


Activity Risk Assessment and Method Statement (RAMS)		Reference	
		COVID – 19	
Site / Location	Various Residential Sites & Addresses	Type of Assessment:	COVID-19
		Date of Review:	7/5/2020

1. Relevant References:

Health & Safety at Work etc Act 1974 and Manual Handling Operations Regulations 1992
 Government Guidance on COVID-19

2. Details of the Activity and/or Event being assessed:

Relocation of furniture and personal effects taking place during the COVID-19 Pandemic.

3. Equipment to be used:



Sack barrows, Skates, Roll Cages, Blankets, Cardboard Boxes, Tape, Floor Protectors, Protective Wall Coverings, Webbing, PPE

4. Who will be involved in the Activity or Event:

- A) Bishops Move Staff
- B) Contracted Staff
- C) Customers / Residents
- D) General Public

5. Assessment: - Refer to Section 7

Section A - Look at the activity/s and determine the significant hazards involved
 Section B - Look at who may be involved or impacted by the activity/s.
 Section C - Refer to the Matrix in Section 7 and determine the likelihood that someone could be harmed and the severity, if the result is Medium or High you will need to identify control measures that will reduce the risk to 'as low as is reasonably practicable'. (ALARP)
 Section D - Summarise the existing controls and highlight any additional controls that will be required to reduce the risk level to ALARP

6. Acceptance and Authorisation	Name	Role	Date	Signature
Original Assessor	P. Bishop	IT & Compliance	7/5/20	
Controls Agreed & Assessment approved	P. Bishop	IT & Compliance	7/5/20	

Hazard (A) <i>(Something with the potential to cause harm or damage)</i>	Who is at Risk (B)	RISK (C) <i>Low/Medium</i>	Control Measures (D)
1 Transmission of COVID-19 whilst working.	A, B, C, D	Low	<ul style="list-style-type: none"> • Issue of PPE to staff to wear in line with operational procedures • Operators to check Staff temperature daily whilst working • Staff with a temperature or Symptoms to be sent home for self-isolation • Crews limited to 2 staff members unless absolutely necessary • Staff reminded regularly of the need for good hand and respiratory hygiene • Operators should stagger the start times of their crews to minimise the number of staff present at the beginning and end of each shift pattern • Any customer considered to be in a high-risk category should not be on site and a representative may need to be appointed in their place. • During the move, although it will be inevitable that the crew cannot socially distance from each other, the customer must always maintain the 2m spacing from the crew • Operators to ensure that teams are consistently working together (i.e. maintain the same crew pairings) so far as is possible in order to minimise staff having multiple/varied work partners. • All operational staff to carry a change of uniform or be supplied with a set of overalls (3 per member of staff for daily washing purposes), personal towel, paper towels, their own refreshments (tea/coffee/foodstuff) and equipment (cup/plate/cutlery etc.). • Each crew to carry alcohol hand sanitiser and disinfectant wipes, stocks to be replenished as/when required. • No more than 2 staff to travel in the cab of the vehicle at any one-time, additional crew members should travel separately to/from site • On overnight trips, only one person to sleep in the sleeper cab or pod. Any other crew members to use alternative accommodation. Night Out Accommodation to be at another Bishops Move Site (where other cabs are available to sleep in. Cab to be disinfected by crew member using the cab for night out before other crews use the vehicle). • Packing materials should only be used once • Vehicle blankets (woollen and/or paper) and webs must be changed (after every job carried out) and then left for a period of 72 hours before being reused. • Vehicle cabs (frequent cleaning of the steering wheel, dashboard, seats and door handles etc.) and load areas, together with all equipment, to be deep cleaned daily.

7 Notes and Risk Matrix

If using a 'Generic' risk assessment, Assessors and Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are latterly identified they are to be recorded and the Risk Assessment updated.

Only a reference to the safe system of work or simple description of the control measures is required. If the existing control measures reduce the risk to ALARP and the residual risk is considered not to be significant then no further assessment should be needed for the risk relating to that hazard.

If the risk assessment identifies the need for additional control measures, the risk relating to that hazard and any other hazard s affected by the change will need to be reassessed once the additional controls have been implemented.

Risk Assessments are to be reviewed:

- At a frequency proportional to the risk, but at least annually
- Where required by local instructions/procedures
- Prior to use if the safe execution of the activity relies on, stringent adherence to a safe system of work and/or supervision.
- If there is reason to doubt the effectiveness of the assessment.
- Following an Incident
- Following significant changes to the task, process, procedure, personnel or line management.
- Following the introduction of more vulnerable personnel.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix Likelihood X Severity			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

Risk level	Action
High	Improve control measures and reduce risk to ALARP before commencing the activity
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review regularly or if there are any changes.