COVID-19 Update

Site Operating Procedures

November 2021

Overview

- General Control Measures
- Travelling to/from Site
- Site Management
- Site Arrival & Site Induction
- Visitors
- Ventilation
- Cleaning Regime
- Handwashing
- COVID-19 Symptoms develop at work
- Sub Contracted Operations
- RAMS for specific tasks

General Control Measures

1. Health & Safety RAMS – remember to take account of COVID

2. Provide adequate ventilation

3. Clean more often – at least twice per day

4. Turn away people with COVID-19 symptoms

5. Register everyone who comes to site

6. Communicate & train

Travelling to/from Site

- Where possible travel alone

- When more than one person travelling together
  - Maintain good ventilation (keep windows open, if only in part when cold)
  - Spray & wipe commonly touched surfaces after each journey
  - Wash hands / sanitise when entering and leaving vehicle

Site Management

- Site Operating Procedures - .GOV.UK and COVID RAMS

https://www.gov.uk/guidance/working-safely-during-covid-19/construction-and-other-outdoor-work

- Site Manager Responsible for Implementing Procedures

- Allocate Break staggered break times if required

- Allocate staggered start and finish times (if numbers on site makes congestion likely)

- Deliveries – avoid close contact, and contactless where possible

- Emergency Assembly Point – allow enough space to avoid close contact

- Traffic Management Plan

- Plan works to avoid close contact between people

Site Arrival

- COVID signage prominent and visible at site entrance

- Hot running water with soap at site entrance
  OR if not possible automatic hand sanitiser dispenser with signage

- Everyone Wash / Sanitise Hands on arrival

- Everyone Complete COVID-19 Questionnaire
  - Turn away anyone who is experiencing COVID symptoms;
    and advise them to get a PCR Test

- Minimise unnecessary contact at Site Office – complete induction outside

Site Induction

- Additional COVID-19 items to cover during induction
  - Don't come to work if you have symptoms
  - What to do if develop symptoms whilst on site
  - Avoid close contact with others whilst on site
  - Allocate work area if appropriate
  - Important to wash hands when arrive, before consuming food, regularly throughout the day and before leaving site
  - Concerns & suggestions should be raised with Site Manager
  - Overview of cleaning regime
  - Support use of face coverings if the choose to wear one, but remind industry guidance is responsible use of PPE

Visitors

- Discourage unnecessary site visits
- Use tablet to offer video visit, or to send photos
- Visitors by prior appointment where possible
- Visitors complete COVID Questionnaire

Ventilation

- Maintain good ventilation in site accommodation
  - Windows and doors open

- In buildings / enclosed spaces
  - Windows and doors open whilst working inside
  - Consider if works could be undertaken directly outside

Cleaning Regime

- Anti-bac spray and blue roll near kettle and microware
  - Users spray & wipe down after each use
  - Simple sign to remind users near kettle & microwave

- Bins emptied when 75% full

- Spray & wipe down surfaces touched regularly – at least twice per day
  - Complete Cleaning Checklist after each clean, and return completed checklists to head office weekly

- Keep Cleaning Checklist on wall in welfare accommodation during the week

- Shared tools – spray & wipe down after use by operative

Handwashing

- On Arrival

- Before consuming food

- Regularly throughout the day

- Before leave site

- Handwashing advice poster above sink in each WC

COVID-19 Symptoms develop at work

- Operative
  - Go home immediately and avoid touching any equipment
  - Cough or sneeze into a tissue and put in a bin (crook of elbow if no tissue)
  - Call / tell the Site Manager to tell them you have left site and have symptoms

- Site Manager
  - Advise operative to get a PCR test, and then follow advice of NHS Test & Trace
  - Ask operative to let you know their test result and if they need to isolate
  - If isolation necessary, tell your Contracts Manager and anyone they might have had close contact with
  - Update COVID questionnaire with Isolation date & Contracts Manager update records at head office

Sub Contract Operations

- **Communicate**
  When order placed Contracts Manager sends our COVID RAMS to Sub Contractor; informs the planning of their work

- **Review**
  Contracts Manager review Sub Contractor's RAMS, and checks COVID measures adequate and aligns with our procedures set out in our RAMS

- **Approve**
  Contracts Manager approves RAMS when happy & distributes

- **Audit & Check**
  Site Manager makes sure works proceed in accordance with RAMS

RAMS for specific tasks

- RAMS prepared by Site Manager & Contracts Manager need to consider and include:

  - Avoiding close contact
  - Allocating work areas to help reduce close contact
  - Control measures if close contact unavoidable (note PPE is not effective measure)
  - Cleaning of tools
  - Ventilation of the workplace when working in buildings and enclosed spaces

Questions?