



**Adcock Refrigeration and Air Conditioning  
Ltd - Head Office**  
The Maltings  
Station Road  
Great Shelford  
Cambridge  
CB22 5LR

**Telephone:** 01223 550 220  
**Fax:** 01223 550 333  
<https://www.adcock.co.uk/>

---

## Risk Assessment

Date created: 13 May 20 at 10:43am

Version number: 11

Assigned to: Bob Wright

# Coronavirus (COVID-19)

**Task: Covid-19 General - Office Based Covid-19** is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Hazard	Risk	Control measures	RR
1) Staff; Visitors to your premises; Cleaners; Contractors; Driver; Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions; Anyone else who physically comes in contact with you in relation to your business. Leading to contraction of CV-19.	2	1) Hand Washing	4
	x	• Hand washing facilities with soap and water in place.	x
	2	• Stringent hand washing taking place.	3
	=	• See hand washing guidance.	=
	4	• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>	12
		• Drying of hands with disposable paper towels.	
		• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a>	
		• Staff encouraged to protect the skin by applying emollient cream regularly	
		• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a>	
		• Gel sanitisers in any area where washing facilities not readily available.	
	2) Cleaning		
	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.		
	3) Social Distancing		
	Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency		
	<a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>		
	<a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> . Adcock actively encourage and promote homeworking where possible.		
	4) Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.		
	5) Redesigning processes to ensure social distancing in place.		
	6) Conference calls to be used instead of face to face meetings.		
	7) Ensuring sufficient rest breaks for staff.		
	8) Social distancing also to be adhered to in canteen area and smoking area and other communal areas.		
	9) Wearing of Gloves		
	Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.		
	10) RPE		
	Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.		

Face coverings may be worn if preferred.

11) Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-

Tight-fitting respirators (such as disposable FFP3/2 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.

Wearers must be clean shaven.

11) Symptoms of Covid-19

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>

12) Mental Health

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help

Reference -

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

13) further controls:

Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.

Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme

<https://www.hse.gov.uk/skin/professional/health-surveillance.htm>

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

Posters, leaflets and other materials are available for display.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Management checks to ensure this is adhered to.

Staff to be reminded that wearing of gloves is not a substitute for

---

good hand washing.

To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.

Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).

Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.

Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)

Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

Communicate with companies we deliver to/from to ensure welfare facilities will be available to our staff.

Regular communication of mental health information and open door policy for those who need additional support.

13) FAILURE TO BE ABLE TO MEET THE ABOVE CRITERIA WILL REQUIRE WORKS TO STOP WHILST THEY ARE RECTIFIED TO A SATISFACTORY STANDARD BY THE MANAGEMENT TEAMS - ADCOCK STAFF ARE EMPOWERED TO DO THIS

---

Person at risk: All site operatives

---

**Task: Foreign Travel – Coronavirus (COVID-19)** Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Hazard	Risk	Control measures	RR
1) Foreign travel	4	1) National government websites need to be checked prior to arranging travel in order to assess travel restrictions and to follow recommendations provided by the destination government.	1
	x		x
	4	2) Do not travel unless imperative or reduce travelling where possible – consider home working / teleconferencing - this is actively encouraged and supported in Adcock.	4
	=		=
	16	3) Where an individual has recently visited high risk countries (see government website), they should self / home isolate themselves for 14 days.	4
		4) Fitness for work to be completed on appropriate return to the workplace by the individual if not by a medical practitioner. 5) Please continue to follow any further national government advice provided. 6) Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service - led by Adcock HR Manager. HR@adcock.co.uk	

Person at risk: All site operatives

**Task: General – Coronavirus (COVID-19)** Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Hazard	Risk	Control measures	RR
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	3	1) Update Human Resources with absence identifying Coronavirus and manage absence in line with company HR policies / procedures	1
	x	Social distancing encouraged and limit non essential travel where possible	x
	4	2 ) Do not come into work where someone you live with has been diagnosed Follow NHS / 111 advice as required.	4
	=		=
	12	3) Do not attend GP surgery or public places if confirmed to help reduce spread of the disease.	4
		4) The Company to ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed (this has been completed). 5) Follow good hygiene measures at all times ask friends, family members or delivery services to do errands for you try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food. 6) Do not take any antibiotics as they do not work against viruses, unless prescribed by a medical practitioner for other reasons.	

Person at risk: All site operatives & public

**Task: Inclement Weather – Coronavirus (COVID-19)** Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Hazard	Risk	Control measures	RR
1) Inclement weather – cold temperature allows disease to survive.	2	1) All persons to dress appropriately for the weather.	1
	x	2) Welfare facilities provided to shelter from the elements.	x
	2	3) Maintain good hygiene measures at all times.	2
	=	4) Appropriate respiratory protective equipment (RPE) (FFP3/FFP2) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness.	=
	4		2

Person at risk: All site operatives

**Task: Site Based 1 – Coronavirus (COVID-19)** Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Hazard	Risk	Control measures	RR
1) Works and Poor hygiene 2) All staff present on site, and other contractors - leading to cross contamination by touch and aerosol vectors contracting or passing on Covid-19	<p>4</p> <p>x</p> <p>4</p> <p>=</p> <p>16</p>	<p>1) Reducing trades men/women on site by: Having the minimum working operatives on site at any one time for Adcock works, - Each trade will have a working foreman / lead engineer: During the works there should not be any more than one mechanical trade in an apartment at any one time (max 2 persons whilst exercising social distancing wherever possible). Work areas will not be shared with other non-related tradesmen/women. Temporary barriers and printed signs can be used if necessary. Travel with a mate is permitted whilst donning loose fitting masks to help prevent exhalation of droplets.</p> <p>2) Team lifts are to be avoided where possible, unless social distancing can be maintained (remembering to sanitise all objects to be moved or carried), where social distancing cannot be maintained, as a minimum a FFP3/2 face mask, safety glasses, nitrile/rubber gloves underneath high cut resistance gloves must be worn - it is advised work clothes are washed daily.</p> <p>3) Getting to and from works should be done without using public transport - it will require you to wash your hands at site entry and exit points for a minimum of 20 Seconds with soap and water, thereafter regularly sanitise using 30% bleach to 70% water or wipes, gels and or disinfectants as issued by the company and provided by the site PC/Custodian - maintain 2 metres between each person at these points.</p> <p>4) Use one way routes where at all possible - if not, allow trades travelling up through the building to pass at a safe distance (step on to landing floor of an apartment if needed whilst they pass).</p> <p>5) Works will be undertaken in the designated work area only, this will be briefed daily and agreed between the engineer, lead engineer, mate and site manager.</p> <p>6) The lead Engineer and or Foreman for each task is to maintain work area social distancing/hygiene/control and inform the site manager/custodian of any discrepancies or failings. Where applicable Adcock site manager will conduct regular site walk around tours without breaching social distancing guidelines.</p> <p>7) Daily Briefings/TBT's will be conducted instructing which work areas are to be employed and who will work in them. Weekly toolbox talks or electronic briefs will be given to update any changes to the Covid 19 situation - all operatives to sign the RAMS including the Covid-19 supplement. No works is to be undertaken until these briefs have taken place!</p> <p>8) Breaks and lunch times will be taken individually in either a remote hygienic/sterile area or company vehicle ensuring hands are thoroughly washed beforehand.</p> <p>9) A record of ill health is to be maintained by the line/site manager from Adcock and passed on to the PC Site Agent/ Client as necessary.</p> <p>10) Adcock staff are to report any failings by the client or other trades to comply with this assessment.</p> <p>11) FAILURE TO BE ABLE TO MEET THE ABOVE CRITERIA WILL</p>	<p>1</p> <p>x</p> <p>4</p> <p>=</p> <p>4</p>



Hazard

Risk Control measures

RR

---

REQUIRE WORKS TO STOP WHILST THEY ARE RECTIFIED TO A SATISFACTORY STANDARD BY THE MANAGEMENT TEAMS - ADCOCK STAFF ARE EMPOWERED TO DO THIS

---

Person at risk: All site operatives & public

---

**Task: Site Based 2 - Covid-19** General Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Hazard	Risk	Control measures	RR
1) All staff who come in to direct contact with a person showing symptoms (within 2-3 paces and respirable vectors - coughing, sneezing etc.).	2 x	1) Socially distance wherever possible: Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). 2) What is social distancing?	2 x
2) Staff in direct contact with a confirmed case.	2 =	a. Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19). b. They are:	2 =
3) Staff who may have been exposed or who are showing symptoms commensurate with Covid-19. Fever over 37.8 or new constant dry cough.	4	Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough; Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible; Work from home, where possible. Do not gathering in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. Use telephone or online services to contact your GP or other essential services. Everyone should be trying to follow these measures as much as is pragmatic based on individual job roles.	4
4) Staff who have a family member in direct contact (same household) showing symptoms or confirmed diagnosis.		3) Field based staff wear barrier protection at all times during works - Nitrite Rubber/Latex gloves; Eye protection; Hand-washing Hygiene and Respiratory (FFP3/2) when working under 2 metres away from others - There are general principles you can follow to help prevent the spread of respiratory viruses, including: a. Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food; avoid touching your eyes, nose, and mouth with unwashed hands; avoid close contact with people who have symptoms; cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands; clean and disinfect frequently touched objects and surfaces in the home. Ensure Disposable PPE is double bagged and disposed of immediately. The same applies to filters when being disposed of from ACU systems. Wash your work clothes daily as a precautionary measure. 4) What should you do if you develop symptoms of coronavirus (COVID-19) cough, or fever, or shortness of breath? The same guidance applies to the general population and those at increased risk of severe illness form coronavirus (COVID-19). If you develop symptoms of COVID-19 (high temperature and/or new and continuous cough), self-isolate at home for 7 days if you live alone. This increases to 14 days if a family member has symptoms - this applies if the symptoms persist or get worse, if you get better consider returning to work if you are unable to work from home. Tools, Phones and tablets to be wiped down regularly.	

- 
- 5) Conduct online meetings wherever possible (Mobile phone, Skype, Teams etc.).
  6. If a case is confirmed by a medical practitioner - a predetermined regime has been produced under Adcock Business and Continuity planning and intent, this will be orchestrated by the SHEQ department. Ensure any confirmed cases are communicated via the line management structure. hr@adcock.co.uk
  7. Be aware alcohol wipes and gels are flammable until dry.
  - 8) FAILURE TO BE ABLE TO MEET THE ABOVE CRITERIA WILL REQUIRE WORKS TO STOP WHILST THEY ARE RECTIFIED TO A SATISFACTORY STANDARD BY THE MANAGEMENT TEAMS - ADCOCK STAFF ARE EMPOWERED TO DO THIS
- 

Person at risk: All site operatives

---