



REGAL GAMING & LEISURE – CORONAVIRUS COVID-19

RISK ASSESSMENT METHOD STATEMENT

INSTALLATION & REMOVAL OF EQUIPMENT

R.A.M.S

RISK ASSESSMENT:	Installation and Removal of Equipment during the Coronavirus COVID-19
RISKS IDENTIFIED:	General Injuries, Associated with Manual Handling Cross Contamination from Coronavirus Covid-19 Surface- Person, Person-Person.
DATE OF ASSESSMENT:	June 2020
ASSESSOR:	Kevin Wellings (NEBOSH)
LEGISLATION:	Manual Handling Operations Regulations 1992 Provision and Use of Work Equipment 1998 LOLAR Regulation 1998 Lifting Operations and Lifting Equipment Health and Safety at Work etc Act 1974 Coronavirus Act 2020

NOTE: Covid-19 is a new illness that can be spread person-person or surface-person and affect your lungs or airways. It is caused by a virus called Coronavirus and symptoms can be mild, moderate, severe or even fatal.

In response to the outbreak of COVID-19 at Regal Gaming we ask all employees to self-screen at the start of their working day and follow these RAMS. This will reduce the risk of cross contamination during your working day and lessens the spread of the virus to others.

This risk assessment method statement considers all the risk factors arising from cash collections during your working day. It is recognised that Regal Gaming as a service company has very little control over its customers premises.

Therefore, it is of utmost importance that these guidelines are followed to reduce the risk of cross contamination from coronavirus surface-person and person-person. Remember the virus can survive on paper or cardboard for 24 hours and hard surfaces for 72 hours.

SELF SCREENING: If you develop coronavirus symptoms, you must continue to follow the rules for self-isolation with other members of your household and seek medical advice. You can order a test if you have symptoms, to find out if you have Coronavirus COVID-19 www.nhs.uk/coronavirus or call 119 if you do not have internet access.

If you test positive for Coronavirus COVID-19, you must share information promptly about your recent contacts through the NHS test and trace service to help alert other people who may need to be tested and self-isolate.

If you have had close recent contact with someone who has coronavirus COVID-19, you must seek medical advice through the NHS test and trace service and self-isolate if advised to do so.

If you become unwell during your working day with any of the following symptoms, fever or high temperature, persistent cough or respiratory problems, loss of smell / taste, inform your line manager and seek medical advice from NHS 111.

SOCIAL DISTANCING: A two-metre person to person social distancing within customer premises will be governed to a great extent by space and the nature of the premises involved. It is recognised that Regal Gaming as a service company has very little control over its customers premises. Therefore, it is of utmost importance that these guidelines are followed to reduce the risk of cross contamination from coronavirus surface-person and person-person. Whenever possible please conduct your business on customer premises out of hours to reduce the risk of person to person cross-contamination.

HOW TO WEAR A FACEMASK CORRECTLY



PPE: Person protective equipment will be issued by Regal Gaming and consist of the following: latex gloves, hand gel, face masks, anti-bacterial wipes. These are to be kept inside your vehicle and used daily following the guidance in these RAMS.

REMOVING LATEX GLOVES



SERVICE CENTRE: On arrival at work you will visit a cleaning station and use the hand gel provided to clean your hands. Use the latex gloves provided at the cleaning station before obtaining your vehicle keys, once you have your keys, go to your van and carry out your daily vehicle checks. Use your PPE that has been supplied using anti-bacterial wipes to clean all touched surfaces within your vehicle, gear stick, steering wheel, door handles, controls. Do not forget the rear of your van cleaning such items as the tail lift controls, sack truck and your ratchet straps, (metal ratchet) Once this is completed continue to load your vehicle. If a team lift is required remember social distancing, if this is not possible all employee involved in the lift should be wearing face masks.

NOTE: Under no circumstances should any members of the public or third-party contractors should be asked to assist in the operational needs for moving equipment. If your task requires a team-lift, then you must telephone your line manager who will arrange for a service engineer to meet you.

INSTALLATION OF EQUIPMENT: On arrival at site conduct your own self-assessment for the premise, identifying and controlling any risks, such as social distancing and using the appropriate PPE. If any risks

can not be controlled contact your line manager for further advice. You must not put yourself at risk. Equipment should be checked to ensure it is servable and all doors on gaming machines are secure before the load is moved.

- (1) Mechanical lifting aids must be used whenever practicable to move the equipment.
- (2) Appropriate (PPE) personal protective equipment must always be worn when specified, e.g., Hard Hat, Safety Shoes / Boots, Hi Visibility Vest, Gloves, Face Mask, Latex Gloves.
- (3) Where appropriate, bulky, heavy loads should be handled by teams of 2 or more persons. In such cases consideration must be given to the selection of the team, i.e. their compatibility with other members of the team, and their training, which should include the difficulties of working in confined spaces or on stairs. Remember the use of face masks when these are required.
- (4) Mechanical Aids for lifting must be the subject of regular examination. Hand trucks and stair walkers are to be formally inspected and maintained annually. The user must also undertake a visual check before use and report any defects to their Line Manager, faulty mechanical aids should never be used.
- (5) Certain machines or loads can have misleading centres of gravity and others a tendency towards top heaviness. In such cases, every effort must be made to dismantle the item into easily manageable units, and only reassembled when at its destination. The weight and centre of gravity of all equipment should always be shown on the back of all equipment, which should be provided by the manufacturer of the equipment or requested from your line manager.
- (6) All risks should be noted on the appropriate job sheet. This will also detail if extra manpower or mechanical aids are required.
- (7) Leisure Equipment should always be delivered to site by the appropriate means of transport. Tail lifts may only be operated by an employee who is wearing safety shoes, received TL training and have received specific instruction and has demonstrated the ability to do so competently.
- (8) Before leaving site, equipment should be checked to ensure it is in good working order, locked and wiped down with anti-bacterial wipes/spray safe for the public to use. Faulty equipment must be isolated with the lead locked inside and the internal power supply switched off.

REMOVALS: Before removal of any Regal Gaming & Leisure equipment all staff must identify themselves to the responsible person on site and inform them of all work they intend to undertake. Again, keep to social distancing guidelines using the appropriate PPE for the task.

Many manual handling tasks will take place on customers venues where Regal Gaming & Leisure will not be fully in control of the working environment and in these instances the Regal Gaming & Leisure employee will carry out his own assessment of the task and proceed as follows: -

- (a) He must select the safest route from the point of unloading to the required location.
- (b) If it is apparent that he cannot safely carry out the task unaided he must call his Line Manager for assistance and not attempt "to manage" the load by themselves.
- (c) If the route is restricted or includes a staircase you will consider dismantling the load into more easily handled units.
- (d) Before commencing to move the load he will ensure that the route is clear of obstructions, that doors are open and that the floor is safe underfoot. Ensure that all doors, tops and lids etc. of the equipment are secure before the load is moved.

(e) Where self-closing doors are involved, there should be a means to retain the door open to facilitate movement of loads.

(f) Machines located in confined spaces should be fitted with castors.

(1) Although the business customer venue risk assessment should note all the hazards, including coronavirus precautions, occasionally venues can change due to various circumstances. In this case all employees have a duty to report back to their Line Managers by telephone any hazards which have not been previously identified.

Due regards and caution should be taken for the following hazards:

(a) Approach to site, cobbled, gravel, unevenly paved car parks and pedestrian walkways.

(b) Up or down concrete steps or flights of stairs.

(c) Through narrow doors, along narrow poorly lit passages with obstructions.

(d) Over carpeted uneven surfaces or around tight angled corners.

(e) Equipment located in cellars, poorly lit areas or in confined spaces.

(f) Ensuring enough space between you and the public for social distancing, due care should also be taken while moving equipment which is being moved to safeguard customers frequenting the premises.

(g) Equipment must never obstruct doorways, stairs, and fire exits or fire alarm call points.

(h) If the equipment is going to be self-collected by the customer then the responsible person at the venue will be informed of any potential risks relating to the equipment, in particular the method and speed of door opening and closure, locking/unlocking of doors and the general operation of the equipment.

TRAINING: Training will be given to all employees engaged on frequent heavy manual handling:

(a) The working environment and number of personnel required to lift certain equipment.

(b) Causes and effects of manual handling injuries.

(c) The first principles of body movement and back management by good posture at all time.

(d) Adoptions of kinetic energy with correct body positions and correct use of mechanical aids.

(e) Environmental conditions and team manual handling.

(f) Safe use of PPE Latex Gloves and Face Masks

Remember get a signed receipt for the transaction. DO NOT SHARE YOUR PEN – the recipient must use their own.

(2) It is imperative that individuals involved in heavy manual handling are physically suitable for the job and able to appreciate and profit from training given. They should never attempt to lift an object clearly beyond their capability.

Minor servicing involves no heavy tasks and can be achieved without stress. In the very unlikely event that the machine has been rendered inoperable it should be removed from site.

EMERGENCY PROCEDURES: Emergency arrangements, all accidents, incidents or near misses must be reported immediately to your line manager. All works within customer premises are under the control of the site fire alarm.

In the event of an emergency, personnel are advised to:

- Raise the alarm.
- Stop work & make safe all cash and equipment.
- Vacate the premises area, do not leave the site without first informing the site manager.
- The site manager will co-ordinate emergency services, first aid if appropriate.
- Report to the assembly point and wait for further instruction.