

Risk Assessment and Method Statement (RAMS)

Keeping Our Staff and Customers Safe During COVID-19

STOP – THINK – CHECK

Most of our team are now based at home and we do not intend to change that until such time as it becomes necessary to return to co-working. However, we are required to go on customer sites, both commercial and residential. This risk assessment attempts to cover most scenarios but cannot foresee every situation. STOP – THINK – CHECK reflects our approach to both general Health & Safety and COVID-19.

STOP – Before starting work, or entering a premises, stop and...
THINK – Think about the safest possible way (considering all applicable RAMS) to undertake the work. During COVID-19, this should also consider whether you could undertake the work without entering the premises. And if you're not sure..
CHECK – Asking for more advice from your line manager/key contact is not a waste of time.

Together we will we beat COVID-19, and we will stay safe together.

This risk assessment was last updated on 6th March 2021 to include Rapid Workplace Testing.



What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done?
Spread of Covid-19 Coronavirus	Our Staff/Subcontractors Other people on customer premises	<p>Rapid Workplace Testing The company has signed up for Rapid Workplace Testing for COVID-19. All employees will be offered and encouraged to undertake at home rapid testing to avoid spreading COVID-19.</p> <p>National Vaccine Rollout We want to ensure employees can have a COVID-19 Vaccine when offered. We believe having a vaccination is a personal choice, and there will no consequences because of a choice not to do so. However, we do not want staff to feel unable to have the vaccination at a result of the risk of side effects having an impact on income or absence management.</p> <p>As a result, we are guaranteeing that staff will be able to take a reasonable amount (e.g.: up to 2hours) of paid time off for the</p>		KW/NW	Continuously	N/A

		<p>purposes of attending a vaccination appointment.</p> <p>Additionally, if staff are unwell following a COVID-19 vaccination, we will ensure they do not lose pay for up to 2 days of sickness following a vaccination appointment. Additionally, these 2 days will not count towards a staff member's Bradford Absence Score.</p> <p>Customer Mandated Procedures</p> <p>Comply with all onsite Customer Procedures where feasible to do so.</p> <p>Hand Washing Ask customer prior to entering the site what facilities are available for hand washing.</p> <p>If no suitable hand washing facilities will be available, staff should ask their key contact/line manager for gel sanitisers.</p> <p>Stringent hand washing taking place as per NHS Guidance -</p>	<p>If there is a conflict between the advice given by customers and our procedures, follow the more stringent controls. If you are not sure – CHECK.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance</p>			
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		<p>https://www.nhs.uk/livewell/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Cleaning</p> <p>In onsite work situations, the responsibility for cleaning is the owner/manager of the premises, however, if we are likely to come into contact with surfaces, we need to ensure that these surfaces are regularly cleaned (either by ourselves or by the building management) with suitable products.</p> <p>Social Distancing</p> <p>Wherever possible, our</p>	<p>of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands.</p> <p>If our operative feels it is necessary, request risk assessment from owner/manager of the building. If belief that no procedure is in place or procedure is not being followed, do not enter/leave building.</p>			
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		<p>staff/subcontractors should remain 2m (6ft) away from other individuals.</p> <p>In the event of our staff/subcontractors undertaking work in teams where they will be closer than 2m (6ft) to each other for more than very brief periods, the following controls are in place (where the operatives are not all in the same household group):</p> <p>Continuous hand washing Asking staff to face away from each other, as much as possible (but without endangering other RAMS.</p> <p>Face Coverings & Gloves Face Coverings are NOT PPE and are not a replacement for correct PPE where RAMS suggest it is necessary. PPE will likely be a requirement if we enter a care home, hospital or other health care setting. Face Coverings may be required on certain sites. Outside of these sites, we are advising employees to use face coverings where social distancing cannot be maintained. Some</p>	<p>Where feasible, work in 'fixed teams' to avoid too many close-contacts. E.g.: the same team, where feasible, if working onsite, will work together.</p> <p>Staff are to be reminded that the wearing of gloves is not a substitute for good hand hygiene.</p>			
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		<p>employees may be exempt from wearing face coverings and they will be supported.</p> <p>PPE Correct PPE should continue to be used as per existing RAMS, but following the additional HSE guidance measure in respect of face-fit testing during the pandemic.</p> <p>Symptoms of Covid-19 Prior to entering any premises, we will undertake to understand if any person who is in, or has recently been in the premises, has displayed symptoms of COVID-19. If the answer is Yes, we will not enter the premises unless the work to be undertaken is essential. If anyone becomes unwell with a new continuous cough or a high temperature on a customer site, they will be sent home and advised to follow the stay at home guidance and we will book a COVID-19 test for that individual. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or</p>	<p>We will seek further guidance from Public Health England (PHE) in cases where the work required is essential.</p>			
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