			
Method Statement			
Risk Assessment Ref:	FQ-RA-171 V7		MS Number: FQ-MS-156 V7
Project Address:	This is a Generic Document		
Issued To:	Fire Queen Service Technicians Customers as Required		
Duration:	From:	26/04/2022	To: 26/10/2022
Task Description:	Site Based Work during COVID-19		
On Site Supervisor:	N/a		
Personnel Involved:	1 Technician (up to 2 technicians when training)		
Site Information Required:	Fire Procedure, Hazardous Areas, Asbestos Survey (where required), COVID-19 Controls		
Safety Training Provided:	COVID-19 Controls		
First Aid:	On Site First Aid will be utilised when available. First Aid Kit carried in Vehicle		
Company Accreditations	ISO 9001:2015 BAFE NICEIC IFEDA Alumnus Safecontractor FPA		
Personal Protective Equipment			
Equipment	Type	When to Wear	
Hard Hat	Hat which conforms to (BSEN397 & CE Marked)	When site rules indicate	
Eye Protection	Safety Glasses (BSEN 166)	When drilling, where there is a chance of flying debris or when site rules require	
Safety Boots	Steel toe & midsole protection. (BSEN345- S1).	At all times	
High Viz Clothing	Yellow high viz vest or jacket with reflective strips. (BSEN 471)	When site rules indicate & if working near traffic	
Gloves	Abrasion resistant (Abrasion BSEN 388)	When site rules apply	
Disposable Gloves	Nitrile	When working on a customer's site, site rules apply, or the operator feels they are required.	
Hearing Protection	Earmuffs or hear plugs (Conforming to BSEN 352)	When working in noise protection zones or when generating load noise	
Respiratory Protection	Disposable or half face filtered mask. (FFP2/3)	When exposed to high dust levels & hazardous fumes/substances.	
Face Covering	Disposable or Washable	When working on a customer's site, site rules apply, or the operator feels one is required.	
Special Precautions	Before & after any work, hands must be washed with soap & water; where this is not possible, hand sanitiser must be used on a regular basis and between sites.		

Responsibilities

This safe system of work is to help us work on site, as risk free as possible; these are company requirements which follow established national guidelines. We must advise the Management Team if any failings are noted. We expect all clients to comply with the statutory requirements of Health & Safety legislation & inform Fire Queen personnel of all risks to their health & safety within areas controlled by or belonging to the customer or client. Remember, these actions will help keep you & others safe.

Safe System of Work

This SSOW is to ensure we work safely & reduce the risk from the coronavirus (COVID-19). We must understand it is not just us who may be affected; these precautions will help stop the virus from spreading.

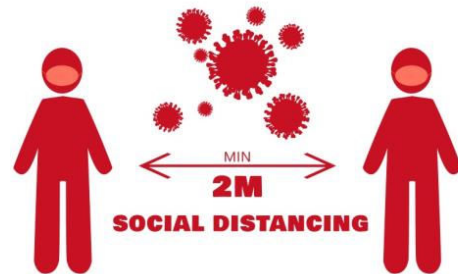
Updated Symptoms List




1. Shortness of breath
2. Loss of change to smell & taste
3. Feeling tired & exhausted
4. High temperature or shivering
5. Blocked or runny nose
6. Aching body
7. Continuous cough
8. Sore throat
9. Headache
10. Diarrhoea
11. Loss of appetite
12. Feeling or being sick

If you have any of these, perform a Lateral Flow Test.

Before Work Starts

1. Whenever possible, travel to work (our building or that of a customer) in your own vehicle
2. Before starting work, wash your hands following hand washing guidelines:
 - Wash with hot water & soap
 - Create a good lather & wash for a minimum of 20 seconds
 - Including between your fingers, backs of hands, thumbs & wrists
 - Rinsed off & dried with a paper towel which should be disposed of in a waste bin



<ol style="list-style-type: none"> 3. If washing is not possible, use hand sanitiser which has been provided, fully coating your hands & allow them to dry 4. Staff will wear a face covering &/or nitrile gloves (PPE) whilst on customer premises, if requested to do so by the customer & when social distancing is not possible 5. If worn, PPE will be changed & disposed of upon leaving each job &/or if it becomes damaged. It will be double bagged & returned to our workshops for clinical disposal in a bio-hazard bin 6. If people are exempt from wearing a mask, a visor may be worn instead 	
<p><u>Working Procedures</u></p> <ol style="list-style-type: none"> 1. Where possible, maintain a suitable distance between you & other people 2. This includes customers' employee's, the public & your work colleagues 3. If symptoms develop, staff will stop work & perform a Lateral Flow Test asap. If the result is positive, stay away from work & contact a Senior Manager for instruction 4. If you cough or sneeze, do it into a tissue or the inner elbow part of your sleeve. Always dispose of used tissue in a waste bin 5. If you are wearing & need to remove your PPE, do this in a safe area & replace before continuing 6. Wash or sanitise your hands on a regular basis 7. If worn, keep checking your PPE & replace it as often as required 8. Where possible, avoid sharing tools or equipment 9. If the area you are working in is a high traffic route, consider if the equipment can be moved to a quieter area 	 
<p><u>Procedure after Work</u></p> <ol style="list-style-type: none"> 1. If worn, collect used PPE in the plastic bags provided & keep these in the rear of your vehicle; never dispose of it at customer sites 2. Wipes have been provided; use these to regularly sanitise the touch hotspots in your vehicle. Used wipes should also be placed in the plastic bag in the rear of your vehicle 3. When the plastic bag is full (or at any time before), seal it with a knot & place it inside another plastic bag (double bag), which should also be sealed 	<ol style="list-style-type: none"> 4. These bags must be returned to our workshop where a clinical waste bin has been placed 5. Before placing your double bagged waste PPE in the clinical waste bin, add a sticker, on which you must write the date, time & your name 6. The clinical waste bin will be emptied into our general waste bin only when the contents have remained inside for at least 72-hours

When to Stay Away from Work

- If you have returned a positive lateral flow test, stay away from work & contact a Senior Manager for instruction. You must not return to work for up to 10 days from symptoms starting; this period can be reduced to 5-days so long as a negative Lateral Flow Test is returned on days 4 & 5, performed at least 24-hours apart
- The company will also assess who within the business you have been a close contact with & inform the relevant people
- You should not perform any more Lateral Flow Tests after the 10th day of your isolation period & you may return to work. This is because you are unlikely to be infectious after the 10th day of your isolation period. Even if you have a positive Lateral Flow Test result on the 10th day of your self-isolation period, you should not perform any more tests after this day
- For the time being, Lateral flow tests will be provided by the company; please request these from the General Manager

Whilst Staying Away from Work

The UK Government have asked that you exercise personal responsibility inline with their Living with COVID-19 in England plan. Working from home is not routinely available at Fire Queen Limited; absence due to COVID-19 will be treated the same as any other illness.

- Try to stay at home & avoid contact with other people
- Avoid close contact with anyone who you know is at a higher risk of becoming seriously unwell if they are infected
- If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider & let them know about your symptoms
- You may wish to ask friends, family, or neighbours to get food & other essentials for you

While you are unwell, there is a high risk of passing your infection to others in your household; these are simple things you can do to help prevent the spread:

- Try to keep your distance from people you live with
- In shared areas, wear a well-fitting face covering made with multiple layers or a surgical face mask, especially if you live with people whose immune system means that they are at higher risk of serious illness, despite vaccination
- Ventilate rooms you have been in by opening windows & leaving them open for at least 10 minutes after you have left the room
- Wash your hands regularly & cover your mouth & nose when coughing or sneezing
- Regularly clean frequently touched surfaces, such as door handles & remote controls, & shared areas such as kitchens and bathrooms
- Advise anyone that does need to come into your home that you have symptoms, so they can take precautions to protect themselves, such as wearing a well-fitting face covering or a surgical face mask, keeping their distance & washing their hands regularly

Method Statement Approved By: Tony Millen

Approval Date: 26/04/2022

Signature:

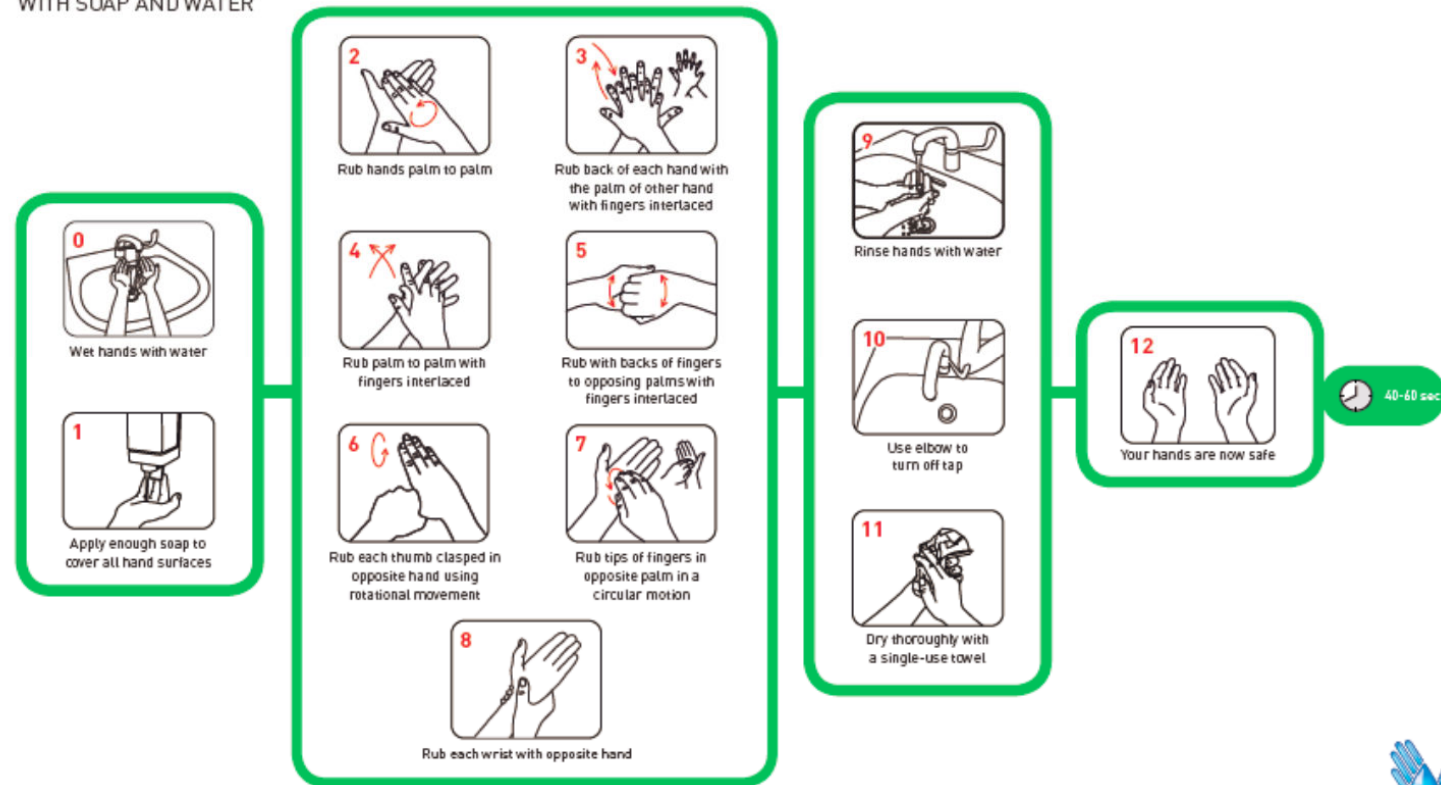


HAND CLEANING TECHNIQUES

How to handwash?

WITH SOAP AND WATER

NHS
National Patient
Safety Agency



www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

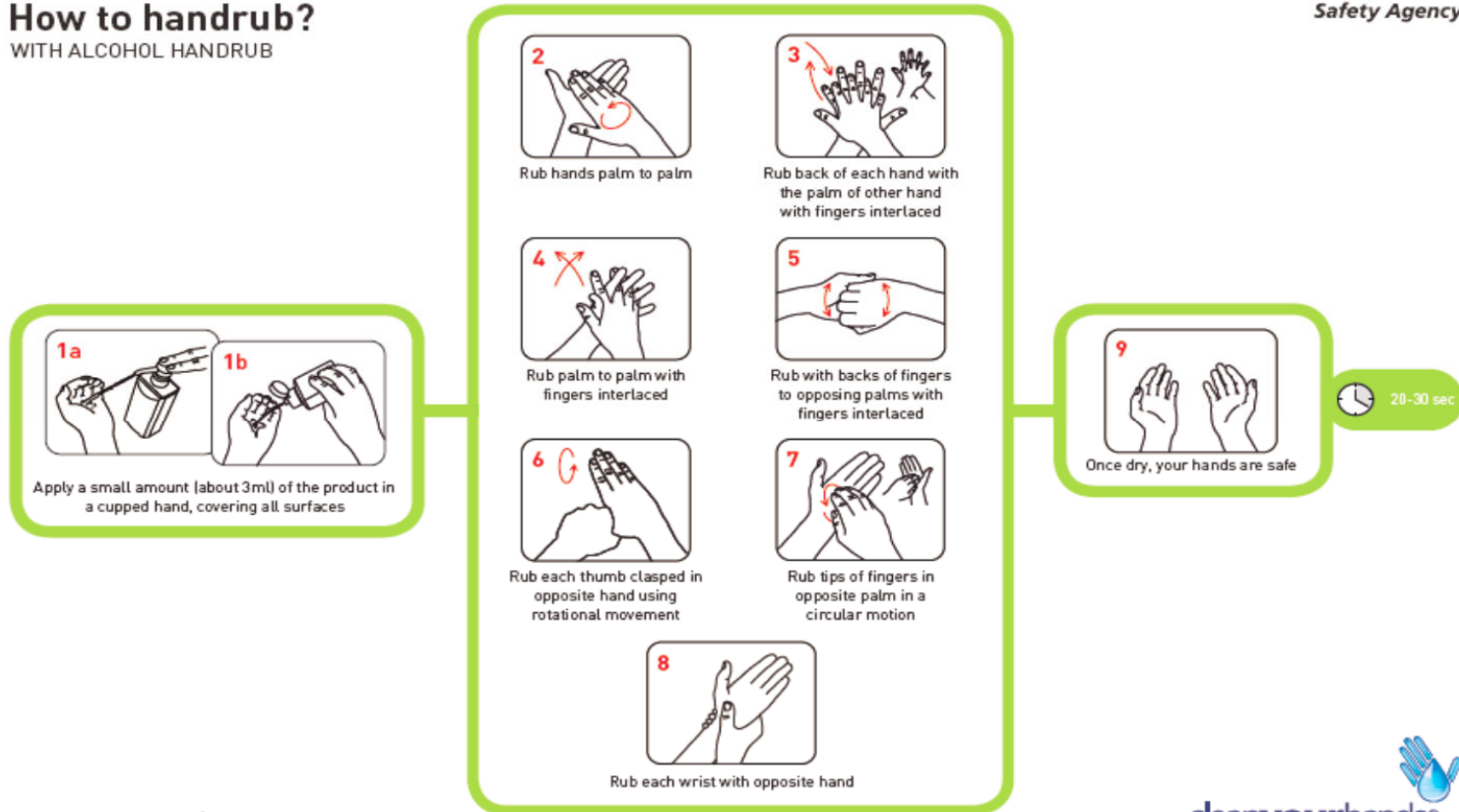
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HAND CLEANING TECHNIQUES

How to handrub?

WITH ALCOHOL HANDRUB

NHS
National Patient
Safety Agency



www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

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