

	<b>Jones Lighting Limited</b>	Form Ref : JL Coronavirus
	<b>Method Statement</b>	Issue No. : 3
<b>Covoid 19</b>		Issue Date : 23/07/2020
		Originated By : M Henderson
		Review Date : W.Jones
		Reviewed By : M Henderson
		Approved By : W. Jones
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1	<b>Supervision (incl Phone Numbers)</b>	<b>Emergency contact numbers</b>  <b>Operations Director :</b> (John Francis) 07853662373  <b>H+S advisor :</b> (Wesley Jones) - 07525179158  <b>Managing Director:</b> (Dave Jones) – 07590 548136
2	<b>When not to come into work.</b>	<b>Anyone who meets one of the following criteria should not come to work:</b> <ol style="list-style-type: none"> <li>1. Has a high temperature or a new persistent cough - follow the government guidance on self-isolation and get tested</li> <li>2. Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) as outlined by the current government guidance</li> <li>3. If they are living with someone identified as a vulnerable person.</li> <li>4. If they are living in a household with someone who is self isolating</li> <li>5. If they can work from home</li> </ol>
3	<b>Procedure if someone falls ill</b>	<b>If a worker develops a high temperature or a persistent cough while at work, they should:</b> <ol style="list-style-type: none"> <li>1. Return home immediately</li> <li>2. Avoid touching anything</li> <li>3. Wear a face mask if possible</li> <li>4. 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.</li> <li>5. They must then follow the guidance and apply to take a coronavirus test, then self-isolate and not return to work until their period of self-isolation has been completed as per NHS guidance. All virus test results MUST be passed on to Jones Lighting for our records.</li> <li>6. As per government guidance everyone who has been in contact with a potential Covid -19 infected person must also self isolate inline with current guidance and undertake a free NHS test and provide a negative result prior to returning to work.</li> </ol>
4	<b>When traveling to site or place of work</b>	<b>Wherever possible workers should travel to site alone ,or if traveling with another Operatives keep as much distance as possible between each other, and both Operatives to wear the face masks provided:</b> <ol style="list-style-type: none"> <li>1. Other means of transport to avoid public transport e.g. cycling</li> <li>2. Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available</li> </ol>

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		<ol style="list-style-type: none"> <li>Whenever possible ensure that Journeys will be shared with the same individuals and that teams will remain consistent wherever possible with the minimum number of people at any one time</li> <li>All journeys with 2 or more occupants are to wear Face coverings</li> <li>Good ventilation (i.e. keeping the windows open) MUST be maintained for all journeys where more than one person is in the vehicle</li> <li>Minimise face to face contact</li> <li>Keep the vehicle clean and ensure YOU maintain this via regular cleaning using antibacterial cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> <li>You are reminded that you should wash/ clean YOUR hands before and after using any vehicle or equipment</li> </ol>
5	<b>Site access points</b>	<b>Control measures: -</b> <ol style="list-style-type: none"> <li>Stop all non-essential visitors / schedule deliveries at a time when the depots are quiet.</li> <li>Introduce staggered start and finish times to reduce congestion and minimise contact at all times.</li> <li>Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>Require all workers to wash or clean their hands before entering or leaving the site</li> <li>Allow plenty of space (two metres) between people waiting to enter site</li> <li>Regularly cleaning of common contact surfaces in reception, office, access control and delivery areas e.g. scanners, Vehicle keys, screens, telephone handsets, desks, particularly during peak flow times</li> <li>Reduce the number of people in attendance at site inductions and consider holding them outdoors or remotely (electronically) wherever possible</li> <li>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> </ol>
6	<b>Hand Washing</b>	<ol style="list-style-type: none"> <li>Provide additional hand washing facilities to the usual welfare facilities if it is a large spread out site or significant numbers of personnel are on site</li> <li>Ensure the anti bacterial hand wipes are always topped up and available within the vehicle</li> <li>Provide hand sanitiser where hand washing facilities are unavailable</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>Clear Signage on handwashing to be displayed at hand washing facilities</li> </ol> <p><b>Sites must contain extra supplies of soap, hand sanitiser and paper towels and these must be securely stored.</b></p>
7	<b>Toilet facilities</b>	<ol style="list-style-type: none"> <li>Toilet facilities located at depots will be restricted to a maximum occupancy of 1 person at any one time</li> <li>Guidance on handwashing is to be displayed within owned facilities and the operatives site</li> </ol>

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		<ol style="list-style-type: none"> <li>Enhanced cleaning regimes particularly door handles, locks and the toilet flush for all owned welfare facilities. Cleaning takes place at a minimum of once per day. Consider increasing this frequency depending on level of traffic.</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>Portable toilets should be avoided wherever possible due to the infrequency of cleaning, but where in use these should be cleaned and emptied more frequently</li> <li>Follow all site specific rules for fixed work sites that contain welfare facilities</li> <li>As a last resort public restrooms are to be utilised (list of available sites are located on the operatives site), face mask / covering is to be worn when visiting public restrooms and operatives are to ensure adequate hand washing takes place (follow specific restroom Covid controls if applicable)</li> </ol>
8	<b>Canteens &amp; eating arrangements</b>	<p><b>Due to Covid-19 cafés and restaurants across the UK have been affected and will have their own controls in place and these MUST be followed.</b></p> <p>Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.</p> <ol style="list-style-type: none"> <li>Dedicated eating areas should be identified on site to reduce food waste and contamination</li> <li>Break times should be staggered to reduce congestion and contact at all times</li> <li>Hand cleaning facilities or hand sanitizers must be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</li> <li>The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home</li> <li>Where operatives use local shops they are to follow social distancing guidelines and from July 24th 2020 face mask / coverings are to be used</li> <li>Payments should be taken by contactless card wherever possible</li> <li>Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>Where catering is provided on site, it should provide pre-prepared and wrapped food only</li> <li>Drinking water MUST be provided by bottled water or with enhanced cleaning measures of the tap mechanism introduced</li> <li>Tables MUST be cleaned between each use</li> <li>All rubbish MUST be put straight in the bin and bins emptied regularly</li> <li>All areas used for eating MUST be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</li> </ol>
9	<b>Changing facilities, and drying rooms</b>	<ol style="list-style-type: none"> <li>Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>Consider increasing the number or size of facilities available on site if possible</li> <li>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres</li> </ol>

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		5. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
10	<b>Avoiding close working</b>	<p>There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.</p> <ol style="list-style-type: none"> <li>1. Where face to face working is essential to carry out a task, when working within 2 metres it must 15 minutes or less where possible</li> <li>2. where close working times are longer than 15 min recommend face mask / covering</li> </ol>
11	<b>General Principles</b>	<ol style="list-style-type: none"> <li>1. Non-essential physical work that requires close contact between workers should not be carried out</li> <li>2. Work requiring skin to skin contact should not be carried out</li> <li>3. Plan all other work to minimise contact between workers</li> <li>4. Reusable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>5. Single use PPE MUST be disposed of so that it cannot be reused</li> <li>6. Regularly clean touchpoints, doors, buttons, vehicle keys, tools and plant.</li> <li>7. Increase ventilation in enclosed spaces</li> <li>8. Regularly clean the inside of vehicle cabs and between use by different operators.</li> </ol>
12	<b>Site Meetings</b>	<ol style="list-style-type: none"> <li>1. Only absolutely necessary meeting participants should attend</li> <li>2. Attendees should be two metres apart from each other at all times</li> <li>3. Consider holding meetings in open areas where possible, Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>4. Consider holding smaller meetings at staggered times to reduce numbers</li> <li>5. Consider holding meetings via electronic means</li> </ol>
13	<b>Cleaning</b>	<p><b>Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</b></p> <ol style="list-style-type: none"> <li>1. Taps and washing facilities</li> <li>2. Toilet flush and seats</li> <li>3. Door handles and push plates</li> <li>4. Lift and hoist controls</li> <li>5. Machinery and equipment controls</li> <li>6. Food preparation and eating surfaces</li> <li>7. Telephone equipment</li> <li>8. Keyboards, photocopiers and other office equipment</li> </ol> <p>Rubbish collection and storage points MUST be increased and emptied regularly throughout and at the end of each day.</p>



