

1. Basic Details

Project Title: Site working curing COVID 19 outbreak – General Non COVID suspected sites	Project Number: N/A
Site Location: Various	Task/Activity: service/reactive
Start Date: 14th April 2020	Finish Date: On going
Compiled by: John Clifford	Issue Date: 14th April 2020
Issued to: Engineers /Client	Company: McIntyre Electrical Ltd

2. Description of Works

The works comprise the following:

This is an additional method statement that describes how travel and sites are to be approached during the COVID 19 outbreak including:

- Travel to and from site
- Access to site
- Site activities
- Egress (exit) from site
- Emergencies

Sequence and method of works

Travel to and from site

- Use a vehicle and avoid unnecessary stops:
- Observe social distancing – keep at least 2 m from others, cough or sneeze into crook of elbow or handkerchief and put into a bag for separate disposal, do not touch face and wash hands before and after getting into vehicles etc.
- When fuelling remembers to observe above and hand washing
- Avoid stopping for food – ideally bring packed meal from home
- Welfare – bring a flask of warm water soap towel and bowl for hand washing, carry alcohol hand rub for occasion when you cannot wash.
- Toilets – in preference use you own toilet or ones that have a cleaning inspection that shows they have been serviced by extra vigilant on distance, hand cleaning and hand to face rules.

Attending Non self-isolating or not Covid-19 diagnosed Residents properties for essential work

- Office to call ahead, if the resident or anyone in the household is self-isolating, do not attend and refer back to the office and client.
If no one is self-isolating. Advise occupants that when the operative is working in the property they are required to move to another room (not effected by the works)
- Office to have booked appointment and brief resident on controls and instruct engineer
- Engineer to call from outside to confirm controls / or post card to resident
- Residents to vacate rooms (where possible) and ideally ventilate 1hr before and after (where possible)
 - If PPE is requested by resident engineers is trained in donning + doffing (PPE used & donning and doffing is listed below).
- If sealed face masks used, then face fit rules apply. (e.g. training, assessment correctly shaved)
- Kit is cleaned (wiped) before entry and on exit
 - Wipe down equipment serviced in property before and after

- Use cleaning wipes with soap and or alcohol
- All waste PPE is considered contaminated
- Avoid Household toilets / don't use
- AT risk staff or those with at risk families should not be doing works.
- At end of shift coveralls should be bagged and then laundered separately to other clothes. Avoid shaking out.
- At end residents are advised to ventilate rooms before re use
- If in doubt about health of occupants, engineers may leave and contact the office
- Engineers to carry soap, warm water and drying kit.

PPE:

1. Medical Grade 2/3 Ply Disposable face mask.
2. HOR1017 - Hard Surface Wipes
(Tested to kill Norovirus, MRSA, C Diff, E Coli, Salmonella and a wide range of other bacteria, these easy to use wipes also provide a residual effect on hard surfaces which lasts for up to 30 days.)
3. Pure life 80% Alcohol antibacterial antiviral Hand Sanitiser
4. DELTA PLUS MURIA 1 CLEAR SAFETY GOGGLES
5. LATEX EXAMINATION GLOVE (Top Glove, Natural High Grade Rubber Latex, Powdered & Powder-Free, Non-sterile) nitrile, neoprene or vinyl gloves are provided for those with latex allergies.
6. Soap & Water (Provided by engineer)

Donning and Doffing:

1. **Wash hands with soap and water**
2. **Donning Face Mask**
Place over nose and mouth, secure straps around the head and perform a fit check.
3. **Donning Eye Protection**
Place goggles over eyes and strap around the head and perform a fit check.
4. **Donning Gloves**
Place hands into gloves and pull up over the wrists, check for any damage.
5. **DoFFing Glove**
Firstly: grasp the outside of the glove with the opposite gloved hand; peel off, hold the removed glove in gloved hand.
Then: slide the fingers of the un-gloved hand under the remaining glove at the wrist, peel the remaining glove off over the first glove and discard in rubbish sack. Clean hands with alcohol gel.
6. **DoFFing Goggles**
To remove, use both hands to handle the restraining straps by pulling away from behind. Clean goggles with cleaning wipes.
7. **DoFFing Face Mask**
Lean forward slightly, reach to the back of the head with both hands to find the bottom retaining strap and bring it up to the top strap. Lift straps over the top of the head, let the face mask fall away from your face and place in rubbish sack.
8. **Wash hands with soap and water**

Additional controls for works on sites where self-isolating or COVID diagnosed – see separate Methods and Risk assessment Ref SFR646

3. Resources Required

Supervision:

Name: Line manager

Contact Number:

Materials:

- PPE –and Welfare -see list above
- Mobile phone with signal
- Resident briefing cards

4. Assessment of Significant Risks for all tasks

The following risks assessments relate to the hazards identified from the methodology listed above and are designed to minimise risk to the lowest level reasonably practicable.

The following RA apply: RA19 COVID 19 - General

Job Specific Assessment – please list below any additional hazards not covered by the above assessments and list the corresponding control measures required / implemented. NOTE: To be completed on a project-for-project basis:

<i>Hazards</i>	<i>Control Measures</i>

5. Additional control measures to be used:

Permits to work: None at this moment

Security arrangements: To be provided by the Principal Contractor

Special training requirements (e.g. PASMA, IPAF): Face fit, how to don and doff PPE, COVID Awareness update

Pollution / Environmental / Waste Control Procedures: All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should then be disposed of in accordance with branch instructions.

6. Personal Protective Equipment

At all times McIntyre Electrical personnel and sub-contractors will wear PPE Apron, Gloves, mask and glasses as Listed above

Specific PPE requirement are listed in risk assessments noted in section 4.

7. Emergency Arrangements and Incident Response

If a resident or engineer starts feeling unwell with COVID 19 symptoms they should make the site safe, exit property, contact office and self-isolate / follow NHS guidance – see RA19 General for more information on symptoms and actions

Nearest Hospital & Tel No:

Name of Appointed Person/First Aider: TBC before site commencement

Location:

tbc

Fire Evacuation Procedures:

tbc

Welfare

Use local public amenities- locations can be provided by our office

8. Temporary and Amended Systems

Demarcation arrangements

Area of works:

XXXX

Barrier/Warning Notices:

XXXX

Traffic routes:

XXXX

Temporary Services:

XXXX

Fire Arrangements:

XXXX

Attached Sketches:

XXXX

9. Who the information has / will be submitted to:

This document will be reviewed and updated as necessary in accordance with site requirements by the Project Manager or Site Supervisor.

Significant changes that may necessitate a change to this document include additional tasks being undertaken, changes of work area, tool, materials, change to personnel near work area etc. Although this list is not exhaustive.

Site operatives will be briefed on this document and will sign below to confirm understanding:

Induction Register

Date	Name	Signature	Employer	Inducted by	CSCS or Equivalent Registration No.

10. Monitoring and Compliance

The Site Supervisor and Project Manager will be responsible for enforcement of this method statement. The Health & Safety Advisor will visit the site on notification of works by the Project Manager, or by unplanned inspection visit.

Contacts:

Operations Manager Name & Tel: *Robert Avery 07454548855*