

SITE ADDRESS:	QODA Consulting Limited, 23 Birmingham Road, Sutton Coldfield, B72 1QA
DATE:	4 th June 2020
DAY TO DAY MANAGEMENT OF SITE:	Mark Reeves and Dominic O’Hara
HEALTH & SAFETY:	<p>This is dynamic situation and needs to be reviewed on a regular basis. Health & Safety requirements of any working environment must not be compromised during this crisis.</p> <p>Additional Guidance Version 3 June 2020, Advise regarding site visits during the COVID-19 Pandemic.</p>
POTENTIAL HAZARDS INCLUDE:	<ul style="list-style-type: none"> ▪ Spread of the disease ▪ Lack of supervision ▪ Lack of cleanliness ▪ Physical distancing not being observed ▪ Someone carrying the disease but not showing symptoms ▪ Lack of communication ▪ Mental health issues as a result of the pandemic
EMERGENCY PROCEDURES:	<p>In the event that a worker develops a high temperature or a new persistent dry cough at work, they should be sent home, and the rest of the workforce informed immediately. Further control measures may apply (i.e. deep clean and partial or total site closure to be considered)</p> <p>During a fire evacuation, normal procedures apply, least distance of travel to get to a place of safety in accordance with local plans. First aider briefed on changes to first aid procedures.</p>
WELFARE FACILITIES:	All welfare facilities shall remain available. Increased cleaning regimes and use of a local sanitizing spray be used. All employees and visitors shall be made to wash their hands when arriving at the site and leaving.
MONITORING:	Mark Reeves and Dominic O’Hara shall monitor employee compliance and safe working practices. Working arrangements shall be periodically reviewed following concerns raised or changes to Government guidance. Gavin Hopkins, GH Safety Limited is nominated to check Government updates and ensure guidance is communicated to the business units.
EMERGENCY ARRANGEMENTS:	<p>If you need medical help for any reason, do not go to places like a GP surgery, pharmacy or hospital.</p> <p>If you have symptoms of coronavirus (a high temperature or a new, continuous cough), use the 111 coronavirus service</p>
PPE	<p>See site visit guidance for PPE.</p> <p>The office manager shall hold a small stock of PPE which may be used if any task compromises social distancing guidelines after other</p>

**HEALTH & SAFETY – CORONAVIRUS-COVID19
RISK ASSESSMENT & METHOD STATEMENT**

	control measures have been considered. Face coverings must be worn when using public transport. All tasks where social distancing is compromised should be supported by a risk assessment.
COMMON EQUIPMENT:	All common equipment should be cleaned at the start and end of each day. They should also be cleaned if a different person uses the equipment. Local sanitizer spray is available, take extreme care near electrical equipment.
OTHER INFORMATION	Please refer to QODA guidance for easing lockdown

BRIEFING REGISTER:	This method statement has been read and understood by:	
NAME	SIGNATURE	DATE

HEALTH & SAFETY – RISK ASSESSMENT & METHOD STATEMENT

HAZARD	CONSEQUENCES	PERSONS AT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK
MANAGEMENT	Spread of the disease Civil Claims	All	<ul style="list-style-type: none"> ▪ Where appropriate a briefings will be done in the open areas with everyone observing the physical distancing guidelines of 2 meters between each person ▪ Regular communications to check on tasks being performed and the impact on physical distancing ▪ Monitor to ensure physical distancing is being observed ▪ Only absolutely necessary office meetings permitted ▪ Work areas should be well ventilated / windows open to allow fresh air circulation where possible 	MODERATE
VISITORS TO THE SITE THAT HAVE RECENTLY BEEN EXPOSED TO THE CORONAVIRUS	A Fever, a persistent dry cough, or difficulty breathing Spread of the disease Death	All	<ul style="list-style-type: none"> • Health and safety induction to include immediate reference to Coronavirus and hygiene precautions to be taken before entering the site and during time on the premises • Wash hands thoroughly on arrival and at regular intervals • Individuals to avoid touching face where possible • Hand dispenser upon entrance to the building for all staff and visitors to use each time they arrive on site • Essential visitors only 	MODERATE
SELF-ISOLATION	Spread of the disease Civil Claims	All	<p>Anyone who meets one of the following criteria should not come to the premises:</p> <ul style="list-style-type: none"> ▪ High temperature or new persistent dry cough ▪ Is vulnerable (age, underlying health condition, clinical condition) ▪ Living with someone who is having to self-isolate 	TOLERABLE

HEALTH & SAFETY – RISK ASSESSMENT & METHOD STATEMENT

HAZARD	CONSEQUENCES	PERSONS AT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK
SPREAD OF CORONAVIRUS FROM INFECTED PERSONS DUE TO CONTAMINATED SURFACES	A Fever, a cough, or difficulty breathing Spread of the disease Death	All	If an employee develops a high temperature or a new persistent dry cough while at work, they should: <ul style="list-style-type: none"> ▪ Return home immediately ▪ Avoid touching anything ▪ Cough or sneeze into a tissue and put it in a bin or if they do not have tissues, cough and sneeze into the crook of their elbow ▪ Inform the line manager so that a deep clean can be undertaken in any areas the individual was working in 	MODERATE
SOMEONE FALLS ILL	Spread of the disease	All	Inform Mark Reeves or Dominic O’Hara immediately; <ul style="list-style-type: none"> ▪ Return home immediately ▪ Avoid touching anything ▪ Cough or sneeze into a tissue and put it in a bin or if they do not have tissues, cough and sneeze into the crook of their elbow ▪ Mark Reeves to arrange deep clean in any areas the individual was working in 	MODERATE
ARRIVAL ONTO SITE	Spread of the disease	All	<ul style="list-style-type: none"> ▪ Stop all non-essential visitors ▪ Coordinate work to avoid overlapping work areas where possible, plan to be established and managed by Mark Reeves and Dominic O’Hara ▪ All employees to wash their hands on arrival onto site and before they leave the site, as well as at regular intervals prior to eating, smoking, drinking etc. ▪ Regularly clean common areas, special attention to regularly used surfaces such as worktops, door handles etc. 	MODERATE

HEALTH & SAFETY – RISK ASSESSMENT & METHOD STATEMENT

HAZARD	CONSEQUENCES	PERSONS AT RISK	HAZARD CONTROL MEASURES	RESIDUAL RISK
HANDWASHING	Spread of the disease	All	<ul style="list-style-type: none"> • Ensure soap and water readily available and kept topped up with sanitiser to be provided in addition to hand washing • All employees wash hands regularly • Regularly clean the hand washing facilities and check soap / sanitizer levels so refills can be arranged before running out • Regularly empty rubbish bins of hand towels 	TOLERABLE
TOILET FACILITIES	Spread of the disease	All	<ul style="list-style-type: none"> • No waiting in the lobby area to use the WC • Wash hands before and after using the facilities • Santizer available for touch points • Regularly clean the toilets 	TOLERABLE
WELFARE AND EATING ARRANGEMENTS	Spread of the disease	All	<ul style="list-style-type: none"> • Hand cleaning facilities available in the kitchen • Employees should sit at least 2 meters apart • Employees should clean the area where they have been sitting • All rubbish should be put straight in the bin and not left for the cleaners to tidy up • See Guidance note for further details 	MODERATE
CLEANING	Spread of the disease	All	<ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Hand rails • Machinery and equipment controls • Welfare tables and chairs • Other common touch points 	MODERATE

APPENDIX 1 – RISK ASSESSMENT METHODOLOGY

Potential hazards which have been identified are each given a “risk rating” based on the “likelihood and severity” using a 4 x 4 matrix as shown below. Proposed actions are identified, which mitigate each task hazard. The risk rating is then re-evaluated, assuming implementation of the control measure.

The four levels of “severity” are fined as:

HARMLESS	Not known to cause any harm
SLIGHTLY HARMFUL	Superficial injuries, dust irritation, temporary discomfort
HARMFUL	Lacerations, burns, concussion, sprains, RIDDOR reportable
EXTREMELY HARMFUL	Amputations, major fractures, fatal injuries

The four levels of “likelihood” are defined as:

EXTREMELY UNLIKELY	Not known to have happened at work. Frequency of occurrence is much less than once in 10 years.
HIGHLY UNLIKELY	Frequency of occurrence is less than once in 10 years.
UNLIKELY	Has happened before and/or is likely to occur within next 10 years
LIKELY	Event to be expected within the next 12 months

The matrix of severity and likelihood to determine the “risk rating” is defined as:

	EXTREMELY UNLIKELY	HIGHLY UNLIKELY	UNLIKELY	LIKELY
HARMLESS	NO RISK	TRIVIAL	TRIVIAL	TOLERABLE
SLIGHTLY HARMFUL	TRIVIAL	TRIVIAL	TOLERABLE	MODERATE
HARMFUL	TRIVIAL	TOLERABLE	MODERATE	SUBSTANTIAL
EXTREMELY HARMFUL	TOLERABLE	MODERATE	SUBSTANTIAL	INTOLERABLE

The definitions for the “risk ratings” are defined as:

NO RISK	No action required. No documentary records kept other than risk assessments.
TRIVIAL	No action required. No documentary records kept other than risk assessments.
TOLERABLE	No additional controls are required. Considerations may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MODERATE	Efforts should be made to reduce the risk, but costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
INTOLERABLE	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.