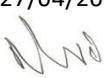


METHOD STATEMENT & RISK ASSESMENT

Ref	COVID19	Version	#1
Location of Works:	Not specified		
Prepared by: Date: Signed:	Paul Sadd cmiosh 27/04/2020 		
Reviewed & Accepted by: Date:			
Accepted by Client: Date:			

METHOD STATEMENT & RISK ASSESMENT

Work Scope:	<p>COVID19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus</p> <ul style="list-style-type: none"> • The focus of this assessment is upon ensuring that the Company meets its requirements in respect of the Health and Safety at Work Act 1974 and associated Regulations • Has in place a process to ascertain pre attendance information for workers and • Identify the means by which a company can seek to ensure business continuity <p>This assessment is a live document and will be revised and amended as further information becomes available</p>
Start Date of Work:	Ongoing
Duration:	Unknown

RISK ASSESMENT
Matrix:

Likelihood (L)	Severity (S)	Assessment Score (L) x (S)
1=Improbable	1=Minor injury, damage or lost time	1 to 3 – Low Risk
2=Probable	2=First Aid,7-Day injury or ill health	4 to 5 – Medium Risk
3=Likely	3=Long term absence, major injury or death	6 to 9 - High Risk

Revisions

Date	Added/revised	Summary

Government and NHS advice on social distancing to be followed at all times (Government link as follows [https://www.gov.uk/government/publications /covid-19-guidance-on-social-distancing-andfor-vulnerable-people/guidance-on-socialdistancing-for-everyone-in-the-uk-and protecting-older-people-and-vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)).

Identified Hazard	Who is at Risk?	Risk Prior to Controls	L	S	A	Control Measures	L	S	A
<p>Uncontrolled spread of COVID19</p> <p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death.</p> <p>Activity includes work within Company owned buildings or area of operation, use of vehicles and visits to customers of clients building, location and homes.</p>	All persons	<p>Workplaces will seek to follow Government and NHS information and advice on how to contain and slow the spread of the virus to others.</p> <p>The support of Company safety advisors is sought when required.</p> <p>Reasonable actions around Government advise in respect of hygiene and handwashing followed.</p> <p>Guidance on pre-attendance at a dwelling or work place prepared.</p> <p>Employers to sign up to HM Government free COVID-19 e mails to ensure regular flow of relevant information.</p> <p>Work completed will seek to reduce internal activity to a minimum.</p> <p>Works will have minimum staffing numbers deployed to allow better opportunity for safe separation.</p>	2	3	6	<p>Staff to be advised to follow the below guidance:</p> <p>Self-Isolation</p> <p>Entry should; not be allowed to</p> <ul style="list-style-type: none"> • Anyone who has a high temperature • Vulnerable by nature of age or has pre-existing condition • Living with a person in self-isolation or vulnerable <p>Procedure if person falls ill on site</p> <ul style="list-style-type: none"> • Must be sent home immediately • Must avoid coughing anything • Must cough or sneeze into a tissue or crook of elbow • The use of portable toilets to be avoided but if used must be cleaned and sterilised on regular basis • Employers to actively seek to reduce staffing numbers present. • Unnecessary visits to site to be prevented. • Staff/contractors to undertake induction briefing session on information provided. • Staff to be advised to avoid public transport and other places of public assembly to be avoided. • Travel to and from work place to be completed so far as is reasonable in separate vehicles. • Means of communication with staff member/contractor to be identified and established with regular contact made. • Hand wash and sanitisation arrangements to be identified in advance of each task in order to minimise need to enter properties and public toilets. • Advise all staff and visitors to wash hands regularly • PPE in form of face masks, gloves and overalls to be provided to staff with adequate disposal facilities provided with regular cleaning and onward disposal. • Staff to be advised to report any concerns to management and if in doubt as to state of health must seek to self-isolate and not report for duty. • Seek staggered starting times to increase personal space 	1	3	3

						<ul style="list-style-type: none"> • Make arrangements to ensure that all surfaces are disinfected on a daily basis including tables, desks, door handles, switches, IT equipment and telephones, including mobile phone screen, handrails and plant operating systems. • Assessment subject of constant review with clients requested to highlight issues identified within their own workspace for inclusion and also to capture any changes in advice and guidance. • Delivery drivers to remain in vehicle cabs if load allows and must clean hand pre- and post-delivery. 			
<p>Self-Isolation and higher risk groups.</p> <p>Factors include mental health from impact of isolation including mental health, poor access to supplies and services Financial hardship</p>	All persons	<p>Clear HM Government advise available for employers to follow around self-isolation, hand washing and general avoidance of travel and potentially affected areas.</p> <p>HM Government has identified high risk groups which are identified within attached check list.</p>	3	2	6	<p>Employers to assess each staff member and consider their personal circumstances to establish if they are essential workers. Issues to be considered include.</p> <ul style="list-style-type: none"> - Workers identified as being within higher risk groups (see above) should move towards self-isolation and prevented from entering the site. - Staff experiencing the symptoms must not be allowed to travel and must remain at their place of residence. - Means to ensure employer/employee communication with regular contact to be made. Employers to maintain record of such contact to ensure that others are aware of actions taken should employer become unavailable. 	3	1	3
<p>Essential staff</p> <p>Defined as completely necessary; extremely important in a particular situation or for a</p>	All persons	Employers/managers awareness of business activity can identify key elements of business activity and identify the key staff possessing the skills to deliver on them.	2	3	6	<p>Managers to complete a formal review of all business activity to identify –</p> <ul style="list-style-type: none"> - Key activities vital to maintenance of activity and those of a lower priority - Identify roles that can be combined - Identify staff who can work from home, including essential staff and the means by which activity can continue. - Managers to identify reserve staff who can complete the role in event that primary staff are incapacitated. 	1	3	3

particular activity						<ul style="list-style-type: none"> - Review communications systems - Employers/Managers to assess whether they are an essential staff member. - Vigorous infection control measures to be enforced. 			
Lone working Risk of emergencies and staff member not receiving assistance. Alternatively, may be considered means by which maintaining a safe distance is achieved.	All persons	Lone working is not illegal but should be controlled to the extent that such staff are supported, have a clear understanding of their role and have the means to gain support in the event of an emergency	2	3	6	<p>Employers/managers to review all staff roles to identify those that can be completed by a lone worker and identify-</p> <ul style="list-style-type: none"> - Need to review current working practices including assessments of activity to establish appropriate roles and staff. - Higher risk activity including working at height, lifting of heavy weights to be identified. If unavoidable then safe separation to be secondary measure. - If not achievable then managers to consider not undertaking task. - Employer/manager to establish if staff member has any underlying health issues and avoid such staff undertaking lone working. - Ensure that reasonable level of communication takes place with affected staff, clients and customers - Establish activity that can be undertaken by a lone worker and those that cannot – Employers to confirm in writing and communicate to staff and client/customer. - Means of emergency communication to be established with regular contact made to ensure wellbeing of worker. - Vigorous infection control measures to be enforced. 	1	3	3
Transportation of staff. COVID-19: failure to follow and adhere to guidance and advice issued by Government, NHS etc., and to site rules, may result in the rapid spread of	All persons	Management to review all work activities to avoid need for work interactions between staff to avoid unnecessary contact or joint work activity.	2	3	6	<p>Management</p> <ul style="list-style-type: none"> • Essential workers to be identified • Means of transport to be identified and whenever possible lone travel to be completed. This extends to the use of more than 1 x vehicle to travel to the same location. • Staff to be advised to identify an alternative means of getting home which does not rely on other workers taking them. • Essential staff to make own provisions for refreshments to avoid the need to enter shops/garages to obtain food where other persons could be present. 	1	3	3

<p>infectious viruses, including COVID-19, leading to the spread of infections and disease, potentially causing serious illness or death.</p>				<ul style="list-style-type: none"> • Public transport to be avoided whenever possible to avoid areas where other persons are present. • Employers to consider payment of expenses for staff using their own vehicles. <p>Operatives/workers</p> <ul style="list-style-type: none"> • Operatives to familiarise themselves with, and follow, all relevant Government and NHS advice. • When travelling in works vehicles, operatives to adhere to social distancing guidance outlined left, and also, in works vehicles: <ul style="list-style-type: none"> • Reduce the number of passengers in vehicle at one time and increase the number of journeys with fewer passengers. • Allow for sufficient distance between each passenger in the vehicle (ensure rear centre or front centre seats are not occupied) ☐ Ensure adequate ventilation in the works vehicle at all times, windows to remain open. • Limit touching surfaces within the works vehicle as far as possible (i.e. radio controls, temperature controls etc.). • Passengers not to touch surfaces that the driver regularly touches (i.e. steering wheel, gearstick, handbrake, indicators etc.) • Wear Personal Respiratory and Protective Equipment (RPE & PPE) equipment in the works vehicle at all time as instructed and provided by your employer or site manager. This may include, but not be limited to: masks, gloves and safety glasses. • Wipe down door handle, seats, window controls and seat belt with wipes provided before you enter/ sit in the works vehicle. • Wipe down all surfaces you have been in contact within the vehicle during the journey, with wipes provided, when you leave the vehicle (i.e. door handles, seats, seat belts, window controls). 	
---	--	--	--	---	--

						<ul style="list-style-type: none"> • Ensure you clean your hands with soap and water for 20 seconds or use hand Sanitiser before you enter/leave the works vehicle. • Do not leave any works clothing, equipment or other personal items in the works van. Remove all waste and do not leave any behind when you leave the vehicle. 			
Canteen and eating arrangements	All persons	Management to review all work activities to avoid need for work interactions between staff to avoid unnecessary contact or joint work activity.	2	3	6	<ul style="list-style-type: none"> • Workforce to stay on site once entered • Tagger break times • Hand cleaning available at all exit/entry points • Staff to bring pre-prepared meals and refillable drinking bottles. • No cutlery, cups or crockery to be issued • Payments only by contactless cards only • Staff to remain 2m apart • Canteens to only have prepacked food • All surfaces to be cleaned including taps and table tops • Staff to clear own waste • All areas to be cleaned after each break and at end of shift 	1	3	3