

**SAFE SYSTEM OF WORK – METHOD STATEMENT and GENERAL INFORMATION**

Reference	Working on client’s site during COVID-19 UK Pandemic	System Assessor	Updated	Review
SSW2020	COVID-19 (Coronavirus)	Angela White	1 <sup>st</sup> June 2020	30 <sup>th</sup> Sep 2020

**1. LOCATION & ACCESS**

Various

- Workers should where feasible avoid the use of public transport (and if they have no alternative but to do so, will from 15th June 2020 be required to wear face coverings). [\(see more on the use of face coverings\)](#)
- When travelling to work or between site locations, a worker should endeavor to travel alone.
- If workers have no option but to share a vehicle, they should try to share with the same individuals and with the minimum number of persons. Occupants of the vehicle should also avoid touching their face, and upon entering and exiting the vehicle they should use hand sanitiser.
- Wherever possible maintain good ventilation in the vehicle with passengers facing away from each other during the journey.
- Occupants should maintain a distance of two metres while approaching or after exiting the vehicle.
- The inside of the your work vehicle should be kept as clean as possible, including external and internal door handles, wing mirrors as well as not allowing waste packaging of food and other similar items to accumulate.
- Upon arrival to site you must adhere to any information on signs or relevant instructions given to you by site security personnel or the client’s representative.
- When on site try to keep to the minimum amount of interaction with others (not including those working with you) but do maintain social distancing where possible.
- Do not walk around the site unnecessarily or stop to speak to anyone unless it is essential to do and you can still maintain social distancing. Try to keep the conversation to just a few minutes and where possible only if in a well ventilated area or outside.
- Workers should try to use the stairs in preference to lifts and passenger hoists but this may not always be possible. If not informed you should check for signage that stipulates that the lift or hoist capacity has been reduced to that more distance between occupants can be achieved...

**2. SOCIAL DISTANCING**

- The objective is that wherever possible, (including while arriving at and departing from work, while in work and when travelling from work) is to maintain 2m social distancing.
- All work needs to be planned and organised to avoid crowding and to minimise the risk of the spread of infection by following government guidance.
- Those planning the work must consider that where social distancing guidelines cannot be followed in full in relation to a particularly activity then the business should consider whether the activity needs to continue for the business to operate,
- If it is not possible to maintain a 2 metre social distance then each relevant activity should be assessed and to consider all mitigating actions possible to reduce the risk of the transmission between workers, being mindful that face masks (PPE) are the last resort in the hierarchy of controls and therefore other controls should be introduced first.

Mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).
- If people must work face-to-face for a sustained period with more than a small group of fixed partners, then it will need to be assessed whether the activity can safely go ahead.
- You should contact one of the ITS Directors to discuss and seek authorisation before proceeding if this has not already been assessed and approved.

### 3. PROTECTION OF OTHERS

- To protect others, do not leave home to go to work if you or someone you live with suspects they have symptoms of Coronavirus (COVID-19). The most common symptoms are a high temperature, a new continuous cough and a loss or change to your sense of smell or taste.
- If your symptoms are mild, you'll usually be advised to not leave your home for at least seven days. Anyone you live with should then not leave your home for 14 days.
- Those working on behalf of ITS must continue to work in line with existing health, safety & environmental legislation / guidance but also ensure that the UK government's guidance and restrictions are adhered to in order to preventing the transmission of COVID-19.
- If you do cough and sneeze for whatever reason i.e. hay fever etc make sure you do so into a tissue, or if not on your sleeve or into the crease of elbow and dispose of the tissue appropriately.
- Tools and equipment including i.e. ladders, calibration meters, mobile phones, and laptops that you take onto site should be wiped down to a good standard prior to and after the visit.
- You should clean up after yourself in the areas where you are working.

### 4. PERSONAL PROTECTIVE EQUIPMENT INCLUDING FACE COVERINGS

- Where you are already using PPE in your work activity to protect against **NON-COVID-19** risks, you should continue to do so.
- It is the responsibility of those working on behalf of ITS to have suitable and sufficient PPE with them on site for the tasks they are to carry out and in line with the client's site rules. Normally as a minimum these will be: **hard hat, safety footwear, high visibility vest and/or jacket, safety eyewear, ear-defenders/earplugs, appropriate gloves, and individuals should have suitable face masks and suitable hand-sanitiser.**
- Reusable PPE should be thoroughly cleaned after use and not shared between workers.
- Disposable PPE should not be shared between workers, and should be disposed in line with company policy ensuring the bag you put it in is tied tightly and disposed of as soon as possible. (Do not leave waste on site unless you have permission to do so or take it into your home).
- Supplies of PPE, including face masks, must continue to be reserved those in health care, and clinical environments and also for those who need them to protect against risks in their workplace, i.e. dusts chemicals, asbestos etc.
- Workers may wish to wear a face covering (not classified as PPE or as a face mask) and it is optional to do so and not required by law including in the workplace.
- There are circumstances when wearing a face covering may be marginally beneficial as a precautionary measure i.e. Where social distancing isn't possible.
- When wearing a face covering, wash or sanitise your hands before putting it on and after taking it off and regularly thereafter.
- Avoid touching your face or face covering as you could contaminate them with germs from your hands.
- Change or wash your face covering daily.
- Practice social distancing wherever possible

**Note:** When managing the risk of COVID-19 in the workplace additional PPE beyond what would usually be worn is not beneficial because COVID-19 is a different type of risk to the risks normally faced in the workplace. It needs to be managed in other ways such as social distancing, hygiene and working in fixed teams or partnering not through the use of PPE. The exception to this is clinical settings like a hospital or other roles where Public Health England advises the use of PPE i.e. first responders and others.

### 5. ACCIDENTS /INCIDENTS, FIRST AID & USE OF EMERGENCY SERVICES

- Employees must report accident/incidents on your behalf and to contact ITS Helpdesk 0845 8802112 and ask to speak to a Director to inform him of the accident/incident.
- Be aware that site first aiders on site may be limited if some are working from home, or may have been 'stood down' due to the risk of the transmission of COVID-19.
- If in doubt as to whether an ambulance or paramedic is required do not hesitate to ring 999.
- Be aware that the emergency services may be under pressure during the COVID-19 Pandemic and so response times may vary and some hospitals may be designated for COVID-19 patients only.

### 6. OPERATIVES/COMPETENCE

ECS/CSCS Card holder & relevant qualifications.

### 7. PLANT & EQUIPMENT

As per rest of main RAMS for the tasks to be carried out

**8. MATERIALS HANDLING/STORAGE & SAFETY INFORMATION**

As per rest of main RAMS for the tasks to be carried out

**9. CRITICAL STAGES: (MUST BE UNDERTAKEN IN CORRECT SEQUENCE)**

- a) You must sign in and out of the site. (This is especially important for tracing possible COVID-19 transmission timelines).
- b) You should enquire if there has been any suspected or confirmed cases of COVID19 of anyone who has worked on the site, or has been in contact with someone who has been suspected or confirmed as having COVID-19 in the last 21 days.
- c) You should try to maintain the 2 metre social distance guidance as much as possible and to avoid skin-to-skin and face to face contact.
- d) You must ensure you have been made aware of the site rules and have had a site induction. However it is imperative that you are also made aware of the site protocols and restrictions relating to preventing the transmission of COVID-19 whilst on the site.
- e) Where it is required to hold a pre-start briefing, where possible this should be by telephone (even if both parties are on site) however, if this is not feasible then it should be either held out of doors, (or if impacted by the weather) then in an area with sufficient space to maintain the 2 metre distancing rule. It should be in a well ventilated area preferably with open windows and participants kept to a minimum.
- f) The person managing the briefing should endeavor to keep the briefing as short as possible.
- g) It is the responsibility of the operative /specialist contractor to undertake a dynamic risk assessment either on the ITS 2-part DRA form or via their PDA DRA form.
- h) Workers should keep the work area as well ventilated and as cool as possible.
- i) You must read the RAMS and follow the safe system(s) of work applicable to the work/tasks to be carried out.
- j) For project work or longer duration work, the project manager must liaise closely with the client's representative and if the project is under CDM, the ITS project manager must liaise closely with the Principle Contractor.
- k) You must Sign out from the site.

**Remember to wash your hands or use hand sanitiser**



Angela White QHSE Manager

Dated: 1<sup>st</sup> June 2020

**NOTES**

- Strict adherence to this method statement is critical to the health & safety of all engaged in the work and others who may be affected by the transmission of COVID-19.
- If any issues arise either before the work starts, or during the completion of a dynamic risk assessment, or during the work, then in view of current circumstances, a Director should be contacted as soon as possible.
- If out of hours then in the first place contact the duty manager on call.

**Stay Alert – Control the Virus – Save Lives**