

CCTS COVID -19 Working within 2 Meters Risk Assessment and Method Statement

Company	CCTS				
Title:	Covid-19 Specific working within CCTS				
Document No.:	1	Revision:	02	Date:	01.06.2020
Prepared by:	D Baalham	Position:	Centre Manager		
Approved by:	P Harper	Position:	Head of Centre		

1.0 SCOPE

This risk assessment outlines the measures to be taken at ccts under the restrictions placed by the ongoing Covid-19 health crisis in the UK and Ireland.

All works on site must be in accordance with these overall guidelines and CCTS expect all subcontractors to comply with these guidelines.

It is imperative that any worker who feels they cannot work safely at any time immediately informs their manager who will address their concerns at the first opportunity.

CCTS RISK ASSESSMENT WORKING WITHIN 2 METERS

SEVERITY		LIKELIHOOD
No Injury	1	Highly Unlikely
Minor Injury	2	Unlikely
Lost Time Injury	3	Possible
Major Injury	4	Probable
Death	5	Almost Certain

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

		Control Measures
Low	1 - 5	Acceptable with standard control measures
Medium	6 - 10	Adequate control measures and supervision must be instituted
High	12 - 16	Significant control measures including direct supervision must be instituted to mitigate the risk
Intolerable	20 - 25	Work must not take place

	Assessors /Trainers	Staff/ delegates	Members of the Public	Young Persons	Others
Persons at Risk:	yes	yes	no	no	No

List Equipment to be used:
Personal Protection Equipment, soap, water, hand roll, cleaning materials, Bin
Appropriate tools and equipment relevant to task and Paperwork

The Hierarchy of Control	
1	<i>Eliminate the hazard.</i>
2	<i>Substitute with less hazardous processes, operations, materials, or equipment.</i>
3	<i>Use engineering controls and reorganisation of work.</i>
4	<i>Use administrative controls, including training.</i>
5	<i>Use adequate personal protective equipment.</i>

No.	Hazard	Risk	Existing Level of Risk	Control Measures	Post Control		
					S	L	R
1	Infected by COVID 19	Infected due to being in contact with COVID 19 by surfaces or direct contact	H	All staff and delegates will be advised not to attend site if they are displaying any of the below symptoms, however mild: <ul style="list-style-type: none"> • A cough • A high temperature • Shortness of breath • Loss of taste or smell If a Staff member or delegate is displaying any of the above symptoms, they are to remain at home and self-isolate in line with Government Guidelines. This will also apply if anyone in the household in which the operative lives are displaying any of the above symptoms.	5	1	5

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No.	Hazard	Risk	Existing Level of Risk	Control Measures	Post Control		
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				<p>If any person begins to display any of the above symptoms while on site, they are to be sent home to self-isolate in line with government guidelines.</p> <p>If a delegate answers Yes to pre assessment questions 1,2,3,7 or 9 he cannot attend site if questions 5 & 6 answer yes then additional information is required to be included on the questionnaire, only then can the assessor make a decision on whether the assessment can be carried out, as per assessment method for working within 2 meters. If questions 4 or 10 on the pre assessment questionnaire is answered yes, then the assessment will need to be either rescheduled or additional control measures need to be in place before assessment can start.</p>			
		Close contact with people as per pre assessment questions 5,6,4 and 10	H	<p>Only essential activities that require the assessor to be involved will be carried out against the social distancing guidelines, examples would include but not limited to the risk of injury or death by electrocution fire, explosion, damage to property or persons</p> <p>In these instances, the assessor will use appropriate PPE and be screened from the delegate</p> <p>In All other assessment activities, the delegate will work with a clear 2metre space from any other persons. If the delegate has answered yes to</p>	4	2	8

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				questions 4 or 10 the assessment will either be deferred, conducted in a separate area away from any other delegates or assess on a 1 to 1 bass enforcing social distancing Rooms should be well ventilated with doors and windows left open to allow for fresh air circulation where possible.			
		Coughing and sneezing around others	H	If a delegate or assessor needs to cough or sneeze, then it should always be into the crook of their elbow or use a tissue and placed into the bin. If cough persists, they could be asked to remove themselves from site and enter self-isolation at home following government guidelines.	5	2	10
2	Infection by touching contaminated surfaces or Persons	PPE	H	When 2-meter distancing cannot be adhered to the risk assessment will be verified and the appropriate paperwork, questionnaire checked, permit to work completed and signed by both parties. The assessor and delegate will be protected via a screen and assessor will wear appropriate PPE: gloves, FFP3 mask, or shield, goggles. The Candidate can wear his own PPE or be provided to him at a cost; however, it will be the responsibility of the candidate to ensure he wears and fits the PPE correctly.	5	1	5

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				Single use masks, gloves and coverall must be safely disposed of after each use.			
		Poor Hygiene	H	Delegates and Assessors are to clean hands with warm water and soap at the beginning/end of each assessment and any given opportunity in between, Operatives who are found to be displaying poor hygiene such as spitting will be removed from site and asked not to return. Delegates and Assessors are to use their own pen when completing documents cleaning procedures will be introduced throughout assessment areas particularly in areas and regular contact points such as: <ul style="list-style-type: none"> • Machinery and equipment controls • Tools and equipment • Work surfaces 	5	1	5
		Potential contamination from tools and plant	H	Assessors are to clean screens, tools, and equipment with suitable disinfectant product prior to and after use. Delegates are not to share tools and should keep them separated from others. Delegates can use their own tools and equipment if it is fit for purpose and relevant calibrations in date To prevent potential cross contamination of kit then handwashing is required, and tools wiped down prior to next use.	5	1	5
		Use of Assessment areas	H	Based on the size of the facility, a determination has been made as to the maximum numbers permitted.	5	1	5

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				Assessment ratios when the candidate answers no to all questions on pre assessment questionnaire: <ul style="list-style-type: none"> • 3: 1 for Gas Domestic, commercial • 2: 1 for LPG • 3:1 for Oil, • 3:1 for electrical testing and inspection • 2:1 for PAT testing numbering system as per accessplanit course registration will be used for processing order of assessments If the candidate has answered yes to questions 4,5,6 or 10 all appropriate controls as per method statement for working within 2 meters need to be in place and additional controls will include either defer the assessment or delivering the assessment in a separate assessment area or on a 1 to 1 bases to be carried out this is to be verified on the 2-meter permit to work form			

Covid-19 Risk Assessment and method statement when Working within 2 meters Activity

This risk assessment outlines the measures to be taken at CCTS under the restrictions placed by the ongoing Covid-19 health crisis in the UK and Ireland.

All Training and Assessments must be in accordance with these overall guidelines and CCTS expect all Employees and subcontractors to comply with these guidelines.

It is imperative that any worker who feels they cannot work safely at any time immediately informs their manager who will address their concerns at the first opportunity.

working within 2 meters

Overview

1. Is it Essential for this assessment to be carried out?
2. Schedule for taking individual assessments
3. Are all parties satisfied to proceed with assessment?
4. Is screening and permit assessment form completed
5. Is appropriate PPE provided
6. Is appropriate cleaning material provided?

1. Is it Essential for this assessment to be carried out?

CCTS will comply with the Government guidelines on working within 2 metres ,other Legislations ,Regulations and H&S, also place a duty of care to ensure the safety of the candidate and ourselves because of the risk of explosion Fire and Electric shock, and because of this we have to be within 2 meters of the candidate and or equipment they are being assessed on

Our methods statement will also be reviewed as ongoing assessment increase in numbers and possible safer solutions may be found. Also, as time and government policies will change with ref to COVID 19 our safety policies will be reviewed and updated accordingly.

2. Schedule for taking individual assessments /training

Before completion of all required training the assessor and trainer will discuss assessment timings via zoom ,mob txt or social distancing the candidates will be notified that due to COVID 19, assessments that require working within 2 meters will have to be scheduled Individually. whilst practical assessments are being carried out the remainder of the candidates will be invigilated for their theory.

Options

- All candidates wishing to be assessed will complete pre-screening paperwork and Using candidate numbering system as per accessplanit course registration they will be brought using the following ratios 3 : 1 for Gas Domestic, commercial 2: 1 for LPG 3:1 for Oil, 3:1 for electrical testing and inspection and 2:1 for PAT testing .
- If the candidate answers yes to questions 5,6 additional information will be required on the comments and may require additional controls as per risk assessment
- If the candidate answers yes to questions 4 or 10 then additional controls will be required
- ❖ Assessment to be re-scheduled
- ❖ Assessment to be taken in a separate area
- ❖ Assessment will be carried out on a 1 to 1 Ratio

3. Are all parties satisfied to proceed with assessment?

The assessor will be responsible for the control of the assessment area candidates and all paperwork

4. Is screening and permit assessment form completed

The assessor is to check course paperwork and ensure pre-screening form is completed. A permit to assessment is then required and to be signed by both parties in all practical assessment

Note if Items 4 or 10 have been answered yes, further controls must be actioned, questions 5,6 depending on comments may also require same controls as per questions 4 and 10

5. Appropriate screening and PPE provided

As part of CCTS CPD all staff will undergo training on how to put on the appropriate PPE

As per guidelines, Screening will be provided when 2-meter social distancing guidelines cannot be adhered to. The assessor will put on the appropriate: gloves, FFP3 mask, or shield, goggles, and coverall if or when required

If the Candidate provides his own appropriate PPE it can be worn. PPE can be provided to the delegate at a cost if he so chooses

6. Is appropriate cleaning material provided?

As part of CCTS CPD all staff will undergo training on how to clean and control work and assessment areas

The assessment area will be under the control of the assessor, before any assessment starts all tools and equipment will be cleaned using appropriate wipes or sprays all screens if required will be in position cleaned and appropriate PPE worn

On completion of assessment all tools and equipment will be cleaned accordingly and stored all rubbish and PPE will be disposed and left for 72 hours

The Assessor will then take the candidate out of the assessment area



Form 1 – Draft 2.0 Last updated 20.05.2020

I, the undersigned, hereby certify that I have been briefed on all information relating to the attached method statement and accompanying risk assessments, that I understand the contents thereof, and that I will comply with, and use the control measures as stated. I will raise any issues relating to the assessment with my manager.

Print Full Name	Signature	Date	Briefing given by