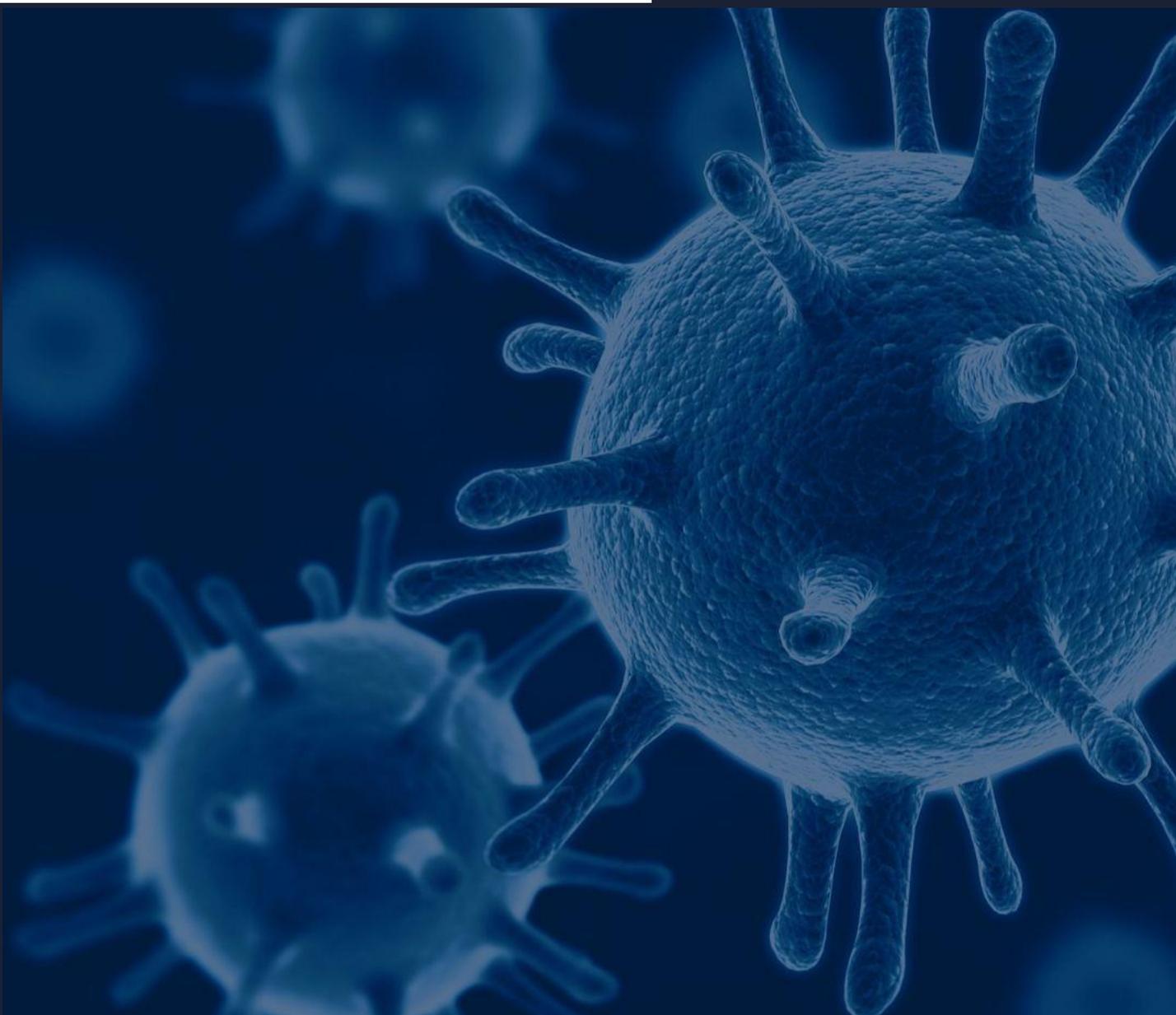




COV-P Rev A

Decorating Contractors Ltd



Covid-19

Site Operating Procedures

- Introduction
- Travelling to site
- Site access
- Canteen and eating Arrangements
- Safe Method of Working
- Managing close working risk
- Procedure if someone becomes unwell
- Out of working hours
- General summary



In line with the Government's guidance and request for the construction industry to continue to work, where possible, we have taken the decision as a business to continue to trade.

With ESK Decorating works continuing to operate during the Coronavirus / Covid-19 pandemic ESK Decorating have set out to ensure they are protecting their employees and workforce whilst also minimising the risk of spread of the infection.

This document highlights the recommended operational control measures ranging from how to travel to site, how to access site, how to take breaks and how to generally operate safely whilst complying with the Government's recommendations on social distancing.

This is largely taken from the Construction Leadership Council document '*Construction Sector – Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) version 3*'.

1. Where possible you should **travel to site alone** (or with co-workers only from your household) using either a company provided vehicle or your own transport.
2. If you cannot travel alone, then journeys should be shared with the same individuals and minimum number of people at any one time. Maintain good ventilation in the vehicle.
3. You must keep your vehicle clean at all times. Use standard cleaning products to clean and focus on those areas where passengers may touch such as door handles.
4. Where public transport is the only option for travelling to work, its recommended that you consider travelling outside of the peak hours. Avoiding 05:45 to 07:30 and the hours of 16:00 to 17:30
5. Consider other means of transport to avoid local transport e.g. cycling.
6. If refueling at petrol stations. Make sure you use gloves when refueling and dispose of them immediately in the bins provided.

Any additional or specific requirements will be relayed to all operatives prior to visiting site, these may be part of additional RAMS that will be issued by your supervisor.

1. If works progress to more than 4 trades being on site at any one time – ESK Decorating may seek to stagger start and finish times, to reduce congestion at the site entrance and welfare.
2. If when you arrive to enter site, other operatives are ahead of you – please ensure you maintain your 2m social distance. Form an orderly queue with 2m spacing.
3. When entering site you must go to wash basin and wash facilities. All persons entering the site must wash their hands for the advised 20 second duration using water and soap.
4. Please note that disinfectant spray is still short in supply therefore using the washing facilities is essential to prevent any possible contamination.
5. Everyone entering must maintain the 2m distance from other work colleagues and site operatives / management. Therefore, if the wash basin is occupied please form a queue at 2m spaces and wait your turn.
6. Avoid congested areas when entering and leaving site. Wait until you can access without contact with others.

8. Once hands are washed operatives must wear protective gloves immediately. can provide you with latex gloves to be worn underneath work gloves. The objective is that operatives / management wear latex gloves / nitrile gloves when opening and closing gates and doors – which in turn will help reduce possible contamination.

9. Wash or clean your hands thoroughly before entering or leaving the site.

10. Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. They too must wear latex / nitrile glove combination.

11. You are not to use any site offices, canteens, meeting rooms or stairwells unless authorised to do so.

With cafés and restaurants having been closed across the UK, ease of access to refreshments will not be normal. Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. may be removed from use.

1. It is strongly advised that once on site, you stay on site and do not use local shops.
2. You are advised to bring food and drink from home or shop in the morning before arriving, this could be pre-prepared meals and refillable drinking bottles from home.
3. When using the site canteen, you must adhere to the 2m social distance rule.
4. You could use your own work vehicle to consume food and drink.
5. You will wash or clean your hands before and after consuming any food or drink.
6. You must put your rubbish into the bin and not left for someone else to clean up.

1. All operatives upon arrival will be required to read and sign to confirm understanding of this guidance and the risk control measures being specified in this document you are reading now. This is in addition to any other documents or RAMS that still remain applicable.
2. All work will only be undertaken in line with the guidance / control measures for COVID-19 virus, public health and latest government guidance.
3. All operatives will sign a self-declaration form. This will confirm that the person has no known symptoms of COVID-19 and that could put others at risk.

1. There will be situations where it is not possible for workers to distance themselves from each other by 2 metres. 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”.
2. It should be pointed out that the health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, an alternative method should be found.
3. We need to remind our own work colleagues at every opportunity of the specific Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

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.

Production, Progress and Site Meetings

Meetings should ideally be carried out via a web based virtual application from separate locations. However if meetings are essential for the operation of the works then the following points should be followed.

1. Only absolutely necessary meeting participants should attend
2. Attendees should be at least two metres apart from each other
3. Rooms should be well ventilated / windows opened to allow fresh air circulation
4. Consider holding meetings in open areas where possible

Hierarchy of Controls

If you are not able to work whilst maintaining a 2 metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls, on the following pages, and against any sector-specific guidance.

<p>Eliminate</p>	<ul style="list-style-type: none"> • Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace • Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) • Avoid skin to skin and face to face contact • Stairs should be used in preference to lifts or hoists and consider one ways systems • Consider alternative or additional mechanical aids to reduce worker interface
<p>Reduce</p>	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> • Minimise the frequency and time workers are within 2 metres of each other • Minimise the number of workers involved in these tasks • Workers should work side by side, or facing away from each other, rather than face to face • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment
<p>Isolate</p>	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible

<p>Control</p>	<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"> • Keep this to 15 minutes or less where possible • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance
<p>PPE</p>	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain a two metre 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 • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • 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
<p>Behaviours</p>	<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. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>

If a worker develops COVID-19 symptoms as outlined by the government then the following must be adhered to:

1. Return home immediately and inform your Manager and Site Contact.
2. Avoid touching surfaces
3. Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of your elbow.
4. You must then follow government guidance on self-isolation and not return to work until your period of self-isolation has been completed.

It is acknowledged that we all travel to our homes and will at some point have to enter into the public realm such as a supermarket. During these periods between working days, all operatives must follow the Government guidelines on:

1. Social distancing and restrictions when at home.
2. In the evenings all operatives are not to congregate in groups or with other members of the public.
3. If you need to go out for exercise, you should exercise in line with government guidelines e.g. go for a run/walk/cycle alone.
4. If you need to go out for supplies, then you must adhere to the Government guidelines on travel restrictions and social distancing.
5. If at any time you feel ill, then you must not return to work and follow the Government guidelines on self-isolation.
6. A minimum distance of 2 meters should be maintained from any member of the public using the supermarket and not to touch any surfaces.
7. After your shopping is completed or when deemed necessary, you are advised to wash your hands for 20secs with soap and water or use anti-bacterial wipes or hand sanitiser.

1. All operatives will maintain a 2m distance from each other.
2. Non-essential physical work that requires close contact between workers should not be carried out.
3. Work requiring skin to skin contact should not be carried out.
4. Plan all other work to minimise contact between workers.
5. Single use PPE should be disposed of so that it cannot be reused.
6. Stairs should be used in preference to lifts or hoists.
7. Regularly clean touchpoints, doors, buttons etc.
8. Regularly clean the inside of vehicle cabs and between use by different operators.
9. Regularly wash your hands, upon arrival, before and after breaks, before you leave as a minimum.

- *Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) – Construction Leadership Council – version 3 – 14 April 2020*
- *Social distancing in the workplace during coronavirus (COVID-19): sector guidance*
<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#construction>
- *Guidance for employers and businesses on coronavirus (COVID-19)*
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- *Staying at home and away from others (social distancing) – point 4 “Going to work”*
<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others>