

**General Information**

<b>Contract Name:</b>		<b>Contract No:</b>	
<b>Activity:</b>	COVID – 19 (Corona Virus) Avoidance and Prevention in MMBC Offices	<b>Location:</b>	Skipton, Carr Hall, Shifnal and Bank House, RR Derby – delete as appropriate.
<b>Initial RA / MS prepared by:</b>	QES	<b>Date:</b>	
<b>RA / MS Reference No:</b>			

The business continues to follow government advice and take the necessary actions with everyone's health, safety and wellbeing at the forefront of our minds. Offices have now been allowed to open so work can continue if it is done safely. Following this risk assessment and control measures will ensure all persons working in MMBC offices do so safely.










**Review and Revision Details**







RAMS shall be reviewed in operation, at least weekly and or where there is a significant change to the activity/task (as per OSS 002). <b>Responsibility for this shall be agreed between QES Lead, Operation Director and Office Managers</b>				
Revision	Date of last review	Amended (Yes / No)	Reviewed / Amended By	Reason for Amendment
-	01.05.20	-		First issue
A	05.06.20	Yes	R Magagnin	Hazard associated with ignition of alcohol based hand sanitiser added; inclusion of "no entry for persons with Covid-19 symptoms" signage
B	05.10.20	Yes	Lauren Cox	Requirement for use of face coverings added to 'Moving around the office' section; update to 'Access to the office section regarding persons returning from overseas; update to 'Access to the office' section regarding movement between offices
C	09.10.20	Yes	Lauren Cox	Updated moving around the office with regards IT support
D	03.11.20	Yes	Lauren Cox	'Interaction between people' section updated regarding social distancing and use of barriers
E	26.3.21	Yes	Lauren Cox	Restriction on leaving 48 hours between site/office visits removed. Amendments to the 'interaction between people' section relating to maintaining social distancing when having conversations.







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**Section 1 - Risk Assessment - Health & Safety**








SEVERITY	Fatality	MEDIUM	HIGH	VERY HIGH	VERY HIGH
	Reportable Injury	LOW	MEDIUM	HIGH	VERY HIGH
	Lost Time Injury	LOW	MEDIUM	MEDIUM	HIGH
	Minor Injury	LOW	LOW	MEDIUM	MEDIUM
J N Bentley Risk Matrix		Remote	Possible	Likely	Very Likely
PROBABILITY					






Hazard/ Hazard issues.	Person(s) at Risk	Risk Level	Control Measures	Residual Risk
<b>GENERAL</b>				
Potential carrier of COVID – 19  	All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE	 HIGH	<ul style="list-style-type: none"> <li>Follow <a href="#">Public Health England guidelines</a>:                             <ul style="list-style-type: none"> <li>Maintain a 2m distance from others</li> <li>Stay at home if you or a member of your household have symptoms</li> <li>Wash and sanitise your hands more often than usual</li> <li>Cover your nose and mouth when you cough or sneeze</li> </ul> </li> </ul>	 MEDIUM
Dermatitis from using alcohol-based sanitisers and frequent washing of hands.	All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE	 HIGH	<ul style="list-style-type: none"> <li>After washing hands consider using the restorative cream to avoid dryness and cracking of the skin</li> </ul>	 LOW
Ignition of alcohol-based hand sanitiser    	Site operatives, Site management, Visitors.	 MEDIUM	<ul style="list-style-type: none"> <li>Use soap and water wherever practicable</li> <li>If using alcohol-based hand sanitiser, make sure all liquid has evaporated before touching any surfaces</li> <li>Do not smoke when/ immediately after using alcohol based hand sanitiser</li> <li>Do not use alcohol-based hand sanitiser during or immediately before hot working</li> </ul>	 LOW








BEFORE YOU LEAVE HOME				
Potential carrier of COVID – 19	All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE		<ul style="list-style-type: none"> <li>All employees shall gain approval to attend an office before arriving</li> <li>All employees shall take their temperature at home prior to departure</li> <li><u>Do not come to work</u> if you have the slightest doubt that you may be carrying the COVID-19 virus</li> <li>If you are experiencing any of the following symptoms, you must self-isolate at home:                             <ul style="list-style-type: none"> <li>Temperature over 37.8°C (this means you feel hot to touch on your chest or back)</li> <li>New Continuous Cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual)</li> <li>Loss of sense of taste and/or smell</li> <li>If anyone in your household develops any symptoms, please also self-isolate at home for at least 14 days.</li> </ul> </li> <li>Liaise with your Line Manager with regards to working arrangements</li> </ul>	
Potential carrier of COVID – 19	Vulnerable or extremely vulnerable person according to Government Guidelines (employees and household members)		<ul style="list-style-type: none"> <li>Vulnerable workers should follow government recommendations and where possible work from home. If you work for MMBC and fall into the government- defined “extremely vulnerable” group contact your Line Manager who will provide further information from the latest Compass update <a href="#">Link to Compass Covid19 Updates</a></li> <li>Your Line Manager should inform HR immediately if any staff member raises concerns of being in the “at risk” group</li> <li><a href="#">JNB Human Resources</a> to be contacted on <a href="mailto:covid-19@jnbentley.co.uk">covid-19@jnbentley.co.uk</a> if you believe you fall into the <u>government’s vulnerable people group (link)</u> and decide to self-isolate</li> </ul>	
ACCESS TO THE OFFICE				
Potential carrier of COVID – 19	Visitors, (incl. cleaners, contractors)		<ul style="list-style-type: none"> <li>Signage advising employees and visitors of No entry for persons with symptoms of Covid-19 infection must be displayed</li> <li><b>Office Managers should ensure that any person entering the office who is returning from overseas has reviewed the current Government advice on quarantine requirements for non-exempt countries</b></li> </ul>	

			<ul style="list-style-type: none"> <li>• Visitors to be reduced to the minimum necessary – this may be zero for a period.</li> <li>• All visitors must complete a self-certification upon arrival at an office (LINK).</li> <li>• Visitor signing in process to be reviewed to avoid shared pen / form use.</li> <li>• Visitors will be asked to wash their hands / clean them with hand sanitiser upon arrival to the office, follow the guidance and be briefed on the actions they should follow from these RAMS as part of their visitor induction.</li> </ul>	
<p>Potential carrier of COVID – 19:</p> <p>Symptoms develop during the working day</p>	All MMBC staff, visiting operatives		<ul style="list-style-type: none"> <li>• If anyone displays symptoms of COVID-19 while at work then they should be isolated in a meeting room if they cannot travel home immediately.</li> <li>• If you suspect you have COVID-19 report this to your line Manager &amp; HR immediately, and self-isolate</li> <li>• The Office Manager should inform HR on <a href="mailto:COVID-19@jnbentley.co.uk">COVID-19@jnbentley.co.uk</a> immediately if anyone displays symptoms of COVID-19 while at work</li> </ul>	
Occupancy control to facilitate social distancing	All MMBC staff, visiting operatives		<ul style="list-style-type: none"> <li>• To ensure a 2m distance is maintained, the maximum capacity of the office shall be assessed based on maintaining 2m separation between people when at any working area.</li> <li>• Teams shall coordinate office attendance to ensure the maximum office capacity is not exceeded. Staggered arrival / departure times shall be considered if required to avoid congestion at access / egress locations.</li> <li>• Where reasonably possible, critical teams should sub-divide so only say half the team is present on any one day – to reduce the risk of a whole team being affected by COVID-19</li> <li>• Once the maximum number of occupants for each office floor / area (including toilets) is understood, clearly mark this on the entrance and manage occupation in line with social distancing.</li> <li>• Any non-critical office maintenance works to be completed outside of working hours.</li> </ul>	
Deliveries to the office and collections from the office.	All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE		<ul style="list-style-type: none"> <li>• Review and document clear procedures for managing office deliveries. This plan must include factors such as:                             <ul style="list-style-type: none"> <li>○ Prevention – only necessary company deliveries (i.e. stationary, cleaning products, etc.) – no personal deliveries at all</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>○ Mitigation – access/egress plan, distancing / demarcation / material drop zone, signatory procedures, signage, communication with suppliers re delivery instructions</li> </ul>	
Emergencies	All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE		<ul style="list-style-type: none"> <li>• With reduced occupancy, Fire Marshal and First Aid cover must be maintained</li> <li>• Fire and Emergency procedures should be reviewed for new working conditions</li> </ul>	
<b>ON ARRIVAL AT WORK</b>				
Potential carrier of COVID – 19	All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE		<ul style="list-style-type: none"> <li>• Pre-entry temperature checks will be undertaken (see guidance note - <a href="#">LINK</a>). People with temperatures over 37.8 degrees will be re-tested. Individuals who have a second test failure will be:                             <ul style="list-style-type: none"> <li>○ requested not to enter the site and to return home</li> <li>○ Company employees will be advised to request a test by contacting the NHS on 119 or by visiting <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a></li> </ul> </li> <li>• All office attendees will be briefed on the actions they should follow from these RAMS as part of their induction on returning to office working.</li> <li>• Wash your hands with soap and hot/warm water or use sanitiser immediately upon arrival to your office and prior to leaving the office.</li> </ul>	
<b>MOVING AROUND THE OFFICE</b>				
<p>Potential carrier of COVID – 19</p> <p>Interaction between people:</p> <p>You must ensure you are 2 metres apart (from anyone outside of your household.)</p> 	All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE		<ul style="list-style-type: none"> <li>• Access routes within offices will be agreed to enable 2m social distancing to be maintained. This may include one way systems for movement around offices including staircases where it is not possible to pass 2m apart. Areas with a single point of access / egress shall have systems put in place to ensure social distancing is maintained on entry / leaving the work area. If necessary, additional access shall be formed to allow a one way system to be introduced. Office areas less than 2m wide (storerooms etc) will be single occupancy / access – or may be closed off and clearly signed as so.</li> <li>• <b>Face coverings must be worn in offices and site buildings/cabins where there is the potential to breach social distancing, including:</b> <ul style="list-style-type: none"> <li>○ Walking around communal areas including en route to morning briefings etc.</li> </ul> </li> </ul>	

			<ul style="list-style-type: none"> <li>○ Using toilet facilities</li> <li>○ Using kitchens / food areas / storage areas</li> <li>○ Entering or exiting premises</li> </ul> <p><b>NB: Face coverings do not offer protection for longer duration interactions therefore all conversations must be held socially distanced</b></p> <ul style="list-style-type: none"> <li>• NB all desk work stations and canteen eating areas must be arranged to ensure social distancing even during breaks, (2m rule or greater than 1m with suitable barrier)</li> <li>• When exchanging items with the IT department, items must first be sanitised, then left at the designated drop off/collection point which will have cleaning materials &amp; sanitiser available.</li> <li>• If IT assistance is required, first look to resolve through Teams or Team Viewer If IT presence is required at desk ensure 2m distancing is maintained i.e. user to step away from desk and both parties to sanitise hands and equipment before and after use, including desk, chair arm rests etc.</li> </ul>	
<p>Potential of surfaces/facilities contaminated with COVID-19</p>   	<p>All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE</p>	 <p>HIGH</p>	<ul style="list-style-type: none"> <li>• Access and egress control systems shall be reviewed to ensure they are touch free. Consider de-activation if necessary.</li> <li>• Adequate cleaning products and hand sanitiser should be readily available in all areas for people to use</li> <li>• Increase the frequency of cleaning of surfaces in offices, including equipment (e.g. kettles, microwaves, laptops, lift buttons where in use, and printers, etc). Specific cleaning rota to be developed for the office</li> <li>• Protective gloves to be worn by staff and cleaners when cleaning and disinfecting office facilities</li> <li>• Maintain good hygiene practices:             <ul style="list-style-type: none"> <li>○ Wash your hands regularly</li> <li>○ When you cough or sneeze cover your mouth and nose with your hands or a tissue and dispose of any tissues in the bin immediately and wash your hands.</li> <li>○ Avoid touching your eyes, nose, and mouth.</li> </ul> </li> </ul>	 <p>MEDIUM</p>
<b>WORKING AT YOUR DESK</b>				
<p>Potential carrier of COVID – 19</p> <p>Interaction between people</p>	<p>All MMBC staff, visiting operatives</p>	 <p>HIGH</p>	<ul style="list-style-type: none"> <li>• Desks may need to be separated or alternated desks put out of use in order to achieve this including considering the back-to-back set up. Excess chairs should be removed to enforce social distancing.</li> </ul>	 <p>MEDIUM</p>



			<ul style="list-style-type: none"> <li>Workstations will be assessed to ensure monitors and suitable office chairs are available (where these may have been taken and still required for home working).</li> </ul>	
Potential of surfaces/facilities contaminated with COVID-19	All MMBC staff, visiting operatives		<ul style="list-style-type: none"> <li>All desks shall be cleared and kept clear to allow for effective regular cleaning</li> <li>All desks and working areas to be left clear, and cleaned by the user prior to commencing work and before leaving the office. This shall include cable ends for computer connections. Cleaning products will be provided for each work area.</li> <li>All staff to use their own mouse, keyboard, pens etc, and to take these with them in their laptop bags on departure</li> <li>Avoid passing any potentially contaminated objects (consider pens, files, mugs, laptops etc.)</li> </ul>	
<b>USING COMMUNAL FACILITIES</b>				
Interaction between people	All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE		<ul style="list-style-type: none"> <li>Any lifts shall be single occupancy.</li> <li>Communal areas shall be managed to ensure social distancing is maintained. This may include: closure, removal of some seating capacity to achieve 2m spacing, staggering of breaks, controlling access to a maximum number via one in / one out approach.</li> <li>Consideration to be given to 2m spaced floor markings in areas such as kitchens, toilets etc.</li> <li>Additional welfare facilities may be provided if needed.</li> <li>Communal cups, plates, cutlery etc. shall be removed or specifically allocated to individuals</li> <li>Cooking facilities shall be reviewed to ensure 2m distancing is maintained. This may involve taking adjacent microwaves out of service or further reducing the provision whilst meeting minimum legal requirements.</li> <li>Adapt the toilet facilities to allow for social distancing, this may require taking some cubicles, urinals, sinks and dryers out of use. A system will be put in place to ensure safe capacity is not exceeded.</li> <li>The 2m rule will need to be observed during any meetings. Meetings may not be required or may continue to be held over Teams / Skype even if attendees are in the same office. Meeting rooms may be required to store</li> </ul>	
				

			<p>surplus furniture to enable social distancing in the rest of the office.</p> <ul style="list-style-type: none"> <li>Meeting room booking systems shall be amended for reduced occupancy. Time should be allowed between meetings to allow for room cleaning.</li> <li>If meetings are held in meeting rooms they must be well-ventilated and kept brief with minimum no. of attendees. Consider outdoor meetings.</li> <li>Meetings that involve non-office-based staff should be held remotely using Skype or Teams</li> </ul>	
<p>Potential of surfaces/facilities contaminated with COVID-19</p> 	<p>All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE</p>		<ul style="list-style-type: none"> <li>Regularly wash or sanitise your hands throughout the working day and especially after using the toilet and prior to eating, smoking, and vaping.</li> <li>Hand washing should be for 20 seconds with warm/hot soapy water or with hand sanitiser</li> <li>Adequate cleaning products and hand sanitiser should be readily available in all areas for people to use</li> <li>Allocate mugs, cutlery, and plates to individuals. User to ensure these are kept clean after each use</li> <li>Handles on doors, kettles, microwaves, water dispensers, lockers, drawers (i.e. any regularly contacted surfaces) to be disinfected regularly</li> <li>Toilet facilities to be kept clean, including regularly sanitising door handles, flush levers and locks etc – each office to review cleaning regime.</li> </ul>	
<p>Lack of availability of cleaning products, paper towels, water, etc</p>	<p>All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE</p>		<ul style="list-style-type: none"> <li>Check and maintain stocks of cleaning products, water and personal hygiene related consumables on a daily basis, immediately inform Office Manager of any shortages</li> <li>Office Managers to monitor daily usage and place orders accordingly</li> </ul>	
<p>Legionnaires disease or similar</p>	<p>All MMBC staff, visiting operatives cleaners delivery drivers, visitors, members of the public I.E. EVERYONE</p>		<ul style="list-style-type: none"> <li>Office to be assessed and equipment inspected and serviced as required prior to being opened for general occupancy</li> </ul>	



**Section 3 - Risk Assessment - Quality**

SEVERITY	Severe	MEDIUM	HIGH	VERY HIGH	VERY HIGH
	Moderate	LOW	MEDIUM	HIGH	HIGH
	Minor	LOW	LOW	MEDIUM	MEDIUM
J N Bentley Risk Matrix		Remote	Possible	Likely	Very Likely
PROBABILITY					

Quality Aspect	Quality Impact	Risk level	Control Measures	Residual risk
Note: list in descending order of risk level				
'SHOW STOPPERS' (Initial Risk Level Very High or High)				
Efficiency reduced due to not having enough resources (individuals in quarantine, split teams in offices)	Delivery dates missed.	 HIGH	<ul style="list-style-type: none"> <li>Critical activities to be assessed by OMs/CMs and client representatives and appropriate resources allocated who may be office or home based or a combination of both</li> </ul>	 MEDIUM

Section 5 Hazardous Substances		
The following substances will be used or may be encountered during this activity. Detailed COSHH assessments are held in the office safety file; the control measures required will be briefed to the personnel involved prior to work commencing.		
Hazardous Substance	COSHH Assessment Ref	Precautions / Risk Controls
Bleach	022	Refer to CoSHH assessment on file
Detergent	023	Refer to CoSHH assessment on file
Disinfectant	270	Refer to CoSHH assessment on file
Washing up liquid	450	Refer to CoSHH assessment on file

## Top CoSHH Items (Control of Substances Hazardous Health)

Substance	State	Use on site	Potential harm to health that could occur	When are you at risk?	Hazard Labels	PPE Requirements*
Concrete products (inc. grout)	Ready-mixed concrete	Liquid	Pouring, Pumping, Spreading	Allergic skin reaction, serious eye irritation, ingestion may result in irritation to the internal organs.	Application of the substance	
	Dry cement, cementitious grouts etc.	Powder	Preparation of grout, concrete etc.	Serious eye damage, skin irritation, allergic skin reaction, respiratory irritation	Mixing (dust creation)	
Concrete mould oil	Emulsion	Shuttering	Skin irritation, may be fatal if swallowed and enters airways	Pouring, manually applying or spraying		
Bleach	Liquid	Disinfection/cleaning	Severe skin burns and eye damage, digestive tract burns, irritation to the respiratory system	When diluting, during application		
Line Marking Paint	Aerosol	Marking lines	Serious eye damage, drowsiness or dizziness	Spraying		
Anchor Resin	Mixture	Fixing bolts	Serious eye irritation, allergic skin reaction, very toxic to aquatic life, may be fatal if swallowed and enters airways, suspected of damaging fertility of the unborn child	Squeezing material into cartridge gun, prolonged exposure		
Fuels:	Gas oil, diesel	Liquid	Fuelling of plant and equipment	Skin irritation, may be fatal if swallowed and enters airways, harmful if inhaled, damage to organs through prolonged or repeated exposure, suspected of causing cancer	Decanting	
	Petrol			Skin irritation, may damage an unborn child, harmful if swallowed and enters airways, may cause cancer	Decanting	
Expanding Foam	Aerosol	Filling of voids	Skin and eye irritation, allergy or asthma if inhaled, suspected of causing cancer, may damage organs through prolonged or repeated exposure, may cause harm to breast-fed children	During application		
Sika 4	Liquid	Sealant	Severe skin burns and eye damage, respiratory irritation	Squeezing material into cartridge gun		
Mastic sealant	Uncured paste/ cured rubber	Sealing compound	Harmful if swallowed, skin irritation, oxidiser, may damage an unborn child	During application		

**CoSHH Assessments help to prevent harm – BUT ONLY IF YOU READ THEM**

All hazardous substances must have a CoSHH assessment completed using a current MSDS and the assessment must be briefed to the site operatives prior to work starting.

\*Please see CoSHH assessment and task specific RAMS\*

**Hard Hat & Hi-Vis Remain Compulsory PPE at ALL Times**

Symbol	Meaning
	Environmental Damage
	Flammable
	corrosive
	Toxic
	Oxidising
	Harmful/Irritant
	Explosive
	contains Gas Under Pressure
	Serious Longer Term Health Hazards

Is a Methodology required?	Yes	No
Following the detailed assessment of Hazards, risk and control measures, is a written Methodology required?	<b>X</b>	
<p>If the answer is <b>No</b> the severity and consequence of an injury, environmental or quality incident must be low and control measures in the form of Office Rules, COVID-19 Golden Rules etc must be sufficient and adequately briefed to those working in the office.</p> <p>If a written Methodology is not required then omit Section 9 (Approach / Methodology), only.</p>		

### Method Statement

<b>Section 6</b>	<b>Scope of Works</b>
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- Occupancy assessment and control measures
- Procedure if someone falls ill
- Access, egress and circulation routes within office
- Toilet and washing facilities
- Canteens and eating arrangements
- Desk / workstation requirements
- Meeting room arrangements
- Cleaning requirements
- First aid, fire and emergency procedures

**Section 7 Related Documentation**

This method statement is to be read in conjunction with the following documents:

- OSS 002 Preparation, Communication and Use of Risk Assessments and Method Statements (RA/MS) Rev C

**Section 8 Critical Pre-start Activities**

Prior to work commencing on the activity, the following items must be completed:

**Section 9 Approach / Methodology**

- N/A

**Section 10 Emergency procedures**

If in the event of an emergency a person requires first aid treatment the first aider will meet the following requirements:

**First aid treatment (cuts, burns, etc):**

- 1) Wash hands immediately as per government guidelines.
- 2) Put on a pair of disposable gloves and disposable face mask.
- 3) Remove the items you will require from the first aid box and close the lid.
- 4) You will now be able to enter the 2-metre safe distance to treat the injured person.
- 5) After treatment dispose of all items used (including PPE) including unused first aid equipment, into refuse bags and then into the outside bin/skip. **Do not** return any items back to the first aid box.
- 6) Immediately wash your hands as per government guidelines.

**Resuscitation:**

- 1) Contact 999.
- 2) Wash your hands immediately as per government guidelines.
- 3) Put on a pair of disposable gloves and disposable face mask
- 4) Remove the items you require from the first aid box and close the lid.
- 5) You will now be able to enter the 2-metre safe distance to treat the injured party.
- 6) If they have stopped breathing and unless you have a defibrillator in the office you will have to start compressions to the chest.
- 7) Utilise an FFP3 valved face shield if available (Procurement team is arranging for these to be delivered to each office)
- 8) NB. You are not obliged to give mouth to mouth resuscitation if the above is not available. If you do choose to give rescue breaths use the mouth cover sheet contained in the first aid box.
- 9) You may have to do compressions for some time depending on the response of the emergency services, so ensure other first aiders on have washed their hands and are ready with appropriate PPE to take over if required.
- 10) If breathing is restored put them into the recovery position and keep them warm and wait until the emergency services arrive and take over before removing all your PPE.
- 11) After treatment dispose of all items used (including PPE) including unused first aid equipment, into refuse bags and then into the outside bin/skip. **Do not** return any items back to the first aid box.
- 12) Immediately wash your hands and face as per government guidelines.
- 13) If you have used the defibrillator this will require sanitising before being replaced at the first aid point.

**Section 11 Personal Protective Equipment**

No Personal Protective Equipment is routinely required as a consequence of this RAMS. Task specific PPE is only required when specified above (eg disposable gloves for cleaning etc)

Disposable Gloves	X	FFP2/3	X	Other (describe)	
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**Section 14 Management and Supervision**

Implementation of the approach / methodology and various risk control measures identified in this risk assessment and method statement will be monitored by the Office Manager with the assistance (where applicable) of the QES Lea. Details as below:

<b>Office Manager Name:</b>		<b>Role:</b>	
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**Section 15. Briefing**

Before office working commences, the Office Manager will ensure that a briefing is provided for all personnel involved.

The briefing is intended to be a two-way process and all attendees are expected to challenge the proposed approach, particularly if they feel that a safer and more practical work method can be adopted.

All personnel will sign below to confirm that they understand the content of this risk assessment and method statement.



Name (Print)	Name (signature)	Company	Date




**Section 16 Management of Change Record**

Date	Details of change to methodology / environment	Additional Hazards and Control Measures documented in RA (Sections 1 / 2 / 3) (Y / N)	Changed Approved by (sign)
