**METHOD STATEMENT & RISK ASSESMENT**

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| **Ref** | COVID19  | **Version** | **#1** |
| **Location of Works:** | Office activity – Internal only |
| **Prepared by:****Date:****Signed:** | Paul Sadd cmiosh 12/05/2020Paul Signature |
| **Reviewed & Accepted by:****Date:** |  |
| **Accepted by Client:****Date:** |  |

**METHOD STATEMENT & RISK ASSESMENT**

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| **Work Scope:** | Working activity to take place within an internal office space including administration, accounts, meetings etc. Works may require meetings with external parties including clients, suppliers etc. COVID19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus* 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

This assessment is a live document and will be revised and amended as further information becomes available.  |
| **Start Date of Work:** | Ongoing |
| **Duration:** | Ongoing  |

**RISK ASSESSMENT**

**Matrix:**

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| Likelihood (L) | Severity (S) | Assessment Score(L) x (S) |
| 1=Improbable2=Probable3=Likely | 1=Minor injury, damage or lost time2=First Aid,7-Day injury or ill health3=Long term absence, major injury or death | 1 to 3 – Low Risk4 to 5 – Medium Risk6 to 9 - High Risk |

**Revisions**

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| Date | Added/revised | Summary |
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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.

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| **Identified Hazard** | **Who is at Risk?** | **Risk Prior to Controls** | **L** | **S** | **A** | **Control Measures** | **L** | **S** | **A** |
| Uncontrolled spread of COVID19Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death.Activity includes work within Company owned buildings and offices | All persons | * The Company have reduced to an absolute minimum the number of staff present at any one time.
* Home working in place whenever possible making use of phones, online meeting processes whenever possible.
* Vulnerable staff (i.e. t hose identified as being high risk of HM Government or suffering from underlying medical conditions)
* Staff instructed not to attend work and self-isolate if they feel unwell and show any symptom of COVID19.
* Staff instructed to travel to/from work alone and not to use public transport. are not required to attend work.
* Company will only deploy one staff member to a room with additional staff only deployed if a safe separation of 2m can be achieved.
* Internal interaction will take place via telephone call whenever possible with any face to face meetings taking place when safe separation can be achieved.
* A robust cleaning and disinfection regime introduced with staff present responsible for their own area or for sanitary areas after use.
* Handwash areas supplied with hot water, soap and hand drying facilities.
* Front door to buildings locked to allow controlled entry
* Non office workers advised not to enter building unless absolutely necessary with job sheets emailed in advance and supplies placed to allow collection with minimum staff interaction.
 | 2 | 3 | 6 | Requirements/activity checklist

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| 1. Complete toolboxes talk briefing session and repeat on a regular basis to ensure that clear message is given.
2. PPE to obtained and issued to office staff.
3. Prepare and area as a collection point for staff in respect of required paperwork, supplies.
4. Explore staggered starting times for office staff.
5. Kitchen area to be nominated as a handwashing area rather than food preparation/heating/consumption area. Microwave ovens etc to be removed.
6. Staff to be advised to consume food at their workstation rather than in a communal area.
7. Hand sanitisers to be place at all entry/exit points.
8. Ensure that all surfaces are cleaned and disinfected twice daily basis including tables, desks, door handles, switches, IT equipment and telephones, including mobile phone screen, handrails and plant operating systems.
9. Where staff cannot work more than 2m apart screens to be placed to prevent interaction of breathable droplets.
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 | 1 | 3 | 3 |
| Lone workingRisk 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 emergencyLone working is taking place within the offices with other staff present when open. Albeit on different levels. | 1 | 3 | 3 | Employers/managers to review all staff roles to identify those that can be completed by a lone worker and identify- * 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.
* Means of emergency communication to be established with regular contact made to ensure wellbeing of worker.
 | 1 | 3 | 3 |
| Welfare and rest times | 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 | * Workforce to stay on site once entered
* Stagger 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
* Staff to provide themselves only with prepacked food which does not require pre-heating
* All surfaces to be cleaned including taps and tabletops
* Staff to clear own waste
* All areas to be cleaned after each break and at end of shift
 | 1 | 3 | 3 |

The means by which the Company will approach reducing the risk of COVID19 infection to all staff is by having a clear approach and the following of some simple avoidance techniques. To achieve this a clear understanding of what it is will assist.

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| **What is COVID19** | **A new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.** |
| **Symptoms of coronavirus** | * a cough
* a high temperature
* shortness of breath

But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common, such as cold and flu. |
| **How coronavirus is spread** | Similar viruses are spread in cough droplets. It's very unlikely it can be spread through things like packages or food. |
| **How to avoid catching or spreading coronavirus****DO** | * Remain in your own workstation area and avoid contact with other persons
* If unavoidable then stay at least 2 m for another person
* Wash your hands with soap and workstation regularly and for at least 20 seconds
* Always wash your hands when you get home or into work
* Use hand sanitiser gel if soap and water are not available
* Cover your mouth and nose with a tissue or your sleeve (not your hands) if you cough or sneeze
* Put used tissues in the bin straight away and wash your hands afterwards
* Try to avoid close contact with people who are unwell.
* Travel to work alone
* Wear PPE provided
* Bring refreshments and utensils from home and clear up your own waste and dispose of in bins provided.
* Clean and sterilise work equipment after use or after being touched or used by another person
* Raise any concerns with your employer.
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| **DON’T** | * Touch your eyes, nose or mouth
* Car share.
* Use public transport.
* Use provided cooking facilities.
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| **What to do if you think you might have coronavirus** | * Stay at home and avoid close contact with other people. Do not go to a GP surgery, pharmacy or hospital.
* Use the NHS 111 online coronavirus service to find out what to do next.
* The 111-coronavirus service will tell you if you need to continue to stay at home (self-isolate) or if you need medical help.
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