**METHOD STATEMENT & RISK ASSESMENT**

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| **Ref** | COVID19 | **Version** | **#2** |

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| --- | --- |
| **Location of Works:** | Not specified |
| **Prepared by:**  **Date:**  **Signed:** | Paul Sadd cmiosh  13/03/2020 updated 17/03/2020  Paul 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:** | Ongoing |
| **Duration:** | Unknown |

**RISK ASSESSMENT**

**Matrix:**

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| Likelihood (L) | Severity (S) | Assessment Score  (L) x (S) |
| 1=Improbable  2=Probable  3=Likely | 1=Minor injury, damage or lost time  2=First Aid,7-Day injury or ill health  3=Long term absence, major injury or death | 1 to 3 – Low Risk  4 to 5 – Medium Risk  6 to 9 - High Risk |

**Revisions**

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| --- | --- | --- |
| Date | Added/revised | Summary |
| 17/03/20 | Added | Self-Isolation |
| 17/03/20 | Added | Essential staff |
| 17/03/20 | Added | Lone working |
| 17/03/20 | Added | Pregnant workers |
| 17/03/20 | Added | Mental Health |
| 17/03/20 | Revised | Business continuity |
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| **Identified Hazard** | **Who is at Risk?** | **Risk Prior to Controls** | **L** | **S** | **A** | **Control Measures** | **L** | **S** | **A** |
| Uncontrolled spread of COVID19  Risk 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 of clients building, location and homes. | All infected persons | Workplaces will seek to follow Government and NHS information and advice on how to contain and slow the spread of the virus to others.  The support of Company safety advisors is sought when required.  Reasonable actions around Government advise in respect of hygiene and handwashing followed.  Guidance on pre-attendance at a dwelling or work place prepared. | 2 | 3 | 6 | Review   * Hand wash and sanitisation arrangements to 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 to be created * Advise all staff and visitors to wash hands regularly * Provide reasonable level of advice on the infection and hand washing guidance. * Staff to be 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. * Advise staff on self-separation from other persons (Maintaining a 2-meter gap) * Make 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.  |  | | --- | | * Develop and communicate Company policy of self-isolation and home working. * Undertake an evaluation of activity reasonably expected by staff to complete when attending a dwelling area or other business property where staff are likely to come in contact with other persons. Such persons may already be in isolation. Guidance in this respect is attached. * Assessment subject of 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. | | 1 | 3 | 3 |
| 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. | 3 | 2 | 6 | Risk assessment on Impact of business activity to be completed to identify threats and opportunities to maintain business activity. Includes potential impacts arising from   * loss of staff and supervisors, * management of uncollected waste, * maintenance of stock supply. * Cash flow difficulties * Loss of premises   Review current emergency and contingency plans to ensure company processes and resilience  Emergency contact processes to be formulated, introduced and tested.  Seek alternative suppliers to maintain flow of supplies.  Build reserve of stocks  Ensure good communication completed with staff and clients.  Undertake regular communication with clients to ensure that they are aware of issues affecting delivery of services.  Employers to review 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 |
| Self-Isolation and higher risk groups.  Factors include mental health from impact of isolation including mental health, poor access to supplies and services Financial hardship | All infected persons | Clear HM Government advise available for employers to follow around self-isolation, hand washing and general avoidance of travel and potentially affected areas.  HM Government has identified high risk groups which are identified within attached check list. | 3 | 2 | 6 | Making use of attached checklist employers to assess each staff member and consider their personal circumstances to establish if they are essential workers.  Issues to be considered include.   * Workers identified as being within higher risk groups should move towards self-isolation. * Role and knowledge of company processes and systems * Can home working be completed with limited impact on remaining staff and ability of company to continue service * Consider below factors which may give less skilled staff a higher priority rating. * Personal circumstances of the individual and likely impact upon them with factors to be considered including need to care for relatives, financial impact, mental health, impact of isolation in respect of general welfare and support which can be provided. * Means to ensure employer/employee communication with regular contact to be made. Employers to maintain record of such contact to ensure that others are aware of actions taken should employer become unavailable. | 3 | 1 | 3 |
| Essential staff  Defined as  completely necessary; extremely important in a particular situation or for a particular activity | All infected persons | Employers/managers awareness of business activity can identify key elements of business activity and identify the key staff possessing the skills to deliver on them. |  |  |  | Managers to complete a formal review of all business activity to identify -   * Key activities vital to maintenance of activity and those of a lower priority * Identify roles that can be combined * Identify staff who can work from home, including essential staff and the means by which activity can continue. * Managers to identify reserve staff who can complete the role in event that primary staff are incapacitated. * Review communications systems * Employers/Managers to assess whether they are an essential staff member. * Vigorous infection control measures to be enforced. |  |  |  |
| Lone working | All infected persons | Lone working is not illegal but should be controlled to the extent that such staff are supported, have a clear understanding of their role and have the means to gain support in the event of an emergency |  |  |  | Employers/managers to review all staff roles to identify those that can be completed by a lone worker and identify-   * Need to review current working practices including assessments of activity to establish appropriate roles and staff. * Higher risk activity including working at height, lifting of heavy weights to be identified. * Employer/manager to establish if staff member has any underlying health issues and avoid such staff undertaking lone working. * Ensure that reasonable level of communication takes place with affected staff, clients and customers * Establish activity that can be undertaken by a lone worker and those that cannot – Employers to confirm in writing and communicate to staff and client/customer. * Means of emergency communication to be established with regular contact made to ensure wellbeing of worker. * Vigorous infection control measures to be enforced. |  |  |  |

**METHOD STATEMENT**

**Work identified is not complex nor does it require**

**Close co-ordination with other works/contractors or work activity.**

**No requirement for method statement of permit to work to be issued**