**METHOD STATEMENT & RISK ASSESMENT**

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| **Ref** | COVID19  | **Version** | **#3** |
| **Location of Works:** | Not specified  |
| **Prepared by:****Date:****Signed:** | Paul Sadd cmiosh 10/04/2020, rev 12/05/2020 & reviewed 13/05/2020Paul Signature |
| **Reviewed & Accepted by:****Date:** |  |
| **Accepted by Client:****Date:** |  |

**METHOD STATEMENT & RISK ASSESMENT**

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| **Work Scope:** | 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:** | 14/04/2020, rev 12/05/2020 |
| **Duration:** | Unknown  |

**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 |
| 02/04/2020  | Revised | HM Government SOP – Protecting Your Workforce issued 01/04/2020 |
| 12/05/2020 | Revised | GGF Further Clarity on COVID-19 Guidance (issued 05/05/2020) |
| 13/05/2020 | Revised | On date shown this assessment was reviewed to ensure that it remains suitable and sufficient for expected activity and working practices. No revisions were regarded as being required although it is advised that * Managers complete an inspection of each site to ensure that rules identified are being complied with and

That all staff are briefed on the contents to ensure that the requirements are communicated and under stood.  |
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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 Hazards** | **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 or area of operation, use of vehicles and visits to customers or clients building, location and homes. Loss of reputation in failing to meet contractual agreements placing Company at risk of being unable to deliver key business activity.  | All persons (Staff, Contractors, Visitors, Public) | COVID19 champion identified to ensure that all measures identified are placed and maintained. **Omega will seek to follow Government and NHS information and advice on how to contain and slow the spread of the virus to others.** **Omega will also follow industry specific clarity of official Government and NHS COVID 19 guidance, provided by the Glass and Glazing Federation (GGF).****In line with Government guidance, and reiteration from the GGF, Omega will adhere to the following:*** **In unoccupied properties**; the Government advises that work can continue, only if it is safe to do so but companies must adhere to the Government Social Distancing guidance (control measures outlined below and right).
* **In occupied properties**, the Government guidance emphasizes that only essential repair or maintenance work should be carried out and, only if it is safe to do so and is carried out strictly in line with the Government Social Distancing guidance (again, control measures outlined below and right).

Essential work involved in a dwelling shall only be carried out with the prior willing agreement of the occupants/owners.Work activity has been reviewed to identify what is essential and not essential. Work activity makes use of machinery and cannot be completed at home.The support of Company safety advisors is sought when required. Reasonable actions around Government advise in respect of hygiene and handwashing in place. Guidance for staff on pre-attendance at workplace prepared. Employers have identified key staff to allow works to be completed with minimum numbers.Return to work briefing prepared.Hand wash stations increased with a dedicated area identified for the storage of clothing etc. Workplace arranged to ensure a minimum safe distance of no less than 2m between each worker. Workspaces will be marked to present clear lines for staff to comply with.No requirement for staff to deliver goods to or interact with customers and public. Supervisors deployed to ensure compliance and monitor to staff and ensure that .Entry is not allowed to * 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

Staff advised not to:* Make use of onsite cooking facilities
* Travel together to and from works in same vehicle.
* Advise use of public transport.
* Engage with any delivery drivers of visitors

Visitors or delivery drivers not to * Leave vehicle cabs if delivering or collecting
* Enter the work place.

 Person who may fall ill on site* Will be sent home immediately
* Must avoid touching anything
* Cough or sneeze into a tissue or crook of elbow

Hygiene and cleaning regime devised to ensure that all staff areas are maintained. | 2 | 3 | 6 | * Staff to undertake toolbox talk briefing session on information provided which must be repeated on a regular basis to ensure that clear message is given.

Confirm following are available prior to entry to workplace:* Hand wash and sanitisation arrangements placed at all entry/exit points
* Ensure that they are sufficient and robust and are serviced and maintained to ensure that sufficient hand wash facilities are present. Includes paper towels, soap, sanitisers etc.
* More than 1 x hand wash station provided, cleaned and maintained.
* Bins for paper towels to be provided.
* Advise prepared for all staff and visitors to wash hands regularly
* PPE in form of face masks, gloves and overalls available and provided to staff with adequate disposal facilities provided with regular cleaning and onward disposal.
* Signage advising of handwash methods placed.
* Staff 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.
* Meetings reduced to minimum and reduce staff attending.
* Staggered starting times to increase personal space
* 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. Also includes any electronic entry systems which rely on persons touching (keypads etc.)

**Omega to adhere to the following guidance on what work can and cannot be undertaken:*** **Work that should not be undertaken**includes non-essential home improvements inside occupied properties. This could include work such as upgrading windows and doors, glass interiors (such as screens, partitions, kitchen counter tops, splashbacks etc.), decorative glazing and roof lights (unless deemed an essential replacement).
* **Work outside the home** on land surrounding the property, the Government guidance shows that this can be carried out if it is safe to do so and in line with Government Guidelines on Social Distancing. This could include conservatories, porches, orangeries, extensions, replacement roofline and glass and garden structures.
* **New build and housebuilding**, the Government guidance shows this can continue, if it is safe to do so and in line with Government Guidance on Social Distancing and the [Site Operating Procedures (SOP)](https://www.ggf.org.uk/wp-content/uploads/2018/01/Site-Operating-Procedures-Version-3.pdf) published by the Construction Leadership Council. (The latest version of SOP was published on the GGF website on 15 April you can read this document [here](https://www.ggf.org.uk/wp-content/uploads/2018/01/Site-Operating-Procedures-Version-3.pdf)).
* **Manufacturing and processing**, the Government advice shows that this can continue, if it is safe to do so and in line with Government Guidance on Social Distancing and guidance on the correct Personal Protection Equipment (PPE). The GGF published this specific guidance on 16 April, it can be found [here](https://www.ggf.org.uk/manufacturing-and-processing-companies-social-distancing-guidance/).

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| * Assessment under 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.
* Staff to only enter public areas or another’s premises if unavoidable and safe separation can be achieved which will require pre-contact and arranging measures to be taken:
* Ensure good hygiene pre and post entry.
* Wear PPE including gloves and face mask.
* Wipe down all surfaces in car/van post visit.
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| Risk to business from lack of business continuity planning and associated business disruption leading to lost revenue and reputation.  | Company  | Company is aware of the impact of COVID19 and associated difficulties surrounding the ability to manage business activities in a changing and challenging environment.Considerations included potential impacts arising from * loss of staff and supervisors,
* management of uncollected waste,
* maintenance of stock supply.
* Cash flow difficulties
* Loss of premises
 | 3 | 1 | 3 | Employers to review, on a regular basis, current activities with managers and clients/customers to establish amendments to work activity and practices including* Change of hours of cover to avoid other persons
* Reduced staff cover
* Single person travel to sites
* Temporary suspension of activity
* Vigorous infection control measures to be enforced.
 | 2 | 1 | 2 |
| 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 | Ensure* Workforce stay on site once entered
* Staggered break times
* Hand cleaning available at all exit/entry points
* Staff bring pre-prepared meals and refillable drinking bottles.
* No cutlery, cups or crockery to be issued
* Payments only by contactless cards only
* Staff are 2m apart
* 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 |