

Memo-Business & General Information

From: The National Office

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Method statement : Re Covid-19

Activity Possible exposure to Covid-19 when undertaking normal work activities.	Description
<p>Emergency Arrangements</p> <p>Extra/Special First Aid Requirements</p>	<p>Client should make the technician, at sign in, aware of any additional measures relevant to their own Covid-19 procedures.</p>
<p>Covid-19 PPE in addition to task specific PPE</p> <p>Hand protection</p> <p>Face masks</p> <p>Face Visors</p> <p>Extinguisher technicians</p>	<p>Gloves (new for each site) should always be worn and changed regularly to prevent cross-contamination.</p> <p>Face masks should be worn when it is not possible to meet the 2-metre isolation rule.</p> <p>Visors are available but optional. The wearing of any of the above should not replace good hygiene practices</p> <p>Extinguisher technicians are not required to blow down any hoses/horns, headcaps or syphon tubes but will use a can of compressed air to prove the clear airway.</p>
<p>Safety Precautions</p> <p>Protecting the work area</p>	<p>Where possible our technician will look to adhere to 2-metre isolation from others.</p> <p>On job completion, our technician will disinfect the equipment and work area.</p>
<p>Covid-19 Safety</p>	<p>The H&S requirements of any activity must</p>

Protecting workers & customers	<p>not be compromised.</p> <p>If protective measures are not in place or cannot be met, the work will not be started or continued.</p> <p>Any work that cannot be carried out will be reported to the Responsible Person (in writing) and the workers line manager.</p>
Sickness of worker : procedure	<p>If a worker develops any of the following whilst at work they should return home immediately to isolate: high temperature, a persistent cough, stomach cramps, sickness/diarrhoea.</p> <p>This event will be reported to the Responsible Person (in writing) and the workers line manager.</p>
<p>Vulnerable workers</p> <p>&</p> <p>Safety of third parties</p>	<p>Any staff member (or anyone they live with) who has or develops the symptoms of Covid-19 must follow the government's latest advice on self-isolation.</p> <p>If any staff member (or someone they live with) is classed by the NHS as a 'person at increased risk' must follow the government's latest advice on self-isolation.</p> <p>If any staff member (or someone they live with) is classed by the NHS as a 'person at high risk' must follow the government's latest advice on Shielding.</p>
High risk sites i.e. locations with many people in close- proximity e.g. care-homes, hospitals etc	<p>These sites will be supported by phone or video if applicable or, if a visit is necessary, the client is required to confirm that the area has been made safe e.g. by emptying and deep-cleaning if applicable as well as implementing the 2m separation requirements.</p>
Requirements on Client/Customer/Responsible Person	<p>The client will, if requested, provide parking to avoid the use of public transport.</p> <p>Provide a suitable induction including any additional Covid-19 procedures.</p> <p>Provide and perform enhanced cleaning procedures in the work areas i.e. provide hand-sanitizer if washing facilities are not available and keep clean the washing and</p>

	<p>toilet areas.</p> <p>Ensure that anyone in the vicinity is maintaining the 2m separation requirements, at all times.</p> <p>Ensure the technician can get to and return from, safely, the work area.</p>
<p>Technician: Pre visit and initial preparations</p>	<p>Call before entering to confirm that the premises have had no staff diagnosed, or likely to be diagnosed, with Covid-19 in the last 7 days. If the answer is yes, do not proceed, reschedule the visit.</p> <p>Before entering ensure you are wearing a fresh pair of protective gloves. Report to client to log-in, complete any induction so that you understand specific rules hazards and procedures. Ensure the client will maintain the required 2m social distancing rules at all times: if you are satisfied proceed. If you are not satisfied see section Covid-19 Safety above and leave site.</p> <p>Before starting the work locate the hand-washing and toilet facilities. If you need to remove your gloves make sure you wash your hands for at least 20 seconds, dry your hands and put on new gloves. Gloves should not be disposed of on site. On returning to your van wipe down any tools and reapply hand sanitizer.</p>
<p>Technician: Responsibilities</p>	<p>If you need to remove your gloves to make use of the facilities make sure you wash your hands for at least 20 seconds before and after use. Dry your hands and put on new gloves.</p> <p>No eating or drinking on site. Dispose of your own rubbish with any used gloves and masks being returned to your van for later disposal.</p> <p>Remember the 2m rule at all times.</p> <p>Use masks and technology to reduce face to face conversations: this type of contact should be as short as possible if within the same area. Plan work to minimise worker to worker contact.</p> <p>Single use PPE should not be reused.</p> <p>Use hand sanitiser regularly.</p> <p>Any concerns in relation to Covid-19 should</p>

	<p>be reported to your line manager at once. If on arrival at site the technician feels there is too much risk or does not feel safe, the risk, or concern, should be noted, discussed with your line manager and if appropriate the visit rescheduled.</p> <p>Vehicles should be kept clean and should not be shared. All frequently touched parts should be sanitised after each job.</p>
Customer signatures	To avoid or minimize client to worker contact signatures, as required by the British Standards etc can be accepted by email, confirmed by phone with email follow-up etc,
Comments	If the nature of a task is too difficult whilst wearing gloves, barrier creams should be used and the hands sanitized once the task is complete.
	This document is in addition to your regular method statements, good working practices and H&S requirements.