

Health and Safety Risk Assessment and Method Statement (RAMS)

RAMS Title		COVID -19 : Use of Serviced Office Accommodation						Risk factor				
Project title		COVID - 19		Risk assessment no.		001		Risk quantity	No injury, damage or environment impact	Minor injury, damage or environment impact	Specified injury, damage or environment impact	Fatality, building loss or catastrophic environment impact
Contract no.		N/A		Location		Cirencester						
Person conducting assessment		Jen Saunders		Date		20/05/2020						
Person supervising work		Richard Johnson		Date		21/05/2020						
Persons exposed (tick box)												
<input checked="" type="checkbox"/>	Employees	<input checked="" type="checkbox"/>	Other workers	<input checked="" type="checkbox"/>	Public/visitors		Young persons	Almost no probability	A	A	A	U
	New/expectant mothers				Vulnerable persons		Others	A small probability	A	A	U	U
Estimated total number of persons at risk				1- 110 plus Visitors				A high probability	A	U	U	U
S = Safety related hazard.				H = Health related hazard.				Almost certain	A	U	U	U
Hazards (What might cause harm?)		S	H	Hazards (What might cause harm?)		S	H					
1. Adverse weather conditions				17. Loading/unloading				Acceptable				
2. Cold				18. Materials				Unacceptable				
3. Electricity				19. Moving parts of machinery				Risk level	Action			
4. Excavation				20. Proximity to water				Insignificant	No action required and no documentary records need to be kept.			
5. Fire/flammable atmosphere				21. Scaffold				Acceptable	No further preventative action. Consideration shall be given to more cost-effective solutions or improvements that impose no additional cost burden. Monitoring required to ensure that controls in place are properly maintained.			
6. Floor/ground conditions				22. Sharp objects				Unacceptable	Work shall not be started or continued until the risk level has been reduced to an acceptable risk level. While the control measures selected shall be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work shall not be started or shall remain prohibited.			
7. Flying particles/dust				23. Stairs/steps								
8. Hand or power tool				24. Static equipment/machinery								
9. Hazardous substance		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25. Structure								
10. Heat/hot work				26. Temporary works								
11. Lack of experience				27. Vehicle/mobile equipment				Notes 1. Physical hazards are the nature of issues that may cause harm. Tick box for hazard. 2. Preventative/control measures are the actions that will stop it going wrong. 3. Control measures are to ensure that residual risks are reduced to a minimum. Where controls fail to reduce the risk to an acceptable level then refer assessment to your line manager. 4. If the operations are likely to affect the public or the safe operation of a public infrastructure or transport system, the control measures must reduce the likelihood of significant harm to the level that existed before our work commenced. 5. Where young persons or expectant mothers are involved in the activity, ensure that any additional controls are put in place in accordance with local procedures. 6. In addition to the above, consideration must be given to other individuals' susceptibility due to pre-existing health conditions (such as a bad back or poor hearing). Additional human factors (such as ergonomics and workplace design) should also be considered. 7. Where a hazard is identified that is not listed in the physical hazards list, enter the hazard description followed by 'other' in brackets, for example (Other).				
12. Lack of training				28. Working hours/fatigue								
13. Lack of/too much oxygen				29. Workstation design								
14. Access				30. Work at height								
15. Lifting equipment appliances				31. Third parties								
16. Lighting				32. Other		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Comments												
<p>This RAMS document must be read in conjunction with the 'Guidance for Clients' document issued by UBC UK Limited.</p> <p>Everyone must work together to protect the safety of each other.</p>												











Health and Safety Risk Assessment and Method Statement (RAMS)

Hazard number (from previous page)	Nature of risk (What might go wrong?)	Risk before controls U/A/ insignificant	Control measures (How do you stop it going wrong?)	Control measures implemented by (name)	Risk after controls U/A/ insignificant
32	SYMPTOMATIC – Risk of transfer due to persons who may be infected attending the property.	Unacceptable	SYMPTOMATIC – Occupiers, visitors, and contractors should not attend the property if they are SYMPTOMATIC, i.e. fever, shortness of breath, continuous cough. Signs will be placed at the entrance and these procedures to communicate to relevant persons.	UBC Business Centre Manager and clients	Acceptable
	SIGNAGE – Occupiers and visitors need to be informed of the safety procedures that need to be followed.	Unacceptable	Signage – Relevant signage informing occupiers and visitors of the safety procedures will be provided throughout. The signs will detail safe guidance on social distancing and specific one-way direction routes where applicable.	UBC Business Centre Manager and clients	Acceptable
	ACCESS / EGRESS – Occupiers, visitors, and contractors entering the property.	Unacceptable	Access / Egress – signs to be placed at all entrance points detailing safety guidelines. All contact points, i.e. handles, doors, etc, will be regularly cleaned, but where possible avoid direct contact	UBC Business Centre Manager and clients	Acceptable
			One-way system- all sites where possible will have one way systems in place, which will help to maintain social distance controls. As above signage will be displayed to highlight one-way systems. In the event of emergency normal procedures should be followed.		
	VISITORS – Persons who may not be familiar with the safe procedures.	Unacceptable	Visitors – where possible we would recommend that occupiers avoid the need for visitors to come to the premises. If this is not practical then where possible please inform them of any specific safety procedures before they attend the property.	UBC Business Centre Manager and clients	Acceptable
			It is strongly advised that all clients review whether it is necessary for visitors to attend the property. Advanced notice must be given to Reception of any visitors prior to their arrival, with the individuals name and contact details. All visitors should be notified of the safety procedures where practical to do so.		
			Where Visitor Seating is provided – please notify visitors that they must maintain social distancing		
	SMOKING AREAS – safe use of shared smoking areas.	Unacceptable	Smoking Areas - occupiers and visitors must adopt safe use of the shared smoking areas (where available) ensuring that social distancing measures are maintained	UBC Business Centre Manager and clients	Acceptable
PASSENGER LIFTS – Safe use whilst maintaining social distancing.	Unacceptable	Passenger Lifts – avoid the use of lifts unless necessary to do so. One passenger at a time. Avoid direct contact with buttons, use elbows, cloths, etc.	UBC Business Centre Manager and clients	Acceptable	
		Signage will be prominently displayed to instruct that one person can only use lifts.			

Health and Safety Risk Assessment and Method Statement (RAMS)

	SOCIAL DISTANCING - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	Social Distancing – maintaining the 2-metre spacing is important if we are to maintain the risk of possible transfer. Floor markings will be installed and where possible we will introduce 'one-way routing' to help manage the risk. Signage will be provided detailing our procedures. Kitchens – Social distancing measures will be implemented. Only 1 person per kitchen. Toilets – Only 1 person per bathroom.	UBC Business Centre Manager and clients	Acceptable
	CLEANING - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	Cleaning – All of our properties have undergone extensive deep cleaning and disinfection, with specific focus given to high touch points, i.e. door handles, knobs, light switches, counter tops, phones, toilets, taps, sinks, handrails, lifts and call buttons etc.	Contract Cleaning Company	Acceptable
	PERSONAL HYGIENE - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	Hand Washing – is the most important method of controlling the spread of the virus. You must: <ul style="list-style-type: none"> • Use the hand washing facilities, soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand dyers for drying of hands • Wash for a minimum of 20 seconds. • Use gel sanitisers in any area where washing facilities not readily available. 	UBC Business Centre Manager and clients	Acceptable
	EMERGENCIES - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	Emergencies – immediately notify your 'Property Managers' if there is an incident within the property. We can arrange for emergency cleaning if required. Seek to isolate any affected individuals if they cannot be immediately removed for the property.	UBC Business Centre Manager and clients	Acceptable
	FACE MASKS - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Reference Update Only N/A	Face Masks –It is likely that there will be a requirement for people to wear a 'face covering', but this has yet to be communicated by the 'Government.	N/A	N/A
32	LEGIONELLA – Exposure to legionella bacteria as water has not been flushed through the system.	Unacceptable	Legionella – All taps, showers, and other water services will be flushed through for 2 minutes as usual by the Landlords contractor.	UBC Centre Teams	Acceptable

Health and Safety Risk Assessment and Method Statement (RAMS)

Method statement								
<ul style="list-style-type: none"> Guidance document provided to all clients. Regular Office deep cleaning procedures in place. Additional cleaning and disinfecting products provided following emergencies. Regular reviews completed to ensure control measures are suitable and sufficient 								
Personnel (include details of all personnel involved in the task and any specific training, skills or qualifications required)								
Name	Position	Competence details						
Jen Saunders	Business Centre Manager							
Michelle Baum	Customer Service Assistant							
Emergency arrangements details								
			Other					
Fire / Evacuation ✓	First aid ✓	Pollution / spill						
No changes to current procedures	No changes to current procedures							
Personal Protective equipment (PPE) requirements (tick below)								
							other	other
Head (EN 397)	Foot (BS EN 345-1)	Hi- vis vest	Hand (BS EN 388)	Eye (EN166)	Hearing (EN 352-1)	Fall arrest		TBC
			✓				Reception Screen Staff Masks	✓

