			
Method Statement			
Risk Assessment Ref:	FQ-RA-172 V7		MS Number: FQ-MS-157 V7
Project Address:	This is a Generic Document		
Issued To:	Fire Queen Office & Workshop Based Staff Contractors/Visitors as Required		
Duration:	From:	26/04/2022	To: 26/04/2022
Task Description:	Office Based Work during COVID-19		
On Site Supervisor:	Tony Millen		
Personnel Involved:	Sales Team Team Leaders Workshop Engineer Support Admin Team Senior Managers		
Site Information Required:	Fire Procedure, Hazardous Areas, Asbestos Survey (where required), COVID-19 Controls		
Safety Training Provided:	COVID-19 Controls		
First Aid:	First Aiders & First Aid Kits are available		
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)	Not Generally Required Task Specific Only	
Eye Protection	Safety Glasses (BSEN 166)	Not Generally Required Task Specific Only	
Safety Boots	Steel toe & midsole protection. (BSEN345- S1).	Worn at all Times by Team Leaders & Workshop Engineer	
High Viz Clothing	Yellow high viz vest or jacket with reflective strips. (BSEN 471)	Not Generally Required Task Specific Only	
Gloves	Abrasion resistant (Abrasion BSEN 388)	Not Generally Required Task Specific Only	
Disposable Gloves	Nitrile	Not Generally Required Task Specific Only	
Hearing Protection	Earmuffs or hear plugs (Conforming to BSEN 352)	Not Generally Required Task Specific Only	
Respiratory Protection	Disposable or half face filtered mask. (FFP2/3)	Not Generally Required Task Specific Only	
Face Covering	Disposable or Washable	When working in close proximity to other people and social distancing can't be achieved.	
Special Precautions	Before & after any work, hands must be washed with soap & water; where this is not possible, hand sanitiser must be used regularly.		

Responsibilities

This safe system of work is to help us work within our own buildings, 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 also expect all visitors & contractors to comply with these requirements & all relevant Health & Safety rules & inform Fire Queen personnel of all risks to their health & safety, within areas controlled by the visitor or contractor. 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.

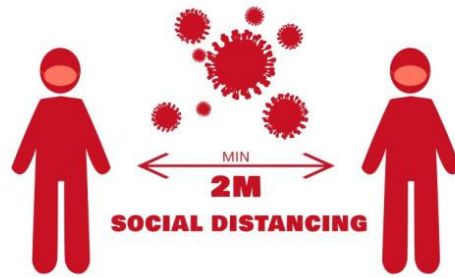
Updated Symptoms List

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



Or 1 meter with mitigation such as face covering or being outside



3. If washing is not possible, use hand sanitiser which has been provided, fully coating your hands & allow them to dry
 - 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
 - Wash your hands regularly every 2 hours or sooner if required
4. If washing is not possible, use hand sanitiser which has been provided, fully coating your hands & allow them to dry
5. Nitrile gloves are available, though not generally required
6. Employees & visitors must wear face coverings when moving around our building & when social distancing is not possible
7. If people are exempt from wearing a mask, a visor will be worn where required
8. Put on any other PPE relevant to the task



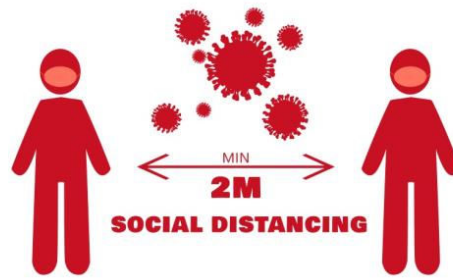
Working Procedures

1. Where possible maintain a suitable distance between you & other people
2. This includes customers' employee's, the public & your work colleagues
3. Your desk or workstation is at least 2-metres from anyone else, unless separated by a screen
4. Lunch times are staggered to reduce traffic in the rest area
5. Where meetings are held in person, social distancing must be observed
6. Touch surfaces have been identified & a regular cleansing program is in place
7. Hand towels are disposable & may be put into a bin or flushed down the toilet if used in the WC
8. Stop work & contact a Senior Manager if you begin to show symptoms
9. If you note somebody near you is showing symptoms, move away & advise a Senior Manager
10. 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
11. Wash or sanitise your hands on a regular basis
12. Avoid sharing tools or desk equipment; if this is not possible, ensure it is sanitised
13. If you are required to work in close proximity of people, a face covering may be worn; limit so far as is reasonable, the time together



Visitors & Contractors

1. Visitors or contractors to the business will only be by prior appointment. Any work areas used by visitors or contractors will be sanitised after the visit
2. Ensure Social Distancing measures are always observed.

**Procedure after Work**

1. If worn, dispose of used PPE in the clinical waste bin
2. Wipes have been provided; use these to regularly sanitise the touch hotspots in your work area
3. 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

Generic (Routine Works) Method Statement

- 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

Methods Statement Approved By: Tony Millen

Approval Date: 26/04/2022

Signature:

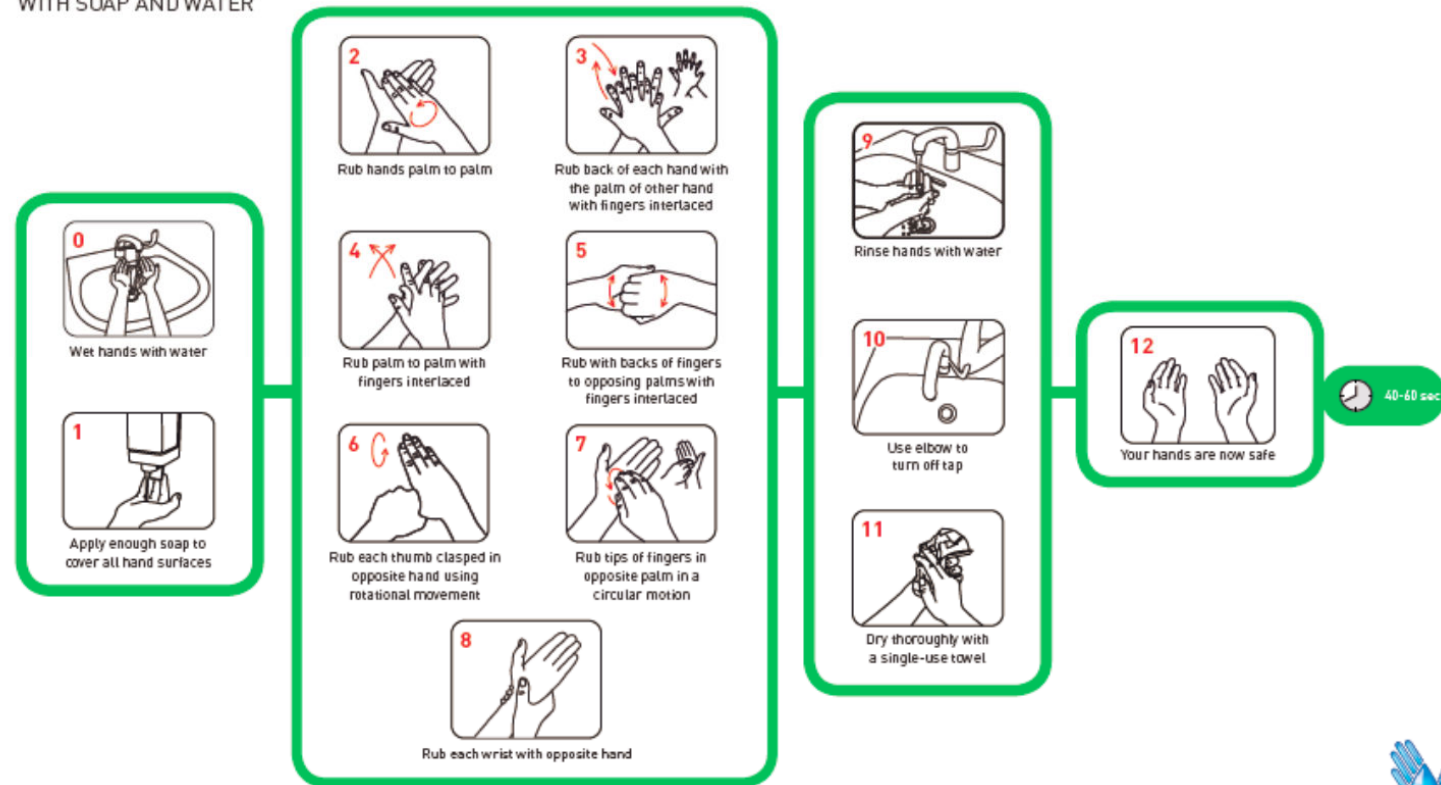


HAND CLEANING TECHNIQUES

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

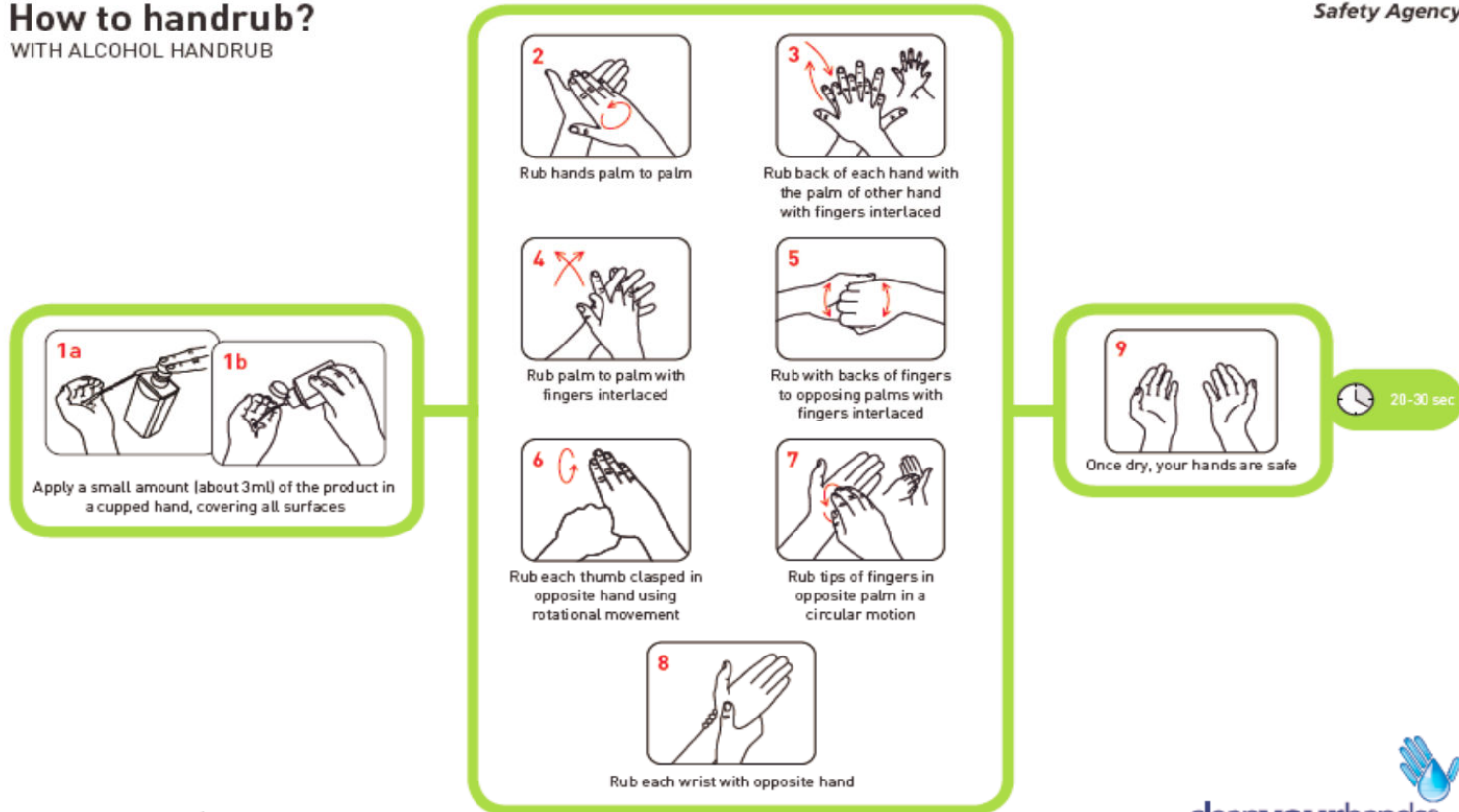
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HAND CLEANING TECHNIQUES

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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