

METHOD STATEMENT & TASK RISK ASSESSMENTS

Number	999	Persons at Risk																																			
		Operatives	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>																																
Task	Covid 19 / Coronavirus	Other Trades	<input checked="" type="checkbox"/>	Young Persons	<input checked="" type="checkbox"/>																																
		Site Visitors	<input checked="" type="checkbox"/>	New/Expectant Mother	<input checked="" type="checkbox"/>																																
Number of Operatives	ALL	Duration of Task																																			
Hazard: The source of Risk	Severity of Harm		Risk: Event; How likely is the harm?		Likelihood of Harm																																
Spread of Covid-19 Coronavirus	Death	5	<input checked="" type="checkbox"/>	Contracting the virus	Near Certainty	5	<input type="checkbox"/>																														
	Serious Injury	4	<input type="checkbox"/>		Probable	4	<input checked="" type="checkbox"/>																														
	Moderate Injury	3	<input type="checkbox"/>		Possible	3	<input type="checkbox"/>																														
	Slight Injury	2	<input type="checkbox"/>		Unlikely	2	<input type="checkbox"/>																														
	Asymptomatic	1	<input type="checkbox"/>		Very Remote	1	<input type="checkbox"/>																														
Outcome; Score WITHOUT Controls																																					
Possible Death. This applies to those of working age not in receipt of a letter from the NHS advising them of a specific vulnerability and to self-isolate. The disease causes varied outcomes from no symptoms to serious illness requiring hospital treatment.																																					
<table border="1"> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Hazard</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="6" style="text-align: center;">Risk</td> </tr> </table>						Hazard	5	10	15	20	25	4	8	12	16	20	3	6	9	12	15	2	4	6	8	10	1	2	3	4	5	Risk					
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Risk																																					
CONTROL MEASURES & TASK SPECIFIC PPE																																					
Specific Instruction / Training/ Guidance or Safe Systems Required: Tick as Required																																					
Site Induction Training	<input checked="" type="checkbox"/>	Back to Work Induction	<input checked="" type="checkbox"/>	Toolbox Talks	<input checked="" type="checkbox"/>																																
SPECIFIC NRC COMPANY POLICIES TO BE FOLLOWED																																					
COSHH	<input checked="" type="checkbox"/>	Personal Protective Equipment			<input type="checkbox"/>																																
Controls: Implementation & Monitoring	<p>TO BE IMPLEMENTED BY OPERATIVES & SUPERVISOR THROUGHOUT THE WORK. ALL CONTROLS TO BE IN PLACE BEFORE WORK COMMENCES.</p> <p>MONITORING OF COMPLIANCE WILL BE BY NRC SUPERVISOR / MANAGERS / COVID 19 OFFICER. ALL OPERATIVES UNDERTAKE BY BEEN GIVEN THIS BRIEFING WILL WORK AS INSTRUCTED AND TRAINED AND WILL MAINTAIN ALL CONTROL MEASURES DETAILED WHICH ARE FOR THEIRS AND OTHERS SAFETY. OPERATIVES NOT TO COMMENCE WORK AND TO STOP WORK IF ANY CONTROL CANNOT BE IMPLEMENTED AND REPORT THIS TO THEIR SUPERVISOR IMMEDIATELY.</p>																																				
Information																																					
<p>Before working on a site, you must have completed the NRC "Back to Work Induction", as well as this you will have a standard site induction.</p> <p>If you are working on a site not controlled by NRC Services, they may also give an additional induction who will give clear information about how the individual site is been managed during the pandemic as well as standard inductions. YOU MUST follow all guidelines given by the site manager / foreman and at no point must these rules be broken, if caught breaking the site rules this will be classed as gross misconduct, also if you see others breaking the rules then you MUST say immediately for your own safety. Below are guidelines to follow, but these shall be read in conjunction with LOCAL SITE RULES</p> <p>At all times you must follow the government guidelines and advise sent out by Health England. NRC will conform to any of the guidelines set out by Health England, CLC and governing bodies we are affiliated with.</p> <p>If you are required to work in together you will be risk assessed and tool box talked leading to a permit to work, no tasks should be undertaken without this guidance, only employees who have been given permission to work together will be permitted to, breaking of this rule may lead to disciplinary action, remember this is for yours and others wellbeing.</p> <p>Personal hand gels will be provided at your back to work induction and if required will be filled by your line manager or the Covid 19 Officer who will be visiting your site.</p>																																					
SUB-CONTRACTORS																																					
All Sub – Contractors will follow the guidelines set out by Health England and will be required to submit their risk assessment for dealing with Covid 19 before work commences.																																					
VISITORS																																					
Will follow guidance given by the lead NRC operative.																																					

Specific Controls Required:

Hand Washing

- Stringent hand washing taking place. hand washing with soap and hot water frequently.
- Paper towels for drying of hands, and will dispose of correctly, place in a unit specifically for hand towels, bag and tie at the end of each day and leave in a secure place for 72 hours, then this can be disposed in the normal way.
- Gel sanitisers in any area where washing facilities not readily available – please be aware that gel sanitisers that conform to the guidance should contain at least 60% alcohol, this makes this substance a flammable substance, when using make sure that your hands are dry before touching any surface, do not go near any source of ignition while using the product, do not carry personal sanitisers in your pockets, do not leave the bottles near heat sources.

Additional Controls

Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.

Cleaning

Always clean surfaces before breaks are taken and after you have finished, use the sanitiser provided.

Tools – wipe clean when starting and on completion. If you lend tools to others, make sure they are cleaned when returned with a sanitiser provided

Additional Controls

Rigorous checks will be carried out by line managers / Covid 19 Officer to ensure that the necessary procedures are being followed.

Social Distancing

Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency wherever possible, small teams can be used and kept together.

Taking steps to review work schedules including start & finish times/shift patterns, reduce number of workers on site at any one time. Also relocating workers to other tasks around site.

Redesigning processes to ensure social distancing in place wherever possible.

Conference calls to be used instead of face to face meetings wherever possible.

Social distancing also to be adhered to in all areas where possible.

Additional Controls

Employees to be reminded on a frequent basis of the importance of social distancing both in the workplace and outside of it.

Management / Covid 19 Officer checks to ensure this is adhered to.

Wearing of Specific PPE associated with Specific Tasks

Where Risk Assessment identifies wearing of PPE as a requirement of the task, an adequate supply of these will be provided. Staff will be instructed on how to remove carefully to reduce contamination and how to dispose of them safely, or clean them using the correct cleaning fluids / wipes.

Additional Controls

All to be reminded that wearing of gloves is not a substitute for hand washing.

Symptoms of Covid-19



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If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.
Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Additional Controls

Line managers / Covid 19 Officer will offer support to staff who are affected by Coronavirus or has a family member affected.

Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers.
Allowing delivery drivers adequate breaks to avail of proper welfare facilities.

Drivers

Procedures in place for Drivers to ensure adequate welfare facilities available during their work.

New amendments to the company policy on vehicles have been sent out to all drivers we expect these to be conformed to at all times

Mental Health

Management / Covid 19 Officer will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help

Additional Controls

Line managers / Covid 19 Officer will offer support to staff who are affected by Coronavirus or has a family member affected.

On Site Amendments

Amendment	Date	Initial

Final Risk Rating; Score WITH Controls						5	10	15	20	25
Author/Checker initial here	Hazard	Death	5		Risk	Near Certainty	5			
		Serious Injury	4			Probable	4			
Moderate Injury		3	✓	Possible		3				
Slight Injury		2		Unlikely		2	✓			
Asymptomatic		1		Very Remote		1				
RLL										
						Risk				

COVID 19 IS AN ADDITIONAL HAZZARD TO THE NORMAL SITE ISSUES, EACH DAY THERE IS NEW INFORMATION RELATING TO COVID 19, WE SHALL INFORM YOU OF ALL RELEVANT ISSUES VIA THE SITE FOREMAN, COVID 19 OFFICER, EMAILS, AND SITE NOTICES, AWARENESS IS THE KEY – REMIND EACH OTHER ABOUT THE ISSUES – WE CAN WORK SAFE JUST BE VIGILANT

