

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM2015) THYSSENKRUPP ACCESS LIMITED SAFETY METHOD STATEMENT FOR DEALING WITH CORONAVIRUS PANDEMIC

1. DESCRIPTION OF WORKS: Specific working practices to be adopted in the office of Access Reseller during the Covid-19 pandemic.

2. RESOURCES:

Personnel:

- All tk Access Ltd personnel

Remote supervision by:

- Health, Safety, Environmental and Quality Manager.

3. RESPONSIBILITIES:

- thyssenkrupp Access Ltd will be overall responsible for the co-ordinating and supervising of its entire workforce based in the offices.
- The Regional Sales Manager North Europe is responsible for the contents of this document and ensuring that this document and all supplementary documentation is issued to all relevant personnel and complied with. • In the absence of a dedicated HSEQ Manager, the MD is responsible for the implementation and periodic review of this document.
- All thyssenkrupp Access Ltd personnel entering the office area have the responsibility to read, understand and comply with the requirements of this document and the supplementary documentation.

4. WORKING ENVIRONMENT:

- thyssenkrupp Access Ltd personnel should remain vigilant of their working environment and continually assess for any potential risks at all times.
- Personnel of thyssenkrupp Access Ltd have the right to raise any concerns that may cause a risk to them at work as a direct result of Covid-19.

5. WELFARE ARRANGEMENTS:

- Antibacterial wipes available and regular cleaning to be maintained.
- Hand wash and hand sanitising stations available.

6. PERSONAL PROTECTIVE EQUIPMENT: SEE PAGE 3 FOR EXACT SPEC

- Face masks will be available for those wishing to use them and gloves for those carrying out any cleaning or disinfecting procedures.

7. RISK ASSESSMENT:

- All colleagues should be vigilant of any risks in their workplace resulting from the Covid-19 pandemic.
- Any risks observed should immediately be reported back to the Sales Office Manager and MD.

8. CONTROL MEASURES:

- Hand sanitiser will be placed at the main entrance to Carbury House, the entrance to the main office area, toilet entrance and the kitchen entrance and should be used before entry to each area.
- A one-way system will be in place around the main office space with clearly marked entrance and exits.
- A designated walkway will be marked throughout the main office space along with 2 metre markings around desks.
- Desks will be positioned for side-by-side working with seats 2 metres apart.
- Bags to be stored in bottom drawer and coats can be placed over your chair.
- All colleagues must bring their own lunch to work. There will be no access to a fridge for storage with any food being kept at your workspace. Food must be eaten at your desk, or outside of the office, either in your car or utilising office grounds.
- The canteen cannot be used to eat in.
- No hot food to be eaten in the office.
- Food deliveries will still be allowed but must be left in the entrance foyer for the relevant person to collect, then taken outside (if hot) or taken to the desk to eat.
- The kitchen area should be used by no more than two people at a time, observing the 2 metre distancing rule.
- Hands must be sanitised prior to entering the kitchen.
- Each person should have their own cup, knife and fork which they must wash, dry and store in their desk drawer. No pots should be left out in the kitchen.
- Drinks should not be made for others, only make your own.
- The kitchen will be disinfected three times a day – mid-morning, after lunch and mid-afternoon, with counter tops, door handles, taps, boiler, fridge and drawers all cleaned.
- Toilets to be used by one person at a time and flushed following use with the seat down to prevent any spray. Vacant/Engaged signs to be added to outside of the doors. Hands must be sanitised before entering the toilets.
- The toilets will be disinfected three times a day – mid-morning, after lunch and mid-afternoon with flushers, taps, door handles and hand dryers all cleaned.
- No shared snacks / biscuits to be brought into the office. No sharing of food.
- The printer should be wiped down with an antibacterial wipe after every use which will be put immediately into a bin. Only one person within two metre of the printer at any time.
- One person will be responsible for franking post and others must not touch the machine. To be wiped down with an antibacterial wipe at the end of the day which will be put immediately into a bin. Post from other buildings should be left in a basket in the entrance foyer of Carbury House.

- No air conditioning is to be used in the building so colleagues must dress according to the weather. Fans/heaters can be used and windows should be opened where possible.
- Colleagues should not move around the office to speak to others, ask questions or chat. Instead, IM and phones should be used.
- Colleagues should not move between buildings, again using IM or phones to contact colleagues.
- Meetings should be carried out via Skype where possible. Where face to face meetings are required they should be in a suitable space with no more than three people
- There should be only one person responsible for using the intercom to answer visitors.
- No engineers, sales managers or colleagues who work in a different space should enter the main office area.
- Anyone displaying or developing symptoms should advise their line manager immediately and leave the premises.
- If anyone leaves the office after showing symptoms of the virus their workspace should be thoroughly disinfected by someone wearing gloves and a mask. Desks of colleagues on either side should also be fully disinfected in case any airborne particles have spread.
- One person to be in charge of stationary replenishment. All requests to be sent to this person who will then distribute what is required.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM2015)
 TTHYSSENKRUPP ACCESS LIMITED SAFETY RISK ASSESSMENT FOR DEALING WITH CORONAVIRUS PANDEMIC

Risk Assessment

Hazard: something having the potential to cause harm

Risk: likelihood that the hazard is realized

Extent of risk: likelihood, number of people affected and severity of consequences

Control measures: the arrangements in place to reduce risk

Hierarchy of Controls

- 1 Elimination or avoidance
 - 2 Substitution
 - 3 Controlling risks at source
 - 4 Separation and isolation
 - 5 Safe working procedures
 - 6 Training, instruction and supervision
 - 7 Personal protection 8 Other
- considerations:
- Welfare facilities
 - First aid facilities
 - Emergency procedures

	Severity of Injury or Health Effect
5	Death / major injury / fatal health effect
4	Serious injury or health condition (long term possible effect but not life threatening)
3	Major injury or health effect (no long term effects)
2	Minor injuries requiring medical attention
1	Minor injuries possible first aid intervention but not medical treatment

	Likelihood categories
5	Extremely likely to occur
4	Likely to occur
3	Slight chance of occurring
2	Unlikely under normal circumstances
1	Very unlikely

Risk Matrix = Severity x Likelihood

	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Activity: This is a risk assessment relating to colleagues working in the office space during the Covid-19 pandemic and associated activities which pose a risk to employees and people in the vicinity who are exposed whilst undertaking these duties.

Exposure: All employees and sub-contractors of thyssenkrupp Access Ltd, occupants and visitors to the property, and members of the public in the vicinity of operations.

Risk ratings are represented by the following: L = Low Risk M = Medium H = High Risk

ITEM NO.	ACTIVITY	HAZARDS	RISKS	S x L	CONTROL MEASURES	S x L
1.	People entering the building.	Contamination of surfaces	Asymptomatic carriers of the virus could contaminate surfaces causing others to contract it.	5x2=10 Med	Hand sanitiser to be placed at entry to building, entry to office and entry to kitchen and used by every person entering the areas.	5x1=5 Low
2.	People working in close proximity.	Personal contact	Asymptomatic carriers of the virus could spread it to others through air droplets if social distancing is not observed.	5x2=10 Med	<p>One-way system around the office space. Desks side-by-side working with 2m distance.</p> <p>Designated walk ways and 2m buffers marked around work spaces.</p> <p>Limited numbers of people to use kitchen and toilets at one time.</p> <p>No moving around office unnecessarily. IM and phones to be used instead and no moving between office buildings.</p> <p>Nobody from outside the office workspace to enter.</p> <p>No face-to-face meetings if possible. Three people max in appropriate space if essential.</p> <p>No sharing of food/drinks.</p>	5x1=5 Low
3.	Use of shared areas such as kitchen, canteen and toilets.	Personal contact and contamination of surfaces	<p>Asymptomatic carriers of the virus could contaminate surfaces causing others to contract it.</p> <p>Asymptomatic carriers of the virus could spread it to others through air droplets if social</p>	5x2=10 Med	<p>Kitchen is limited to two people at a time maintaining 2m distancing.</p> <p>Hands must be sanitised prior to entering kitchen and toilets and washed thoroughly with soap and water before leaving.</p> <p>No eating allowed in canteen.</p>	5x1=5 Low

			distancing is not observed.		<p>Fridge is to be used for milk only, no food to be stored.</p> <p>Kitchen and toilets to be disinfected daily (weekdays) by cleaning staff.</p> <p>Toilets to be used by one person at a time with visible signage to indicate when engaged.</p> <p>Each person to have their own cup, knife, fork and plate, storing them in their desk drawers.</p> <p>All pots and cutlery to be washed, dried and stored after use.</p> <p>No shared food or drinks.</p> <p>Drinks cannot be made for others.</p>	
4.	Food deliveries	Personal contact and contamination of surfaces	<p>Asymptomatic carriers of the virus could contaminate surfaces causing others to contract it.</p> <p>Asymptomatic carriers of the virus could spread it to others through air droplets if social distancing is not observed.</p>	5x2= 10 Med	<p>One person to be responsible for using telecom to answer the door.</p> <p>Delivery drivers are not permitted to enter the building and should leave the food at the door.</p> <p>Those who have ordered should collect their own food and take it to their own desk.</p> <p>Any hot food must be consumed outside of the building.</p> <p>Deliveries should be paid for over the phone to avoid collecting / handing over money.</p>	5x1=5 Low
5.	Keeping an ambient temperature	Air conditioning systems	As the virus can be spread through airborne particles, air conditioning units could aid transmission.	5x3= 15 Med	Air conditioning units should not be used. The use of the main heating system should be reviewed in October 2020 before temperatures drop.	5x1=5 Low

					Heaters and fans can be used and opening windows should be encouraged where practicable.	
6.	Communal hardware / stationary supplies.	Printers, photocopiers, franking machine. Envelopes, paper, pens, staples.	Asymptomatic carriers of the virus could contaminate surfaces causing others to contract it.	5x2=10 Med	Printer is to be used by one person at a time, then wiped with an antibacterial wipe which should be immediately binned. One person to be responsible for issuing stationery using gloves. Employees should not fetch stationery themselves.	5x1=5 Low
7.	Developing symptoms of Covid-19	A colleague developing or showing symptoms in the workplace.	Asymptomatic carriers of the virus could spread it to others through air droplets if social distancing is not observed.	5x3=15 Med	Anyone developing or showing symptoms of Covid-19 should advise their line manager immediately via telephone or IM and then leave the premises immediately.	5x2=10 Med

Date Created: 09/06/2020	Author: Natalie Campbell – Sales Office Manager Adam Wakes – Marketing Manager Rick Bennett – Regional Manager (North)	Authorised By: Andrew Warbrick – Managing Director	Next Review Date: 21/07/2020
Date Reviewed 22/07/2020	Reason for Review Changes to meetings protocol	Changes Made Meetings should be carried out via Skype where possible. Where face to face meetings are required they should be in a suitable space with no more than three people	Reviewed By Rick Bennett
			Next Review Date 20/08/2020

Date Reviewed	Reason for Review	Changes Made	Reviewed By	Next Review Date
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