Health & Safety
Generic Risk Assessment

Pinnacle Group

COVID-19 Coronavirus Risk Assessment

Do not go to work if you have symptoms of COVID-19, which are a new continuous cough or fever, or a loss or changed sense of normal smell or taste (anosmia)

Keep a minimum distance of 2 metres where possible

Wash hands frequently (for at least 20 seconds) or use hand sanitizer with a minimum of 60% alcohol

Clean surfaces frequently including door handles, rails, hoists etc.

Avoid touching your face, nose and eyes

Introduction

This is Pinnacle's overarching Risk Assessment for dealing with the current COVID-19 situation in the workplace, and how Pinnacle will implement the most recent Government advice and guidance regarding changes as we go through the various stages of this pandemic .

It is in place to support those that have continued to work throughout this period, those that need to return to one of our workplaces, and recognises that the current guidance remains that if you are able to work from home, you should continue to do so.

Objective

Our objective is to ensure our workplaces are as safe as possible 'Covid Secure'. To achieve this, Pinnacle will comply with the government's guidance on managing the risk of COVID-19: FIVE STEPS TO WORKING SAFER TOGETHER:

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk

Once Pinnacle has assessed relevant premises, and can confirm we have met the above criteria, a Covid Secure certificate will be issued.

Commitments

To help us maintain this objective, Pinnacle will:

- Hold regular Crisis Management Team meetings.
- Abide by national and local guidance and laws, where applicable to the business
- Continue to refer to recognised sources e.g. Government, NHS, PHE and pre-existing industry guidelines to ensure we are providing current and accurate information to our colleagues, the business, our clients and other interested third parties. Our guidance and safety related information will be regularly reviewed throughout to ensure we are up to date with current guidance.
- Continue to follow the guidance with relation to individuals that may fall into the higher risk groups.

Risk Assessment

COVID-19 Coronavirus Risk Assessment

- Engage with our colleagues as often as possible and will do our utmost to reassure them that they will be safe whilst carrying out their activities. We recognise that some of our colleagues may be worried or fatigued and where possible, we will offer support via our Employee Assistance Line, or managerial input.

- Make all COVID-19 risk assessments, and Toolbox Talks available throughout the business, and where necessary they will be published online. We will continue to provide relevant communications to our colleagues via our FAQ section on the Company intranet. For those returning to work, workplace inductions will be provided to ensure they are familiar with the new protocols and reiterate our support for those that may find the transition difficult.

- Recognise that for the foreseeable future, wherever possible people should continue to work from home. Given for some this may become their regular place of work, and no longer a temporary arrangement, we will review people's needs and carry out assessments of their home workplace, via a DSE assessment. Pinnacle will also ensure that managers and colleagues are regularly in communication with home-workers.

- Continue to provide details of how workers that meet the relevant criteria, can be tested for COVID-19. We will monitor records whilst ensuring their personal details remain confidential.

- Regularly liaise with our staff, clients, local authorities and any other interested third party to review strategies in place to minimise transmission risk. Pinnacle will work in an open and honest way with its clients to ensure that our staff, and the working environment are as protected and secure as possible.

- Continue to ensure that other health and safety issues that we faced pre-COVID-19, are still addressed and controls are adhered to. Where possible staff inductions and audits for example are to continue. All staff must continue to report accidents, incidents and acts of aggression against themselves as usual. We also recognise that where there is reasonable evidence that an employee contracted the virus at work, it must be reported under RIDDOR.

Guidance for the completion of site-specific risk assessments

This document is designed to assist local managers to identify all the relevant COVID-19 related risks within their local workplaces and complete a site-specific risk assessment. The site-specific assessment should be amended to suit any contractual, Company or office changes and to reflect any local or national restrictions that may be implemented. The site-specific risk assessments must be discussed with relevant team members for their contribution.

Area		Questions to answer / items to consider
1 Hygiene, handwashing, sanitation facilities and toilets		• Are hand washing facilities with soap and water or sanitiser available? • Are there adequate signage / posters to build awareness of good hygiene (handwashing technique, frequency, sneezing etc)? • Is there clear guidance for use of toilets to ensure they are kept clean and social distancing is observed as much as possible? • Are sanitisers available on exit and entry of premises?
2 Cleaning the offices	Before re-opening	• Has a site-specific assessment been carried out? • Is a 'deep-clean' or 'fogging' clean or similar needed? If so, who will carry this out?

COVID-19 Coronavirus Risk Assessment

2 Cleaning the offices (cont.)	Keeping the workplace clean	• Are there sufficient cleaning products available for frequent cleaning of work areas and equipment between uses? • Has the cleaning regime been amended to increase the frequency for objects that are touched regularly, such as door handles and keyboards? • Is there adequate guidance for limiting the use of high-touch items and equipment, for example printers? • Are there COSHH assessments available for new sanitising products?
	Changing rooms and showers	• Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms.
	Handling goods, merchandise and other materials, on site vehicles	• Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles.
3 Social distancing	Coming to work and leaving work	• Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. • Consider how staff will travel to and from work. • If they can't use public transport, are there facilities for parking vehicles or storing cycles? • Can separate areas be used for access and egress to and from site?
	Moving around buildings and worksites	• Reducing job and equipment rotation • Use floor markings and consider introducing one-way flow at entry and exit points • Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.
	Workplaces and workstations	• Reviewing layouts, line set-ups or processes to allow people to work further apart from each other. • Using floor tape or mark areas to help workers keep to the social distance guidelines. • Only where it is not possible to move workstations further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face. • Using a consistent pairing system if people have to work in close proximity, for example, during 2-person working, lifting or maintenance activities that cannot be redesigned. • Where hot-desking is in place, the workstation must be cleaned before and after each use. • Identifying areas where people directly pass things to each other, for example office supplies or equipment, and finding ways to remove direct contact, such as using drop-off points or transfer zones.

COVID-19 Coronavirus Risk Assessment

3	Social distancing (cont.)	Vehicles	• No more than two people per vehicle • Keep to the same team members • Where possible, coverings should be worn for the journey providing this doesn't obscure the driver's view • Vehicle should be well ventilated
		Meetings	• Dynamic risk assessments carried out as necessary • Are 'face to face' meetings necessary? • Can technology be used e.g. Teams meetings? • Consider holding meetings outside if it is appropriate and safe to do so • If a meeting room is to be used, social distancing rules must be maintained • Avoid the sharing of pens, stationery etc. • Hand sanitiser must be provided in each room
		Common areas	• Staggering break times to reduce pressure on break rooms or places to eat. • Creating additional space by using other parts of the worksite or building that have been freed up by remote working. • Using protective screening for staff in receptions or similar areas. • Individuals to have their own cutlery, crockery etc. • Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form
4	Managing your customers and visitors		• Encouraging visits via remote connection/working where this is an option. • Where site / home visits are required, site guidance on social distancing, self-isolation and hygiene should be explained to visitors on or before arrival. • Restrict home visits to where absolutely necessary e.g. safety critical • Check with household whether anyone is currently self-isolating – if so, do not attend • Limiting the number of visitors at any one time. • Limiting visitor times to a specific time window and restricting access to required visitors only. • Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.
5	Personal Protective Equipment & Face Coverings		• PPE should be used in accordance with the relevant activity specific Risk Assessments and COSHH assessment. • Face coverings (which are not classified as PPE) must be used in accordance with government guidance and regulations

Risk Assessment

COVID-19 Coronavirus Risk Assessment

6 Inbound and outbound goods	• Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often • Where possible and safe, having single workers load or unload vehicles. • Where possible, using the same pairs of people for loads where more than one is needed.
7 Health issues	• Is anyone feeling ill or is showing symptoms or a member of their household has symptoms? • Do they need to be tested? • Have they tested positive or been contacted by NHS Test and Trace as a close contact? • Does anyone fall into the higher health-risk groups? • How will staff feel when they return to work after working in the comparative safety of their home?
8 Removing touch points where possible	• Has consideration been given to alternative solutions for high frequency touch points (such as door release buttons, opening of toilet doors etc)?