

COVID-19

METHOD STATEMENT & RISK ASSESSMENT

REGISTERING, AUTHORISING & IDENTIFYING AMENDMENTS

Any change in working methods, conditions or additional risks identified whilst carrying out your role will need to be brought to the attention of the signatories below who will need to discuss the implications. Where applicable, a request to amend the Method Statement should be made to those names listed below. Any revisions will then need to be approved and amended.

Amendments should be clearly identified within the text by a mark in the page border and a brief description below.

Rev	Date	Reason for Issue	Produced by	Checked by	Approved by (HCS)
0	15/05/2020	1 st Issue	MJ Tearne	D Slingsby	M Morris

1.0 INTRODUCTION

HC Slingsby plc and its Senior Management team are committed to ensuring that its operations are carried out safely and that everyone goes home at the end of the day without injury or incident. This document is central to that. All on site have a responsibility to ensure their own safety and that of their colleagues and the public and must adhere to the requirements of this document.

1.1 What is to be done.

The objectives of this method statement are to outline the safe practices that must be followed during the COVID-19 pandemic.

1.2 Where will it happen

At HC Slingsby plc Head Office and ESE Direct Ltd offices and if working at or on behalf of Customers and Clients.

2.0 ROLES & RESPONSIBILITIES

Senior Management shall be responsible for monitoring compliance to ensure that all work is carried out and where applicable that risk assessment control measures are implemented and method statements are followed. If there is a change of conditions not covered by the Risk Assessment & Method Statement they will stop work and seek advice if unsure about anything.

It is the responsibility of **all persons** working or visiting the site to ensure that:

- They work to the requirements of this method statement and risk assessment,
- They work in a safe manner that does not endanger themselves or others who may be affected by their actions,
- Keep themselves up to date on governments advice with regards to COVID-19
- Report accidents, incidents, near misses and unsafe acts and conditions, and
- Participate in any safety briefings, initiatives, tool box talks and training.

3.0 GENERAL INSTRUCTIONS

How to avoid catching or spreading germs:

DO

1. Wash your hands with soap and warm water often – do this for at least 20 seconds
2. Always wash your hands when you get home or into work
3. Use the hand sanitiser gel that is provided often or if soap and water are not available
4. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
5. Put used tissues in the bin immediately and wash your hands afterwards
6. Hold essential meetings only and where possible utilise technology to facilitate this remotely
7. Clean and disinfect high touch surfaces regularly
8. Limit food handling and sharing of food in the workplace
9. Keep 2 meters apart from your work colleague

10. Limited personnel in company vehicles- TWO in a Vehicle (Driver + passenger) and as far as is practicable they shall have the windows down to ventilate
11. Any person using the canteen / welfare units must follow the government separation distance of a minimum two meters apart from each other.

DO NOT

- Touch your eyes, nose or mouth if your hands are not clean.
- Shake hands
- Come into work if you are showing signs of the COVID-19 virus [**High temperature and/or a new constant cough**]
- Congregate in the warehouse/office area. Follow the rules for entering.
- Don't congregate in groups when preparing to start work in the mornings or finish work at the end of the day.

If you have any underlying condition, as below, that you are concerned about that puts you at greater risk then please seek medical advice and then advise the Senior Management Team to discuss mitigation options.

- are over 70 (regardless of medical conditions)
- are pregnant
- have an underlying health condition, such as:
 - chronic respiratory diseases
 - chronic heart disease
 - chronic liver disease
 - chronic neurological conditions
 - [diabetes](#)
 - problems with your spleen
 - a weakened immune system as the result of conditions such as [HIV and AIDS](#), or medicines such as [steroid tablets](#) or [chemotherapy](#)
 - being seriously overweight (a body mass index (BMI) of 40 or above)

Covid 19 Symptoms



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues (then wash hands)



If you don't have a tissue **use your sleeve**



How I
If you

After

- **Avoid touching your eyes, nose and mouth with unwashed hands**



Avoid close contact with people who are unwell

- if you still have a high temperature, keep self-isolating until your temperature returns to normal

You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you **do not** get symptoms, you can stop self-isolating after 14 days



STAY SAFE

Risk Assessment:

The risk assessment process below shall be assessed using the commonly used 5 x 5 risk matrix:

Green = L
Amber = M
Red = H

Evaluating risk

Likelihood

		1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain
Severity	1 Trivial	1	2	3	4	5
	2 Minor	2	4	6	8	10
	3 Lost time	3	6	9	12	15
	4 Major	4	8	12	16	20
	5 Fatal	5	10	15	20	25

