

# **Covid 19 Method Statement**

## **1.0 PURPOSE**

To ensure that all staff understand the requirements for safe working practices to reduce the spread on the COVID-19 virus and to protect themselves and others from harm from this virus.

## **2.0 RESPONSIBILITIES**

All employers and employees need to follow the published advice and ongoing communications from the government along with Public Health England/Scotland and Wales along with the HSE, NHS and the World Health Organisation.

Anyone displaying symptoms consistent with the coronavirus (COVID-19) infection such as a new persistent cough or bouts of coughing or a fever must stay at home. If a member of their household displays symptoms they must also stay at home. Following the guidance on timescales for isolation.

If you develop symptoms while at work you must do the following;

- Return home immediately
- Avoid touching anything
- Avoid close proximity (within 6 feet/2 metres) of your colleagues
- If you are coughing or sneezing use a tissue and dispose of it into a bin provided, if no tissues are available cough or sneeze into the crook of your elbow.

## **3.0 TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you have no option but to share transport;

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation should be maintained (i.e. keeping the windows open) and facing away from each other may assist
- As above if you or your colleagues are showing any signs of the virus you should stay at home and not put your colleagues at risk
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

## **4.0 PROCEDURE FOR SITE WORKING**

### **Practice Good Hygiene**

Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.

Avoid touching surfaces when traversing the site and use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.

If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

#### **AVOID CLOSE WORKING/CONTACT WITH OTHERS**

- Remain a 2 metre (6 feet/3 paces) distance from others, wherever possible.
- Communication with others to be via email/text message/phone call or information boards wherever possible.
- Where possible sign in on site with the Site manager via email/text message or phone call, some sites may set specific times for sign in please check in advance of attending site.
- Do not enter any site offices unless invited or by appointment.
- Where possible bring pre-prepared meals and refillable drinking bottles from home.
- Stay on site once you have entered it, and do not use local shops.
- Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate.
- Use passing points to let people pass, be calm and courteous to other workers whilst travelling around the site.
- Where essential work cannot be done whilst avoiding close working carry out a site-specific risk assessment to reduce the risk to as low as possible. Consider the following control options.

#### **ELIMINATE**

- Rearrange the task to enable it to be done by one person, or by maintaining social distancing of 2 metres.
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce contact.

#### **REDUCE**

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in the task.
- Workers should work side by side or facing away from each other rather than face to face.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools and equipment.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and after using any equipment.

#### **ISOLATE**

Keep groups of workers together in teams (e.g. do not change workers within teams) as small as possible and away from other workers wherever possible.

## CONTROL

When face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

## PPE

Consider the use of Personal Protective Equipment (PPE). E.g. suitable barrier masks such as an FFP2 or 3 class masks (Please note: close fitting FFP3 masks worn to protect the worker from other hazards in addition to viruses such as construction dust should be face piece fit tested).

Face coverings may also be used when social distancing cannot be maintained but only for short periods. For longer periods and/or exposure to other hazards appropriate RPE should be used.

Other PPE to be considered is barrier devices such as goggles or safety glasses with side covers and/or gloves. This **MUST** be worn for work activities where a **2 METRE** distance cannot be achieved such as a 2-man lift. PPE is not required to be worn when passing people for a short time if it is unavoidable.

Reusable PPE should be thoroughly cleaned after use and not shared between workers.

Single use PPE should be disposed of so that it cannot be reused. Disposable PPE such as face masks should be placed in a separate tied waste bag and kept away from general waste for 72 hours prior to disposal.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus only if you are carrying out construction activities that require the use of a mask this must be of FFP3 class and as above fit tested as per the COSHH regulations.