

Activity	Survey/Site Visit to Various Premises - Consideration of Risk relating to COVID 19	Method Statement Ref No.	COVID_MS001
Location	Various Sites	Date Compiled	V1 March 2020 – rev June 20 - rev V5 270720
Scope of works	Carry out visual/physical inspection including site documentation at premises for the purposes of fulfilling range of services including but not wholly limited to; Fire risk assessments, Health and Safety Risk Assessment, Water Risk Assessment, Asbestos Surveys, Fire alarm systems inspection and maintenance, Fire Extinguisher maintenance, Emergency Light Systems maintenance.		
Method:			
<ol style="list-style-type: none"> 1. This document should be read in conjunction with Metro Safety Group – Coronavirus (COVID19) Guidance – or any internal department specific guidance Issued to Ops, MIS and MSRM/SRM(A) personnel. 2. As a responsible employer Metro Safety Group encouraged all our at-risk employees (as defined by the NHS) to stand down as of 12th March 2020. In addition, we declared site attendance is not mandatory and where undertaken, this is the sole choice of staff. Where genuine concerns are raised/request for stand down made by staff members, this is generally accepted immediately and unconditionally. 3. Prior to leaving home all staff must consider whether you are showing any signs/symptoms of COVID19, as listed below. And if so, they must not leave home. <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) 4. If you are showing any symptoms as described, follow NHS guidance regards testing and self-isolation https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ 5. As per government guidance, when traveling to and from work, you can help control coronavirus and travel safely by walking and cycling, if you can. Where this is not possible, use public transport or drive. 6. Pre plan your visits to ensure you carry out your journey by means other than public transport if at all possible. If in doubt contact your line manager to agree appropriate travel arrangements. Do not get on public transport if you cannot practice social distancing. From 15th June 20 the wearing of face coverings on public transport in mandatory in England, all staff should comply with this requirement. 7. Where possible make contact with site contact prior to visit, to verify they are fit and not showing signs of COVID19. 8. Confirm if they are able to either meet you on site or that access will be facilitated as necessary. 9. Use washroom facilities where they are available. Hand sanitiser can be carried and used as an alternative. Carry a flask of hot water (or bottle of cold) and soap in order to facilitate handwashing whilst in the field where washroom facilities are not available. 10. Where there are premises with Residential/Accommodation units - Flats or dwellings MUST NOT be entered. Only communal areas should be accessed. 11. Where there are premises with passenger lifts avoid sharing the lift with others and consider no touch techniques when selecting Floor Buttons (e.g. elbow). 12. On arrival at site practice ‘Social Distancing’ (always maintain at least 2 metres) between yourself and others. 			

13. Avoid entering confined or restricted space where safe distances cannot be achieved/maintained.
14. Upon entering the premises, ideally hands should be washed using hot water and soap following NHS guidance.
15. Where water and soap are not available sanitise hands with gel or wipes, or if sanitiser is not available don protective gloves.
16. Whilst in the property, limit contact with surfaces to a minimum.
17. Avoid touching face or eyes even with gloved hands.
18. The wearing of face masks is not recommended for person other than front line health workers. However, members of the public are required to comply with The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020 <https://www.legislation.gov.uk/uksi/2020/791/contents/made>
19. Face Coverings are mandated on public transport **from 15th June 2020**, staff should comply with current government guidance, failure to do so is each members of staff personal liability.
20. Face Coverings are mandated to be worn in shops and other 'relevant places' **from 24th July 2020**, staff should comply with current government guidance, failure to do so is each members of staff personal liability.
21. DO NOT eat or drink whilst carrying out site visits.
22. If occupants of premises approach you, courteously advise them that you are practising 'social distancing'
23. Leave the premises promptly on completion of task.
24. Public Health England (PHE) is not recommending the use of gloves as a protective measure against COVID-19 for the general public. The best way to protect yourself and others is: wash your hands with soap and water, or use a sanitiser gel, regularly throughout the day. However, if you choose to wear gloves refer to separate guidance provided for 'Donning and Doffing' disposable gloves.
25. Where appropriate it may be necessary to wipe down site equipment with sanitising wipes.
26. Ensure that your hands and any tools or equipment e.g. keys, torch, camera, notepads etc are wiped down with sanitising wipes or solution before getting back into vehicle. Remove any contaminated clothing and place in boot of car if concerned.
27. If any COVID19 symptoms develop throughout the day, all remaining visits should stop immediately. Report to line manager/scheduling administrator and directly return home and follow Government advice on testing and self-isolation.