access to customers sites due to site restrictions	Engineers / customers / public Possible disruption to customers business / operation Financial penalties / loss of contract	3 X 3 MED N	<ul style="list-style-type: none"> • Customers have been advised of JD Cooling Group’s business continuity plan. • Staff issued customer procedures before attending site. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to high-risk areas) is monitored and reviewed. • Travel to multiple customers sites reduced where possible. • Engineer liaises with site contact prior to arrival and completes any site-specific permits to allow access. • Engineer agrees to site restrictions and PPE requirements prior to visit 	3 X 2 LOW	Y
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5	Engineers working on air movement systems within customers sites	<p>Colleagues / Engineers / customers / public</p> <p>Possible contact with COVID-19 virus or host resulting in spreading of the virus.</p>		<p>In light of the current situation concerning COVID-19 and the possibility of disturbing particles and viruses during routine maintenance visits, JD Cooling Group are proactively taking some additional safety precautions whilst servicing and maintaining Air Movement Systems, to protect the welfare of our customers, staff and people working for or visiting customer sites.</p> <p>Public Health England – Guidance “The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is uncertain at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours”.</p> <p>Ahead of the scheduled maintenance visit, we are politely asking customers to confirm some basic information that may help us minimise the spread of the COVID-19 virus. The confirmation is in the form of a visitor “passport” and confirms that both customer sites and JD Cooling engineers are free from any symptoms of COVID-19.</p> <p>Initial liaison via email, informing customers of JD Cooling Group procedure for servicing and maintenance on Air Movement Systems where there may be a possible risk of disturbing COVID-19 molecules.</p> <ul style="list-style-type: none"> • Engineer “passport” is sent to customers to confirm the site is safe to attend for engineers. • Customer returns “passport” confirming the site is safe and free from COVID-19 symptoms. • Where possible, Air Movement Systems are to be switched off for 72 hours before an engineer attends (this could be facilitated over weekends) • If this is not feasible, an engineer will attend out of hours or out of normal working times to minimise disruption (separate discussion with customer) • The engineer will wear disposable protective overalls, gloves, and a full-face respirator with FFP3 filter when disturbing components on Air Movement Systems • Components requiring removal (filters etc) will be disinfected before being disturbed. 		Y
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				<ul style="list-style-type: none"> • Engineers will complete the maintenance as scheduled. • Engineers will continue to wear disposable nitrile gloves (face coverings if site specific) until they leave the customer site. • It is requested that additional hand hygiene and hand washing facilities are provided to allow engineers to clean their hands thoroughly before leaving site. • Engineers will remove disposable overalls and PPE at the end of works, place in a waste bag and seal before moving around the customer's site. 		
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Assessment No 4: Staff travelling

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No	IDENTIFIED HAZARDS	WHO & HOW COULD SOMEONE BE HARMED? Explain how harm could arise.	INITIAL RISK Score ACCEPTABLE Y/N	CONTROL MEASURES. Include sufficient information.	Level of Risk with controls in place (H, M, L)	Risk controlled (Y or N)
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1	Staff catching COVID-19 whilst travelling	<p>Colleagues / visitors to office / Engineers / delivery staff /</p> <p>Possible contact with COVID-19 virus / hosts / restricted areas resulting in catching the virus.</p>	<p>3 X 4 MED N</p>	<ul style="list-style-type: none"> • Procedures within the business to reduce the risks. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to higher risk areas) is restricted monitored and reviewed. • Staff informed to self-isolate if they have symptoms associated with the virus, HR and H&S manager informed. • Additional washing of hands / using anti-bacterial wash is recommended. • Staff have been issued general hygiene “best practice” guidelines. • Visitors to the office must declare they have no symptoms of COVID-19 before arriving at the office. • Wear face coverings in crowded areas or on public transport • Lateral flow tests are to be undertaken (consent permitting) before visiting sites 	<p>2 X 3 LOW</p>	<p>Y</p>
2	Staff spreading COVID-19 through travelling to meetings / sites	<p>Colleagues / visitors to office / Engineers / delivery staff /</p> <p>Possible contact with COVID-19 virus / hosts / restricted areas resulting in catching the virus.</p>	<p>3 X 4 MED N</p>	<ul style="list-style-type: none"> • Staff aware of restricted travel areas and reporting of travel to H&S manager to monitor. • Reduced travelling if not required. • Travel for meetings or appointments is reduced / use conference calls / Teams. • If staff must travel, they are aware of local restrictions or site procedures beforehand. • Staff advised not to travel abroad unless necessary. • Complying with advice from external authorities • wash hands with soap and water often – do this for at least 20 seconds. • always wash hands when you get home or into work. • use hand sanitiser gel if soap and water are not available. • try to avoid close contact with people who are unwell. • Engineers travel alone, if possible, if a vehicle is shared then face coverings should be worn, windows open and passengers sit in the rear of twin cabs / crew cabs and diagonally to the driver. • Wear face coverings in crowded areas or on public transport • Lateral flow tests are to be undertaken (consent permitting) before visiting sites 	<p>2 X 3 LOW</p>	<p>Y</p>

3	Staff not adhering to best practice guidance	<p>Colleagues / visitors to office / Engineers / delivery staff /</p> <p>Possible contact with COVID-19 virus / hosts / restricted areas resulting in catching the virus.</p>	<p>3 X 4 MED N</p>	<ul style="list-style-type: none"> • Procedures within the business to reduce the risks. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to high-risk areas) is monitored and reviewed. • Staff informed to self-isolate if they have symptoms. • Additional washing of hands / using anti-bacterial wash is recommended. • Staff have been issued general hygiene “best practice” guidelines. • Staff are monitored to ensure they are complying. • Repeat guidance and advice published to remind staff. • Wear face coverings in crowded areas or on public transport • Lateral flow tests are to be undertaken (consent permitting) before visiting sites 	<p>2 X 3 LOW</p>	<p>Y</p>
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Date: 26/07/21

RAMS Revision Number: 26 July 21

Assessment No 5: Business continuity

	JD Cooling Systems - Coronavirus				
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No	IDENTIFIED HAZARDS	WHO & HOW COULD SOMEONE BE HARMED? Explain how harm could arise.	INITIAL RISK Score ACCEPTABLE Y/N	CONTROL MEASURES. Include sufficient information.	Level of Risk with controls in place (H, M, L)	Risk controlled (Y or N)
1	JD Cooling business affected by COVID-19 or restrictions placed by authorities	All JD Cooling staff / business standing / corporate image / customer concerns	3 X 4 MED N	<ul style="list-style-type: none"> • Following and reviewing public health advice on efficient ways to contain the virus. • Keeping up to date with government advice and adapting business plans to reflect changes. Scaling up and down our response to new information to ensure a flexible and proportionate response. • Actively communicating these plans to employees and customers. • Looking at options for people to work remotely to prevent the spread of infection, and to ensure minimal interruption of day-to-day activities and continued support to our customers. • Policies have been implemented & assessments are being completed to identify potential risk areas in order to minimise risk to employees, customers and suppliers. • Prospective visitors are being asked to declare any potential risk to the business and where necessary meetings will be rescheduled or held via phone/skype. • Prioritising Operational site visits to minimise disruption to Contractual service work. • Our Health & Safety & HR teams are monitoring the situation daily and will update policies accordingly following guidance and advice from HM Government & Public Health England 	2 X 3 LOW	Y



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2	JD Cooling business affected by COVID-19 or restrictions placed by customers	All JD Cooling staff / business standing / corporate image / customer concerns	3 X 4 MED N	<ul style="list-style-type: none"> • Customers have been advised of JD Cooling Group's business continuity plan. • Staff issued customer procedures before attending site. • All staff are aware of prevention measures and good hygiene practices. • Staff have been informed of the risk associated with COVID-19. • Staff travel (to high-risk areas) is monitored and reviewed. • Travel to multiple customers sites reduced where possible. • Engineer liaises with site contact prior to arrival and completes any site-specific permits to allow access. • Engineer agrees to site restrictions and PPE requirements prior to visit 	2 X 3 LOW	Y
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RAMS Revision Number: 26 July 21

Assessment No 6: Other considerations

	JD Cooling Systems - Coronavirus				
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No	IDENTIFIED HAZARDS	WHO & HOW COULD SOMEONE BE HARMED? Explain how harm could arise.	INITIAL RISK Score ACCEPTABLE Y/N	CONTROL MEASURES. Include sufficient information.	Level of Risk with controls in place (H, M, L)	Risk controlled (Y or N)
1	Monitoring of sub-contractors on site to prevent the possible spread of COVID-19 virus	Colleagues / visitors to office / Engineers / delivery staff / Possible contact with COVID-19 virus or host resulting in catching the virus.	3 X 4 MED N	<ul style="list-style-type: none"> • Procedures within the business to reduce the risks have been issued to sub-contractors. • Sub-contractors have been made aware of prevention measures and good hygiene practices. • Sub-contractors have been informed of the risk associated with COVID-19. • Sub-contractors travel (to high-risk areas) is monitored and reviewed. • Additional washing of hands / using anti-bacterial wash is recommended. • Sub-contractors have been issued general hygiene “best practice” guidelines. • Sub-contractors or visitors to the sites must declare they have no symptoms of COVID-19 before arriving. • Sub-contractors must use the Groups travel / visitor document to allow monitoring of travels to restricted areas. • A requirement for temperature screening on certain sites may be instigated. • Site managers will monitor sub-contractors on a daily basis. • Wear face coverings in crowded areas or on public transport 	2 X 3 LOW	Y