

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 V6 120121
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:

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. This method statement has been periodically reviewed and most recently in January 2021 following the government announcement of the new more transmissible variant of COVID19 and associated national and local restrictions.
3. As a responsible employer Metro Safety Group initially encouraged all our at-risk employees (as defined by the NHS) to stand down as of 12th March 2020. MSG will continue to support all staff who are subject to further ‘shielding’, ‘self isolation’, ‘quarantine’ requirements or other reasonable precautions necessary to minimise COVID spread to or from our staff.
4. 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.
5. 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.
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell (anosmia)
6. 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/>
7. 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.
8. 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.
9. Where possible make contact with site contact prior to visit, to verify they are fit and not showing signs of COVID19.
10. Confirm if they are able to either meet you on site or that access will be facilitated as necessary.
11. 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.
12. Where there are premises with Residential/Accommodation units - Flats or dwellings **MUST NOT** be entered. Only communal areas should be accessed.

13. 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).
14. On arrival at site practice 'Social Distancing' (always maintain at least 2 metres) between yourself and others.
15. Avoid entering confined or restricted space where safe distances cannot be achieved/maintained.
16. Upon entering the premises, ideally hands should be washed using hot water and soap following NHS guidance.
17. Where water and soap are not available sanitise hands with gel or wipes, or if sanitiser is not available don protective gloves.
18. Whilst in the property, limit contact with surfaces to a minimum.
19. Avoid touching face or eyes even with gloved hands.
20. The wearing of face masks is still not recommended by the UK government, for persons 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/ukxi/2020/791/contents/made>
21. Face Coverings were **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 civil and criminal liability.
22. Face Coverings were **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 civil and criminal liability.
23. **January 2021** - Metro Safety Group have issued all field staff with further guidance on face coverings and optional face masks for discretionary use by them following the announcement of the new more transmissible variant of COVID19.
24. Any PPE worn should be assumed to be contaminated and disposed of in the correct manner. You should wash hands/sanitise after removing PPE.
25. DO NOT eat or drink whilst carrying out site visits.
26. If occupants of premises approach you, advise them that you are practising 'social distancing' and courteously ask them to do so too.
27. Should COVID-Secure precautions on site fall short of what is considered acceptable and they cannot be readily addressed, staff should remove themselves from the risk and report the situation to their line manager or office admin so the issue is properly recorded.
28. Leave the premises promptly on completion of task. Always sanitise when leaving the premises to prevent/minimise cross contamination.
29. 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.
30. Where appropriate it may be necessary to wipe down site equipment with sanitising wipes.
31. 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.
32. 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.