

## Contract Flooring Solutions

## Risk Assessment – Covid 19 (Coronavirus)

<b>Operation</b> – Works on site during Covid 19 pandemic including ‘customer care’ tasks and works in occupied property.	<b>Site:</b> All sites	<b>Date:</b> 04/06/20 <b>Rev:</b> 02	<b>Review:</b> Monthly (or as Government advice changes)
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Hazard	Persons affected	Risk	Risk (H/M/L)	Control Measures	Residual Risk (H/M/L)	Action by?
Close contact with others whilst working on site	Operatives or other contractors	Contracting of Covid 19 through close contact with others	H	All works will be organised to follow guidance on ‘social distancing’ and operatives will maintain a minimum 2m distance between themselves and all others on site. No overlapping of contractor’s work within plots (sole occupancy) Regular contact via telephone from supervisor.	L	All on site.
Communal areas – site office, toilets, canteen, drying room, stores etc	Residents / Public	Working in plots with other contractors	H			
Contaminated surfaces		Use of communal facilities such as site offices, signing in equipment	H	P.C. to organise for signing in/out and contact with management so that segregation is maintained. No use of communal equipment where possible)	L	
Sharing of company equipment & vehicles		Touching contaminated surfaces. Door handles, push buttons, switches, kettles, microwave handles, sink taps etc	H			
Lone working		Contamination of equipment or vehicles	H	All surfaces to be regularly cleaned including all communal equipment such as kettles, microwave handles etc. Regular cleaning of door handles and sink taps, push buttons & switches etc.	L	
Works in occupied property		Lack of contact with operatives working in an isolated way and inability to respond to issues related to ‘lone working’	H			
		Contact with residents / occupiers	H	Communal areas to be cleaned regularly and provide distancing in toilets, canteens and drying/changing rooms. Operatives will take breaks within works vehicle where practicable.	L	
				All vehicles & equipment to be individually used – vehicles to be sole occupancy only.	L	
				PPE (gloves and face masks) are available and should be worn by operatives as part of ‘normal’ works plus regular hand washing.	L	
				Sole occupancy of works areas within occupied plots – 2m distancing at all times.	L	

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## HEALTH & SAFETY METHOD STATEMENT

<b>Project:</b> ALL SITES & PROJECTS
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Person compiling method statement:	Andy Tope
Signed:	
Date compiled:	04/06/2020

### 1 - Scope of work

The purpose of this method statement is to provide information on the safe procedures to be followed whilst undertaking works on site during the Covid 19 (Coronavirus) pandemic. Other RAMS for work activity remain valid and should be referred to in addition to this specific RAMS.

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## 2 - Sequence of work

- All information and guidance supplied by HM Government, Public Health England or other health body will be followed as part of this working practice. Information provided by the Construction Leadership Council as SOPs (Site Operating Procedures) will be followed where put in place by Principal Contractors.
- Operatives will confirm their 'fitness to work' daily and are reminded that they must not put themselves or others at risk – do not attend work if you (or any members of your family) are suffering with any of the symptoms highlighted as being suspected Covid 19 related. The P.C may have measures in place to check on your health (temperature checks etc) prior to allowing you onto site.
- Self isolation (including for all family members) must be followed as per the general guidance if symptoms are suspected or present (high temperature, persistent new cough or loss of sense of smell / taste) The 'Test & Trace' scheme will be used as per government & NHS guidance.
- Operatives will travel to site individually in company vehicles (do not offer lifts to colleagues) and keep all surfaces clean with regular wiping of door handles and controls using disinfectant wipes or spray. This will help to avoid contamination and cross transfer of our company vehicles. Where operatives must work in pairs/teams, we will insist these are maintained as 'regular' teams and operatives must report any ill health or Coronavirus symptoms so other members of the team (and their family members) can be kept safe.
- All equipment must also be kept for individual use and cleaned regularly with disinfectant wipes or spray. Hand wash/sanitation facilities will be provided on site for regular washing of hands.
- The Principal Contractor will implement site rules and procedures to prevent spread of Coronavirus. These will be detailed in revised site induction information and must be followed. This will include 'distancing' measures whilst on site, use of toilets and communal areas such as canteens and programming of works so contractors are able to work in plots without coming into contact with others. Regular contact via telephone will be maintained by supervisors with all operatives to prevent issues related to 'lone working' Operatives should ensure they engage in regular contact and answer phone calls to prevent emergency procedures being enacted.
- All communal equipment will be regularly cleaned or replaced but operatives are advised not to touch communal equipment where possible. Do not use communal pens for signing in/out (use your own) and follow any alternative signing in procedure that the P.C. puts in place such as 'virtual signing in/out' or induction.
- Items such as door handles, sink taps, toilet flushes, switches and push buttons etc should be subject to regular cleaning by the P.C. but it is advised that operatives wear gloves (disposable type if possible) when touching these areas and ensure regular hand washing is carried out to help prevent contamination.
- Communal items such a kettles, fridges and microwaves within the canteen should be regularly cleaned and again, operatives are encouraged to wear gloves if using them. Hard surfaces such as worktops, chairs and tables should be cleaned and disinfected regularly as part of the P.C. enhanced cleaning regime. Report any issues to the site agent regarding cleaning of communal areas.
- By far the most important issue for safe working on site during this pandemic will be 'social distancing'
- Current guidance requires a minimum 2 metre distance to be maintained between people (who are not immediate family) and operatives must maintain these distances from others when working on site. Given the nature of our works – this 2 metre distancing will be possible to maintain and control when actively carrying out operations if we have sole occupancy of plots. Report any issues to the Site Agent and office if you find other contractors are working on/in the plot you are due to work in.
- Site offices, canteens, toilets plus compound areas and site car parks will require discipline from operatives to maintain the required 2m distance from others. The P.C. will implement distancing measures within compound areas and should be followed by all operatives.
- The P.C. may programme different start/finish and break times on site for contractors to limit the amount of people on site at any one time and stagger the arrival and leaving times of operatives to avoid congestion within site accommodation, toilets and canteens plus the site office. Please respect any programming controls put in place and follow guidance on when you can enter or leave site or working zones.

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- All operatives are encouraged to take their breaks within vehicles where practicable rather than site in canteens with others who may also be taking breaks at the same time.
- To limit the risk of spreading infection to local areas away from site, operatives are encouraged to bring their own food and drinks to site rather than rely on using local shops.
- Please do not leave packaging or waste on site for others to clear away – return for disposal and recycling as per our normal procedure.
- PPE is available for use as per our 'normal' working methods. Use of gloves is encouraged to help prevent spread of Coronavirus and should be worn routinely and replaced regularly. Regular washing of hands must be carried out by operatives even if gloves are worn. Respirators should be worn as per our 'normal' works.
- Face covering may be used if operatives are comfortable with this or likely to be in contact with others (within 2m distance) for any period of time. A surgical type mask, cloth face covering (bought or 'homemade') or our filtered respirators can all be used and should be cleaned or replaced regularly.
- **Where works are required within occupied property (customer care works etc) we will ensure the following procedures:**
  - Operatives will follow guidance. Where work must be carried out in occupied property, the '**Stay Alert**' guidance will be followed. This involves following '**sensible**' precautions and keeping '**socially distanced**' from all others.
  - Where maintenance/customer care works are required, a specific 'point of work' Risk Assessment will be completed by the operative prior to entry and include:
    - Discussion with the occupier to confirm if any occupier or anyone in their family has symptoms or are isolating. **No entry** or works will be allowed if anyone within the property has been displaying symptoms or have been requested to isolate as part of the 'test & trace' scheme.
    - If either the occupier or operative feels more comfortable with the operative wearing a face covering, this will be done whilst within the property. This is to be confirmed prior to entry upon arrival and initial discussion.
    - The works must be able to be carried out in isolated space (access and working areas must be segregated from the occupiers during the task)
- **If deemed safe to work – the following must be implemented:**
  - PPE - disposable gloves and 'face covering' will be worn during works
  - If residents are in the property, request that they remain in another part of the property until the work is complete. A minimum **2m distance must be maintained** from others at all times. Occupiers must remain in another room and clear of any access routes or entry / egress points so the operative can have clear access / egress and sole occupancy of the room being worked in.
  - Do not touch your eyes, nose or mouth where possible (if unavoidable, only do this once hands have been cleaned/sanitised)
  - Cover your mouth and nose with a tissue (not your hands) when you cough or sneeze and place all used tissues in a bin straight away, washing your hands afterwards.
  - Where possible open windows to provide fresh air and ensure good natural ventilation is available.
  - Once job is complete and you are out of the property, remove all disposable gloves, place in a sealed bag and wash / sanitize hands.

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- Wash your hands with soap and water frequently – washing for at least 20 seconds prior to leaving each property (ask during initial discussion with the occupier if they are happy for you to wash hands using their sink / facilities)
- If soap and water are not available or cannot be used within the property - use sanitising hand gel (minimum 70% alcohol content)
- Clean / wipe down hard surfaces with a cleaning spray.
- Remove all waste, packaging and wrapping from the property when works are complete. Do not use the customer bin or leave waste/packaging/off-cuts for the resident to dispose of.
- Wash clothing daily.
- Remember - **Do not** put yourselves or anyone else at risk by going to work if you (or anyone in your immediate family) may have Coronavirus. If in doubt, stay home and contact the office for advice. Do not travel to site.

### 3 - Briefing Register

I confirm that I have read, understood and accept responsibility for carrying out the works as detailed in this method statement.

Name - Site operative (please print)	Signature - Site operative	Date