

## **RISK ASSESSMENT METHOD STATEMENT (RAMS)**



**DATE:**

**SITE:**

**WORK TO BE CARRIED OUT:**

**COMPANY STATEMENT:**

The Great British Ground Screw Company Limited (GBGS) are committed to the safety, health & welfare of our staff and others in relation to the operations carried out by us. The below information applies to the single hazard of the transmission of the COVID-19 virus and this risk assessment and control measures are to be used in addition to any current risk assessments and control measures to ensure standard work safety as well as that of reducing the possibility of transmitting or contracting the virus.

An overriding control measure for all of the following tasks is that staff **MUST NOT COME TO WORK IF THEY ARE SHOWING SYMPTOMS OF THE VIRUS, MOST NOTABLY;**

- **A NEW CONTINUOUS DRY COUGH**
- **A HIGH TEMPERATURE**
- **A LOSS OF SENSE OF SMELL AND/OR TASTE**

**INSTEAD FOLLOW GOVERNMENT GUIDANCE AND START THE PROCESS OF SELF ISOLATING AND LOOK TO BE TESTED BY VISITING [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) OR CALL 119 IF YOU DO NOT HAVE INTERNET ACCESS. PLEASE ALSO CONTACT A MANAGER AND EXPLAIN THE SITUATION SO THAT COVER CAN BE ORGANISED.**

If results return as positive, employees should follow the government's new Test and Trace procedure and provide information of anyone who has been in 'close contact' with the infected person(s) within the last 48 hours. 'Close contact' being outlined by the government as;

- Face to face contact (Less than 1m)
- Spending more than 15 minutes within 2m of someone
- Travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane

If an employee receives a notification from NHS Test and Trace that they should begin self-isolating, even if they do not currently have symptoms, they should do so. Employee's should also self-isolate even if they have not yet received notification from NHS Test and Trace but know that a member of their household or support bubble have symptoms.

Any worker who has previously been tested for COVID 19 is to provide a certificate/text of the results (positive or negative) given to them.

GBGS have taken on board government guidelines and vulnerable workers shall not be permitted on site until further guidance has been issued. Home working has been implemented for our vulnerable workers. All workers to be encouraged to report if they have any underlying health conditions.

**Risk:** Contraction or transmission of the COVID-19 Virus

<b>Task</b>	<b>Control Measure</b>	<b>Residual Risk</b>
Travel to and from site/work	<ul style="list-style-type: none"> <li>• Working from home where possible</li> <li>• Travelling alone where possible</li> <li>• Not using public transport where possible</li> <li>• Where not possible, having the minimum amount of persons in the vehicle with the maximum amount of space between them</li> <li>• Passengers should face forwards (side to side) not each other (face to face)</li> <li>• Increased ventilation via open windows where possible</li> <li>• Vehicles to be cleaned down before and after use with usual cleaning products</li> <li>• Hand washing and sanitising facilities on vehicles</li> <li>• Consistent pairing of teams</li> <li>• Face coverings advised (NOT CLASSED AS PPE) within set pairs and MUST be worn on public transport and public areas.</li> <li>• Keeping journey time to a minimum</li> <li>• Keeping public place stops to a minimum</li> <li>• Turning off of loud equipment or music to prevent having to shout to reduce the chance of transmission.</li> </ul>	Moderate
Unloading/reloading deliveries or equipment from vehicles	<ul style="list-style-type: none"> <li>• Having single persons unloading/reloading where safe to do so</li> <li>• Maintaining social distancing (2m apart)</li> <li>• Having 'drop points' for equipment instead of walking directly passed others</li> <li>• Having the driver stay in his vehicle where possible</li> <li>• Turning off of loud equipment or music to prevent having to shout to reduce the chance of transmission.</li> </ul>	Low/Moderate
Manoeuvring around site/warehouse	<ul style="list-style-type: none"> <li>• Maintaining social distancing (2m apart)</li> <li>• Allocated exit and entry points depending on workstation/role to reduce congestion</li> <li>• Space restricted areas kept to one person per time</li> <li>• Signage to help guide staff</li> <li>• No visitors allowed</li> <li>• Turning off of loud equipment or music to prevent having to shout to reduce the chance of transmission.</li> </ul>	Low/Moderate

<p>Working on site/warehouse where 2m social distancing is possible</p>	<ul style="list-style-type: none"> <li>• Gaining extra COVID-19 information prior to arrival at site by management</li> <li>• Maintaining social distancing (2m apart)</li> <li>• Standard PPE to be marked with initials and not shared</li> <li>• Stopping equipment rotation where possible</li> <li>• Cleaning of equipment and PPE before and after use</li> <li>• Consistent pairing of teams</li> <li>• Increased hand washing and sanitizing facilities available on site</li> <li>• Coordinated working between other team members or other operatives on site to reduce chance of working in close proximity</li> <li>• No physical sign off sheets, all verbal then digitally recorded</li> <li>• Breaks to be staggered and taken in well ventilated areas (outside if possible)</li> <li>• No indoor/internal work will be undertaken by staff except to gain access to actual work area i.e. through house access to garden, where access must be made clear.</li> <li>• No works will be undertaken at site/households where one or more occupants have symptoms of the virus.</li> <li>• No works will be undertaken at households where one or more occupants have been advised to 'shield'</li> <li>• Workstation to be kept at least 2m apart</li> <li>• Turning off of loud equipment or music to prevent having to shout to reduce the chance of transmission.</li> </ul>	<p>Low/Moderate</p>
<p>Working on site/warehouse where 2m social distancing is not possible</p>	<ul style="list-style-type: none"> <li>• All control measures mentioned in the above row should be implemented where possible</li> <li>• Keeping activity time as short as possible</li> <li>• Using face coverings or screens/visors to separate people from face to face contact</li> <li>• Using back to back or side to side working not face to face</li> <li>• Consistent pairing of teams</li> <li>• Turning off of loud equipment or music to prevent having to shout to reduce the chance of transmission.</li> </ul>	<p>Moderate</p>

Accommodation/Working away from home	<ul style="list-style-type: none"> <li>• Maintaining social distancing (2m apart)</li> <li>• Consistent pairing of teams</li> <li>• No use of large hotel chains where large turnover or crowds are likely</li> <li>• Only hotels to be used will have provided evidence they are adhering to government guidelines before booking.</li> <li>• Breaks to be staggered and taken in well ventilated areas</li> <li>• Sleeping arrangements at least 2m's apart</li> <li>• Increased ventilation where possible i.e. open windows</li> <li>• Increased frequency of cleaning of surfaces and hands</li> <li>• Turning off of loud equipment or music to prevent having to shout to reduce the chance of transmission.</li> </ul>	Moderate
Maintaining increased hygiene	<ul style="list-style-type: none"> <li>• Extra hand washing and sanitising facilities made available for all staff</li> <li>• Hand sanitising points allocated to every vehicle and exit/entry point</li> <li>• Increased information on how to upkeep better hygiene</li> <li>• Increased frequency of surface and equipment cleaning</li> <li>• Avoid touching face or mouth</li> <li>• Sneeze/cough into tissue then safely bin, or crease of arm if a tissue is not available</li> <li>• Workspaces to be cleared of belongings and waste at the end of shifts</li> </ul>	Low/Moderate

**If control measures are implemented the risk of injury or illness is considered to be;**

**LOW ( )**

**MEDIUM ( )**

**HIGH ( ) (TICK)**

**SIGNED .....**      **JOB TITLE .....**

## **SUMMARY AND REVIEW**

Signature to confirm this is a suitable and sufficient assessment and that stated control measures are in place and will be reviewed.

<b>Name of Assessor:</b>	Peter Toole	<b>Signature:</b>		<b>Date:</b>	23/09/2020
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**Name of Assessor:** Peter Toole

**Position:** Managing Director

**Date of next review:** 22/03/2021