

## Coronavirus (COVID-19) OPERATIVE SAFE WORKING METHOD STATEMENT

<b>Company Details</b>						
<b>Company Name:</b> Highway Assurance Ltd				<b>Company Number:</b> 9747139		
<b>Contact Name, Position, and Phone number:</b> Simon Marsh (Director) – 01473 832 015						
<b>Address:</b> Unit 6 Gipping Road, Plummers Dell, Great Blakenham, Ipswich, IP6 0JG						
<b>Project Details</b>						
<b>Project:</b>				<b>Area:</b>		
<b>Scheme:</b>						
<b>Scheme Description:</b> <span style="color: red;">Coronavirus (COVID-19) Prevention</span>						
<b>Activity:</b>						
<b>Relevant employees must be consulted in the development, approval and communication of this SWMS</b>				SWMS Approved by – Highway Assurance Ltd - 9747139		
Employee consulted on the production of this SWMS. Name: Dale Chenery		Signature: D. Chenery	Job Title: (Working) Operations Manager	Date: 13/03/2020	Page 1 of 9	
				Name: Andrew Perkins		
				Signature: Andrew Perkins		
				Date: 03/02/2020		
Personnel responsible for monitoring and managing activity: Kevin Hadley				Overall Risk Rating after Controls	4 Acute 2 Moderate	3 High 1 Low
<b>ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING</b>						
<ul style="list-style-type: none"> <li>Regular inspections and observations will be conducted by Dale Chenery_ to ensure SWMS is being complied with.</li> <li>Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.</li> <li>Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.</li> </ul>						

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- Amendments must be approved by Highway Assurance Ltd and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by HSE legislation.
- Record of SWMS must be kept as required by HSE legislation (until job is complete or for 2 years if involved in a notifiable incident).

Safety footwear, High Visibility Clothing (EU 2016/425). Head Protection via hard hat (CE EN 397). Eye Protection via safety glasses (EN 166), Hand Protection via gloves (EN 388). Face Masks , Anti Bacteria Wipes . Ensure all PPE meets relevant British Standards. Inspect, and replace PPE as needed.

## Personal Protective Equipment

**Day Operations – Normal Requirements:**

**All PPE Must be worn on a daily basis to prevent the risk of COVID-19 spreading.**

					
					

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### Methodology

#### Safety and Environmental Procedures.

#### Safety.

Highway Assurance sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

**These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times**

#### Procedure if Someone Falls ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- 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.**

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<b>Travel to Site</b>	<ul style="list-style-type: none"><li>• When fuelling up van at the petrol station disposable gloves must be worn at all times.</li><li>• Wherever possible workers should travel to site alone using their own transport</li><li>• Other means of transport to avoid public transport e.g. cycling</li><li>• How someone taken ill would get home.</li></ul>
<b>Arrival on site.</b>	<ul style="list-style-type: none"><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>• Reduce the number of people in attendance at site inductions and consider holding them outdoors 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></ul>
<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 in this case face masks and gloves <b>must be worn</b> .</p> <ul style="list-style-type: none"><li>• A 2-metre distance should be maintained when ever possible.</li></ul>

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### Operational Procedure

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out.
- Plan all works to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
  
- Regularly clean the inside of vehicle cabs and between use by different operators
- Clean any plant and Traffic Lights that you may be handling,
- Always wear gloves when exiting your vehicle and handling plant.
- Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day
- When raking asphalt on site staggered raking should be adhered to or rotated so not to work alongside each other.
- If Lifting operations are required and close working unavoidable, full face mask and gloves **must** be worn.

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### Welfare facilities and break times and

- At break times do not sit together in the Welfare . Sit on your own or at least 5M away from each other .
- When using the Welfare Toilet a full bacterial clean will be carried out by each individual .
- Ensure all rubbish and disposable PPE is disposed of at the end of each day

### Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Consider holding meetings in open areas where possible.

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<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> <ul style="list-style-type: none"><li>• Taps and washing facilities</li><li>• Toilet flush and seats</li><li>• Plant &amp; Machinery and equipment controls</li><li>• <b>HANDS MUST BE CLEAN REGULARY WITH ANTI BATERIAL FLUID OR WIPES</b></li></ul>
<b>Communication.</b>	<p><b>IF YOU FEEL ILL OR OBSERVE SOMEONE SHOWING SYMPTOMS OF CORONAVIRUS REPORT TO YOUR LINE MANAGER IMMEDIATELY</b></p>

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<b>Details of Supervisory Arrangements for workers undertaking this task:</b>	<b>Details of emergency procedure and nearest accident and emergency hospital.</b>	<b>Relevant Legislation, Codes of Practice:</b>
<p>Suffolk and Norfolk:</p> <p>Andrew Perkins – 07939 656222 Dave Watson - 07494680582</p> <p>Essex and London:</p> <p>Jamie Whitaker – 07934 4758127 Out of Hours: 07399 152945</p>	<p>In the event of an emergency, Contact Police, Ambulance and Fire Services as necessary (Dial 999). Do not involve yourself in any action which may put you in danger. Contact manager immediately after emergency services.</p> <p>You're nearest A&amp;E is - Colchester General Hospital, Turner Rd, Mile End, Colchester CO4 5JL Phone: 01206 747474</p>	<p>Chapter 8 – Traffic Signs Manual. Safety at Street Works and Road Works – A Code of Practice. TSRGD 2016</p>



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<u>24-hour Accident And Emergency Departments (Suffolk, Norfolk and Essex)</u>		
Name of Hospital	Address	Telephone Number
The Ipswich Hospital	Heath Road Ipswich, Suffolk IP4 5PD	01473 712233
West Suffolk Hospital	Hardwick Lane Bury St Edmunds , Suffolk IP33 2QZ	01473 713000
James Paget Hospital	Lowestoft Road Gorleston , Great Yarmouth, Norfolk, NR31 6LA	01493 452452
Norfolk and Norwich Hospital	Colney Lane Norwich, Norfolk NR4 7UY	01603 286286
The Queen Elizabeth Hospital	Gayton Road Kings Lynn, Norfolk PE30 4ET	01553 613 613
Colchester General Hospital	Turner Road Colchester, Essex CO4 5JL	01206 747474
Broomfield Hospital	Court Road Chelmsford, Essex CM1 7ET	01245 363000
Southend Hospital	Prittlewell Chase Westcliff-On-Sea, Essex SS0 0RY	01702 435555

This SWMS has been developed in consultation and cooperation with workers and relevant Persons experienced within the highways industry. I have read the above SWMS and I understand its contents. I confirm that I have the skills and ability, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including safe work instructions and Personal Protective Equipment described.



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Review No / Due Date.	(1)26/03/20	(2)27/03/20	(						
Name and initials	D. Chenery DC	D. Chenery DC							
Date Reviewed	26/03/20								

**Site Specific Notes**