

B.S.B. (Sound) Ltd

Unit 1 Llewellyn Roberts Way,
Market Drayton, TF9 1QS

Telephone: 01630 652454

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COVID-19 Practice

Reference: GeneralCOV-19

Author: Jordan Ashley

Job Role: Operations Lead

Date Created: 18 Jan 21

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1.0 Method Statement

Project: COVID-19 Practice

Reference: GeneralCOV-19

Site Address:

B.S.B. (Sound) Ltd
Unit 1 Llewellyn Roberts Way
Market Drayton
Shropshire
TF9 1QS

Client: INTERNAL

Principal Designer: Jordan Ashley

Principal Contractor: B.S.B. (Sound) Ltd

Start date: 18 Jan 21

End date: 18 Jan 22

Works Supervisor: Jordan Ashley

Works Supervisor phone: 07538406248

1.1 Scope of works

Continuing our works during the Covid-19 pandemic requires procedures to be put in place to protect our staff and clients. This risk assessment outlines risks and mitigating practices which have been agreed on by our team. This is a working document and subject to change as/when advice from the Government and its scientific/medical advisors is altered. Our staff are regularly consulted on all issues raised in this document.

1.2 Covid 19 / Coronavirus

Due to the ongoing Covid19 / Coronavirus pandemic, we have included Covid 19/Coronavirus as we consider this to be a significant risk to our workforce. An assumption has been made that the Principal Contractor is wholly compliant with the Site Operating Procedures issued by the Construction Leadership Council.

Specific details of how the site is managing Covid 19 / Coronavirus are detailed within the Construction phase plan developed and managed by the Principal Contractor.

As a company (Including all sub-contractors), we shall comply with all site rules implemented by the Principal Contractor to control Covid 19 / Coronavirus on their site.

1.3 Personnel involved in this project

The following persons will be working on site throughout this project:

- Martin Bickley
- Jordan Ashley
- Mike Knifton
- Huw Lewis
- Peter Morris

1.4 Training & Competence

All Company operatives are competent and sufficiently trained to carry out the tasks that are required as part of the project.

1.5 Legislation

Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Provision and Use of Work Equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work Regulations 1992.
- Health and Safety (Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Coronavirus Act 2020

1.6 Access arrangements

All company operatives and sub-contractors will be inducted in before commencing with work on site.

Access and egress from the site shall be via the designated entrance and exit routes provided by the Principal Contractor. The Site Manager or Delegate will be informed of any problems with access & egress routes should they arise.

Upon arrival, all company operatives and sub-contractors will sign in at the Site office (Or other designated area) before accessing the working area on site. Before leaving the site, all company operatives and Sub-contractors will sign out.

1.7 Tools and equipment

All tools and equipment utilised throughout the project shall be in good working order and inspected according to any relevant statutory provisions explicitly placed upon the tool or equipment. The Accompanying risk assessment shall identify the control measures that all employees and contractors shall adhere to safely operate company (Including hired) tools and equipment while on site.

The use of specialised manual handling aids shall only be undertaken by trained and competent personnel who have received suitable information, instruction and training in the use of the equipment.

If any tool or item of equipment is found to be impaired or not suitable for the task for any reason, it shall be removed from service and a suitable alternative sourced.

1.8 Waste Management

In the event of any environmental incidents, including spillages, the Site Manager or Delegate must be informed immediately – Details of the actions to take in the event of an environmental incident shall form part of the initial site induction.

Before commencing with the work activity, a suitable route for transportation must be determined and understood by all members of the work party.

When transporting waste through internal thoroughfares, care shall be taken to ensure that interior surfaces are not contaminated or damaged by waste materials.

When handling waste, PPE is required according to site rules, or the specific COSHH assessment (If applicable).

All waste materials are to be deposited into the correct type of skip &/or waste bin according to the site waste management plan.

1.9 Emergency procedures

Development and implementation of site emergency procedures is the responsibility of the Principal Contractor. Details of site emergency procedures are within the Construction phase plan.

Instruction and information related to site emergency procedures will take place during the site induction which all personnel are required to attend. In the event of uncertainty, all site operatives should discuss with the Site Manager or Health and safety support.

If any of the site emergency procedures change, all Operatives shall be informed to ensure that they are aware of all emergency requirements at all times.

1.10 First aid provision

All Operatives shall refer to the onsite safety notice board for all first aid information; All operatives will be shown the location of the safety notice board during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of Operatives and site and stocked with contents according to BS 8599 unless a site first aid assessment dictates otherwise

The Principal Contractor shall be responsible for the site first aid provisions.

The quantity of Site first aiders shall be according to the First aid at work Approved Code of Practice document L74; details are in the table below:

Type of industry	How many persons employed	Number of trained and competent first aiders required
Low hazard – Offices, shops, libraries etc.	Less than 25	At least 1 appointed first aider
	Between 25 and 50	At least 1 Emergency first aid at work trained first aiders
	More than 50	At least 1 First aid at work trained first aider for every 100 persons employed
Higher hazard – Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Less than 5	At least 1 appointed first aider
	Between 5 and 50	At least 1 Emergency first aid at work trained first aiders depending on the type of injury which may occur
	More than 50	At least 1 First aid at work trained first aider for every 50 persons employed

First aiders on site guidance (Quantity)

1.11 Welfare provision

Provision of welfare arrangements on site is the responsibility of the Principal Contractor.

All welfare facilities shall be compliant with Schedule 2 of the Construction (Design & Management) regulations - this includes the provision, as a minimum, of the following:

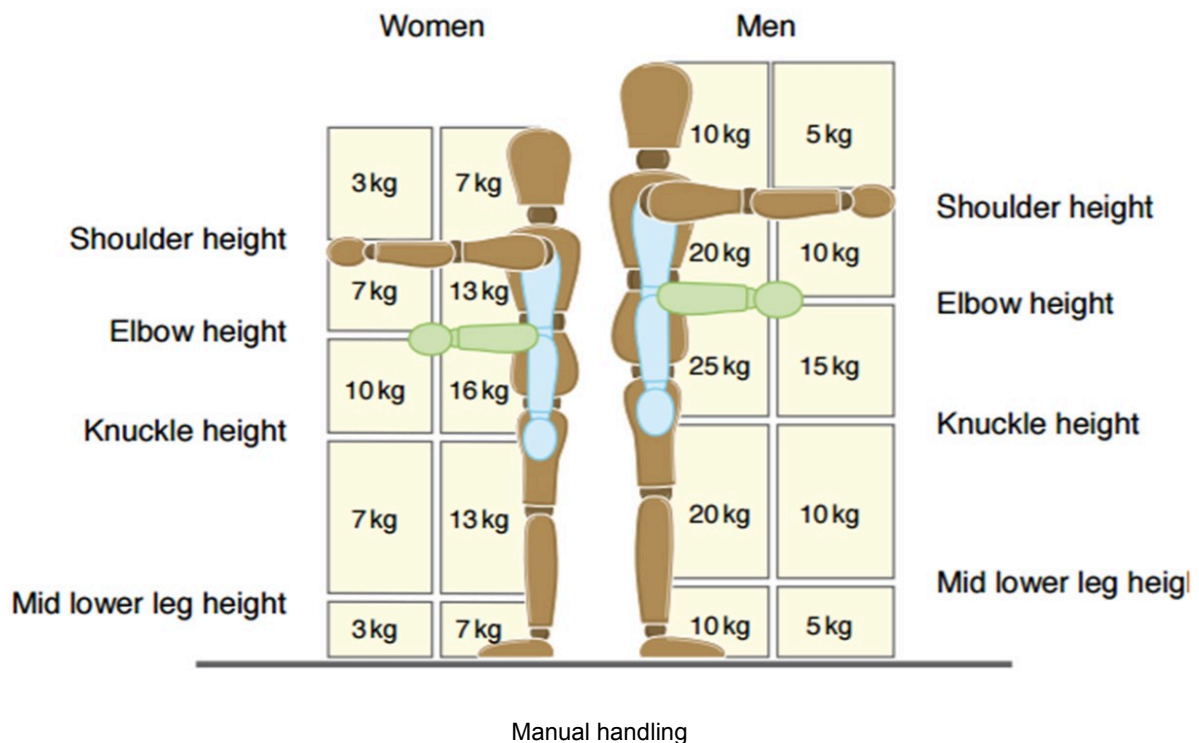
- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of boiled water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities on site are required to be safe and hygienic.

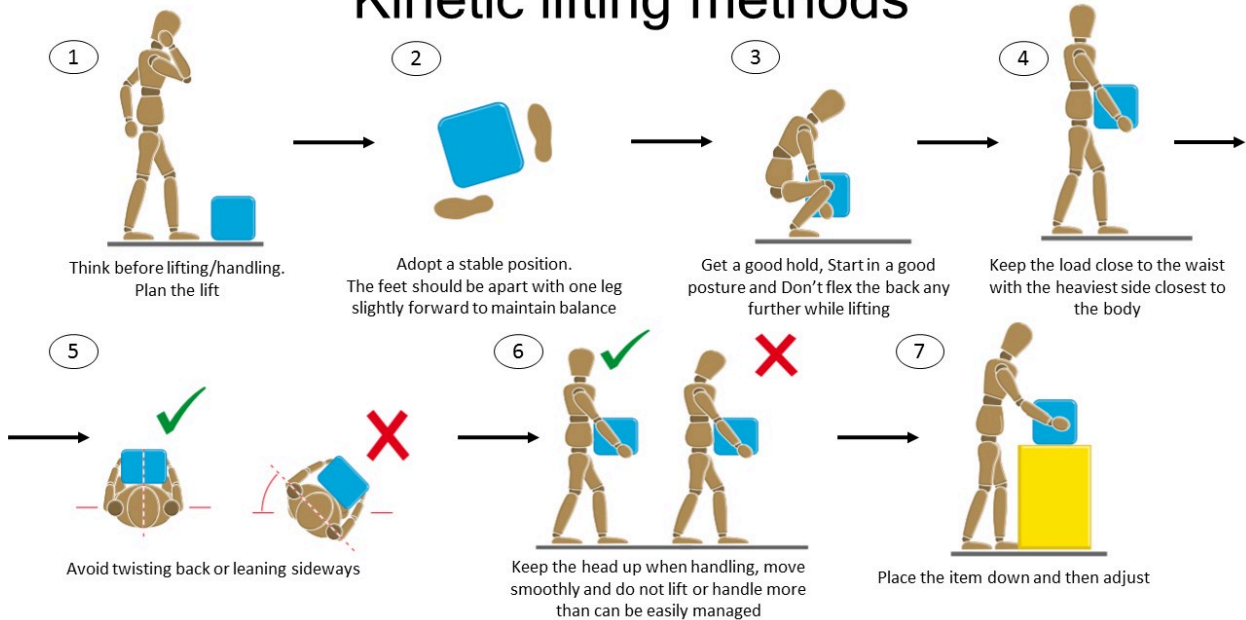
1.12 Manual handling

Where possible, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be lifted and carried, all company operatives shall adopt Kinetic lifting methods as depicted below:



Kinetic lifting methods



Kinetic Lifting techniques

1.13 PPE requirements



Disposable Mask



Respiratory
Protection

1.14 Specific PPE requirements

All standard PPE required for site work shall be provided and used at all times by the Company's Staff and Contractors.

Standard PPE

While on site, all staff shall be required to wear the above PPE at all times.

Task-Specific PPE

Details of all specific PPE requirements required out-with the standard identified above is within any accompanying COSHH assessment or specific risk assessments contained within this document.

In the event of additional PPE is required that is not considered standard (as highlighted above or within the supporting risk assessments), these shall be provided by the Principal Contractor who will also be responsible for the provision of suitable information, instruction and training as required.

1.15 Amendments and Authorisation

In the event of changes from the proposed work scope, that job will be stopped and re-assessed.

The Works Supervisor will notify the Company Director (or delegate) and Site Manager and inform them of the change to the workscope.

If required, the RAMs document will be edited as necessary to reflect a significant change and re-submitted to the Site Manager or Delegate for approval.



2.0 Risk Assessment

Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4	Low risk	This level of risk is acceptable to the company. Proceed with caution and stop the job if anything changes.
	x		
Severity of injury	5	Medium risk	This level of risk is acceptable to the company if it cannot be reduced further following a review by an Authorised Person within the company.
	=		
Risk/Residual risk	20	High risk	This level of risk is unacceptable and additional controls are needed to reduce the overall level of risk to an acceptable level.

Severity of injury	Likelihood of injury				
	1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
Negligible injury such as bruises and abrasions	1	2	3	4	5
Minor Injury requiring first aid treatment	2	4	6	8	10
1-7 day absence from work injury	3	6	9	12	15
Regulatory reportable injury, disease or event	4	8	12	16	20
Disability, fatality or injury to the public	5	10	15	20	25

2.1 Coronavirus / Covid 19

Hazard Description: 2.1.1 Ongoing work during Coronavirus pandemic

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All workers are aware to report any potential illness/symptoms of Covid 19/Coronavirus, including illness/symptoms of family members that they live with.	2
• Cross-contamination of other persons	x		x
• Ill-health	5		5
• Fatality	=	All Workers will comply with all site rules in relation to the control of Covid 19/ Coronavirus.	=
	25	<p>Coronavirus toolbox talk delivered to the workforce.</p> <p>Daily briefing at the site that reminds workers of the specific control measures that are necessary to protect them, their families and the UK population.</p> <p>Daily monitoring and compliance with government guidance in relation to Covid 19.</p> <p>All Operatives shall use face coverings in accordance with government requirements.</p> <p>Pre-Work reminder to workers to report any coronavirus related symptoms.</p> <p>Social distancing guideline of 2 meters (or 1 meter with risk mitigation) will be adhered to at all times. In the event that this cannot be complied with, the job will be stopped and the Works Supervisor informed.</p> <p>Welfare facilities with supplies of soap and hot running water provided for all workers.</p>	10

2.2 Travel

Hazard Description: 2.2.1 Travelling to work using public transport

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All personnel provided with respiratory and personal protective equipment if required to use public transport.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	25	Workers encouraged to use personal vehicle or bicycle rather than public transport if possible. Work is planned so that Workers do not need to use personal transport during peak times (05:45 - 7:30 and 16:00 - 17:30).	10

Hazard Description: 2.2.2 Travelling using company vehicle with more that 1 person within the vehicle

Person at risk: Other Site Operatives, Public, Driver, Passenger/s

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All workers will abide by all site traffic management and parking procedures to control Covid-19.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	25	Covid 19 toolbox talk delivered to all company workers. Disposable respiratory and Personal protective equipment is worn, maintained, stored and disposed of as per the manufacturer's instructions. Personal protective equipment provided to workers who are required to travel together including surgical gloves and face masks. Re-usable respiratory and Personal	10

protective equipment shall be worn, maintained, stored and cleaned of as per the manufacturer's instructions.

Travel is planned to ensure the minimum number of workers travel together at any time.

Vehicle cab will be disinfected daily using wipes on regularly touched areas (Gear stick, door handles, steering wheel, control stalks such as indicators, lights etc.).

Windows will remain open when in transit to provide sufficient ventilation.

Workers are instructed to sit facing away from each other.

Workers are provided with soap and water or sanitizer within company vehicle and instructed to wash hands before entering or getting out of the vehicle.

Hazard Description: 2.2.3 Single person travelling using company vehicle

Person at risk: Other Site Operatives, Public, Driver, Other vehicle users

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All workers will abide by all site traffic management and parking procedures to control Covid-19.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	20		10
		All Workers will travel to work alone.	
		Covid 19 toolbox talk delivered to all company workers.	
		Disposable respiratory and Personal protective equipment is worn, maintained, stored and disposed of as per the manufacturer's instructions.	
		Re-usable respiratory and Personal protective equipment shall be worn, maintained, stored and cleaned of as per the	

manufacturer's instructions.

Travel is planned to ensure alone travel wherever practicable.

Vehicle cab will be disinfected daily using wipes on regularly touched areas (Gear stick, door handles, steering wheel, control stalks such as indicators, lights etc.)

Workers are provided with soap and water or sanitizer within company vehicle and instructed to wash hands before entering or getting out of the vehicle.

2.3 Other People/Workers

Hazard Description: 2.3.1 Other persons moving around site

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	Barriers and appropriate warning signage erected around the perimeter of the work area to prevent unauthorised access.	5
• Fatality	=		=
	20	<p>Covid 19 toolbox talk delivered to all company workers.</p> <p>Daily briefing at the site that reminds workers of the specific control measures that are necessary to protect them, their families and the UK population.</p> <p>Disposable respiratory and Personal protective equipment (Including face coverings) is worn, maintained, stored and disposed of as per the manufacturer's instructions.</p> <p>Increased cleaning and disinfecting frequency of regular touchpoints (doors, buttons, handles, vehicle cabs, tools, equipment etc.)</p> <p>Re-usable respiratory and Personal protective equipment (Including face coverings) shall be worn, maintained, stored and cleaned as per the manufacturer's instructions.</p> <p>Social distancing guidelines of 2 meters apart adhered to at all times. A distance of 1 meter plus risk mitigations is permitted where 2-meter distancing cannot be achieved.</p> <p>Workers are prohibited from work on-site until they have completed the induction specific to Covid-19 management on site.</p> <p>Works Supervisor to monitor Worker behaviour and ensure that all Workers are</p>	10

abiding by all site rules in relation to Covid 19.

Hazard Description: 2.3.2 Other persons present within Site Meetings

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	20	All Workers attending meetings shall sit 2 meters apart. Further risk mitigation measures will be required if persons cannot maintain a 2-meter social distance	10
		Disposable respiratory and Personal protective equipment (Including face coverings) is worn, maintained, stored and disposed of as per the manufacturer's instructions.	
		Increased cleaning and disinfecting frequency of regular touchpoints (doors, buttons, handles, vehicle cabs, tools, equipment etc.) Meetings will only take place in well-ventilated areas.	
		Only persons that are absolutely necessary to the meeting are permitted to attend.	
		Re-usable respiratory and Personal protective equipment (Including face coverings) shall be worn, maintained, stored and cleaned as per the manufacturer's instructions.	
		Video calling will be utilised wherever practicable.	

Hazard Description: 2.3.3 Face to face work (Less than 2 meters apart)

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
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Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	20	Covid 19 toolbox talk delivered to all company workers.	10
		Daily briefing at the site that reminds workers of the specific control measures that are necessary to protect them, their families and the UK population.	
		Disposable respiratory and Personal protective equipment is worn, maintained, stored and disposed of as per the manufacturer's instructions.	
		Increased cleaning and disinfecting frequency of regular touchpoints (doors, buttons, handles, vehicle cabs, tools, equipment etc.)	
		Increased work supervision to monitor and manage compliance with risk assessment and site rules.	
		Respiratory protection to be worn during work where face to face work (Less than 2 meters apart) is unavoidable.	
		Re-usable respiratory and Personal protective equipment shall be worn, maintained, stored and cleaned as per the manufacturer's instructions.	
		Workers are prohibited from work on-site until they have completed the induction specific to Covid-19 management on site.	

2.4 Access and egress onto and around the site

Hazard Description: 2.4.1 Access and Egress onto and around site

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	20	<p>Covid 19 toolbox talk delivered to all company workers.</p> <p>Daily briefing at the site that reminds workers of the specific control measures that are necessary to protect them, their families and the UK population.</p> <p>Disposable respiratory and Personal protective equipment (Including face coverings) is worn, maintained, stored, and disposed of as per the manufacturer's instructions.</p> <p>Re-usable respiratory and Personal protective equipment (Including face coverings) shall be worn, maintained, stored, and cleaned as per the manufacturer's instructions.</p> <p>Workers to ensure that a 2-meter distance is maintained between themselves and other persons before entering site boundary.</p> <p>Workers will sign in and out of site using their own personal pen.</p>	10

2.5 Enclosed areas

Hazard Description: 2.5.1 Use of lifts or passenger hoists

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	20	Disposable respiratory and Personal protective equipment (Including face coverings) is worn, maintained, stored and disposed of as per the manufacturer's instructions. Increased cleaning and disinfecting frequency of regular touchpoints (doors, buttons, handles, vehicle cabs, tools, equipment etc.). Limit on the number of persons permitted to use lifts or passenger hoist stipulated by the Principal Contractor. Re-usable respiratory and Personal protective equipment shall be worn, maintained, stored and cleaned as per the manufacturer's instructions. Workers instructed to use stairways where possible.	10

2.6 Use of tools and equipment

Hazard Description: 2.6.1 Use of tools and equipment

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	20	Disposable respiratory and personal protective equipment is worn, maintained, stored and disposed of as per the manufacturer's instructions. Re-usable respiratory and personal protective equipment shall be worn, maintained, stored and cleaned off as per the manufacturer's instructions. Surgical gloves provided to Workers to wear when using tools and equipment. Workers are instructed to wash hands after using any tool or piece of equipment. Workers will be issued with personal tools and equipment to use where reasonably practicable to do so. Workers will clean and disinfect regular touchpoints (doors, buttons, handles, vehicle cabs, tools, equipment etc.) after finishing with the use of tool or equipment.	10

2.7 Canteens and Rest areas

Hazard Description: 2.7.1 Use of canteens and rest areas

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	x
• Ill-health	5		5
• Fatality	=		=
	20	<p>Covid 19 toolbox talk delivered to all company workers.</p> <p>Daily briefing at the site that reminds workers of the specific control measures that are necessary to protect them, their families and the UK population.</p> <p>Disposable respiratory and Personal protective equipment (Including face coverings) is worn, maintained, stored and disposed of as per the manufacturer's instructions.</p> <p>Increased cleaning and disinfecting frequency of regular touchpoints (doors, buttons, handles, vehicle cabs, tools, equipment etc.).</p> <p>Re-usable respiratory and Personal protective equipment (Including face coverings) shall be worn, maintained, stored and cleaned of as per the manufacturer's instructions.</p> <p>Seating and tables configured to reduce face to face interactions.</p> <p>Social distancing guidelines of 2 meters apart adhered to at all times. A distance of 1 meter plus risk mitigations is permitted where 2-meter distancing cannot be achieved.</p> <p>The capacity of canteens and rest areas managed by the Principal Contractor.</p> <p>Warning signage displayed and maintained by the Principal Contractor.</p>	10

Workers are encouraged to bring food, drink, utensils and drinking bottles etc. from home.

Workers are prohibited from work on-site until they have completed the induction specific to Covid-19 management on site.

2.8 Domestic Premises

Hazard Description: 2.8.1 Access and work within occupied domestic premises

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	A dynamic risk assessment carried out before entering the property.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers will confirm that they (And people within their household) are free from Coronavirus symptoms before starting work that day.	5
• Fatality	=		=
	15	Face coverings and surgical grade gloves shall always be worn when within the property and changed as needed. Household members are required to wait in another room or go outside whilst the Worker performs the task. Workers have the right to cancel a job if they feel that they cannot maintain social distancing of 2 meters or 1 meter plus risk mitigations at any time during the activity. Workers will open windows where possible to improve ventilation within the rooms that they are working in.	10

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Market Drayton, TF9 1QS

Telephone: 01630 652454

Website bsbsound.co.uk



Project: COVID-19 Practice

By signing below, you are confirming that you are fully aware of the risk assessment findings, the method that the work will be undertaken and the required standard of behaviour at all times while representing the company on site during this project.

Name	Job Role	Signature	Date

Review of the document delivered by:
Job Role: