



**B U S I N E S S E D G E**  
AIR CONDITIONING & REFRIGERATION SPECIALISTS

**Site/Task Specific Method Statement  
(Including Risk Assessment)**

**Project Name:** Training of personnel within 6 Dragoon House, Hussar Court, Westside View

**Client:** Business Edge Ltd

**Project No.:** 36

**Project Manager:** Kelvin Kelly (Business Edge)

## **1. Scope of Work**

Business Edge's organise and undertake a variety of training courses in the training room situated within 6 Dragoon House

The Training Courses will be theoretical, no practical training is undertaken.

## **2. Site Access Arrangements**

The primary training site will be 6 Dragoon House, Hussar Court PO77SF. Delegates arriving for a training course will be instructed to wait in their vehicle, prior to being escorted to the training room by an instructor. This will be undertaken in accordance with the Governments guidelines with regard to social distancing.

## **3. Protection of the Environment and Waste Minimisation/Disposal**

Only general waste will be created during the training process, whenever waste is created it will be collected and separated for disposal in the correct manner. Business Edge is registered with the Department for the Environment as a producer of Hazardous Waste as well as being a registered Upper Tier Carrier Dealer of Controlled Waste with the Environment Agency.

Typical Waste materials created during the training process include:

Paper

## **4. First Aid, Equipment and PPE**

Business Edge employ six personnel that are fully trained certified First Aiders. All Basepoint Units have well stocked in-date First Aid Kits (Unit 29 also has a burns kit).

Standard PPE will be provided for personnel, including Safety Helmet, Toe Cap Boots, Hi-Vis work coat, Eye protection, Ear protection, Gloves and Work overalls as required.

## **5. Contacts**

Business Edge:

Mike Creamer– M.D.

Tel No. 02392 230007 / 07860 611666

Kelvin Kelly – Training Director,

Tel No. 02392 230007 / 07703 743106

Rachael Creamer Training Co-ordinator,

Tel No. 02392 230007

## Appendix A Site/Task Specific Risk Assessment and Controls

**OCCUPATION,  
JOB OR TASK**

Theoretical Training

**DATE OF THIS  
ASSESSMENT**

Job No. COVID01

Issue:  
02

**LOCATION**

**No. OF PERSONS AT  
RISK** 6

**HOW OFTEN** Once

**SIGNED**

**DESIGNATION** Project Manager

TASK/ACTIVITY	HAZARD	DEGREE OF RISK (Uncontrolled)			RESIDUAL RISK AND PRIORITY - If further action is required enter details on reverse side						
					Measures to Reduce Risk	Residual risk factor			ACTION REQUIRED		
		L	S	T		L	S	T	REQUIRED		
		1-5	1-5	1-25		1-5	1-5	1-25	Yes/ No	Priority	
General Access	COVID infection	2	3	6	The lay out of the training room in number 6 has been altered to ensure social distancing is achievable. Wherever possible theoretical training will be carried out via webinar. Only those candidates that are unable to undertake the training this way will be permitted into the training room and the total number present at one time will be limited to 6. These individuals will be sent joining instructions, prior to the course date instructing them to wait in their vehicle until a member of staff escorts them to the training room. Upon arrival to door to the training room will be opened, and left open by the instructor. Upon entry the candidate will use the cleansing station located within the entry point. If the candidate wishes to leave the training room at any time they will clean their hands at the time of exiting and upon their return. A one way system is in place to allow for social distancing. Doorways have been altered wherever possible to allow for “touch free ingress and egress”, candidates will however be instructed	1	3	3	No		

## Appendix A Site/Task Specific Risk Assessment and Controls

				<p>to wash their hands after touching any hard surface. The gentleman's toilet has been designated for the sole use of the candidates. Only one person at a time will be allowed to use the toilet facilities.</p> <p>Any equipment used by the candidate will be isolated, cleaned with suitable antibacterial fluids prior to putting back into operation. Sufficient equipment is available to prevent cross contamination. Laptops will be fitted removable protective coverings to prevent cross contamination. Once removed the laptops will be cleaned using suitable antibacterial agents to prevent contamination. Posters emphasising the need for cleanliness and social distancing are present throughout the public areas. Where possible floor markings are used to indicate a safe distance.</p> <p>All materials brought into the units by the candidate will be removed by them. Any food or refreshments brought into the building by the candidate will be removed by them and disposed of in the industrial waste bins situated in the car park outside Business Edge offices. Signing of the assessment documentation by the instructor will not take place at the time off the assessment.</p> <p>Completed paperwork will be placed into a plastic envelope by the candidate. This will be cleaned and stored for 72 hours (in accordance with Government guidance) prior to being processed by Business Edge staff.</p>					
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## Appendix A Site/Task Specific Risk Assessment and Controls

Likelihood	1	Highly unlikely event	Severity	1	Nil or slight injury/ illness, property damage or environmental issue.
	2	Unlikely event		2	Minor injury/ illness, property damage or environmental issue.
	3	Possible event		3	Moderate injury or illness, property damage or environmental issue.
	4	Likely event		4	Major injury or illness, property damage or environmental issue.
	5	Highly likely event		5	Fatal or long term disabling injury or illness. Massive property damage or environmental issue.

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5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

SEVERITY

