

Health & Safety

Generic Risk Assessment



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)

Maintain Social Distancing wherever 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.



Where possible, provide adequate ventilation in enclosed spaces.



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.

It will be reviewed and updated following any significant changes issued by the Government.

Objective

Our objective is to ensure our workplaces are as safe as possible. To achieve this, Pinnacle will comply with the government's guidance on managing the risk of COVID-19: **Five Steps To Working Safer Together**:

1. We have carried out a COVID-19 risk assessment and shared the results with our employees.
2. We have cleaning, hand washing, and hygiene procedures in line with guidance.
3. We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home.
4. We have taken all reasonable steps to maintain social distancing in the workplace (according to current government guidance), and we have done everything practical to manage transmission risk.
5. We have taken all reasonable steps to provide adequate ventilation in enclosed spaces.

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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.
- 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.
- To ensure Site Specific assessments are regularly 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.
- Our assessments will cover all key issues and will be amended in line with current guidance and legislation. They will refer to the following:
 - Hygiene, handwashing and sanitising
 - Office and workplace cleanliness
 - Social distancing including arrangements for seating, meetings, visitors, home visits, and where necessary number of employees allowed in the premises at any one time
 - The use of face coverings and other PPE
 - Health issues
 - Ventilation within the workplace and that where possible, buildings are ventilated by natural systems such as vents, windows / doors and chimneys, or by mechanical systems such as extractor fans or air conditioning, or a combination of both
- 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 in line with the Roadmap out of lockdown, wherever possible people should continue to work from home.
- 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 encourage all employees to take part in relevant testing and vaccination programmes.
- 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.