


# Method Statement

<b>Reference No:</b>	COV002/19 /05/20	<b>Site and Project Management at Client Project Sites based in the UK</b>	
<b>Introduction of works</b>			
We are required to work on Client Project Sites to perform Site Visits, Site Surveys, Project Management and Site Management Activities. This RAMS is limited to UK works and travel only			
<b>Brief Description of Sequence of Events / Mode of Operation</b>			
<b>Task Number</b>	<b>Description</b>		
1	These RAMS cover UK Government COVID-19 Secure Guidelines for; <b>Working Safely during COVID-19 in;</b> <ul style="list-style-type: none"> <li>Construction and other outdoor work</li> <li>Factories, plants and warehouses</li> </ul>		
2	These RAMS only cover specific COVID-19 related control measures. All H&S related control measures are dealt with through either other risk assessments or the Construction Phase Health and Safety Plan as per the Construction (Design and Management) Regulations 2015.		
3	Number stated in Activity column of risk assessment relates directly to the relevant section of the "Working Safely during COVID-19" Secure Guidelines document released by the UK Government on 11 <sup>th</sup> May 2020.		
<b>Risk Assessment + Method Statement Amendment Form</b>			
<b>Reference No.</b>		<b>Job No.</b>	<b>Date:</b>
<b>Description of Work / Amendments</b>			
<b>Task Number</b>	<b>Description</b>		
<b>Manager / Supervisor Name:</b>	<b>Signature:</b>	<b>Date:</b>	
Elliot Follows (Head of Compliance)		19/05/20	

Revision History		
Issue No:	Reason for Issue:	Date:
1	First issue following release of UK Government COVID-19 secure guidelines on 11/05/20	19/05/20

# Risk Assessment / Method Statement Form

<b>Reference No:</b>	COV002/ 15/05/20	<b>Job No:</b>	N/A	<b>Manager:</b>	Elliot Follows	<b>Supervisor:</b>	N/A
<b>Assessment By:</b>	Elliot Follows			<b>Manager Tel:</b>	07825 424723	<b>Supervisor Tel:</b>	
<b>Assessment Date:</b>	15 <sup>th</sup> May 2020			<b>Client:</b>	Various	<b>Site:</b>	Various
<b>Review Period:</b>	6 Monthly	<b>Rev No:</b>	1	<b>Project / Task</b>	Site Survey, Project and Site Management		

<b>Persons at Risk</b> (delete as applicable)	<b>Lorien</b>	<b>Clients personnel</b>	<b>Visitor</b>	<b>Others:</b>
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Probability		Severity			IM	VUL	UL	L	VL
IM 1	Improbable	NFA 1	Near Miss / No First Aid	NFA	1	2	3	4	5
VUL 2	Very Unlikely	FA 2	First Aid Injury	FA	2	4	6	8	10
UL 3	Unlikely	MTC 3	Medical Treatment Case	MTC	3	6	9	12	15
L 4	Likely	LTA 4	Lost Time Accident	LTA	4	8	12	16	20
VL 5	Very Likely	MAJOR 5	Major Accident or Fatality	MAJOR	5	10	15	20	25

	With control measures in place no further action required
	Requires review of Job method statement by Manager
	STOP- Risk is intolerable – further controls required

Activity	Hazards/Objectives	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk
2.0 Personnel on site	Those can work from home should work from home	3	4	12	<ul style="list-style-type: none"> <li>Lorien staff have been working from home since 23<sup>rd</sup> March 2020 (Lockdown day), this included all site staff.</li> <li>Staff only allowed onto client sites where the work cannot be completed remotely (i.e. H&amp;S Site Management, physical survey works, Contractor Project Management).</li> <li>All team members (Home and site workers), including those on Furlough, dial into (or have option to) daily meetings via Microsoft Teams to monitor wellbeing. All team members are also invited to a weekly Virtual pub and quiz meeting.</li> </ul>	1	3	3

Activity	Hazards	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk
					<ul style="list-style-type: none"> <li>All home workers have been able, pre-lockdown, to take equipment from the office to their home-office to enable like-for like working conditions.</li> <li>Home working DSE assessments to be completed w/c 18/05/20.</li> <li>Site personnel have full access to office equipment and also have completed DSE assessments for their office set up.</li> <li>Any employee who starts to have COVID-91 symptoms whilst on site must leave site as soon as safe to do so. They inform the Lorian Site Manager and Client contact as soon as possible.</li> </ul>			
2.1 Protecting people at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals	2	4	8	<ul style="list-style-type: none"> <li>We currently have no Clinically extremely vulnerable people working for the business, we will continue to monitor this situation.</li> <li>We currently have one employee who is classed as clinically vulnerable (Diagnosed mild COPD). They requested to be placed on Furlough during this period of COVID19 restrictions, of which we obliged, and we continue to monitor this situation.</li> <li>We are actively monitoring the situation with employee's families as well if they come into contact with clinically extremely vulnerable or clinically vulnerable people.</li> </ul>	1	4	4
2.2 People who need to self-isolate	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well	2	4	8	<ul style="list-style-type: none"> <li>All employees with COVID19 symptoms have been allowed to work from home if well enough to do so.</li> <li>Employees who were not well enough to work have been paid full sick pay, not statutory sick pay, for the period of their illness in line with standard company policy.</li> </ul>	1	4	4
2.3 Equality in the workplace	To treat everyone in the workplace equally	1	4	4	<ul style="list-style-type: none"> <li>We currently have no employees with protected characteristics.</li> <li>We continue to operate in full compliance with our Equality Policy.</li> <li>We have ensured that arrangements are available for employees who are fasting, vegan, vegetarian etc when working away from their home environment.</li> </ul>	1	4	4

Activity	Hazards	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk
3.1 Coming to work and leaving work	To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.	3	4	12	<ul style="list-style-type: none"> <li>Additional parking has been allowed on all client sites. Instructions to all attendees to leave one car space in-between each car have been sent out.</li> <li>Lorien employees instructed to travel separately to site in their personal cars. No public transport or sharing allowed .</li> <li>Where possible, separate entry &amp; exit points and one-way systems have been implemented throughout sites. These are made clear with signage.</li> <li>Where the above is not possible then clear instruction, signage and monitoring is available to ensure compliance with social distancing measures.</li> <li>Sanitising facilities are available at all entry/exit points. Handwashing stations are available throughout the sites.</li> <li>Either turnstiles not requiring hand-touch or security operated gates are in operation on sites.</li> </ul>	1	4	4
3.2 Moving around buildings and worksites	To maintain social distancing wherever possible, while people travel through the workplace.	3	4	12	<ul style="list-style-type: none"> <li>Movement around buildings and sites is restricted as project CDM areas are defined. Movement is kept limited between entry/exit points, CDM office, CDM areas and welfare facilities.</li> <li>CDM areas are planned to limit number of people and trades allowed in at any one time. This is regularly monitored and also discussed/agreed at daily meetings.</li> <li>Where CDM areas do not currently exist, the movement around the site is limited to the specific task of the visit, and the social distancing requirements of the host organization are observed.</li> <li>Job/equipment rotation (i.e to reduce HAVS risk) is currently only undertaken once full sanitization of equipment in-between users has been undertaken.</li> <li>Either one-way systems or left/right lanes being used around sites where required i.e walkways and corridors.</li> <li>Personnel lifts must not be used without further risk assessment.</li> <li>Entry into CDM office is limited to one person at a time.</li> <li>Induction numbers are limited and chairs/tables clearly marked.</li> <li>Briefings, meetings and toolbox talks are all held outside or in open areas wherever possible. Where not possible then chairs/tables are clearly marked and numbers limited.</li> </ul>	1	4	4

Activity	Hazards	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk
3.3 Making the main workplace safe for people who work statically	To maintain social distancing between people who work in one place.	3	4	12	<ul style="list-style-type: none"> <li>Where the work requires close working to be safe i.e manual handling within a MEWP basket, if there is no other safe option then once agreed the following will be implemented; <ul style="list-style-type: none"> <li>It will be agreed with both parties that where possible they will not work face to face but instead side by side or back to back.</li> <li>The time required within the 2 metre social distance will be kept to an absolute minimum.</li> <li>Face mask/face coverings will be worn in accordance with the requirements shown in section 6.1 of this risk assessment.</li> <li>Handwashing and sanitisation to take place straight after activity finished including sanitisation of the work equipment.</li> </ul> </li> </ul>	2	4	8
3.4 Meetings	To reduce or eliminate transmission due to face-to-face meetings and maintain social distancing in meetings.	3	4	12	<ul style="list-style-type: none"> <li>Lorien employees all have the use of Microsoft Teams and are actively encouraged to use this or a telephone call before resorting to a face to face meeting.</li> <li>Where the above is not possible then Briefings, meetings and toolbox talks will be held outside or in open areas. If due to noise etc the above is not possible then chairs/tables in the meeting room are clearly marked and numbers limited.</li> <li>Sanitiser and Sanitising wipes are available in all meeting areas.</li> <li>Equipment is not allowed to be shared between any parties.</li> </ul>	1	4	4
3.5 Common areas	To maintain social distancing while using common areas.	3	4	12	<ul style="list-style-type: none"> <li>Break times are staggered to reduce numbers in welfare facilities. Facilities have been sized accordingly to ensure social distancing can be maintained.</li> <li>Welfare facilities are clearly marked showing social distancing requirements.</li> <li>Where available the use of the outdoor break areas is actively encouraged.</li> </ul>	1	4	4
3.6 Accidents, security and other incidents	To prioritise safety during incidents.	3	4	12	<ul style="list-style-type: none"> <li>Emergency procedures have been amended to include the need to sanitise as soon as safe to do so following an incident, evacuation or other emergency response. This is with the understanding that maintaining social distancing through these events may be difficult.</li> <li>First aid procedures have been amended to include the requirement for further control measures to reduce the risk of contamination i.e use of gloves, disposable apron and face coverings.</li> <li>Ensure COVID-19 related incidents are reported to Site Manager and Client contact as soon as possible.</li> </ul>	1	4	4

Activity	Hazards	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk
4.1 Manage contacts	To minimise the number of unnecessary visits to the worksite.	1	4	4	<ul style="list-style-type: none"> <li>• Site visits are discouraged unless absolutely necessary.</li> <li>• Any required visitor is informed of all control measures prior to site arrival.</li> <li>• All visitors must undergo the same security checks and induction process as anyone else visiting site.</li> <li>• All visitors are logged at security and also on the CDM project area register.</li> <li>• Where the Lorient staff member is the visitor, the staff member will adhere to the policies and instructions of the host company where such requirements exceed UK Government guidelines, or to the control measures set out in this RAMS as the minimum standard.</li> </ul>	1	4	4
4.2 Providing and explaining available guidance	To make sure people understand what they need to do to maintain safety.	3	4	12	<ul style="list-style-type: none"> <li>• The CDM project area is fully signed explaining all COVID-19 control measures as well as standard H&amp;S information.</li> <li>• Site visitors including client visitors undergo the full security and induction process and are escorted at all times. Escorts will have undergone the full induction and therefore will be fully conversant with all site and COVID-19 specific control measures and requirements.</li> <li>• Sites are not open to members of the public and contain no public rights of way.</li> </ul>	1	4	4
5.1 Before reopening	To make sure that any site or location that has been closed or partially operated is clean and ready to restart.	2	4	8	<ul style="list-style-type: none"> <li>• A full risk assessment will be carried out before any closed or partially closed site is reopened or started for the first time. This will be part of the formulation or review of the Construction Phase H&amp;S Plan.</li> <li>• The client will complete a full cleaning and sanitization process before handing over to a CDM project area.</li> <li>• Washing and sanitization facilities will be in place before people enter the area.</li> </ul>	1	4	4

Activity	Hazards	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk
5.2 Keeping your workplace clean	To keep the workplace clean and prevent transmission by touching contaminated surfaces.	3	4	12	<ul style="list-style-type: none"> <li>CDM office/induction areas etc are regularly cleaned and sanitised by client site cleaning teams. Sanitiser and sanitising wipes are available for “interim” cleans between meetings, inductions etc.</li> <li>“Clean as you go” always implemented on every CDM project area.</li> <li>Tools, equipment etc are sanitised after use.</li> <li>Waste receptacles are emptied at the end of every shift as a minimum.</li> <li>If there is a suspected case of COVID-19 then the client will implement a full area sanitization protocol.</li> </ul>	1	4	4
5.3 Hygiene – handwashing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day.	3	4	12	<ul style="list-style-type: none"> <li>Extra washing and sanitisation stations have been installed within the CDM project areas and generally throughout all client sites.</li> <li>COVID-19 hygiene requirement poster have been installed throughout the CDM project area and communal areas.</li> <li>Deep cleaning of toilets, washrooms and communal areas are all organised by the client’s onsite cleaning teams.</li> <li>Cleaning frequency has been increased in all busy and communal areas.</li> <li>Portable toilets are not being used on any CDM project sites.</li> </ul>	1	4	4
5.4 Changing rooms and showers	To minimise the risk of transmission in changing rooms and showers.	2	4	8	<ul style="list-style-type: none"> <li>Shower facilities are not available on our CDM project sites.</li> <li>Locker facilities are located and set up to enable clear visibility of other in the area and access is limited to enable social distancing. Sanitisation stations are available at each locker area.</li> <li>Changing facilities are not required within our CDM project areas.</li> </ul>	1	4	4
5.5 Handling equipment, materials, waste, and onsite vehicles	To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	3	4	12	<ul style="list-style-type: none"> <li>Tools and equipment are sanitised after use.</li> <li>Shared equipment is kept to a minimum but where required they are sanitised between uses.</li> <li>Machinery that needs to be shared use i.e FLT’s MEWPS, Ladders etc will be sanitised between uses.</li> </ul>	1	4	4


Activity	Hazards	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk
6.1 Face coverings	There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.	3	4	12	<ul style="list-style-type: none"> <li>It is clear within the UK Government guidance that face masks/face coverings should not be used as PPE to prevent contamination with COVID-19.</li> <li>All other control measures stated within this risk assessment must be exhausted before the use of face masks/face coverings are considered.</li> <li>All contractors must scrutinise their RAMS and especially methods prescribed and equipment required to enable social distancing etc to be maintained, negating the need to consider face mask/face coverings as an option.</li> <li>See Section 3.3 of this risk assessment for an example of where a face mask/face covering may be beneficial as a last resort. Where a face mask/face covering is used please use the following advice; <ul style="list-style-type: none"> <li>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>Change your face covering if it becomes damp or if you have touched it.</li> <li>Continue to wash your hands regularly.</li> <li>Change and wash your face covering daily.</li> <li>If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.</li> <li>Practise social distancing wherever possible.</li> </ul> </li> </ul>	2	4	8
7.1 Shift patterns and working groups	To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.	3	4	12	<ul style="list-style-type: none"> <li>Trades are being kept separate and where possible only single trades allowed into a CDM area at one time.</li> <li>Trades are being placed onto the same rota for usage of welfare facilities, so again keeping trades separate.</li> <li>Sanitisation procedures in place for shared tools/equipment within each trade.</li> <li>Employees and contractors are all requested to use separate vehicles for travel to site.</li> <li>Employees and contractors are all requested to use separate accommodation facilities where overnight stays are required. All accommodation must have strict hygiene and sanitisation procedures in place and common areas must enable social distancing to be maintained.</li> <li>Social distancing requirements in place at all bottlenecks i.e CDM Site register, Permit issue office, Access/exit points and security areas.</li> </ul>	1	3	3



Activity	Hazards	Prob	Sev	Risk	Control Measures	Prob	Sev	Risk
7.2 Work-related travel (7.2.1 Cars, accommodation and visits)	COVID symptoms, quarantine, non-return to UK, national/local regulation changes	3	4	12	<ul style="list-style-type: none"> <li>Only essential travel to site allowed if work cannot be completed from home.</li> <li>Employees and contractors are all requested to use separate vehicles for travel to site.</li> <li>Employees and contractors are all requested to use separate accommodation facilities where overnight stays are required. All accommodation must have strict hygiene and sanitisation procedures in place and common areas must enable social distancing to be maintained.</li> </ul>	1	4	4
7.3 Communications and training (7.3.1 Returning to work)	To make sure all workers understand COVID-19 related safety procedures.	3	3	9	<ul style="list-style-type: none"> <li>Information regarding arriving to site is communicated to all employees and contractors via the Construction Phase H&amp;S Plan.</li> <li>All employees and contractors will undergo the full induction process, including all COVID-19 related control measures prior to entering the site. This occurs on first visit to site and is implemented following a site closure and subsequent restart.</li> </ul>	1	3	3
7.3.2 Ongoing communications and signage	To make sure all workers on site are kept up to date with how safety measures are being implemented or updated.	3	3	9	<ul style="list-style-type: none"> <li>We are daily briefings, daily meetings and regular toolbox talks. These will all have content related to COVID-19 control measures included.</li> <li>Construction Phase H&amp;S Plans have been updated to include COVID-19 control measures.</li> <li>Contractors RAMS now include sections on COVID-19 control measures.</li> <li>Communications are, where possible, also shown containing visual and pictorial examples to ensure the message can be clearly understood and where necessary this will be provided in different languages to suit the needs of the people on site.</li> </ul>	1	3	3
8. Inbound and outbound goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site especially in high volume situations, for example, builders' yards or despatch areas.	3	4	12	<ul style="list-style-type: none"> <li>All deliveries to site are pre-booked and logged with security.</li> <li>Security lodges are situated to enable communication in line with social distancing.</li> <li>Drop off areas are clearly signed and all located in external areas.</li> <li>Where the delivery driver will be required to leave his vehicle this will be included within the contractors RAMS and control measures implemented accordingly in line with this risk assessment.</li> </ul>	1	4	4

**Additional Remarks**

- Control Measures should be implemented and worked to. If this is not possible then STOP travel/work and inform Line Manager immediately.
- Any uncontrolled hazards – apply appropriate control or STOP – if STOP inform Line Manager immediately
- Any deviation from these RAMS MUST be agreed prior to task commencing. This includes deviations from Control Measures which are not able to be implemented in the local site setting.

 <div><b>LORIEN</b> ENGINEERING <small>A Division of GP Strategies</small></div>	<b>Please sign below to agree that you have read, understood and will adhere to this Risk Assessment and Method Statement for this activity.</b>		
NAME	JOB TITLE	SIGNATURE	DATE