



# SCCI GROUP LTD

## METHOD STATEMENT & RISK ASSESSMENT

### HYGIENE – COVID 19 – OFFICE WORKING

<b>Client</b>	
<b>Date</b>	
<b>Site Address</b>	
<b>Completed by:</b>	

ISSUE	PURPOSE	ORIGINATED	REVIEWED	AUTHORISED	DATE
1	REV 1	AH	SC	RW	19/03/20
2	REV 2	AH	SC	RW	31/03/2020
3	REV 3	AH	SC	RW	20/04/2020
4	REV 4	AH	SC	RW	

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## **PERSONAL PROTECTIVE EQUIPMENT:**

In addition to standard PPE as per Generic Task RAMS

Hand Sanitizer  
Latex Gloves  
Antibacterial Wipes  
Face Masks

## **TRAINING**

- Toolbox Talk: Engineering – COVID-19

## **DOCUMENTS**

The situation is under constant review from information provided by the Government

Links

<https://www.gov.uk/coronavirus>

<http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/03/Site-Operating-Procedures-23-March-2020.pdf>

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>

## **1. INTRODUCTION**

Staff should work from home if at all possible.

The following scope of works is a generic step by step process for staff who have to work at the office.

Line Managers are expected to minimise the numbers of staff working within the office to a minimum. Staff rotas will be drawn up to manage numbers of those staff who are required to work into office. It may be that staggered start times are implemented.

It should be noted that minimum numbers of staff should be in the office wherever possible, those who don't need to attend and can work from home, should do so.

Staff who fall in the vulnerable category should not attend the office

## **2. PREMISES**

Measures will be implemented across the group to provide and ensure social distancing measures are followed;

- Notices on offices regarding maximum number of people
- Notices on toilets regarding maximum number of people
- Notices on kitchens regarding maximum number of people
- Floor tape around the office to help keep staff 2m apart
- Distancing signage placed around the office
- Majority of seating shall be removed from kitchen areas – no more than 1 person sat at each table
- Plates and crockery shall be removed from kitchen areas

- Staff should wash items and/or place directly into dish washer
- One way system for footfall
- Entry only through front door and exit only through side door (Side door will be locked from 5pm every evening so front door will be required to be used as entry and exit from 5pm)
- Staggered seating on desks to prevent face to face seating
- Use of other staff members equipment, particularly phones and keyboards is prohibited

### 3. TRAVEL

- Wherever possible staff should travel to site alone using their own transport
- Where absolutely necessary if use of public transport is required please travel at a 2m distance from all other persons
- There parking arrangements for additional cars and bicycles and walking to work where possible is encouraged
- Video and conference calls should be used over face to face meetings

### 4. MOVEMENT AROUND THE OFFICE

- Non-essential movement around the building is discouraged – use phones to contact other staff members
- Staff are encouraged to wear masks whilst moving around the office
- One staff member in the lift at any one time
- Follow one way system within the office to minimise transmission between staff

### 5. WHILST AT WORK

- Staff must enter through main front door
- Regular handwashing shall take place with antibacterial soap
- Staff will be supplied nitrile gloves and should be worn when required
- Staff should ensure they do not make contact with their face, eyes or mouth whilst wearing nitrile gloves
- Where possible and practical, staff shall create an exclusion zone on 2m between themselves and other members of staff in the office
- Staff are required to assess the requirements of the task prior to commencing, and whether it needs to take place or could be done remotely (meetings etc)
- External visitors should not attend or be invited to the office without approval of the Managing Director
- Hard surfaces within the property that staff contact regularly will be cleaned daily
- Non-essential work that requires close contact between workers should not be carried out
- Avoid hot desking and don't allow other worker to use before being cleaned and sanitised
- Open windows where possible to improve ventilation
- Personal deliveries to the office are prohibited
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Stairs should be used in preference to lifts
- Avoid the use of lifts where possible and sharing of lifts shall be avoided
- Minimise contact with high frequency touch surfaces like door handles, push plates, bannisters etc
- Re-usable PPE should not be shared between workers

### 6. DELIVERIES

- Personal deliveries are prohibited to the office
- No entry to warehouse area for staff
- Delivery drivers have been provided an allocated drop and collection point in warehouse
- No signing of tablets
- Warehouse operatives to wear nitrile gloves when handling packages
- Project staff notified via email / phone that items are available from designated collection point

7. **COMPLETION**

- Wipe down area with antibacterial wipes and dispose in bin
- When removing nitrile gloves dispose in bin. Peel from hands to minimise likelihood of contact with external part of glove
- Face masks should be disposed of and must not be left lying around the office
- Where possible and practical wash hands with antibacterial soap and water
- Use hand sanitizer



HAZARD CODE	HAZARD DESIGNATION	HAZARD	HARM	PERSONS AT RISK	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES REQUIRED	SEVERITY	LIKELIHOOD	RESIDUAL RISK	ADDITIONAL CONTROL MEASURES REQUIRED
	General Activities	Infected person	Ill health from exposure	Members of Staff	5	4	20	If infected or displaying symptoms, do not enter property.	5	2	10	
	General Activities	Isolating / Self Isolating persons	Ill health from exposure	Members of Staff	5	4	20	If you have been advised to isolate or self-isolating do not attend the office.	5	2	10	
	General Activities	COVID-19 present on hard surfaces	Ill health from exposure	Members of Staff	5	4	20	All contact surfaces will be sanitised daily as part of Piper House sanitisation cleaning programme. Gloves will be provided for all staff	5	2	10	
	General Activities	Persons displaying symptoms of COVID-19	Ill health from exposure	Members of Staff	5	4	20	Remove yourself from the vicinity of the individual displaying symptoms, advise they leave the office immediately and monitor your own condition moving forward. Stay alert	5	2	10	
	General Activities	Persons not displaying symptoms of COVID-19	Ill health from exposure	Members of Staff	5	4	20	Maintain 2m distance from all persons where possible. Avoid hand shaking and crowded areas. Ensure attention to detail when interacting. Abide by distancing	5	2	10	
	General Activities	Crowded areas	Ill health from exposure	Members of Staff	5	4	20	Avoid crowded areas and socialising where possible. Minimise interaction with fellow staff outside of work	5	2	10	
	General Activities	Contaminated Materials	Ill health from exposure	Members of Staff	5	4	20	Ensure hands are washed regularly and hand sanitiser used. Nitrile gloves are provided for use and avoid contact with face, mouth and eyes. Dispose of all wipes, tissues, gloves and masks in the bin and re-sanitise hands	5	2	10	
	General Activities	Movement on site / Lifts	Ill health from exposure	Members of Staff	5	4	20	Ensure lifts are not used where possible and must not be shared with others on site at any point.	5	2	10	
	General Activities	Lack of social distancing in welfare areas	Ill health from exposure	Members of Staff	5	4	20	Canteen seating has been reduced with 3 to 4 seats removed from the standard arrangement Maximum number of persons allowed displayed on the door Smoking areas have been demarcated to keep people 2m apart	5	2	10	
	General Activities	Lack of social distancing in emergency scenario	Ill health from exposure	Members of Staff	5	4	20	Increased number of emergency muster points increased to 2. Reduction in numbers of persons on site In the event of muster points having too many people these will be spread into rows maintaining the 2m distancing rule and utilise vehicle areas	5	2	10	

								Fire marshalls in place to ensure no vehicle and pedestrian collisions occur				
	General Activities	Transmission of COVID-19	Ill health from exposure	Members of Staff	5	4	20	High Risk staff (eg. underlying health conditions are required to isolate at home) Waste from areas with confirmed cases will be separated and double bagged SCCIA to manage absenteeism of operatives and maintain good communication with site Operatives displaying symptoms are required to isolate for 7 days or 14 if member of the family develops symptoms Non-essential meetings cancelled Regular washing of hands encouraged and TBT rolled out regarding the spread and measures to be taken	5	2	10	
	General Activities	Delivery of Goods	Ill health from exposure	Members of Staff	5	4	20	No personal items delivered to office. Designated drop / collect point for delivery drivers, and no signing of tablets Staff notified of items for collection via email				

		Likelihood							
			Rare	Unlikely	Possible	Likely	Certain		
		Weight	1	2	3	4	5		
Environment	People								
Slight Effect	First Aid Injury	1	1	2	3	4	5		
Minor Effect	Medical Treatment Injury	2	2	4	6	8	10	Low	1 - 4
Localised Effect	Lost Time Injury	3	3	6	9	12	15	Medium	5 - 11
Major Effect	Reportable Injury	4	4	8	12	16	20	High	12 - 16
Extreme Effect	Fatality	5	5	10	15	20	25	Very High	17 - 25



GRA 015 Rev 4 Method Statement & Risk Assessment – Hygiene COVID-19 Office Working

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I confirm I have read and fully understood the contents of the above

Name: .....

Signature: .....

Line Manager: .....

Date: .....