

## **SAFETY METHOD STATEMENT**

### **CORONAVIRUS-COVID-19**

### **COMPANY VEHICLES**

Statement number: ms01

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#### **Introduction**

Galamast's absolute number one priority is the safety of our employees, suppliers, client and the wider communities that we work within. We are closely monitoring the national situation, Government Announcements, NHS guidance and our client requirement.

During this unprecedented time the information that we are receiving is varied and likely to change with day to day developments, once we receive further guidance from the government we will take immediate action to implement the required changes that maybe required. The purpose to this plan is to ensure the safety and wellbeing of our employees and supply chain partners.

Construction sites operating during the Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This document is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations. These are exceptional circumstances and the industry must comply with the latest Government advice on COVID-19 at all times.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely it should not take place. We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual. Sites should remind the workforce at every opportunity of the Site Operating Procedures/RAMS which are aimed at protecting them, their colleagues, their families and the UK population. These rams are intended for all Galamast site staff that travel within a shared or driver only vehicle to and from sites on a daily basis.

#### **Driver's responsibility**

All drivers have a responsibility to ensure that all Galamast and hired vehicles are cleaned and sanitized before and after travelling to and from your working sites on a daily basis. All person's within the vehicle shall wear a FFF2 face mask and latex rubber gloves which must be donned before you enter the vehicle and only after you have wash your hands for 20 seconds before. Whenever possible the driver must ensure that all passengers keep a safe distance apart at all times. Whilst travelling keep windows open where possible to maintain a good air flow throughout the vehicle and as a company policy there is no smoking in all vehicles. Do not eat or drink whilst travelling.

**If at any time a person within your team becomes unwell do not let them travel within your vehicle, report this to the Galamast office so alternative travel arrangements can be made.**

## **Cleaning regime of all vehicles**

All door handles and seatbelts sanitized  
Steering wheel, gearstick and dashboard cleaned with spray disinfectant  
All seats within the vehicle must be sprayed with disinfectant  
Entire inside of the vehicle sprayed with disinfectant

## **Vulnerable persons**

Employees working on any project who fall into the government identified high risk categories must speak to their line manager. Galamast require these individuals to follow government guidance for self-isolation.

Anyone who meets one of the following criteria should not come to site:

Has a high temperature or a new persistent cough - follow the guidance on self-isolation  
Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition

Is living with someone in self-isolation or a vulnerable person. All Galamast projects must share the company issued briefings and posters with all employees to ensure people are aware of the symptoms and company processes in relation to COVID-19

## **Employee illness at work**

If a worker develops a high temperature or a persistent cough whilst at work, they should inform their line manager and arrange to return home immediately.

They should avoid touching anything and where applicable cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self - isolation has been completed. The line manager will keep in contact with the employee to offer any practical support during this period.

Anyone who has been in close proximity (inside 2 metres) or shared transportation will also be asked to self-isolate in accordance with government instructions on whole household isolation.

It is not necessary to close the workplace or send any staff home, unless government policy changes. Any equipment or work areas where the employee has been working will be cleaned in accordance with the government guidance on COVID-19 decontamination in non-healthcare settings.

**STAY HOME – PROTECT THE NHS – SAVE LIVES**



## RISK ASSESSMENT (CORONAVIRUS-COVID-19)

IDENTIFIED RISK	WHO COULD BE HARMED	INITIAL RISK LR X SR = RR			RISK	CONTROL MEASURES	RESIDUAL RISK LR X SR = RR			RISK	FURTHER ACTION
		LR	SR	RR			LR	SR	RR		
<b>COVID-19 Spreading in infection</b>	Site operatives/office staff	5	4	20	<b>H</b>	<p>Arrange for regular cleaning to include frequently touched surfaces such as chairs/ door handles throughout the working site.</p> <p>Always wash your hands frequently and especially prior to eating and or smoking.</p> <p>Always wash your hands after using the toilet, blowing your nose, sneezing, coughing.</p> <p>Wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitizer.</p> <p>Do not greet people with handshakes or any form of physical contact.</p> <p>Keep two meters apart.</p>	1	4	4	<b>L</b>	<p>Keep two meters apart at all times</p> <p>Wear face masks and gloves</p>
<b>COVID-19 Welfare</b>	Site operatives	5	4	20	<b>H</b>	<p>Wash hands before entering the welfare unit.</p> <p>Stagger all break times.</p> <p>Keep 2 meters apart.</p> <p>Avoid using different cups and cutlery.</p> <p>Clean and disinfect all work surfaces.</p> <p>Place all food waste within the refuse bins.</p>	1	4	4	<b>L</b>	<p>Good housekeeping at all times.</p>

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<p><b>COVID-19</b> Travelling in company vehicles</p>	<p>site operatives</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p><b>H</b></p>	<p>Driver to disinfect vehicle on a daily basis. Wear PPE whilst travelling to and from the work site. Keep windows open whilst driving to allow for good air flow throughout the vehicle. No smoking within the vehicle. No eating or drinking whilst travelling. Where possible keep a good distance apart within the vehicle.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p><b>L</b></p>	<p>Where possible travel in separate vehicles.</p>
<p><b>COVID-19</b> Site personnel reporting diagnosis of the virus or suffering symptoms</p>	<p>Site operatives</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p><b>H</b></p>	<p>If anyone on the site/ office starts to show any symptoms remove the individuals from that site/ office immediately and their line manager Person with new continuous cough and/or high temperature to self-isolate and stay indoors at home and avoid contact with other people immediately as per current government advice. If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for <b>14 days</b>. The 14-day period starts from the day when the first person in the house became ill. For anyone in your household who starts displaying symptoms, you need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p><b>L</b></p>	<p>.</p>

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	Site operatives				<p>See and follow Guidance for Self-isolation and poster for washing hands. Site Manager to isolate premises and arrange for deep cleansing in the event someone displays signs/symptoms. This includes sanitising all touch points, surfaces, equipment and floors.</p>				<p>L</p>	
<p><b>COVID-19</b> Have contracted or been exposed to the virus</p>		5	4	20	<p><b>H</b> Contact your line manager. Do not attend work until advised by Galamast. Person with new continuous cough and/or high temperature to self-isolate and stay indoors at home and avoid contact with other people immediately. If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for <b>14 days</b>. The 14-day period starts from the day when the first person in the house became ill. For anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period</p>	1	4	4	<p>L</p>	