

<b>Activity ID No:</b>	CBRAD1033	<b>Issue No:</b>	2
<b>Assessment Date:</b>	May 2020	<b>Review Date:</b>	May 2021 or sooner as required
<b>Assessors Name:</b>	P Doughty	<b>Location: (Site/ Building/ Room)</b>	Knowsley and Sites
<b>Task:</b> Covid 19 -to be read in conjunction with CB Transport Refrigeration Covid 19 Policy			

HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
<p>Spread and catching of Covid 19</p> <p>Social distancing</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	Employees	<p>Social distancing by reducing number of people in the work area by letting people work from home and when at work by enforcing the 2-metre distance rule (6 ft 5 inches) between people.</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>Do not travel unless you can work from home.</p> <p>Some people working from home.</p> <p>Use of telephone and video conferencing ensuring social distancing instead of meeting face to face.</p> <p>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible.</p> <p>Engineers supplied with single use type hand glove which are to be worn for all activities – providing hand protection only.</p> <p>Engineers provided with overalls and safety glasses to wear.</p> <p>Workplace infections to be conducted weekly which are part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Inductions to take place when staff return to work on any new procedures.</p> <p>Staff separated into teams to reduce contact between employees.</p> <p>Guidance and advice is shared with staff and kept up to date with current advice on staying protected.</p> <p>Business related travel is reduced and restricted.</p> <p>Staff informed to self-isolate if they have a person living in the same household or if they have been in contact with someone displaying Covid 19 symptoms</p>	High	<p>Management daily checks to take place on all employees.</p> <p>Employees reminded on a regular basis the importance of social distancing.</p> <p>Persons sitting at desks not to face each other and face the same direction.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other.</p> <p>Introduce rota for taking breaks in designated work eating areas.</p> <p>Where possible Engineers to take their breaks in vans.</p> <p>Where persons not adequately social distancing, 2 metre rule, such as in vehicles, then disposable face masks, face visor, glasses and disposable overalls to be issued and worn where people working in close proximity.</p> <p>Ensure the vehicles that engineers are working on are the minimum distance of 2 metres apart or more.</p> <p>Social distancing when offsite when in particular smoking or vaping outside company premises to be enforced.</p> <p>Restrict number of people using toilets at any one time – wash hands before and after using facilities.</p>	Low

HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
<p>Continued Spread and catching of Covid 19 Social distancing</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	<p>Employees</p>	<p>Staff aware to self-isolate if have covid 19 symptoms Covid 19 company policy</p>	<p>High</p>	<p>All persons to be provided with single use disposable gloves Communication of how to remove of gloves carefully avoiding contamination A one-way flow system to implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p>	<p>Low</p>
<p>Spread and catching of Covid 19 Masks</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	<p>Employees</p>	<p>Social distancing by reducing number of people in the work area by letting people work from home and when at work by enforcing the 2-metre distance rule (6 ft 5 inches) between people.</p>	<p>High</p>	<p>Where persons not adequately social distancing, 2 metre rule, such as in vehicles, then disposable face masks to be issued and worn where people working in close proximity. Persons wearing masks must be clean shaven. Require face fit testing for persons requiring masks. Supply FFP3 disposable masks – both trainer and delegate ensure constantly wash hands, wear gloves. Dispose of test face hoods/kit that cannot be disinfected.</p>	<p>Low</p>
<p>Spread and catching of Covid 19 Hygiene</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	<p>Employees</p>	<p>Hand washing facilities with soap and hot water in place at CB Transport Refrigeration depots. Clean hands when –</p> <ul style="list-style-type: none"> <li>• After using toilet</li> <li>• Before preparing, eating and handling foods</li> <li>• After blowing your nose, sneezing or coughing</li> <li>• Before and after treating a cut or wound</li> <li>• Towels and hand dryers available for drying hands.</li> </ul> <p>Wash hand before starting work and after entering premises, washing hands thoroughly and regularly. Use water and soap to</p>	<p>High</p>	<p>Stringent hand washing to take place – employees regularly reminded to wash hands with soap and warm water, and to dry hands adequately. Alcohol based sanitisers to be made available for persons away from depots. ` Communication of hand cleaning process and posters displayed. Provide hand sanitiser at each entrance and reception Provide drying products to mobile workers.</p>	<p>Low</p>

		clean hands taking a minimum of 20 seconds. If water and soap are not available use alcohol-based hand sanitiser. Ensure you dry hands thoroughly with tissues, towel or hand dryer. Avoid touching faces, eyes, nose, mouth with unclean hands.		Tissues to be made available throughout workplace. Checks washing facilities daily to ensure adequate cleaning materials available.	
HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
Continued Spread and catching of Covid 19 Hygiene  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death	Employees	Tissues to be disposed of in bins Wash hands thoroughly with warm water and soap or use alcohol-based hand sanitiser. Adequate supply of bins to dispose of waste. Employees to cover nose and mouth to catch, coughs, sneezes in tissue or in the sleeve of the crook of their arm. Covid 19 company policy	High		Low
Spread and catching of Covid 19 Providing education/training  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	Where possible trainer to use a projector maintaining a safe distance from training delegates. Training delegates to provide own pens and paper to write course notes. Social distancing for training delegates and trainer. Covid 19 company policy	Low		
Spread and catching of Covid 19 Covid 19 may persist on surfaces for a few hours or up to several days.  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	A few days each week cleaning, disinfecting surfaces and pieces of equipment. Weekly enhanced cleaning using fogging machine - firstly using disinfectant wipes or solution and cloth to clean all areas inside the area being cleaned wearing safety goggles/glasses and gloves. Then use ULV 50 Fogger Disinfectant sprayer to clean all areas – this must be done by wearing gloves, overalls, goggles and a mask. Once complete open the windows and doors allowing for good air circulation and leave the residue to dry for approximately 10 minutes. Employees provided with anti-septic wipes to clean their desks and tooling/equipment. Persons not to use other person/s chair, desk or telephone. Blinds to be left open or removed Persons using landline to clean them regularly including after use	High	All persons to be provided with single use disposable gloves Communication of how to remove of gloves carefully avoiding contamination. Enhanced and regular cleaning, disinfecting surfaces and pieces of equipment that are regularly touched which are photocopiers, door handles, desk surfaces, workstations, table surfaces, kitchen appliances (toaster, microwave), kitchen worktop surfaces, signing in facilities, light switches, handrails, taps, gantry's, ladders, company vans/vehicles, FLT/HGV controls/access points, refrigeration controls, telephones, reception doors, fire alarm panels and manual call points, emergency lighting testing points, vending machine, pool	Low

HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
				table equipment, TV & projector controls, water supply taps, Engineer kit boxes, toilet & shower facilities, canteen chairs/tables twice a day.	
<p>Continued Spread and catching of Covid 19 Covid 19 may persist on surfaces for a few hours or up to several days.</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	Employees	<p>Bins provided in each work area to dispose of waste. Contractor cleaners clean certain areas. Covid 19 company policy</p>	High	<p>Require daily enhanced cleaning using fogging machine - firstly using disinfectant wipes or solution and cloth to clean all areas inside the area being cleaned wearing safety goggles/glasses and gloves. Then use ULV 50 Fogger Disinfectant sprayer to clean all areas – this must be done by wearing gloves, overalls, goggles and a mask. Once complete open the windows and doors allowing for good air circulation and leave the residue to dry for approximately 10 minutes. Not to use air conditioning Meet with cleaning contractor to review cleaning arrangement and make necessary changes Gloves to be provided for cleaning areas and equipment</p>	Low
<p>Spread and catching of Covid 19 Ill health</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	Employees	<p>Where any person becomes unwell with a new continuous cough or a high temperature whilst at work they will be sent home immediately, avoid touching any surfaces and follow government advise to stay at home for the required self-isolation period and not return to work until their period of isolation has been completed. Depending on the nature and seriousness of symptoms person may be asked to isolate in a particular area of building until such time medical professionals have diagnosed viewed this person.</p>	High	<p>Where a person becomes ill at work the areas and surfaces, they have come into contact with must all be cleaned by a person wearing suitable hand protection. The waste cleaning material and PPE will be disposed of in the appropriate cleaning receptacle. Management team discuss who has been in contact with affected person.</p>	Low

		<p>Deep clean area where person has been in accordance with Covid 19 company policy wearing gloves, mask, glasses, face visor, disposable overalls.</p> <p>All waste that has been in contact with individual such as tissues should be put in plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in safe place until results available. If test results are negative dispose of in normal waste. If positive consult waste collectors.</p> <p>Staff to self-isolate.</p> <p>Covid 19 company policy</p>			
HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
<p>Spread and catching of Covid 19 – Extremely vulnerable persons</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	<p>Employees</p>	<p>Covid 19 company policy</p> <p>Company to ensure persons who are extremely vulnerable are in isolation for 12 weeks (working from home) or until such time as government guidance changes.</p> <ul style="list-style-type: none"> <li>• Solid organ transplant recipients.</li> <li>• People with specific cancers: those undergoing chemotherapy, or radiotherapy for lung cancer; those with cancers of the blood or bone marrow; those having immunotherapy or other continuing antibody treatments for cancer; those undergoing antibody treatments for cancer; those undergoing other targeted cancer treatments which can effect the immune system; those who have had bone marrow or stem cell transplants in the last six months, or who are still taking immunosuppression drugs</li> <li>• People with severe respiratory conditions including cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease</li> <li>• People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as severe combined Immunodeficiency, homozygous sickle cell)</li> <li>• People with immunosuppression therapies sufficient to significantly increase risk of infection</li> <li>• People who are pregnant with significant congenital heart disease</li> </ul>	<p>High</p>	<p>Review current health surveillance evidence to determine high risk employee categories.</p> <p>Require access to health surveillance documentation</p>	<p>Low</p>

<p>Spread and catching of Covid 19 Access/egress</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	Employees	<p>Where practical, implement - Stop all non-essential visitors such as food sellers, garden/plant maintenance Persons who enter and leave building for a variety of reasons including end of day to leave individually allowing social distancing (2 metres) Disable door activation devices Workers to clean their hands-on entering CB Transport Refrigeration premises</p>	Low	<p>Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.</p>	
HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
<p>Continued Spread and catching of Covid 19 Access/egress</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	Employees	<p>Fire doors are wedged open, however designated fire marshalls will close these fire doors in the event of an emergency and at the end of each working day. Covid 19 company policy</p>	Low		
<p>Spread and catching of Covid 19 – Inclement weather periods of cold temperature</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	Employees	<p>Persons to wrap up warm wearing required layers of clothing to keep warm including waterproof trousers and coot with hood Wear gloves to keep hands warm. Wearing of overalls. Where required shelter from weather elements keeping warm and dry. Practice good social distancing avoiding people with coughs, colds and high temperature. Covid 19 company policy</p>	Low		
<p>Spread and catching of Covid 19 – Petrol stations</p> <p>Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.</p>	Employees	<p>Ensure adequate supply of gloves for those staff using company employees. Use petrol stations in less populated areas and where there is evidence indicating that there is limited spread of coronavirus. Wear gloves when filling vehicles with fuels. Covid 19 company policy</p>	Low		

Spread and catching of Covid 19 – Canteen  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	Canteen cleaned at defined intervals Covid 19 company policy	High	All eating areas to be cleaned on a regular basis after end of each break Staff to stay on site and not use local shops. Avoid using cupboards and fridges to store staff foods/drinks. Break times staggered Engineers using van where appropriate Persons sitting at canteen tables not to face each other and face the same direction.	Low
HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
Continued Spread and catching of Covid 19 – Canteen  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death	Employees		High	Staff should site 2 metres apart to avoid contact whilst on their breaks Tables and chairs to be cleaned in between each use. All waste disposed of in correct receptacle. Remove any lid from rubbish bins. Staff to bring own food, drink and eating utensils to work therefore avoiding use of vending machine, kettles, taps, plates, cups and cutlery. Staff to avoid using microwave at work.	Low
Spread and catching of Covid 19 – First aid  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	Wear gloves, mask, safety glasses, visor, apron and protection for the wrists, all to be disposed of once treatment provided. Treatment to be provided in an area away from other people The treatment area and first aid kit are to be cleaned after treatments. Where providing CPR providing rescue breaths a Resuscitation Shield must be used at all times. The resuscitation shield used for CPR must be new and only handled by the user. The initial accident report completed by the first aider is to be completed electronically. Covid 19 company policy	Low		

Spread and catching of Covid 19 – Awareness  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	Continued communication from the organisation. Covid 19 company policy	High	Communicate risk assessment to all employees. Display posters. Coronavirus toolbox talk communicated.	Low
Spread and catching of Covid 19 Engineers kit boxes  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	Engineers kit boxes to be cleaned each day with cleaning materials Person filling kit box to wear gloves. Engineers kit box to be placed in designated area limiting contact. Covid 19 company policy	Low		
HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
Spread and catching of Covid 19 Receiving parts, mail, chemicals, stationery and gas bottles etc  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	The delivered item must be put in a designated area for a person to collect it without having contact with the delivery person. Where a delivery is made, time should be given for the delivery person to deliver item, allowing the delivery person time to move away from the item, before staff approach the item maintaining a distance of 2 metres at all times. No handwritten or electronic signatures are provided. Handle goods whilst wearing gloves taking care to remove the gloves and immediately wash hands with soap and warm water thoroughly for a minimum of 20 seconds later, then dry hands thoroughly. Transport and store all delivered items to a designated storage area. External packaging to be disposed of immediately Delivery company's must phone when arrive at CB Transport Refrigeration depots and leave delivery in a designated area Covid 19 company policy	High	Liaise with organisations who send regular mail to see if items can be sent electronic. Delivery drivers must wear gloves or clean their hands before delivering any goods. Communicate to manufacturers/suppliers that deliveries must be left in designated area upon arrival at any CB Transport Refrigeration depot. Any person from CB Transport Refrigeration obtaining delivery must wear gloves	Low
Spread and catching of Covid 19 Attending customer /client sites  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	Follow customer site covid 19 risk assesment	High	Where an engineer has to use another person's van, then the allocated van will be thoroughly cleaned first Communicate with customers and clients clarifying the use of their welfare facilities are still available and what if any are control measures to abide by.	Low



HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
Continued Spread and catching of Covid 19 Attending customer /client sites  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees		High		Low
Spread and catching of Covid 19 Transport  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	Sufficient parking restrictions to maintain social distancing measures in place. Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc Persons not to share the same vehicle unless they are from the same family and live together Person in charge of vehicle to ensure is cleaned each day such as all contact points and external handles Covid 19 company policy Cleaning inside vehicles – firstly using disinfectant wipes or solution and cloth clean all areas of the vehicle wearing safety goggles/glasses and gloves. Then use ULV 50 Fogger Disinfectant sprayer to clean all inside vehicle – this must be done by wearing gloves, overalls, goggles and a mask. Once complete open the vehicle windows and leave the residue to dry for approx 10 minutes.	High	Require minimum distance between parked vehicles	Low
Spread and catching of Covid 19 Psychological well being  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in policy and communicated to all managers and employees. Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs. Covid 19 company policy	High	Regular communication required to ensure staff are not ill-informed about returning to work safely. Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager. Managers to complete e-learning stress course enabling them to recognise to recognise signs and symptoms of stress.	Low

HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	RESIDUAL RISK
Continued Spread and catching of Covid 19 Psychological well being  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees		High	Homeworking employees to complete e-learning stress course enabling them to recognise to recognise signs and symptoms of stress. Complete a stress risk assessment to reflect new working arrangements. Employees to be made aware of supportive mechanisms available to them (e.g. counselling etc) through line managers.	Low
Spread and catching of Covid 19 Communication  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	The Covid 19 policy, risk assessment and guidance are communicated to all staff members and those returning to work and new starters.	High	Guidance on social distancing and good hygiene practices will be displayed and communicated throughout the organisation  Provision of signage and floor markings throughout the premises relating to social distancing and hygiene.	Low
Spread and catching of Covid 19 Lone working at home  Range of symptoms from new continuous cough and /or high temperature, aches and pains to death.	Employees	Lone working policy	Medium	Introduce lone working policy for use.	Low

Risk Rating Likelihood x Severity			Likelihood				
			5	4	3	2	1
			Almost certain (95% chance)	Likely	Possible	Unlikely	Highly improbable (less than 5% chance)
Severity	5	Fatality or severe disability	25	20	15	10	5
	4	Major Injury Major Reportable Disease/Rep dangerous occurrence	20	16	12	8	4
	3	Deep wounds, fractures, scalds, burns, respiratory infections, temporary blindness or hearing loss, Material: Maintenance repair. Health: Reversible with specialist treatment	15	12	9	6	3
	2	Cuts, fracture to toes or fingers Material: section repair Health: reversible with basic treatment	10	8	6	4	2
	1	Bruise or abrasions, minor skin or eye irritations, Material: Self repair Health: no known risk	5	4	3	2	1

Negligible Risk 1-3	<b>Current level of risk is deemed to be acceptable</b> (Suggested review period – 2 to 5 years)
Low Risk 4-8	<b>Monitoring required to ensure risk level does not increase (Suggested review period – 1 to 2 years)</b>
Medium Risk 9-14	<b>Improvement actions should be completed in the short term followed by close monitoring of the task</b> (Suggested review period – 3 to 12 months)
High Risk 15-25	<b>Task should be avoided until improvements to control measures have been implemented</b> (Suggested review period – less than 3 months)