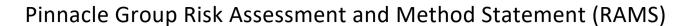


RAMS No.		Title / Activity :		
COVID19.9.1 With effect from 2 nd December	2020	CEV Personnel		
Site(s) / Location(s)			Profit Centre Number	
Individuals involved with t	his task		Others that may be affected	
	ı			
	Name		Signature	Date
Assessor				
Approved by (Manager)				
Review Details	Name		Signature	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)				





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



Activity Assessment		Pre-control	S	Controls	Residual Risk		lisk
Hazard	L	S	R		L	S	R
Spread of COVID 19 / infection	4	5	20	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. Wherever possible, the returning employee must work from home until guidance changes. Where this is the case, the manager must regularly liaise with the employee and ensure a working from home DSE assessment is completed. Employee to have suitable equipment if working from home. 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. All colleagues reminded of the need to maintain suitable social	2	5	10
				distancing. Where applicable, provide the <i>Staying COVID 19 Secure in 2020</i> certificate to the employee Manager or appointed person to carry out a back to work site induction where applicable Manager to liaise with Health and Safety Team re changes to any UK Government guidance.			



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	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. Review start and finish times to avoid busy public transport times 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	
	Returning employees should not share a vehicle with other staff members.	
	Wherever possible, returning members of staff should always maintain social distancing .	
	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. All returning staff to be provided with face covering and gloves.	
	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 .	

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Manager and individual to have regular review meetings	
ivialiage: and individual to have regular review meetings	
Individual to notify manager of any concerns	

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)



These Method St	atements, additional fi	sk assessment and the related toolbox talks are available on the Pinnacle Intra	net
Туре	Number	Title	Applicable? Yes / No
Toolbox Talk (TBT)	138	Home visits during COVID 19 outbreak	
ТВТ	139	Cleaning in non-health care environments	
ТВТ	140	Abuse and aggression	
ТВТ	141	Working from home	
ТВТ	142	Concierge	
ТВТ	143	Vehicle sharing	
ТВТ	144	Bulk waste collection	
ТВТ	145	General GM checklist	
ТВТ	146	First aid during COVID 19	
ТВТ	147	Working in teams (PFI contract)	
ТВТ	148	Office safety	
ТВТ	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	



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