



SAFE SYSTEM OF WORK / METHOD STATEMENT

PRINCIPAL CONTRACTOR: TwistedPair Unit 2 Interchange Park, 2 Robinson Way 25 Argyll Street Portsmouth Hampshire, PO3 5QD. Tel: : 023 9231 5440	PACKAGE CONTRACTOR: Twisted Pair Ltd Unit 2 Interchange Park 2 Robinson Way Portsmouth Hampshire PO3 5QD Tel: 08000 93 80 60 Please read the associated Risk Assessments	CLIENT & PROJECT: TP17496 Twistedpair Head Office COVID 19 RAMS SITE ADDRESS: Unit 2 Interchange Park Robinson Way PORTSMOUTH PO3 5QD PROJECT DATES: Start: 13 May 2020 End: 13 May 2021 PROJECT MANAGER: Darren Humby
HEALTH & SAFETY CONSULTANT: MS Associates Safety Ltd E-mail: ms@msasafety.co.uk Tel: 02380 669305 Fax: 02380 669307 Address: 32b New Forest Enterprise Centre, Rushington Business Park, Chapel Lane, Totton, Southampton SO40 9LA		

SITE CONTACTS Darren Humby darren.humby@twistedpair.co.uk Tel:023 9231 5440 Sharon Woods sharon.woods@twistedpair.co.uk Tel:023 9231 5440	SITE ACCESS DETAILS DELIVERY / STORAGE OF MATERIALS	SCHEDULE OF PLANT 1. Hand Tools 2. 18v Drill 3. 110V Drill 4. 110V transformer 5. 110V leads 6. Fixings
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TASK SPECIFIC PERSONAL PROTECTIVE EQUIPMENT (PPE)
NOTES
INDUCTION OF SUPERVISORS AND OPERATIVES.

All TwistedPair Ltd operatives are to be appropriately inducted by the principal contractor on arrival and must be completed before any work starts. If there is no formal site induction TwistedPair Ltd operatives must complete their own site induction to familiarize themselves with the site and identifying any potential hazards. The site induction should include information regarding site safety and the site rules, such as additional PPE requirements, fire procedures to be carried out and followed in the event of a fire drill or fire alarm, access to and from site for personnel and materials.

All TwistedPair Ltd operatives will be issued with the appropriate personnel protective equipment necessary for both site rules and the execution of the intended works being carried out. Such equipment will include a high visibility vest, steel toe and sole protector shoes / boots and any necessary task specific personnel protective equipment identified on this method statement will be worn at all times as per the risk assessment.

TWISTEDPAIR LTD OPERATIVES CODE OF CONDUCT
<ul style="list-style-type: none">TwistedPair Ltd operatives are to access/leave the site via the agreed access route.All operatives are to sign IN &OUT of the daily site attendance record book provided by the principal contractor and building security if required.All operatives will be required to read and understand the project specific Method Statement.All TwistedPair Ltd operatives are to follow the strict guidance/rules set out within the site inductionPrior to commencement of works all areas are to be inspected by the principal contractors and handed over to the site foreman, this will ensure the area is safe to work in and that interaction with other trades is kept to a minimum.Where there is a risk to the operatives from the work of other trades, the principal contractors will make available the relevant risk assessments to ensure TwistedPair Ltd operatives are made aware of the risks and the control measures as implemented.TwistedPair Ltd will ensure co-operation with the principal contractors and other sub-contractors as defined in the CDM Regulations 1/2 contractor duties.Where works are being carried out within the floor space and floor pans are lifted TwistedPair Ltd will provide suitable signage and barriers where appropriate to warn others of the dangers of voids as per the risk assessment.All works will be carried out in line with the relevant risk assessment for the works as attached below.All TwistedPair Ltd operatives are to maintain a good housekeeping policy during the full period of the project as outlined in our Good Housekeeping statement listed below.All TwistedPair Ltd operatives are to report all injuries, diseases and dangerous occurrences in accordance with RIDDOR 1/2 95. A copy of the RIDDOR 951/2 guidance notes are attached below.

MANAGEMENT RESOURCE / ORGANISATION OF OPERATIVES.
All TwistedPair Ltd operatives will receive project information, guidance and supervision by a TwistedPair Ltd contracts manger during the course of the project. All TwistedPair Ltd operatives will receive adequate training and qualifications to ensure that they are competent to undertake the task being asked of them. TwistedPair Ltd will provide a full time supervisor on all projects that are deemed necessary for supervision throughout the installation regarding the electrical, structured cabling or audio visual installation but does NOT include general site supervision this is to be provided by the principal contractor.

SNAGGING / HANDING OVER OF COMPLETED AREAS.
TwistedPair Ltd operatives will carry out all associated snagging of the installed works prior to handover to the principal contractor. All works are to be signed off by the Contracts Manager prior to handover to the principal contractor.

Upon identification of any remaining snagging items by the principal contractor management / the design team, such items are to be rectified immediately and signed off by the Contractors Manager as complete.

METHOD STATEMENT FOR WORKS	RISK ASSESSMENTS
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The following Risk assessment is for all members of the TwistedPair Team who will be working in the office

COVID-19 RISKS

where there are Covid-19 restrictions in place.

Any Person including visitors showing the following symptoms or living in the same household with symptoms should not travel or come into the workplace. You should self isolate

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people coronavirus (COVID-19) will be a mild illness.

HOWEVER IF YOU HAVE ANY OF THE SYMPTOMS ABOVE YOU SHOULD [SELF-ISOLATE AT HOME](#).

We will be restricting the numbers of persons working at any one time to allow safe social distancing of 2 metres. We will be using a Rota system for those who cannot work from home.

There will be guidance when you return to the office on how to work with the current Covid-19 restrictions.

1. Who should go to work

Our objective for returning to work is to protect everyone including those that are clinically vulnerable and clinically extremely vulnerable but any employee that can work from home should continue to do so.

If any employee including anyone else in their household that has symptoms of a high temperature and/or new continuous cough, they should stay at home and follow the government's latest guidelines on self isolation. Please report this to HR immediately by telephone and DO NOT GO TO THE WORK PLACE.

Clinically EXTREMELY vulnerable employees are strongly advised to NOT work outside of the home.

Clinically vulnerable employees are required to take extra care and observe social distancing and should work from home if they are able to.

If you are to become a new or expectant mother please notify HR immediately as we will need to make further requirements to ensure your safety is covered.

2. Social Distancing at work and regular washing of hands

The objective is to maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work.

We will be minimising the amount of employees in the office to allow you to maintain the social distancing rule.

You must maintain social distancing in the workplace wherever possible.

You will wash your hands at regular times during the day using the 20 second rule.

3. Arriving at the Office

For those driving please try and park with at least a 1 car gap between the next car.

Every time you enter the building there is a hand sanitiser station in the Lobby which you should use immediately and use this every time you exit the building too

Please be prepared to wait for anyone who is using the entrance lobby, corridor and stairs to ensure you maintain the 2 metre social distance.

There are floor markings warning of the 2 metre social distance throughout

Doors will be open during the day to relieve any contact with handles. These should be closed at night on leaving the office. Handles cleaned and hands washed/sanitised after contact

4. Entrance, Lobby, Stairs, Corridors, Breakout area and Toilets.

These areas are where there will be the possibility of not being able to maintain a 2 metre social distance. Please use a give way method so you allow space to pass each other. Signs are provided to remind you.

5. Breakout areas

Each person is recommended to bring their own lunch and refillable drink containers with them.

Each employee to use the various facilities at staggered times remembering to keep 2 metres apart and wash their hands before eating. If using your work space please ensure it is cleaned with the antibac equipment provided before and after eating.

Employees should not make each other drinks.

We have 2 areas where you can make hot drinks.

Regular hand washing/sanitising should be applied as follows.

1. Hand Wash/Sanitise-
2. Carry out task of making drink-
3. Clean sanitise levers/handles with wipes provided-
4. Wash/Sanitise hands
5. Take drink and leave area ready for the next person

The upstairs facility is to be used by one person at a time with the leading walkway to be kept clear at all times.

The ground floor Breakout Area will be used as follows.

1. Making a hot drinking- 1 person at a time
2. Having lunch Staggered times- Maximum of 2 persons to sit at each end of the bench, Bean bag area for 1 person

6. Workstations

Keep moving around the office to a minimum and use the 2 metre distancing rule when you do.

We have a map for workstations that will be used to allow 2 metre social distancing.

The windows should be opened as required to allow ventilation within the building.

Each desk will be used by one person only and will not be shared.

Equipment will not be shared eg keyboards, mouse, stationary

If you are permanently working from the office you will use the same desk for the duration of the Covid-19 timeline. This may be different to your original location. You will be able to set out your regular equipment eg mouse, keyboard and screens as normal. Any personal effects to be removed to allow ease of cleaning.

Anyone requiring to come in to use a desk will need to bring their own laptop and mouse. The desk will have the use of an additional screen.

All allocated desks and chair arms to be wiped with antibac equipment before and after use including before and after lunch by the user.

There are floor markings warning of the 2 metre social distance throughout

7. Meetings/Deliveries

Use remote working tools to avoid in-person meetings.

Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.

Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.

Holding meetings outdoors or in well-ventilated rooms whenever possible.

Large meeting Room- Maximum 3 people at one time. Use hand sanitiser on entry and exit. 1 person to Wipe clean using antibac

Small Meeting Rooms- 1 person at a time, use hand sanitiser on entry and exit wipe clean using antibac equipment

Deliveries- Explain the social distance rule where possible. Get the delivery dropped outside the office door where possible. If a signature is required use your own pen to sign

Cleaning procedures for goods and merchandise entering the site.

Use the same principle of regular hand washing/sanitising before and after every delivery

Non-business deliveries, for example, personal deliveries to workers should be restricted to essential only. This will need authorising

8. Accidents, security and other incidents

In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

9. Manage contacts/visitors

Discourage where possible any visitors to the office. Encourage the use of using remote connections.

Where visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.

Limit numbers of visitors at any time

Limit visitors to a specific time window and restrict access to certain areas

Keep a list of all visitors and dates they have visited

10. Information and updates

There is signage around the office reminding you of social distancing and regular hand washing.

Updates will be shared with all employees when they occur

11. Cleaning

The objective is for you to keep the workplace clean and prevent transmission by touching contaminated surfaces.

We will require all employees to maintain their own workplace to be kept clean by using the cleaning products provided.

Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.

Clearing workspaces and removing waste and belongings from the work area at the end of a shift.

Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.

If you notice any areas that require cleaning or any hand sanitiser areas needing refilling please contact HR or the person(s) assigned to this task.

If it is required to clean after a known or suspected case of COVID-19 then this will be carried out under a separate specific government guidance.

12. Hygiene

Hand sanitise on entry and exit of the building

Good regular handwashing technique is essential for a time of 20 seconds each time

Avoid touching your face

Cough or sneeze into a tissue which is to be binned safely (not in workspace bins) or into the crook of your arm

Use paper towels as opposed to hand dryers for drying hands

Any wipedown antibacterial waste should be binned using the correct refuse points not in local bins to workspaces

Remove waste daily where required

13. Face coverings

Meaning:- Face covering is not the same as a face mask. A face mask is used specifically for task specific PPE to manage risks against dust and spray for instance in an industrial or surgical/care home environments. A face covering is used to cover your nose and mouth

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

You are more than welcome to use face coverings and need to be aware to do the following

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after

removing it.

- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

Face Masks will be provided for task specific roles but this should only be by separate risk assessment where working to the social distance is not possible

DESCRIPTION OF WORKS

Product	Qty
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ALL WORKS WILL BE CARRIED OUT AS PER THE PRINCIPAL CONTRACTORS SPECIFICATION FOR THE WORKS

Housekeeping

TwistedPair Ltd believes in the need for tidiness at the office and on site and promote good housekeeping at all times. TwistedPair staff and sub-contractors are responsible for the general tidiness of sites and for keeping doorways, corridors, staircases, all pedestrian routes and exits free of obstructions and hazards. All TwistedPair operatives have a duty to ensure that hazardous working conditions are not allowed to develop.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items, tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the lead engineer/site foreman to identify and control manual handling activities as they occur on site on a day to day basis.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimize trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Disposal of waste

TwistedPair Ltd will place all waste in the designated areas on each floor as provided by the principal contractor. This will be removed from site by the principal contractor as per their Environmental plan

Changes to the works methodology

If there are any changes to the working methodology the site foreman / contracts Manager will inform the safety advisor who will append the changes to the document and carry out the relevant toolbox talk with the operatives on site that it affects, any such change will be copied to the principal contractor. If there are any on site changes that are brought about by the principal contractor all operatives will be informed in the appropriate manner.

Communication with Other Workers on Site.

The line manager will inform staff of any hazards that are present on site. Staff will inform the line manager of the work to be carried out and how it could affect others working on the site. Where necessary notices information will be posted on the health and safety board or discussed at departmental training i.e tool box talks any hazards present during the works. Where site contractor activities cross, the senior person must liaise with them to ensure safe operation.

First Aid

It is the responsibility of the principle contractor to ensure adequate first aid provision for sites under their control. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum. A trained first aider will be a suitable person who has attended an HSE approved course of at least four days duration and he/she will re-train at least every three years on a course of not less than two days. An Appointed Person is a person provided by the principle contractor to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. The Appointed Person can render emergency first aid if trained to do so.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the method statement. All technicians will wear Safety boots, and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assesment.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with your immediate manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different areas. Staff will follow all site rules and safety procedures.

Staff and Training

All staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Contractors will not be allowed to bring on to site any damaged or defective tools, the site manager is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and contractors, staff and contractors are responsible for ensuring that such facilities are kept in a clean and tidy condition at all times.

Asbestos

Staff will only be allowed to work with asbestos containing products providing they have received asbestos awareness training and that the products are asbestos containing cement products, textured coating and floor tiles. Any other asbestos containing materials must only be dealt with by HSE licensed operatives. Staff working on asbestos materials will wear suitable disposable PPE and a mask rated to FFP3 as a minimum.

Any waste, including PPE, will be double bagged and labeled as asbestos and removed to a suitably licensed site. Any members of staff who come across any material they believe to contain asbestos are instructed to stop work until it has been established exactly what the material is. Any survey reports must be provided by the duty holder, the site foreman must ensure that the findings of the report are passed on to all who are working on the contract.

Please read the associated [Risk Assessments](#)

I have read and understood this Method Statement and associated Risk Assessment and I agree to observe and adhere to them at all times. I understand that any instructions are provided for my safety and the safety of others and that any deviation from the control procedures must be authorised by the management or safety representative.

Engineer	Telephone	CSCS Card No	Signed	Date
Adam Tozer			Signed Electronically	18 May 20 14:41
Angie Carter			Signed Electronically	19 May 20 11:03
Anthony Johnson			Signed Electronically	15 May 20 15:55
Ben Sharp			Signed Electronically	19 May 20 10:34
Bobby Wood			Signed Electronically	18 May 20 19:09
Brandon Sammut			Signed Electronically	14 May 20 18:04
Chris Beale			Signed Electronically	15 May 20 06:36
Courtney Trott			Signed Electronically	14 May 20 18:44
Daisy Lamont			Signed Electronically	14 May 20 18:25
Dan Scowen			Signed Electronically	19 May 20 10:26
Daniel Carroll			Signed Electronically	18 May 20 13:48
Darren Humby			Signed Electronically	14 May 20 18:03
Fern Backshall			Signed Electronically	18 May 20 14:39
Greg Knight		03237378	Signed Electronically	19 May 20 10:52
Hannah Sharma			Signed Electronically	20 May 20 12:33
Harlie West			Signed Electronically	20 May 20 12:17
Ian Howard			Signed Electronically	18 May 20 13:53
James Magee			Signed Electronically	18 May 20 14:14
James Parkhouse			Signed Electronically	18 May 20 11:48
Jim Reid			Signed Electronically	14 May 20 18:04
Joe Mullineaux			Signed Electronically	24 May 20 12:31
Josh Carson			Signed Electronically	14 May 20 18:01
Karen Steel			Signed Electronically	14 May 20 18:41
Kevin Barthaud			Signed Electronically	15 May 20 07:54
Liam Graham			Signed Electronically	20 May 20 14:15
Lucas Way			Signed Electronically	15 May 20 09:47
Luissa Lisowski		5974467	Signed Electronically	20 May 20 12:25
Mark Waterer			Signed Electronically	15 May 20 08:41
Martyn Steel			Signed Electronically	04 Jun 20 11:23
Matt Woodard			Signed Electronically	15 May 20 11:14
Matthew Edwards			Signed Electronically	19 May 20 13:48
Michael Warne			Signed Electronically	18 May 20 14:15
Ollie Hall			Signed Electronically	20 May 20 12:21
Rob Harding			Signed Electronically	19 May 20 10:20
Sharon Woods		Portsmouth	Signed Electronically	18 May 20 09:21
Steph Leonard			Signed Electronically	19 May 20 10:45
Taela Woods			Signed Electronically	15 May 20 10:11
Toby Rainsford			Signed Electronically	20 May 20 13:03
Toby Woodfine			Signed Electronically	14 May 20 19:14



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