



COVID-19 Method Statement and Risk Assessment

Job Number:		Rev No:	01
Description of Works:	Carrying out any and all works within the government rules and guidelines for protecting self and others against COVID-19 (Coronavirus).		
Contract Name and Site Address:	M.J. Allen Hilton Road, Cobbs Wood Industrial Estate, Ashford, Kent, TN23 1EW		
Date of first issue:	16/04/2020		
Distribution:	Management		
	MJ Allen H&S File		
	Noticeboards		

RAMS Prepared By:	Position:	Date:	Contact Number:
Ben Allen	Director	16/04/2020	01233 622214

GENERAL

This method statement and risk assessment is to be applied in addition to any others previously issued in a safe and timely manner and in accordance with the following: -

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

The Manual Handling Operations Regulations 1992

The Personal Protective Equipment at Work Regulations 1992

The Control of Substances Hazardous to Health Regulations 2002

The Electricity at Work Regulations 1989

The Noise at Work Regulations 2005

The Health and Safety (First-Aid) Regulations 1981

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Lifting Operations and Lifting Equipment Regulations 1998

The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Safety Signs and Signals) Regulations 1996

Rules and Guidelines for entry to and working until further notice :

- Travel to and from the workplace in separate vehicles. Otherwise employees should leave home and travel by foot or bicycle and **avoid public transport** and **contact with others**.
- Follow workplace rules on entering site including allowing temperature to be taken if requested and avoiding unnecessary contact with door handles.
- Maintain 2m distance rule from other employees and whenever possible from colleagues.
- Do not share tools with colleagues if it can be avoided and do not lend tools to other workers. If possible tools should be wiped down with an alcohol or anti-viral wipe or solution at the end of the shift.
- Avoid all unnecessary hand contact with surfaces, handles and switches when moving to and from work area.
- Adhere to instructions relating to break times and avoid areas where workers may normally congregate i.e. smoking shelters, canteen, other welfare facilities.
- Wash hands thoroughly on arrival to workplace, after leaving communal areas, before eating or drinking, if you have to touch your face for any reason, before handling masks or goggles and before leaving.

Travelling to and from Work:

If walking or cycling, operatives should travel directly to work and avoid contact with other pedestrians and cyclists, if necessary move to the other side of the road to avoid close contact with others if it is safe to do so.

Do not stop at any shops and choose a route that minimises contact with gates and handrails.

If driving, get directly into your car when leaving your house and drive straight to the workplace and park in a suitable space. If it is necessary to get fuel on route, try and do this on the way home and wear gloves whilst handling the pumps and if possible, wear a face mask and pay with contactless payment means. Remove and correctly dispose of the gloves once you have exited the petrol station and avoid touching your face and any unnecessary items in your vehicle.

When you return home, wash your hands thoroughly and if possible wipe your car door handle, steering wheel, gear lever etc. with an alcohol based wipe.

When entering the workplace, adhere to the rules regarding distancing, and avoid unnecessary contact with handles, surfaces and other commonly touched items and areas.

All works are to be carried out within the operatives training and competence level. All equipment, tools and machinery is to be used strictly within the parameters of any training given and manufacturers mandatory instructions and any other guidelines given.

If at any point by adhering to these rules, the work cannot be carried out within:

- The capability or training of the persons carrying out the work.
- The manufacturers instructions for correct and proper use of any equipment
- The workplace rules and limitations or any other health and safety laws

Then the work must stop, and the issues reported to management. The work must not continue until the issue is resolved or alternative method is planned, and rams amended.

If in doubt, stop!

HEALTH & SAFETY RISK ASSESSMENT

Person conducting assessment: **B Allen**

Site: **MJ Allen, Hilton Road, Cobbs Wood Industrial Estate**

Date: **16/04/2020**

Ashford, Kent, TN23 1EW

Person supervising work: **foreman**

Date: **16/04/2020**

Activity	Hazard	Consequence	Risk			Control Measures	Residual Risk			Person Responsible
			L	S	R		L	S	R	
Travelling to and from work. (in relation to COVID 19)	Contracting COVID 19 Coronavirus from general public and other people in public spaces	Infection with symptoms ranging from sub-clinical (hidden carrier) to Severe respiratory problems, hospitalisation and possible death.	2	7	14	Use own vehicle to travel to and from work. Travel alone. Walk or cycle avoid routes with gates, styles and handrails if possible. Do not use public transport if at all possible Wash hands thoroughly on arrival on.	1	7	7	
Unloading Delivery vehicles (in relation to COVID 19)	Contracting COVID 19 Coronavirus from Driver/colleagues	Infection with symptoms ranging from sub-clinical (hidden carrier) to Severe respiratory problems, hospitalisation and possible death.	3	7	21	Driver to remain in vehicle if possible. Goods to be unloaded with mechanical means where possible and landed as close as possible to work area to minimise handling and need for operative to work in close proximity. Delivery note to be used and record of delivery sent electronically if possible.	1	7	7	Operatives, delivery driver.
Moving materials around to work areas	Contracting or spreading COVID 19 Coronavirus from/to	Infection with symptoms ranging from sub-clinical (hidden carrier) to Severe respiratory problems,	5	7	35	Materials to be moved by one man lift or mechanically wherever possible.	1	7	7	All management and operatives

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(in relation to COVID 19)	colleagues and other site users	hospitalisation and possible death.				Where 2 man lift is required on any item PPE must be checked and item lifted with 2 men for minimum distance possible and trolley to be used as soon as possible. Staff carrying out the lift should not face each other but face in same direction ensuring the item can be safely lifted in this way.				
Workplace tasks involving more than one person (in relation to COVID 19)	Contracting or spreading COVID 19 Coronavirus from/to colleagues and other site users	Infection with symptoms ranging from sub-clinical (hidden carrier) to Severe respiratory problems, hospitalisation and possible death.	6	7	42	Work in isolation or at a 2m+ distance from your colleague by working on different sections or locations. Do not share/lend tools to your colleagues or others. Do not pass tools to your colleague even if generally working at distance from them. Only pack away your own tools/equipment.	1	7	7	All management and operatives

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Activity	Hazard	Consequence	Risk			Control Measures	Residual Risk			Person Responsible
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Crane operations (in relation to COVID 19)	Contracting COVID 19 Coronavirus from colleagues and other site users	Infection with symptoms ranging from sub-clinical (hidden carrier) to Severe respiratory problems, hospitalisation and possible death.	4	7	28	One man will sling and unslung the load to minimize contact with the slings and chains.	1	7	7	
General lone working activities	Contracting COVID 19 Coronavirus from other site users	Infection with symptoms ranging from sub-clinical (hidden carrier) to Severe respiratory problems, hospitalisation and possible death.	5	7	35	If in an identified vulnerable group – Stay at home. Stick to workplace rules based on government regulations and guidelines and make full use of the following measures: <ul style="list-style-type: none"> We instructed all employees to maintain they should keep two metres distance from each other at all times (government instructions) including in the canteen and wash hands often All employees are urged to drive or cycle to work and avoid public transport, if possible We have reduced the number of people in attendance and non-essential meetings are being undertaken remotely 	1	7	7	All management and operatives.

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						<ul style="list-style-type: none"> • Re-usable 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 • No passing on stairs • More hand sanitisers have been installed on site including clocking in machines and welfare areas • We have increased frequency of the welfare areas cleaning (canteen, changing room, office, toilets) and across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> a. Taps and washing facilities b. Toilet flush and seats c. Door handles and push plates d. Hand rails on staircases and corridors e. Lift and <u>hoist</u> controls f. Machinery and equipment controls g. Food preparation and eating surfaces h. Telephone equipment i. Key boards, photocopiers and other office equipment • Where possible keep internal doors fully open, so employees don't need to touch any doors surfaces/door handles 				
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						<ul style="list-style-type: none"> Temperature checks of employees 				
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OVERALL SCORE	ACTION
Low < 4	Risk is Tolerable
5 < Medium < 9	Risk is Acceptable
High > 9	Risk is Unacceptable

Probability Score (Likelihood)	Impact Score (Severity)				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

