







METHOD STATEMENT

Description of the Task/Activity:	Working in a customer's property with symptoms of Covid-19 and self-isolating occupants – Emergency work only	
Project Name:	Blue Flame (Cornwall) Ltd	
Site Address/ Location:	various	
Personnel involved:	Name Role/Trade	Telephone Number
	Qualified engineer 1	
	Qualified engineer 2	
Key Plant and Tools Required:	<ul style="list-style-type: none"> • Hand tools • Test Equipment • PDA • EXTRA PPE REQUIREMENTS 	
Key Materials Required:	<ul style="list-style-type: none"> • Contamination equipment • Surface cleaner • Nitrile gloves • Type 5 Cover All • Goggles • FP3 Mask • Waste Bag 	
Other Essential Equipment:		
Specific Identified Hazards: (or refer to the task specific risk assessment(s))	<ul style="list-style-type: none"> • Property/site damage • Slips & Trips • Vulnerable Customers • Becoming contaminated • Cross contaminating between properties 	

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<p>Specific Staff Training Requirements:</p>	<p>(i.e.: Confined Spaces/Abrasive Wheels/Working at Height/Plant Operators etc.)</p> <ul style="list-style-type: none"> • CSCS Card • Health & Safety training
<p>Sequence of Operations: (Specifying methods of working, tools, materials and equipment utilised)</p>	<ol style="list-style-type: none"> 1. Arrive on site 2. Call the customer from the van, gather the following information and communicate the following points - <ol style="list-style-type: none"> a. Let the customer know you are at the property and arrange access b. Let them know that while the work is carried out they must stay in a remote room to the task or remain 2.5 meters from the work area, you and your tools c. Find out what the fault is and the location of the following items - <ol style="list-style-type: none"> i. Appliance ii. Controls iii. Gas meter, consumer unit, oil tank etc. d. Advise the customer that all waste generated by the task and your requirement for clean PPE will be left in a sealed bag outside of their property once the task is complete for them to dispose of. 3. Put Nitrile gloves on, Type 5 Cover All, FP3 Mask, shoe covers and goggles before entering the property 4. With exception of reusable masks and goggles, New PPE must be worn 5. Use a temporary door barrier to ensure that the customer does not enter your working area 6. Open a door or window to outside to ensure that the work area is ventilated 7. Ensure that non trained personnel do not have access to the work area and that the customer is aware of and maintains a minimum distance of 2 metres from the work area/personnel (see point 5) 8. Wipe the work space and any surfaces touched with an antibacterial wipe or surface spray and disposable rag/tissue 9. Ensure that all tools required for the task are present and kept tidy 10. Complete the task as trained to do so 11. If you require help, advice or guidance please see manufactures instruction or contact your manager 12. Once the task is complete, ensure that all tools are collected; wipe down tools with antibacterial wipes before putting away, wipes are to be placed in the bin liner 13. Wipe down work surface once task is complete, wipes are to be placed in the bin liner 14. Ensure job is closed and the correct documentation and tests are completed 15. Ensure that the customer does NOT sign the tablet - COVID19 is to be recorded in the customer signature section 16. Upon leaving the property, remove mask and goggles and wipe the external surfaces down with an antibacterial wipe, place wipe in the bin liner – Goggles and Masks are to be retained for future use. Remove cover all and gloves, place them in the bin liner and seal. As described in 2.d, leave the bin liner with the customer on their door step to dispose of. Clean hands and forearms with hand sanitiser/hand wipes – please follow this undressing procedure – remove coveralls taking care not to contaminate your work cloths underneath, remove your goggles (wipe down), FP3 face mask (wipe down) then remove your gloves. Post wipe down you MUST use sanitizer on your hands and forearms

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Required Personnel Protective Equip.:	 FACE MASK	 GLOVES	 FOOTWEAR	 GOGGLES	 HI-VIS JACKET	 TYPE 5 COVERALLS
	FP3	Disposable Nitrile Gloves	Safety Boots	yes	As per job requirements	yes
Emergency Procedures:	If an accident occurs, follow the accident and incident reporting procedure within your health and safety handbook.					
Emergency Procedures:	Name of On-Site First Aider:					
	First Aid Box Location:		In Van			
	Location of Nearest Hospital:		Emergency trauma centre at West Cornwall Hospital or Royal Cornwall Hospital			
Other Information & Comments:	<p>This method statement ONLY applies to properties with reported cases or symptoms of Coronavirus. Emergency work can only take place.</p> <p>Do NOT touch your face while performing the working task with gloves on, this includes but is not limited to – Eyes, Nose & Mouth</p> <p>Work definitions –</p> <ul style="list-style-type: none"> • ‘Emergency’ fuel leak, water leak, loss of power, alarm activation, no heating and hot water (heating is customer dependent) this is not an exhaustive list, please refer to a Manager/Supervisor for any scenarios not covered in the above. 					
	All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company’s Health and Safety Policy.					