

Pinnacle Group Risk Assessment and Method Statement (RAMS)

RAMS No.	Title / Activity :
COVID19.9.1 With effect from 2 nd December 2020	CEV Personnel

Site(s) / Location(s)	Profit Centre Number

Individuals involved with this task	Others that may be affected

	Name	Signature	Date
Assessor			
Approved by (Manager)			

Review Details	Name	Signature	Date
Rev 1 – end of first week Assessor / reviewer			
Approved by (Manager)			
Rev 2 – end of second week Assessor / reviewer			
Approved by (Manager)			
Rev 3 – end of 1 st month Assessor / reviewer			
Approved by (Manager)			



Pinnacle Group Risk Assessment and Method Statement (RAMS)

This Risk Assessment and Method Statement (RAMS) is intended to provide, as far as is reasonably practicable, a safe system of work for operational activities. All personnel engaged with this task should be competent, trained and where required in possession of relevant certification / qualifications. All employees are expected to fully co-operate with the methods of work identified and follow the risk control measures identified in this RAMS, and any other associated documentation e.g. COSHH assessments.

Upon arrival at location, operatives to carry out assessment of work required and this RAMS should be amended if appropriate. Any problems complying with this RAMS should be reported to line manager immediately.

Risk Assessment

Likelihood (L)		Severity (S)	
1 = Improbable	(almost never)	1 = Slight	(e.g. discomfort, minor bruising)
2 = Unlikely	(occurs rarely)	2 = Minor	(e.g. small cut, basic first aid)
3 = Possible	(could occur)	3 = Serious	(e.g. sprain, incapacitation 7 days)
4 = Probable	(recurrent)	4 = Major	(e.g. fracture, hospitalisation)
5 = Almost Certain	(occurs frequently)	5 = Fatal	(e.g. disability, single/multiple death,)

Risk (R)	Likelihood					
Severity	1	2	3	4	5	Low: Continue but review regularly to ensure controls remain effective.
	2	4	6	8	10	Medium: Continue, as above, but implement additional controls where possible. Monitor regularly.
	3	6	9	12	15	
	4	8	12	16	20	
	5	10	15	20	25	High: Stop the activity and reassess. Identify new controls.

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Activity Assessment	Pre-controls			Controls	Residual Risk		
Hazard	L	S	R		L	S	R
Spread of COVID 19 / infection	4	5	20	<p>No member of staff should be in the workplace if they have symptoms until they have been tested and it is negative, or they have observed the requisite self-isolation period.</p> <p>Wherever possible, the returning employee must work from home until guidance changes.</p> <p>Where this is the case, the manager must regularly liaise with the employee and ensure a working from home DSE assessment is completed.</p> <p>Employee to have suitable equipment if working from home.</p> <p>Ensure returning employee is aware of all relevant controls within relevant activity risk assessments, Toolbox Talks, site specific guidance and any other guidance necessary for a safe return.</p> <p>All colleagues reminded of the need to maintain suitable social distancing.</p> <p>Where applicable, provide the <i>Staying COVID 19 Secure in 2020</i> certificate to the employee</p> <p>Manager or appointed person to carry out a back to work site induction where applicable</p> <p>Manager to liaise with Health and Safety Team re changes to any UK Government guidance.</p>	2	5	10

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				<p>Review travel arrangements for returning member of staff. Wherever possible, public transport to be avoided. Where this is not possible, face covering must be worn whilst on public transport.</p> <p>Review start and finish times to avoid busy public transport times</p> <p>Review with returning employee staggering arrival and departure times at work to avoid meeting others at site. Staff to sign in automatically e.g. by text or similar – avoiding use of signing in books and pens</p> <p>Returning employees should not share a vehicle with other staff members.</p> <p>Wherever possible, returning members of staff should always maintain social distancing .</p> <p>Every effort must be made by Pinnacle to create a socially distanced space for the employee to work in. If social distancing cannot be maintained consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff e.g. reduce such periods of non-social distancing, the use of face coverings where possible, observe frequent hygiene protocols, allowing more time to move around the building to maintain social distancing.</p> <p>All returning staff to be provided with face covering and gloves.</p> <p>Where a member of staff must use a desk, it must be in accordance with the site-specific risk assessment. The desk area will be specialist cleaned every 25 days or cleaned prior to / after every use .</p>			
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				<p>If returning member of staff works with others, number will be limited to one other and a consistent pairing system in place</p> <p>Manager and individual to have regular review meetings</p> <p>Individual to notify manager of any concerns</p>			
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Additional hazards / controls not listed above					Residual Risk		
New Hazard	L	S	R	Controls	L	S	R

Overall Risk Score (total of residual risk scores divided by number of hazards)
MEDIUM

PPE / Safety equipment required	Other Equipment and materials
Coverings / mask to be provided to each returning employee	Hand sanitiser / wipes to be provide
PPE for each activity outlined in each activity assessment	

Method Statement (How to carry out the work safely)

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These Method Statements, additional risk assessment and the related toolbox talks are available on the Pinnacle Intranet

Type	Number	Title	Applicable? Yes / No
Toolbox Talk (TBT)	138	Home visits during COVID 19 outbreak	
TBT	139	Cleaning in non-health care environments	
TBT	140	Abuse and aggression	
TBT	141	Working from home	
TBT	142	Concierge	
TBT	143	Vehicle sharing	
TBT	144	Bulk waste collection	
TBT	145	General GM checklist	
TBT	146	First aid during COVID 19	
TBT	147	Working in teams (PFI contract)	
TBT	148	Office safety	
TBT	149	Using a face covering	
Risk Assessment (RA)	19.1	Cleaning General Area and office Rooms (upon suspected or known case)	
RA	19.2	Cleaning Coronavirus Healthcare and schools	
RA	19.3	Cleaning Bodily Fluid spillage and virus diseases (Police cells)	
RA	19.4	Concierge staff	
RA	19.5	GM Operative	
RA	19.6	Bulk Team	

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RA	19.7	Housing Office and visits	
RA	19.8	Commercial cleaning in areas with shared facilities	
RA	19.9	Returning from shielding	