

Project / Location	Scottish Lime Centre Trust - _Charlestown Workshops and Merryhill		
Brief Description of Work	Training practices specific to COVID-19 (Coronavirus) pandemic Level 1 & 2 over 18s		
Assessment Carried Out By	Mitchell Fotheringham MF	Date	04/06/2021

Method Statement

Sequence of Works	
1	<p>In advance of the training:</p> <ul style="list-style-type: none"> Review all current guidance from the Scottish government regarding COVID-19 As of 26th of April the Regulations are as follows: <i>Level 1 & 2 for over 18s – Learning permitted indoors and outdoors with a maximum number of 15 people in any space including facilitators.</i> Advise the attendee of any COVID-19 precautions and procedures that will be adopted on the day of the training. Ask the attendee to confirm that no one in the household has symptoms of COVID-19 or is within 14 days of the day when the first member of the household showed symptoms or has been advised to self-isolate. Check again on the day of the training. Assign the use of tools and equipment to individual attendees to avoid possible cross contamination by COVID-19 during the inspection.
2	<p>Initial health assessment:</p> <ul style="list-style-type: none"> If you have a high temperature, a new persistent cough or a loss of taste/smell, or you are within 14 days of the day when the first member of your household showed symptoms of COVID-19 you should follow the NHS Scotland guidance on self-isolation. If underlying health conditions mean you are at increased risk of severe illness from COVID-19 you are strongly advised to stay at home as much as possible. If you need to go out, take particular care to minimise contact with others outside your household. If you have been identified as extremely vulnerable by your local health authority you must follow the guidance on shielding and protecting extremely vulnerable people.
3	<p>Getting to work:</p> <ul style="list-style-type: none"> If working on an occupied property (for example residential), call ahead each day you intend to be on site, to check that none of the occupants has started to show symptoms of the virus, has been diagnosed, or is self-isolating. Wherever possible travel to site alone using your own transport. Wipe/clean contact points when entering and leaving the vehicle. If you need to use public transport, try to avoid peak times. Adhere to guidance issued by the Department for Transport. Follow advice from staff and be considerate to others. If you have no option but to share transport, then journeys should be shared with the same individual(s) and with the minimum number of people at any one time. Plan journeys and vehicle refuelling to avoid unnecessary stops and ensure you can wash or sanitise your hands after stops/refuelling.
4	<p>Arrival on site:</p> <ul style="list-style-type: none"> All attendees should sign in and be logged on SLCTs track and trace document.



5	<p>COVID-19 precautions:</p> <ul style="list-style-type: none"> Wash or sanitise your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough, and before and after eating or handling food, using any shared equipment or tools, and using toilet facilities), and again when you leave site. Follow social distancing where possible. If social distancing measures cannot be applied then minimise the frequency and time you work within two metres of others and work side by side, or facing away from each other, rather than face to face. Maintain social distancing during breaks and mealtimes. Stay on site for your breaks and avoid using local shops. Bring your own meals and refillable drinking bottles and do not share items. Place waste and packaging in appropriate receptacles for disposal. Face masks (and face coverings) are not mandatory but may be worn at your discretion. If wearing a face mask you should still maintain a social distance of two metres from others and avoid close working where possible. Do not use RPE (respiratory protective equipment) where two metre social distancing guidelines are met unless it would normally be required for the task. Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off. PPE should be used as a last resort only as it is better suited to clinical settings and should not be considered as a replacement for other ways of managing risks presented by COVID-19. If you normally use specific PPE to protect against other risks, for example harmful dust, then continue to do so.
6	<p>Close working:</p> <ul style="list-style-type: none"> Should only be carried out under specific activity risk assessment. Before you start, consider whether there is any other way you can complete the activity to avoid close working. Work requiring skin-to-skin contact should not be carried out. Reusable PPE should only be used by you and should be thoroughly cleaned after use. Dispose of single use PPE so that it cannot be reused.
7	<p>On completion of Training:</p> <ul style="list-style-type: none"> Clean/sanitise any tools and equipment that have been shared and return to the relevant vehicle. Place any reusable PPE into an appropriate bag (Gloves / Facial Coverings). Re-usable PPE should later be cleaned in a 60°C wash. You are encouraged to change as soon as you arrive home and wash the clothes you have worn. Sanitise electronic devices such as phones and tablets as recommended by the manufacturer. Sanitise your car/van when you arrive home, include all internal surfaces, console, radio, controls, steering wheel, and indoor/outdoor handles.

Recommended minimum PPE									
									
Hard Hat	Hi-Viz	Glasses	Defenders	Mask	Respirator	Gloves	Boots	Harness	
check	check	check	check	check	check	check	check	check	check

Risk Assessments

Definitions:

A **hazard** is anything that may cause harm, for example chemicals, electricity, working from ladders, noise etc.

Risk is the chance, high or low, of somebody being harmed by the hazard, and how serious the harm could be.

Hazard: Risk of damage to eyes

What is the risk?	Potential risk to eyes of lime dust when mixing.	
Who is at risk and how?	Anyone who is learning or mixing lime.	
Control measures required		Check
Safety glasses to be worn by all attendees and trainers when mortar mixing is being carried out.		
Emergency eye wash to be in close proximity to operations.		

Hazard: Risk of injury from hand tools.

What is the risk?	Potential for injury caused by the use of hand tools mixing mortars	
Who is at risk and how?	attendees and trainers from using hand tools.	
Control measures required		Check
Hand tools to be used under adequate supervision of trainers.		
Teacher to demonstrate safe use of tools prior to lesson commencing		
Gloves to be worn at all times when raking out and pointing		

Hazard: Risk of skin 'burns'

What is the risk?	Potential lime 'burns' to skin if in contact with quicklime/lime/cement	
Who is at risk and how?	attendees and trainers when using lime within the learning environment.	
Control measures required		Check
All attendees and trainers / training assistants to wear gloves at all times.		
Long sleeve t-shirts to be worn and trousers to avoid any contact with skin.		



Hazard: Risk of inhaling lime dust

What is the risk?	Potential to inhale lime dust.	
Who is at risk and how?	attendees and trainers if lime binder is handled incorrectly.	
Control measures required		Check
attendees and trainers to wear masks when mixing mortars.		
Always keep materials damp/wet to minimise dust.		
Sequence mixing so lime binder is 'sandwiched' between sand which minimises dust plumes.		
Keep an 'exclusion zone' around mixing area to minimise inhalation of dust.		

Hazard: Airborne transmission of COVID-19 (Coronavirus)

What is the risk?	Infection leading to serious illness	
Who is at risk and how?	Attendees and trainers may be exposed to infection by close contact with others	
Control measures required		Check
If you have a high temperature, a new persistent cough or a loss of taste/smell, or you are within 14 days of the day when the first member of your household showed symptoms of COVID-19 you are not to attend site and should follow the NHS Scotland guidance on self-isolation.		
You should travel to site alone using your own vehicle, if possible. Journeys should be planned to avoid unnecessary stops. If you need to use public transport, then try to avoid peak times.		
If you have no option but to travel in a vehicle with others, then journeys should be shared with the same individuals and with the minimum number of people at any one time. Sit as far apart as the vehicle allows. Keep windows at least partially open.		
Maintain a social distance of two metres from others on site and avoid close working where possible.		
Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze. Put used tissues into a suitable receptacle and wash your hands.		
The number of workers on site at the same time should be limited to ensure that social distancing measures (two metres) can be implemented and maintained.		
Tasks should be organised if possible, to enable them to be done by one person, or by maintaining social distancing measures.		
If close working is unavoidable then where possible work side by side, or facing away from others, rather than face to face.		
Ensure that teams of workers are no larger than necessary. Workers should remain within their allocated teams and keep away from others where possible.		
If materials must be manually handled, they should be placed in a convenient position for another worker to collect while ensuring that social distancing measures (two metres) are maintained.		

Hazard: Surface transmission of COVID-19 (Coronavirus)

What is the risk?	Infection leading to serious illness	
Who is at risk and how?	Attendees and trainers may be exposed to infection by contact with contaminated surfaces	
Control measures required		Check
When entering (and leaving) vehicles the driver should clean all common areas that are liable to be touched, including the external door handles, keys, and other internal furnishings. Keep personal items (PPE, clothes, lunch boxes etc) separate.		
Wash your hands for 20 seconds using soap and water when entering and leaving the site. If hand washing facilities are unavailable use sanitiser (minimum 60% alcohol). If on site for extended periods you are encouraged to take regular breaks to wash/sanitise hands.		
Hand sanitiser (minimum 60% alcohol based) is to be provided where hand washing facilities are unavailable.		
Avoid skin to skin contact with other workers. Make every effort to avoid touching your own face, for example when putting on or removing PPE.		
Avoid using mobile phones on site and if you must then wash your hands (or sanitise) before and after.		
Do not share objects that touch your mouth, for example bottles or cups.		
Individuals should use the same tools, equipment, and plant as much as possible and avoid sharing with others. Tools, equipment, and plant which has been shared should be sanitised between use by individual users.		
You are encouraged to change clothing as soon as you arrive home and to clean those work clothes in a 60°C wash.		

Hazard: Suspected COVID-19 case at work

What is the risk?	Infection leading to serious illness	
Who is at risk and how?	Attendees and trainers may be exposed to infection by contact with workers who are unwell	
Control measures required		Check
If someone becomes unwell at work with symptoms such as cough, fever or difficulty breathing, the unwell person should be removed to an area which is at least two metres away from other people. Ask the individual to wear a face mask to help protect others and avoid further contamination. They should then arrange to go home as soon as possible and contact NHS Scotland for advice.		
Workers showing symptoms of COVID-19 are not to return to site and should follow advice issued by the Scottish Government. This will normally involve a period of self-isolation.		
All surfaces, tools and equipment which has been used by workers who have reported feeling unwell should be thoroughly cleaned/sanitised using gloves and standard cleaning products.		

Hazard: Incorrect use of PPE

What is the risk?	Using PPE incorrectly may lead to spread of COVID-19	
Who is at risk and how?	Attendees and trainers may be exposed to infection from contaminated products and by touching their face	
Control measures required		Check
Before using PPE check that appropriate training in the PPE has been provided and ensure that all PPE is used in accordance with the manufacturer's instructions.		
If wearing PPE (for example a face mask) you should still maintain a social distance of two metres from others and avoid close working where possible.		
Before and after using PPE, you should wash your hands for 20 seconds using soap and water. If hand washing facilities are unavailable use sanitiser (minimum 60% alcohol).		
Check that re-usable PPE has been suitable cleaned since last use. Masks should be dry and be checked for tears and holes before using.		
When fitting PPE, every effort should be made to limit contact around eyes, nose and mouth.		
PPE should not be removed to talk to someone.		
When removing PPE keep it away from other surfaces as much as possible.		
Disposable PPE (for example masks) should be placed in a suitable waste receptacle for disposal. Re-usable PPE should be placed in a suitable storage receptacle and later cleaned. Clean fabric products in a 60°C wash.		
Do not wear disposable gloves in place of washing hands.		

Hazard: PPE failure due to incorrect selection or fitting

What is the risk?	Irritation of skin and eyes, physical injury or disease	
Who is at risk and how?	Attendees and trainers may not be adequately protected by PPE	
Control measures required		Check
Wear task specific PPE and follow the manufacturer's instructions for use and storage. Do not use the product if it is out of date, missing parts or is damaged.		
Ensure you have been trained in selection and fitting of PPE. Carry out face fit testing as necessary if using RPE.		

Hazard: Close working

What is the risk?	Infection leading to serious illness	
Who is at risk and how?	Attendees and trainers may be exposed to infection by close contact with others	
Control measures required		Check
Check that staff and attendees do not have symptoms of COVID-19.		
Workers should wear full face shields and gloves. Alternatively, wear face masks with eye protection and gloves.		
Before and after using PPE, you should wash your hands for 20 seconds using soap and water. If hand washing facilities are unavailable use sanitiser (minimum 60% alcohol).		
Minimise the frequency and time that workers are within two metres of each other, and where possible are working side by side, or facing away from each other.		
Minimise contact with surfaces, tools and equipment.		

Hazard: Inclement weather

What is the risk?	Physical injury	
Who is at risk and how?	Attendees and trainers performance and ability can be compromised by cold and wet causing slips and falls	
Control measures required		Check
Check weather forecasts, consider the conditions and if necessary, rearrange the job for another time or day.		
Wear appropriate clothing and ensure it is in good condition. Stay dry and warm.		
Monitor for changing weather conditions and react accordingly. If necessary, cease working.		

Hazard: Uneven ground conditions

What is the risk?	Physical injury	
Who is at risk and how?	Attendees and trainers who trip or fall	
Control measures required		Check
Do not work in areas where the ground is not firm underfoot or comfortably level.		
Clear working areas of obstacles and materials which may cause workers to trip.		

Hazard: Tools and equipment left unattended

What is the risk?	Physical injury	
Who is at risk and how?	Attendees and trainers if they move or use tools and equipment without authorisation	
Control measures required		Check
Tools and equipment are not to be left unattended unless secured.		
Check all tools and equipment is accounted for before leaving site.		

Hazard: Cleaning and washing work clothing and re-usable PPE

What is the risk?	Contaminated clothing or PPE may result in the spread of COVID-19	
Who is at risk and how?	Attendees, trainers and their families may be exposed to infection from contaminated items	
Control measures required		Check
Work clothing and re-usable PPE should be cleaned in a 60°C wash using standard cleaning products.		
Keep unwashed work clothing and re-usable PPE separate from other clothes, and wipe surfaces they have been in contact with, using standard cleaning products.		
Hands should be washed using soap and water for 20 seconds after handling unwashed work clothing and re-usable PPE.		

This document Issued to

Name	Signature	Date
Mitchell Fotheringham (MF)	MF	04/06/2021