

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 tk Access Ltd (E3) 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 Managing Director 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 Technical manager and MD.

8. CONTROL MEASURES:

- Hand sanitiser will be placed at the main entrance to E3, the entrance at the rear of E3, toilet entrance, kitchen entrance, outside the Training Room Meeting Room and should be used before entry to each area.
- Entrances that are not fire doors should be held open to avoid touching handles.
- A one-way system will be in place around the main office space with clearly marked entrance and exits. This includes staircases which will be 'up' near the kitchen and 'down' near the training room.
- A designated walkway will be marked throughout the main office space.
- Desks to be cleaned down at the start and end of the day using products provided.
- Closed lid bins will be provided to each colleague to dispose of waste.
- All colleagues must bring their own lunch to work. Food must be eaten at your desk, or outside of the office, either in your car or utilising office grounds.
- 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.
- Each person should have their own cup, and cutlery 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.
- Employees can utilise flasks for milk if they do not want to use the collective milk in the kitchen.
- Toilets to be used by one person at a time. Vacant/Engaged signs to be added to outside of the doors. Hands must be sanitised before entering the toilets.
- Sanitising wipes will be provided in the toilets to clean door handles before exit.
- Hand dryers will be out of use and paper towels should be used instead.
- Individual offices should be used only by the person to whom they are assigned.
- 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.
- Employees have been provided with a Copper Contactless Door Opener which can be used on doors, printers and any touch screen equipment – this should be utilised at all times where possible.

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 E1.

- 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.
- 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.

EXTRA CONTROL MEASURES RELATING TO VISITING DEALERS TO THE TRAINING/SHOWROOM AREA

- Visitors are expected to adhere to the same rules and conditions as employees
- Any visits by dealers for training to the showroom should be pre-arranged in advance. Unannounced visits will not be permitted. Prior to the visit the identity of all visitors should be established and recorded in the visitor log book so that they can be verified on arrival.
- Before entry into the building each visitor is to be asked if they have shown any of the symptoms of Covid-19 (high temperature, persistent cough, loss of smell/taste) in the last 2 weeks. If the answer is yes, they should not be permitted access to the building and asked to leave the premises.
- If any visitor who is attending site for training shows any sign/symptoms of C-19 during a visit then training should be suspended immediately
- Prior to the visit each visitor should be sent the RAM for E3 and asked to confirm in writing that they agree to follow the rules applying to Company employees on sanitisation and social distancing.
- During the training period appropriate measures must be carried out: wearing masks, social distance of 1m+, hand sanitizing before entering and leaving the training area, no more than three people to be within the training area at any one time.
- Roller shutter doors should be open and correct entrance protection put in place to increase ventilation

PPE LIST		
DESCRIPTION	BRIT / EURO STANDARDS	QUANTITY SUPPLIED
Anti-Bacterial Multi Hand Wipes / Hand Gel	ecoli, MRSA, Salmonella, Listeria	1
Surgical Face Mask	CE Certified	Min 10

Powder & latex Free Disposable Hygiene Gloves (Boxed)	EN 374	1
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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 both entries to building, entry to toilets 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 including staircases. Workstations spaced where possible or separated by Perspex screens.</p> <p>Designated walk ways and 1+m 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	Asymptomatic carriers of the virus could contaminate surfaces causing others to contract it. Asymptomatic carriers of the virus could spread it to others through air droplets if social distancing is not observed.	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> <p>Cupboards will be out of use.</p> <p>Toilets to be used by one person at a time with visible signage to indicate when engaged. Handles to be sanitised before exit.</p> <p>Each person to have their own cup, cutlery 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> <p>Fridge is to be used for milk only, no food to be stored.</p>	5x1=5 Low

4.	Food deliveries	Personal contact and contamination of surfaces	Asymptomatic carriers of the virus could contaminate surfaces causing others to contract it. Asymptomatic carriers of the virus could spread it to others through air droplets if social distancing is not observed.	5x2=10 Med	One person to be responsible for using telecom to answer the door. Delivery drivers are not permitted to enter the building and should leave the food at the door. Those who have ordered should collect their own food and take it to their own desk. Deliveries should be paid for over the phone to avoid collecting / handing over money.	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. Heaters and fans can be used and opening windows should be encouraged where practicable.	5x1=5 Low
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. Franking machine to be used by one person only and wiped down each day. One person to be responsible for issuing stationary using gloves.	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
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Date Created: 08/06/2020	Author: Leslie Green – Technical Manager	Authorised By: Andrew Warbrick – Managing Director	Next Review Date: 21/07/2020		
Date Reviewed 21/07/2020	Reason for Review Review Date	Changes Made Fridge is to be used for milk only, no food to be stored. 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 Andrew Warbrick	Next Review Date 20/08/2020	
Date Reviewed	Reason for Review	Changes Made	Reviewed By	Next Review Date	