

**Englemere Rehabilitation Centre**  
**Covid - 19 Coronavirus**  
**Method statement**

20/06/22

## **PROJECT MANAGERS**

The project managers will undertake the role of Covid - 19 Coronavirus officer for the Englemere Village Centre.

His primary role in addition to his usual H&S responsibilities will be to ensure that the public health guidelines/company guidelines are met and **strictly adhered to**.

## **GENERAL GUIDELINES**

All staff are required to follow the strict guidance referring to the spread of covid - 19 and adhere to social distancing. This includes no small or large gatherings of people on site and distancing yourself from other staff by no less than 2 meters at all times.

Staff will be separated as practically possible either by location, task or possible variant of skill set.

In the rare instance where this is not practically achievable, a task specific risk assessment will be completed and **strictly** adhered to.

Transportation to and from the site is the responsibility of each individual. Vehicles used should be limited to transporting one member of staff disregarding membership of company or personal ownership.

It is expected that every staff member be responsible for their own hygiene and maintenance of very high levels of site hygiene. This includes regular washing of their hands with soap and water for 20 seconds. Catching coughs and sneezes into tissues, avoiding touching their faces as much as possible, and liberally using hand sanitizer provided. Also to frequently clean and inspect objects and surfaces they have touched using antibacterial products that have been provided on site.

There will be multiple readily available hand sanitizing stations on site.

No members of staff are allowed to leave the site within working hours unless agreed with the site supervisor.

## **HEALTH**

We would ask every member of staff to be honest about coming from a household that is healthy and they have not come in contact with any individual showing flu-like symptoms.

Voncog Ltd will require all staff to sign a copy of this method statement to show that they have full knowledge of the new company regulations regarding working practices during the Covid - 19 outbreak.

If someone becomes ill in the workplace with a new continuous cough or high temperature they will be sent home immediately and advised to follow government advice on Covid - 19.

Please do not come to work where someone you live with or someone you have come in direct contact with has been diagnosed with or suspected of having Covid - 19.

## **LUNCHES**

Staff should bring their lunches with them to work. There will be no option to visit the shops or purchase lunches as per normal circumstances as this will remove the need to leave the site so as to limit contact with others.

The lunch room facility will be closed throughout this period until further notice with staff expected to each lunch within their designated work area or alternatively in their own vehicle.

## **WELFARE**

If any member of staff feels unable or too worried to return to work or continue to work over this period they are free to take unpaid leave until such a time as they feel free to return to the workplace.

Some of these reasons may include having dependents e.g. children or elderly that need your support or that you don't feel safe in the present work environment.

## **ON SITE RULES**

Only the site manager is allowed access to the site cabin / office. Should you need to gain access, please speak with the site manager.

Company vehicles including the digger, dumper, lorry & delivery vans shall be operated and driven by one member of staff only. Operators are to sanitise the cabs each evening as part of their shutdown duty.

Site toilets provided for our site must be disinfected and sanitised by the user before and after each use. Please remember to wash your hands thoroughly after each use.

All staff are responsible for taking home food and personal waste as per usual.

All tools collectively used by staff must be sanitized and cleaned appropriately before and after each use. Personal sharing of tools is strongly advised against wherever possible.

The site gates will be closed at all times except for access to arriving and departing company vehicles.

PPE supplied on site must not be shared under any circumstances especially masks and gloves.

All staff must report to the site office on arrival and sign in. Please do not enter the site office.

Working on confined areas will be defined as a single floor property or a complete house if it's a small unit (under 1000 sq. ft.)

Risk assessment of all work should be carried out if there is any possible breach of social distancing guidelines.

## **VISITOR, SUB CONTRACTOR AND DELIVERIES**

All persons under the above categories will be by appointment only arranged by the site manager.

All visitors and sub-contractors will be required to read and follow the site Covid - 19 method statement with any exceptions.

Deliveries will be handled by one person only if possible while adhering to the social distancing rules and with appropriate PPE.

### **Site Specifics for Englemere Rehabilitation Centre site:**

New build. Two story multi-purpose Rehabilitation Centre, Large open plot surrounded by large open fields and industrial units. The development is central to the plot and the perimeter is fully secure by temporary fencing. Currently the development is at the footing stage with oversites due to be poured 20/08/2022

- All staff and Sub - Contractors to read and sign the relevant Voncog Ltd Covid - 19 method statement and relevant site specific notice to show full knowledge and understanding of the new procedures.
- Site gate to be locked at all times during the working days 7:30 - 17:00 except for deliveries. Arranged site visits or with prior agreement of the site manager.
- Very visible signage to the entrance to warn of site operating under strict Covid - 19 rules.
- No staff to leave the site during the working day without prior arrangement.
- Social distancing to be maintained and non-general contact or congregating allowed.
- Keep in your preassigned areas of work at all times and use appropriate PPE and cleaning regimes.
- Communication by phone wherever possible.
- Bring your own food and eat by yourself in your work space or car.

- Do not go to collect a delivery, this will be brought to an appropriate collection point by appointed staff.
- Please stay at home or go home if you begin to show symptoms of Covid - 19 or come into contact with anyone you might suspect has the virus.
- Site spacing/rota for staff posted daily or weekly as appropriate at the site office.
- Please contact Yvonne Cogzell by phone 01234 5678 should you have any further questions.

The building covers an area of 20,000 Sq ft. this will enable much larger spacing between staff than recommended.

The project is of sufficient size to allow the five block layers to work meters apart continuously, and the labourer to be the sole person unloaded deliveries, using the mixer and general labour whilst keeping his distance from the others.

There is approximately one more week of block work to be completed before the offsite gets poured. While the pouring of the rafts takes place employees may find keeping the recommended distance between one another unpractical. Where this occurs full PPE will be worn until the social distancing can be achieved again after the concrete pours. All subcontractors or visitors will only be permitted onsite once made fully aware of and whilst adhering strictly to the Covid - 19 method statement.