



## **COVID-19**

# **SITE OPERATING PROCEDURES**

## Approvals

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Lauren Bunyan TECHIOSH		Health and Safety Advisor	23/04/2020
Approved by	Phil Hayward		Kirkman & Jourdain Director	23/04/2020

## Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
15	Added MEWPS RA	1	19/05/2020
10	PPE Addition regarding Face Coverings (PPE)	2	21/05/2020
8	Reconfiguration of seating and tables (Canteens & Rest Areas)	2	21/05/2020
8	Additional cleaning for Portable Toilets (Toilet Facilities)	2	21/05/2020
6	Introducing one way systems in and out of buildings (Access & Egress)	2	21/05/2020
9	Addition of requirements to share Risk Assessments with the Workforce (Work Planning to avoid work Closing)	2	21/05/2020
5	Clarification on when to travel to work (When to Travel To Work)	2	21/05/2020

Introduction	Page 4
When to Travel to Work	Page 5
Travel to Work	Page 6
Driving to Work	Page 6
Site Access & Egress Points	Page 6-7
Hand Washing	Page 7
Toilet Facilities	Page 8
Canteens & Rest Areas	Page 8
Changing Facilities	Page 9
Work Planning to Avoid Work Closing	Page 9-10
First Aid & Emergency Services Response	Page 11
Cleaning	Page 11
Risk Assessments	Page 12-15
Recipients Declaration (signature required)	Page 15

## Introduction

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

Where workers enter people's homes they should follow the PHE guidance on Tradespeople and working in people's homes.

The HSE is the relevant enforcing authority for PHE guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.

During the Coronavirus (Covid-19) pandemic, we need to ensure that we are protecting ourselves and others within the workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

PHE guidance for construction states "*where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission*".

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.



## **When to Travel to Work**

For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible. All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open, this includes construction, manufacturing, logistics and distribution. It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

<b>Social Distancing</b>	Workers in the construction industry should follow the guidance on staying at home and away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.
<b>Self-Isolation</b>	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation.
<b>Person at Increased Risk</b>	Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.
<b>Persons defined on medical grounds as extremely vulnerable</b>	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.
<b>Living with a Person in one of the above groups</b>	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
<b>If someone falls ill</b>	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"><li>• Ensure their manager or supervisor is informed</li><li>• Return home immediately</li><li>• Avoid touching anything</li><li>• 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.</li></ul> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>

## **Travel to Work**

Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

### **Sites should consider:**

- Parking arrangements for additional vehicles and bicycles.
- Other means of transport to avoid public transport e.g. cycling.
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available.
- How someone taken ill would get home.
- Where public transport is the only option for workers, you should consider:
  - Changing and staggering site hours to reduce congestion on public transport
  - Avoid using public transport during peak times (05:45 – 7:30 and 16:00 – 17:30)

## **Driving at Work**

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time.
- Wherever possible maintain a distance of two metres and avoid touching their faces.
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey.
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle.
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

## **Site Access and Egress Points**

Stop all non-essential visitors.

Consider introducing staggered start and finish times to reduce congestion and contact at all times.

Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.

Introduce one-way systems.

Use signage:

- such as floor markings, to ensure 2 metres distance is maintained between people when queuing
- reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use

Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site.

Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.

Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.

Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.

Consider arrangements for monitoring compliance.

## **Hand Washing**

Allow regular breaks to wash hands.

Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators.

Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.

Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.

Regularly clean the hand washing facilities.

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.



## **Toilet Facilities**

Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metres distance is maintained between people when queuing.

Wash or sanitise hands before and after using the facilities.

Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.

Portable toilets should be cleaned and emptied more frequently.

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## **Canteens and Rest Areas**

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

Consider increasing the number or size of facilities available on site if possible.

The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures

Break times should be staggered to reduce congestion and contact at all times.

Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.

Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.

Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.

A distance of 2 metres should be maintained between users, wherever possible.  
Seating and tables should be reconfigured to reduce face to face interactions

All rubbish should be put straight in the bin and not left for someone else to clear up.

Tables should be cleaned between each use.

Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.

Payments should be taken by contactless card wherever possible.

Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food.

Canteen staff and workers may use rest areas if they apply the same social distancing measures.

Consider arrangements for monitoring compliance.

## **Changing Facilities, Showers and Drying Rooms**

Consider increasing the number or size of facilities available on site if possible.

Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.

Restrict the number of people using these facilities at any one time e.g. use a welfare attendant.

Introduce staggered start and finish times to reduce congestion and contact at all times.

Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.

Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

## **Work Planning to Avoid Close Working**

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

## **Hierarchy of Controls**

If you are not able to work whilst maintaining a two metres distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

The results of risk assessments should be shared with the workforce and the relevant poster displayed in the workplace

Eliminate	<ul style="list-style-type: none"><li>• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li><li>• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li><li>• Avoid skin to skin and face to face contact</li><li>• Stairs should be used in preference to lifts or hoists and consider one ways systems</li><li>• Consider alternative or additional mechanical aids to reduce worker interface</li></ul> <p><i>Site Meetings</i></p> <ul style="list-style-type: none"><li>• Only absolutely necessary meeting participants should attend</li><li>• Attendees should be at least two metres apart from each other</li><li>• Rooms should be well ventilated / windows opened to allow fresh air circulation</li></ul>
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	<ul style="list-style-type: none"> <li>Consider holding meetings in open areas where possible</li> </ul>
Reduce	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <li>Minimise the frequency and time workers are within 2 metres of each other</li> <li>Minimise the number of workers involved in these tasks</li> <li>Workers should work side by side, or facing away from each other, rather than face to face</li> <li>Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li> <li>Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</li> <li>Increase ventilation in enclosed spaces</li> <li>Workers should wash their hands before and after using any equipment</li> </ul>
Isolate	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> <li>Together in teams e.g. (do not change workers within teams)</li> <li>As small as possible</li> <li>Away from other workers where possible</li> </ul>
Control	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> <li>Keep this to 15 minutes or less where possible</li> <li>Consider introducing an enhanced authorisation process for these activities</li> <li>Provide additional supervision to monitor and manage compliance</li> <li>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</li> </ul>
PPE	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metres social distancing guidelines are met.</p> <ul style="list-style-type: none"> <li>Where it is not possible to maintain a two metres distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>Single use PPE should be disposed of so that it cannot be reused</li> <li>Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk</li> </ul>

Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>
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## **First Aid and Emergency Service Response**

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

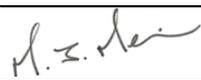
- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site.
- Emergency plans including contact details should be kept up to date.
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

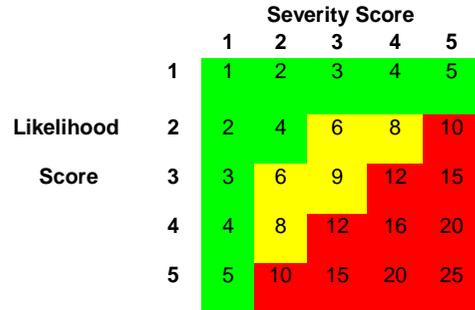
## **Cleaning**

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and joist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly
- Throughout and at the end of each day



<b>Description</b>	<b>Work during Covid-19 Pandemic – Amended as per New Construction Sector Guidance Operating Procedures (14<sup>th</sup> April 2020 Revision 3)</b>	<b>RA No:</b>	
<b>Risk Assessor</b>	<b>Matt Mersion</b>	<b>Date</b>	<b>27<sup>th</sup> March 2020</b>
<b>Signature</b>		<b>Review Date</b>	<b>Review as Government advice changes</b>



Severity Score		Likelihood Score	
1	Minor Injury	1	Remote Possibility
2	First Aid Injury	2	Possible
3	7 Day Injury	3	Probable
4	Major Injury	4	Highly Probable
5	Fatality	5	Inevitable

**PPE Requirements - Please detail below:**

	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>	<b>Other:</b>	<input checked="" type="checkbox"/>

Potential Hazard	Who is at risk & how	Risk Rating			Preventative Measures	Risk Rating			Responsibilities
		S	L	RR		S	L	RR	
Exposure to Coronavirus (Covid-19)	Employees in certain categories of vulnerability	4	4	16	<p><b>Follow the Government's advice on the shielding of vulnerable employees for three months from the 21<sup>st</sup> of March 2020</b></p> <p>Employee's over 70 years old to stay at home</p> <p>Employees who have received an organ transplant and remain on ongoing immunosuppression medication</p> <p>Employees with cancer who are undergoing active chemotherapy or radiotherapy</p> <p>Employees with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment</p> <p>Employees with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)</p> <p>Employees with severe diseases of body systems, such as severe kidney disease (dialysis)</p>	4	1	4	

Potential Hazard	Who is at risk & how	Risk Rating			Preventative Measures	Risk Rating			Responsibilities
		S	L	RR		S	L	RR	
Exposure to Coronavirus (Covid-19)	Employees who are not deemed as vulnerable	3	4	12	<p>Where at all possible, work from home.</p> <p>If the work cannot be done from home, for example, essential maintenance work, then follow the preventative measures below...</p>	3	1	3	
Exposure to Coronavirus (Covid-19)	Employees	3	4	12	<p>Employees not to attend work if they are living with someone who is self-isolation due to displaying symptoms of Covid-19 or a vulnerable person</p> <p>Employees to wash hands using soap and warm water on a regular basis</p> <p>If hand washing facilities are not available, use Alcohol based hand sanitisers</p> <p>Ensure any COSHH information relating to the hand sanitising product is read and understood by employees using the product</p> <p>Employees should try not to touch their faces</p> <p>If employees cough or sneeze, do this into a tissue and then dispose of tissue, or in to the crook of their elbow where a tissue is not accessible.</p> <p>Wear disposable gloves when handling tools / equipment / articles that may have been recently (within 72 hours / 3 days) handled by others</p> <p>Keep a distance of 2 metres from others</p> <p>If employees show symptoms of Covid-19 e.g. persistent dry cough, fever and tiredness, breathing difficulties, then they must stay at home for 7 days. If they live with others, all household members to stay at home for 14 days.</p> <p>If an employee feels unwell at work, they must inform their Manager or Supervisor immediately, do not touch anything besides their own belongings that they will be picking up to leave &amp; return home immediately. The Manager / Supervisor should also ensure that the area is then cleaned with anti-bacterial cleaner before anyone else touches anything and all operatives should wash hands &amp; use hand sanitiser prior to continuing with work.</p> <p>Where possible, employees to take their own food to work that can be consumed without the need to interact with others or equipment. For example, sandwiches kept in a sandwich box, and a flask of hot drink which incorporates its own cup / mug. Food should be eaten alone in works vehicle following hand washing</p>	3	1	3	

Potential Hazard	Who is at risk & how	Risk Rating			Preventative Measures	Risk Rating			Responsibilities
		S	L	RR		S	L	RR	
					Any employee living with someone who is classed as extremely vulnerable should minimise any social contact.				
Coming into contact with infected persons whilst using public transport to get to work	Employees	3	4	12	<p>Employees to avoid the use of public transport.</p> <p>If employees have no other option but to use public transport, do this outside of 'rush-hour' where possible and strive to keep 2 metres away from others</p> <p>If there is an essential safety need for employees to use public transport ensure close fitting face masks (as 2m social distance cannot always be met), glasses and disposable gloves are used</p> <p>Employees to use own works vehicle</p> <p>If vehicles need to be shared on a daily basis, ensure alcohol gel is used to clean areas such as door handles, steering wheel, handbrake and gear changer prior to using vehicle</p> <p>Any vehicle that needs to be shared, should always be shared by the same people, not different people using the vehicle on different days.</p>	3	1	3	
Coming into contact with infected fellow employees	Employees	3	4	12	<p>Employees not to attend work if showing any of the symptoms (mentioned above) of Covid-19</p> <p>Employees to use own works vehicle and travel alone</p> <p>If there is a need to work with fellow employees, ensure the recommended 2-metres distance is exercised at all times.</p> <p>If there is a need to work within 2 metres of a fellow employee, for example during an essential manual handling operation that requires a 2-person lift, then ensure suitable face mask, glasses and disposable gloves are used</p> <p>If there is an essential safety need for employees to share a vehicle ensure close fitting face masks, glasses and disposable gloves are used</p>	3	1	3	
Coming into contact with others who are in the workplace	Employees	3	4	12	<p>Ensure a distance of 2 metres is kept from all persons</p> <p>If persons inform employees that they are unwell, or there is indication that the person is unwell, avoid the area completely</p>	3	1	3	

Potential Hazard	Who is at risk & how	Risk Rating			Preventative Measures	Risk Rating			Responsibilities
		S	L	RR		S	L	RR	
					<p>If it is absolutely necessary to work in the vicinity of an unwell person for safety reasons, for example, a plumbing or electrical repair that if left could put a life at risk, then ask the person to leave the area of work where possible.</p> <p>Ensure glasses, close fitting mask and disposable gloves are worn and are suitably cleaned and/or disposed of following the repair.</p>				
Administering First Aid to Operatives on Site, meaning that Social Distancing Rules cannot be adhered to	Employees	3	4	12	<p>All High Risk activities should not take place. Any high risk activities should wait until social distancing rules have been relaxed.</p> <p>All operatives to ensure that they are wearing the relevant PPE on site at all times to ensure that if the First Aider needs to administer First Aid, all parties are protected.</p> <p>First Aiders must be aware that Emergency Services may take longer to attend, if an accident occurs, due to the COVID-19 pandemic.</p>	3	1	3	
Administering First Aid to Operatives on Site, meaning that Social Distancing Rules cannot be adhered to	Employees	3	4	12	<ul style="list-style-type: none"> <li>All High Risk activities should not take place. Any high risk activities should wait until social distancing rules have been relaxed.</li> <li>All operatives to ensure that they are wearing the relevant PPE on site at all times to ensure that if the First Aider needs to administer First Aid, all parties are protected.</li> <li>First Aiders must be aware that Emergency Services may take longer to attend, if an accident occurs, due to the COVID-19 pandemic.</li> </ul>	3	1	3	
Operatives using MEWPS to carry out works	Operatives using the MEWPS – MEWPS are shared surfaces that could be contaminated with COVID-19 by an infected person using the MEWP	3	3	9	<ul style="list-style-type: none"> <li>Decide if the use of the MEWP is necessary and if so, decide if the works are necessary, or if they can be done at a later date.</li> <li>Consider using material attachments to prevent worker interface.</li> <li>Re – arrange the task to be done by one operative, if possible.</li> <li>Where the 2m social distancing guideline cannot be adhered to, minimise the frequency and time operatives are within 2m of each other.</li> <li>Minimise the number of operatives that are involved in each activity, where possible.</li> <li>Put the operatives in small teams and ensure that all operatives always stick within the same teams, in case any one gets infected, it keeps the risk spread as minimal as possible.</li> <li>Operatives must not work face to face, they should work back to back or side to side.</li> <li>The Site Manager should regularly clean common touchpoints, such as buttons, doors, handles etc.</li> </ul>	3	1	3	

Potential Hazard	Who is at risk & how	Risk Rating			Preventative Measures	Risk Rating			Responsibilities
		S	L	RR		S	L	RR	
					<ul style="list-style-type: none"> <li>• Increase ventilation in enclosed spaces.</li> <li>• Operatives should ensure that they are washing hands before using the MEWP and after using the MEWP and consider using single use disposable gloves.</li> <li>• Any face to face work that has to be done within the 2m social distancing guideline, should be done for no longer than 15 minutes, less where possible.</li> <li>• Additional supervision to monitor / manage compliance.</li> </ul>				

**Recipients Declaration**

I confirm that I have read and understood this SOP and adhere to the guidance within.

Signature: .....

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_