



COVID-19 Site Operating Procedures

Introduction

Whilst operating during the Coronavirus COVID-19 pandemic we need to ensure we are protecting our workforce and minimising the risk of spread of infection.

This procedure is intended to ensure consistent measures on sites of all sizes in line with the Government's recommendations on staying safe, social distancing and preventing the spread of the infection.

These are exceptional circumstances, and we must comply with the latest Government advice on Coronavirus at all times.

<https://www.gov.uk/coronavirus>

The health and safety requirements of any construction activity must also not be compromised at this time; all existing requirements of our Health, Safety & Environmental Policy and Procedures must be followed.

If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

We must remind each other of the procedures regularly. These procedures are aimed at protecting our employees, their families and the UK population.

Safe Systems of Work

All Risk Assessments and Method Statements for work activities must be reviewed and amended to allow for social distancing to be adhered to and considering the guidance and restrictions within the different tiers that have now been introduced within the United Kingdom. (as outlined in the following document)

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

Risk Assessments for site activities MUST include social distancing considerations.

Any changes that affect our way of working must be briefed to all those who may be affected and must comply with Health, Safety and Environmental Procedures. These changes **MUST** be approved by a Supervisor or Manager.

All processes must enable us to maintain social distancing.

The briefings of these changes should be carried out with all those who may be affected and in open space allowing for social distancing.

The Point of Work Risk Assessments give us an additional opportunity for hazard identification, elimination and control whilst placing greater emphasis on team safety and a wider wellbeing culture.

Use your Point of Work Risk Assessments in all circumstances. Ensuring that we are following all government recommendations and guidance.

Personal Protective Equipment (PPE) has been discussed and the consideration of additional PPE is being reviewed constantly.

For the vast majority of tasks, no additional PPE is required. What we **MUST** do is fully follow the guidance for using the PPE, including cleaning, storage and appropriate use. Additionally, we must all follow good hygiene practices and existing control measures for both the task and equipment.

Face masks / coverings have been introduced and should be worn when entering public premises, such as, garages, shops (in line with government guidance).

Face masks / coverings do not replace the need for any task specific PPE, for example: cutting or other dust related activities.

Self-Isolation

Anyone who meets one of the following criteria should not come to site:

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a 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)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

If you or a member of your household is displaying symptoms (as above) please notify your line manager and the HR Department at the earliest opportunity.

Procedure if Someone becomes unwell

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed

If you or a member of your household become unwell (as above) please notify your line manager and the HR Department at the earliest opportunity.

Travel to Site

Wherever possible you should travel to site alone and you need to consider:

- Parking arrangements for additional vehicles
- Other means of transport to avoid public transport
- Providing hand cleaning facilities for everyone. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill would get home

Site Access

- There should not be any non-essential visitors to site
- Some essential off-site personnel will visit periodically. These include; Contracts Managers, Directors, Supervisors and members of the SHEQ Team
- All other visitors should be considered non-essential
- Staggered start and finish times should be considered where multiple personnel are on site
- Yard times should be staggered to ensure minimum employees are in these locations at the same time
- All employees should wash and clean their hands when arriving at and leaving sites
- Ensure a minimum of two metres between is maintained when arriving, working on and leaving site
- Regularly clean surfaces, including vehicles, work equipment, Personal Protective Equipment and any other common contact surfaces (this includes office and welfare surfaces where applicable)
- Ensure site meetings, inductions and briefings are conducted outside and maintaining a minimum of two metres between all persons
- Where possible drivers should remain within their vehicles and should wash and clean their hands before unloading / loading goods and materials

Hand Washing

- Always ensure that you have sufficient hand washing facilities
- If a site is larger this should include multiple hand washing facilities
- Ensure soap and fresh water (preferably hot) is readily available and kept topped up
- If fresh water and soap is unavailable for any reason, hand sanitiser must be available
- Ensure that your hand washing facilities are regularly cleaned and check soap levels
- Ensure that you have suitable rubbish / waste bins for hand towels. These should be regularly emptied, and the rubbish / waste disposed of appropriately

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

Toilet Facilities

- Where there are facilities of more than one toilet, ensure that we restrict the number of people using these at any one time
- Wash and clean your hands before and after using toilet facilities
- Ensure that cleaning of toilet facilities is regularly undertaken. This should include door handles, locks and the toilet flush
- Where possible and practical to do so we should avoid portable toilets
- Sufficient rubbish / waste bins should be in place within toilet facilities
- Hand towels or equivalent should be readily available at all times

Canteens and Eating Arrangements

Cafés and restaurants have been closed across the United Kingdom. With this in mind, we must all ensure that we have access to food and drink. To allow us to do so and continue to protect ourselves and others we need to adhere to the following.

- We need to ensure that we maintain our social distancing when procuring and consuming food and drink
- Dedicated eating areas should be identified and established
- Break and lunch times should be staggered to reduce congestion and contact
- Hand cleaning facilities should be available in the vicinity of any food and drink facility (including preparation areas)
- Hand washing facilities should be used before and after consuming food and drink
- Where possible, you should bring pre-prepared meals and refillable drink bottles from home
- All persons should sit a minimum of two metres away from others whilst eating and drinking (maintaining our social distancing)
- When purchasing food and drink, contactless payments are preferable to avoid contact with others and the handing over of money
- Eating and drinking vessels, utensils etc, should be for personal use only (not shared)
- Ensure that you have readily available drinking water at all times
- Enhanced cleaning of taps and spouts should be undertaken
- Tables within vehicles and welfare facilities should be cleaned thoroughly between each use

- All rubbish / waste should be put straight in the bin and not left elsewhere
- If you have electrical items such as kettles, these should be cleaned thoroughly and regularly (including before and after each use)

Changing Facilities, Showers and Drying Rooms

- When using these facilities consider introducing staggered start and finish times to reduce congestion and contact
- Ensure that facilities of this nature are clean and leave them clean for others
- Report any issues with the cleanliness of these facilities as appropriate
- Ensure you maintain a minimum of two metres distance from others when using these facilities
- Ensure that there are adequate rubbish / waste bins available within these facilities
- Ensure that bins are emptied regularly and not overflowing

Avoiding Close Working

In some circumstances it may not be possible or safe for you to distance yourself from others by a minimum of two metres. In these circumstances the general principles are

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring contact between two persons should not be carried out
- All work should be planned to allow a minimum of two metres between all persons
- Re-usable Personal Protective Equipment (PPE) should be thoroughly cleaned after use and not shared between workers
- Single use Personal Protective Equipment (PPE) should be disposed of so that it cannot be reused
- All surfaces should be regularly cleaned
- Increased ventilation should be in place where appropriate
- Regularly clean the inside of vehicles, particularly when vehicles are used by multiple persons
- If working within 2 metres of others cannot be avoided this should be recorded on the appropriate form

Site Meetings

- Only absolutely necessary meetings will take place
- Where possible these will be undertaken using conference facilities rather than face to face
- Only absolutely necessary participants should attend
- If a meeting is required face to face attendees should be a minimum of two metres apart
- If a meeting is required face to face the room should be well ventilated with windows open or conducted outside

Cleaning

We must all enhance our cleaning procedures across our sites particularly in communal areas and the following:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails and corridors
- Lift and hoist controls
- Machinery and equipment (including controls)
- Food and drink preparation and eating areas and surfaces
- Telephone and IT Equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Training

If you are booked onto any training courses, please ensure you follow the requirements of the training centres.

Whilst face masks / coverings are not necessarily required they are actively encouraged whilst within the training centres

In addition to these procedures, clients and third-party sites may have additional requirements to observe.

If you are unsure or have any questions on the procedures for you to follow please speak to your Line Manager or a member of the SHEQ Department