

Management System

Plan

Construction Phase Plan (CPP) – Addendum COVID 19

COVID 19

Management Plan

Morgan Sindall business unit / region:		London and NHC	
Project name:		Queensmead School	
Project no.:		53X009	
Customer:		QED trust and DFE	
Location:		South Ruslip	
Revision no.:		A	Date: 27.03.20

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	1 of 13

Management System

Plan

Construction Phase Plan (CPP) – Addendum COVID 19

Contents

1.1	Purpose of this plan
1.2	Procedure if someone falls ill
1.3	Travel to & from site
1.4	Access & egress to the offices & welfare
1.5	Deliveries onto site
1.6	Welfare facilities & Offices
1.7	Site Inductions
1.8	Management, coordination and communication
1.9	Site access & egress
2.0	Changes in management
2.1	Site shut down procedure
2.2	Employee Health & Wellbeing
2.3	First Aid
2.4	Confirmed Cases of Covid 19

Appendices

Appendix A	Indicative Canteen Seating Plan
Appendix B	Subcontractor Risk Assessments
Appendix C	Site Access & Egress Arrangements.....
Appendix D	Risk Assessment.....

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	2 of 13

Construction Phase Plan (CPP) – Addendum COVID 19

1.1. Purpose of this plan

The COVID-19 pandemic has altered working patterns across the UK. Following Public Health England's advice and the site operating procedure (23rd March 2020 - Version 1) created by the Construction leadership Council, this document provides a management plan for the approach of the MMU A&H project in respect of measures to limit the risk of COVID-19.

This Morgan Sindall document will continue to be reviewed as the situation within the UK, and our industry develops, and revised versions will be communicated.

Please refer to the Government Guidance updated on 23rd March 2020.



<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

1.2. Procedure if someone falls ill

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.

All instances of people leaving site as a result of feeling ill with Covid 19 symptoms must be reported to the project manager who will record the incident and implement a deep clean of their work area and access / egress routes to site, welfare etc.

1.3 Travel to & from site

Site operatives and staff should only travel to work if feeling 100% fit and well. If you feel unwell do not travel and report to your Line Manager.

Wherever possible workers should travel to site alone using their own transport and avoid using public transport

If public transport is required, ensure that you keep/maintain safe spacing of 2 metres between yourself and other users.

If possible, walk to work or cycle. Hand cleaning facilities are available at the site welfare on entry to the compound.

1.4 Access & egress to the offices & welfare

All non-essential visitors will be prevented from entering the site.

All operatives who enter the office/welfare facility are to enter through the pedestrian gate to minimise contact with surfaces, at this point the gate man will manually sign them in and ask them to wash their hands, only the gateman is to touch the paper and pen. The gateman will be in possession of a list of names for all the regular operatives on site and will tick the person in or out to speed up the process and avoid queues.

Should any queuing occur there is 2m demarcation zones sprayed on the footpaths to ensure people maintain social distancing measures.

The front staircase of the cabins will be utilised for access up the stairs and the rear staircase of the cabins will be utilised for access down the stairs.



Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	3 of 13

Management System

Plan

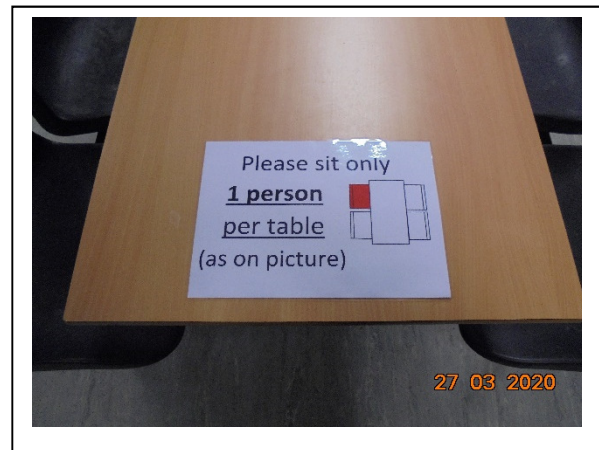
Construction Phase Plan (CPP) – Addendum COVID 19

1.5 Deliveries onto site

Deliveries will continue to be taken on both gate 2 or 3 dependant on the size and nature of the delivery, the Biosite booking in system will continue to be used and any non-essential deliveries will be rejected. The gatemen are to encourage delivery drivers to stay in their cab. Gatemen and supervisors are to avoid using the hand-held delivery PDA devices and ask the driver to sign on their behalf. Gatemen/supervisors to use their own pen if necessary. Minimal contact with drivers to be maintained and where possible keep the 2-meter distance.

1.6 Welfare facilities & Offices

The site canteen is designed for over 90 people however in the current circumstances this will be limited to a maximum of 23. There are 23 number tables that seat 4 per table, this will be restricted to 1 person per table. On each table there will be reminders of the one person per table rule and the location to sit at that table to minimise contact will be highlighted. (*Indicative Canteen Seating Plan see appendix A*)



Eating outside will be encouraged in good weather and there are external benches available as well as sheltered benches outside the business school reception area (currently available for use while the University is closed).

Break times are staggered for each subcontractor reduce congestion.

Time	Organisation	Number of Operatives	Number Total
10:00am to 10:30am	Randstad and TMJ and Chartrange	7 (Randstad) + TMJ (5) + Chartrange (5)	17
10:30am to 11:30am	70% of FK	23 (FK)	23
11:30 to 12:30pm	C&S and 30% of FK	14 (C&S) + FK (7)	21
12:30pm to 13:30pm	NGB, Prymo, TFG, Aston and Optimal	7 (NGB) + Prymo (2) + TFG (3) + Aston (4) + Optimal (5)	21
13:30 to 14:00pm	TMJ and Randstad and Chartrange	7 (Randstad) + TMJ (5) + Chartrange (5)	17
This is only for if you wish to eat in the canteen, if you wish to eat elsewhere in the compound or outside the site you may do this at any time.			

Hand cleaning facilities are available both in the WCs and the canteen. Tables will be cleaned between each use and all areas thoroughly cleaned during the day with a full time cleaner dedicated to the welfare and toilets on the ground floor. The first and second floors will have a cleaner dedicated to those floors only.

Crockery and cutlery in the welfare is to be removed and people encouraged to bring their own, disposable cups will be provided.

Morgan Sindall will ensure soap and fresh hot water is always readily available and kept topped up. Hand sanitiser is available at each turnstile. All operatives will be encouraged to wash their hands

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	4 of 13

Management System

Plan

Construction Phase Plan (CPP) – Addendum COVID 19

before and after using the facilities and signage will be displayed to remind them of this. Suitable and sufficient rubbish bins will be available for hand towels with regular removal and disposal.

Working from the site office should be avoided if possible, working from home will be encouraged where possible. Meetings should be avoided, if a meeting is necessary the participants should be a minimum 2 metres apart from each other. Rooms should be well ventilated / windows opened to allow fresh air circulation.

Consider holding meetings in open areas where possible. The use of Microsoft teams/skype is encouraged.

All Managers & Supervisors to ensure the 2-metre safe distancing is adhered to when working on the desk spaces. A full-time cleaner has been employed to regularly clean the offices, Kitchen and toilet areas on level 1 & 2. Ensuring that door handles and surfaces are wiped on a regular basis throughout the day.



MMU Meeting room laid out to allow 2m

1.7 Site Inductions

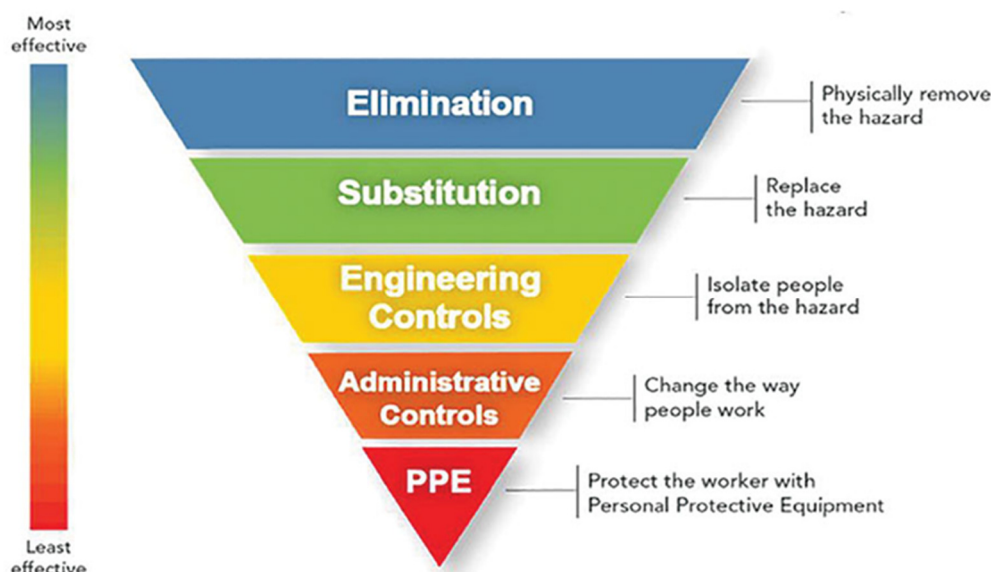
All new starters will be encouraged to carry out the Biosite pre induction to avoid time being spent in the induction room. Induction numbers will be limited to a maximum of 5 people and all supervisors have been informed of this to ensure a 2m spacing can be maintained, the induction room will be well ventilated. Inductions will be carried out outside when the weather permits.

All new attendees will be briefed on the site's management plans for Covid 19.

1.8 Management, coordination and communication

Morgan Sindall has reviewed the current arrangements as set out in this plan, it is the responsibility of the subcontractors to appraise their risk in relation to Covid 19 along with their methods of works (see *appendix B subcontractor risk assessments*) No activity will be permitted without an approved RAMS being in place.

Subcontractors will need to apply the hierarchy of control whilst acknowledging industry / government guidance.



Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	5 of 13

Management System

Plan

Construction Phase Plan (CPP) – Addendum COVID 19

The project management team shall produce risk assessments where significant risks are identified.

Dailey briefings with all supervisors will continue outside with a 2m space between attendees at 8am each morning. All current arrangements will be discussed at these meetings and coordination will take place to ensure there are no congested work spaces on site. Toolbox talks will be delivered weekly or when required on a relevant topic suiting the issues or changes being experienced on site within that week. Signage will be in place for one-way systems and notices will be displayed where necessary.

When working all operatives must try to achieve a safe distance of 2 metres, where this is not possible the risk is to be assessed and appropriate measures are to be put in place. Non-essential physical work that requires close contact between workers should not be carried out. Supervisors are to brief their own operatives on specific tasks raising these points and, on the subjects, raised in the Morning Briefings, a record is to be kept on the Point of Work Risk Assessments. Contractors are to implement a fit for work checklist to ensure their operatives are free of Covid 19 symptoms before commencing works. All plant and equipment are to be cleaned down after each person has finished using it.



There will be a further two cleaners on site that will be responsible for wiping and cleaning all regularly touched surfaces such as handrails, turnstiles, lift controls, balustrades etc.

The floor area of the basement, ground, 1st, 2nd and 3rd floor is circa 2000m² per floor and the floor area of the 4th & 5th floors is circa 800m² per floor, using the principle of each person having a 4m² working space the floors are more than capable of having every operative on site working on one floor at any one time, however as the works are spread across all floors the work areas can be managed to ensure sufficient space between operatives and other trades. It must be noted that small rooms should not have more than one person working in them at any one time.

1.9 Site access & egress

All non essential visitors will be prevented from entering the site. Pedestrian access to the site will be via gate 2 on Cavendish Street, the turnstiles are to be disabled/free spin, and all will be asked to sign in via the gateman. All operatives who enter the site are to enter through the turnstiles with gloves on. At this point the gate man will manually sign them in, only the gateman to touch the paper and pen.

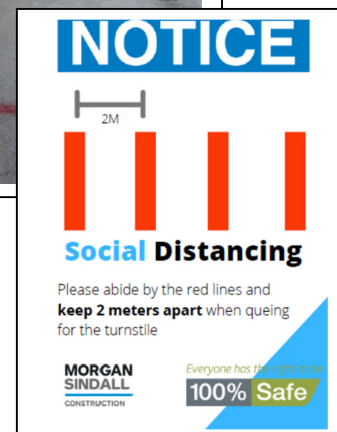


The gateman will be in possession of a list of names for all the regular operatives on site and will tick the person in or out to speed up the process and avoid ques. Should any queuing occur there is 2m demarcation zones sprayed on the footpaths to ensure people maintain social distancing measures. Pedestrian egress will be via gate 3 and all will be asked to



sign out via the gateman.

It must be noted that as this is a live site the access and egress arrangements may change on a regular basis to suite the works, this will be communicated via breakfast briefings and we will attempt to create separate access and egress points, where this



Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	6 of 13

Management System

Plan

Construction Phase Plan (CPP) – Addendum COVID 19

is not achievable measures will be put in place to maintain the 2m social distancing recommendation as far as reasonably practicable. (see appendix C site access routes).

Stair 1 will be used for access up the levels and stair 2 will be used for access down the levels to minimise people passing on the stair wells, signage will be in place to advise.
The green room sink on the ground floor in the SW corner of the building will be made available for anyone wanting to wash their hands-on site, there will be hot water, soap and hand towels readily available.

2.0 Changes in management

Changes in the project team staff will no doubt be required during this time, and a key point of focus, especially if using agency staff, is reviewing competence level and ensuring the effective transfer of information around key project risks.

The Relief Manager Induction process and Handover Plan should be used as a tool to manage this transition, for not only agency staff, but internal staff replacing those self-isolating.

To support this, the Project Handover Checklist (PM FRM29) will be used.

In addition, the allocation of responsibilities form (PM FRM1) can be a useful tool when needing to review and reallocate project responsibilities to changing teams.

Should the project manager, site managers, foremen or key operatives be off work please refer to the PEP part 1 & 2 to determine who is to deputise in their absence.

2.1 Site shut down procedure

It may be the case that we are required to shut down the project as a result of government policy, client request or internal decision, should this occur the site team will shut the project down following the safety and security checklist procedure (this can be obtained via the SHE team) ensuring that any actions taken are recorded. The project manager will be responsible for ensuring all actions are closed out and monitoring and security arrangements are in place.

2.2 Employee Health & Wellbeing

The pressure and impacts that Covid 19 is having on all site attendees must not be underestimated. People will, in many cases be concerned for themselves and their families. Morgan Sindall are to publicise the fact that mental health first aiders are available on site and Mind have provided some support materials around Wellbeing for those working at home or self-isolating

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

Company Employee Assistance Programme is available for Morgan Sindall employees by calling 0800 111 6379

2.3 First Aid

The site first aiders are named in the CPHSP section 3.40. First aiders are to ensure that when treating anyone on site they wear nitrile gloves, face shields should be worn should CPR be required.

2.4 Confirmed Cases of Covid 19

The UK Government has developed a guidance note about cleaning non-healthcare premises (such as our offices and sites) this can be found here.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	7 of 13

Management System

Plan

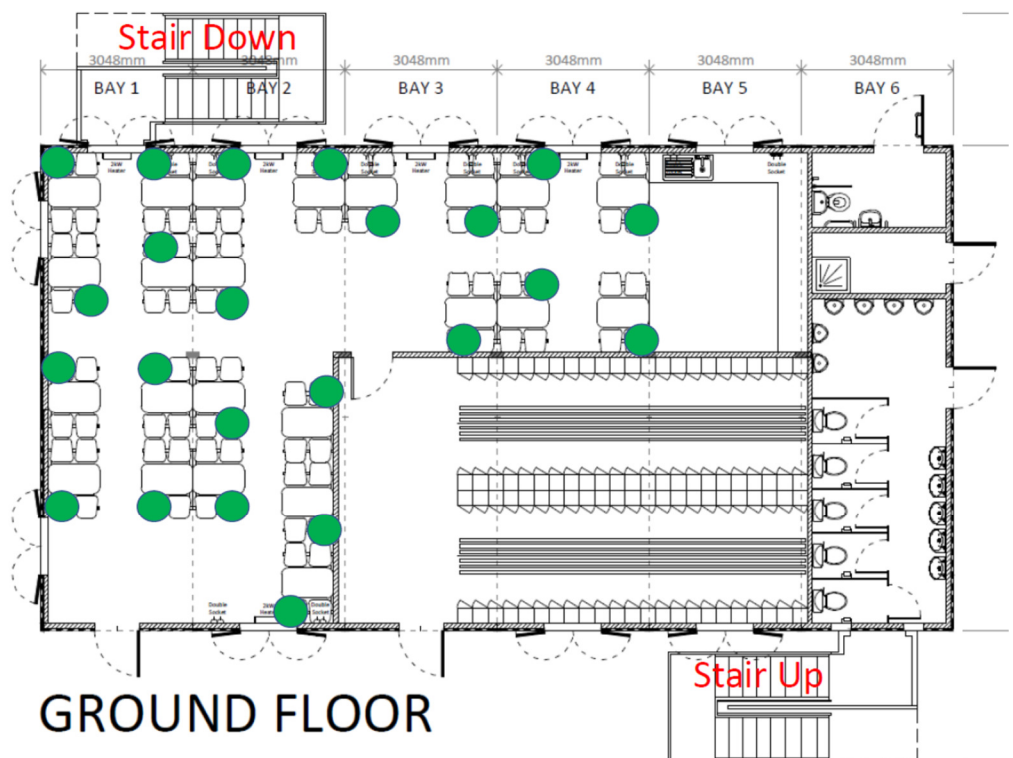
Construction Phase Plan (CPP) – Addendum COVID 19

Prior to instigating cleaning in accordance with the above guidance, teams must discuss with the Regional Senior Management Team.

Appendix A: Indicative Canteen Seating Plan

Indicative Canteen Seating Plan

- Table have been spaced out further than drawn (hence this is indicative only, refer to seating plan in canteen)
- One person per table, total of 23 at any one time
- Full time cleaner dedicated to this floor



Appendix B: Subcontractor Risk Assessments

Attached separately

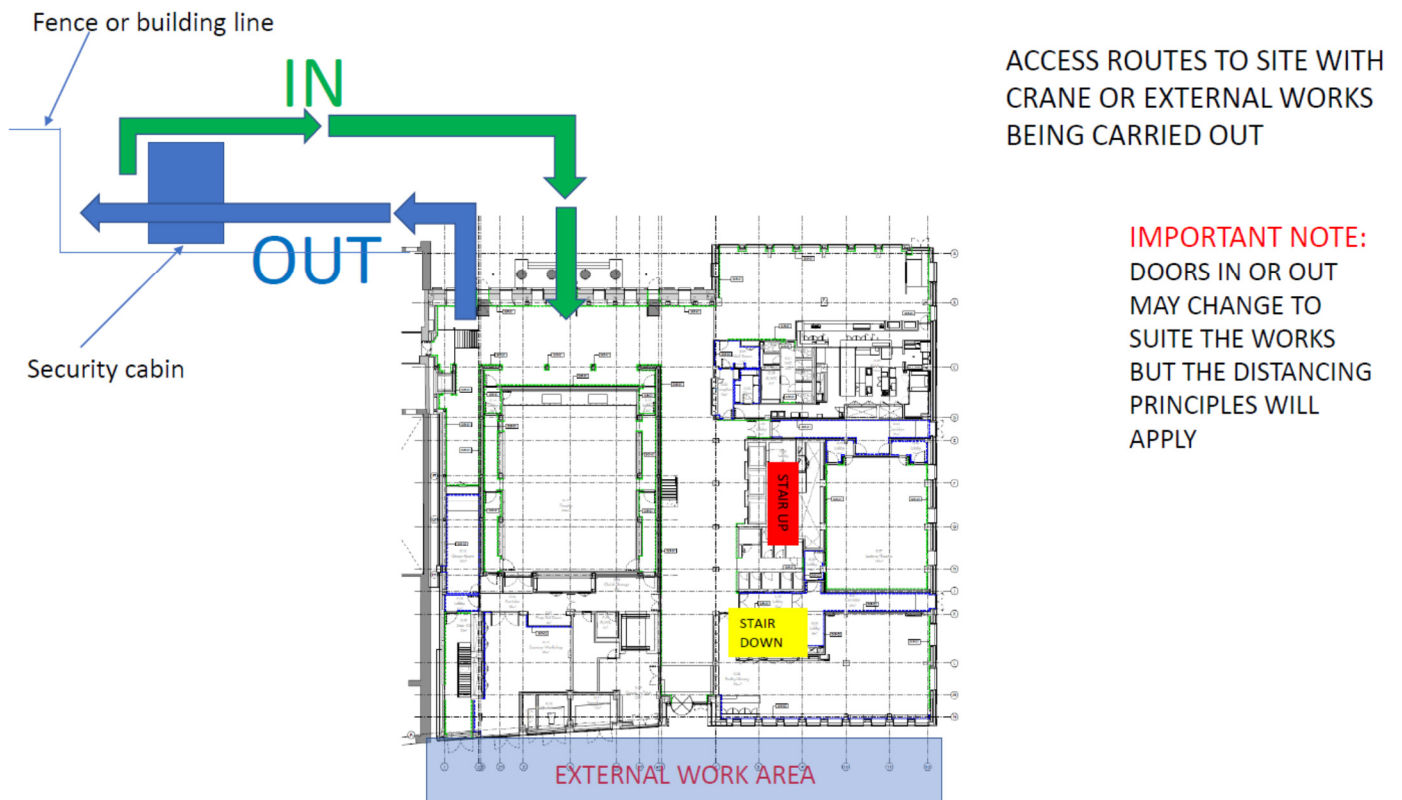
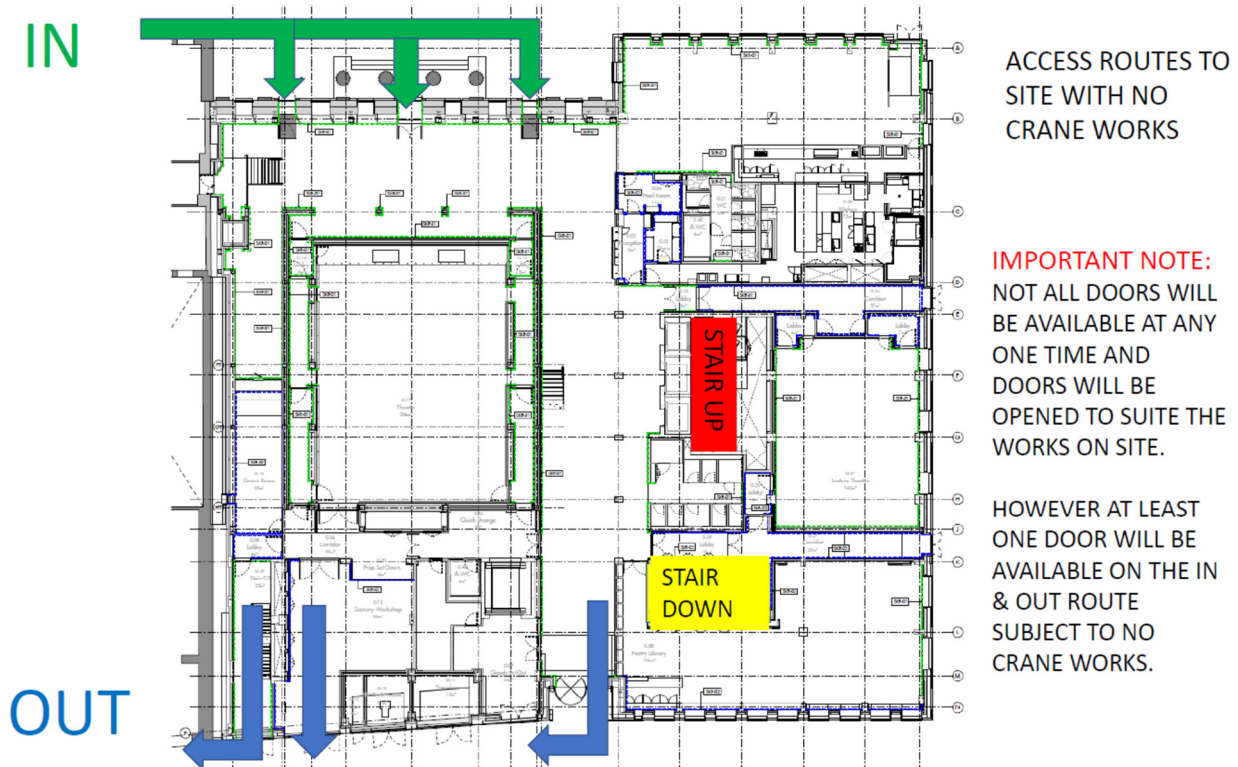
Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	8 of 13

Management System

Plan

Construction Phase Plan (CPP) – Addendum COVID 19

Appendix C: Site Access & Egress Arrangements



Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 9	Justin Kay	June 19	9 of 13

Appendix D: Risk Assessment Management System

FORM

**MORGAN
SINDALL**
CONSTRUCTION

Safety, Health and Environment Risk Assessment

Project title and contract no.		MMU A&H 13T003		Risk assessment no.		COVID19-25.03.20		Risk Factor																																									
Activity		Coronavirus controls		Location		MMU A&H Site		<table border="1"> <tr> <th>Risk Quantity</th> <th>No injury, damage or environment impact</th> <th>Minor injury, damage or environment impact</th> <th>Major injury, damage or environment impact</th> <th>Fatality, building loss, catastrophic environment impact</th> </tr> <tr> <td>Almost no probability</td> <td>A</td> <td>A</td> <td>A</td> <td>U</td> </tr> <tr> <td>A small probability</td> <td>A</td> <td>A</td> <td>U</td> <td>U</td> </tr> <tr> <td>A high probability</td> <td>A</td> <td>U</td> <td>U</td> <td>U</td> </tr> <tr> <td>Almost certain</td> <td>A</td> <td>U</td> <td>U</td> <td>U</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">Acceptable</td> <td colspan="2">Unacceptable</td> </tr> </table>					Risk Quantity	No injury, damage or environment impact	Minor injury, damage or environment impact	Major injury, damage or environment impact	Fatality, building loss, catastrophic environment impact	Almost no probability	A	A	A	U	A small probability	A	A	U	U	A high probability	A	U	U	U	Almost certain	A	U	U	U									Acceptable		Unacceptable	
Risk Quantity	No injury, damage or environment impact	Minor injury, damage or environment impact	Major injury, damage or environment impact	Fatality, building loss, catastrophic environment impact																																													
Almost no probability	A	A	A	U																																													
A small probability	A	A	U	U																																													
A high probability	A	U	U	U																																													
Almost certain	A	U	U	U																																													
								Acceptable		Unacceptable																																							
Person conducting assessment		Justin Kay		Date		25/03/20																																											
Person supervising work		MS Site Management team		Date																																													
Persons exposed																																																	
Employees	x	Other workers	x	Public/ visitors	x	Young persons	x																																										
New / expectant mothers		Disabled		Others																																													
Estimated total number of persons at risk				100+																																													
Hazards (what might cause harm?)								S	H	E	S	H	E																																				
1	Adverse weather conditions				27	Structure																																											
2	Cold				28	Temporary Works*																																											
3	Electricity				29	Vehicle / mobile equipment																																											
4	Excavation				30	Working hours / fatigue*																																											
5	Fire / flammable atmosphere				31	Workstation design																																											
6	Floor / ground conditions				32	Work at height																																											
7	Flying particle / dust				33	Archaeology																																											
8	Hand or power tool				34	Concrete washout																																											
9	Hazardous substance*				35	Consents, permits and planning conditions																																											
10	Heat / hot work				36	Contaminated land																																											
11	Lack of experience				37	Designated protected areas e.g. SSSI, SAC, AONB																																											
12	Lack of training				38	Dewatering																																											
13	Lack of / too much oxygen				39	Energy and carbon reductions																																											
14	Access				40	Fuel – deliveries, storage, bunds, refuelling																																											
15	Lifting equipment appliances				41	Invasive species																																											
16	Lighting				42	Nuisance (dust, mud, noise, light, vibration)																																											
17	Lone working*				43	Protected species																																											
18	Loading / unloading				44	Protection of watercourses																																											
19	Live services				45	Public rights of way, easements etc.																																											
20	Materials				46	Silt generation																																											
21	Moving parts of machinery				47	Site drainage – interceptors, drains, firewater runoff																																											
22	Proximity to water				48	Spillage (controls / response)																																											
23	Scaffold				49	Trees and hedgerows																																											
24	Sharp objects				50	Waste disposal and documentation																																											
25	Stairs / steps				51	Waste generation, storage and segregation																																											

- Notes:
- Physical Hazards are the nature of issues that may cause harm. Tick box for hazard
 - Preventative / Control Measures are the actions that will stop it going wrong
 - Control measures are to ensure that residual risks are reduced to a minimum. Where controls fail to reduce the risk to an acceptable level then refer assessment to your line manager
 - If the operations are likely to affect the public or the safe operation of a public infrastructure or transport system, the control measures must reduce the likelihood of significant harm to the level that existed before our work commenced
 - Where young persons or expectant mothers are involved in the activity, ensure that any additional controls are put in place in accordance with local procedures
 - In addition to the above, consideration must be given to other individuals' susceptibility due to pre-existing health conditions, e.g. bad back, poor hearing. Additional 'human factors' such as ergonomics, workplace design, etc. should also be considered
 - Where a hazard is identified that is not listed in the Physical Hazards list, enter the hazard description followed by other in brackets i.e. (Other)

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH1 FRM3	SH PRO1	Rev 2	Martin Hall	Aug 16	1 of 4

Safety, Health and Environment Risk Assessment

26	Static equipment / machinery		52	Other		X	8. * indicated a separate specific Risk assessment must be carried out.
Hazard no. (from page 1)	Nature of risk (What might go wrong?)	Risk before controls U / A	Control measures (How do you stop it going wrong?)	Control measure implemented by (name)	Risk after controls U / A		
	Spread of virus through contact with others when travelling and arriving on site	U	Avoid public transport when travelling to work if possible, if not possible keep 2m spacing between others Travel alone or cycle/walk to work Morgan Sindall to open the pedestrian gate of the welfare to avoid people making contact with hard surfaces All arrivals at the welfare to wash their hands as soon as they have walked through the gate, gatemen to remind them of this All none essential visitors to be prevented from attending	All travelling to site who use public transport All travelling to site MS Gateman All attendees to site & welfare gateman Morgan Sindall & supply chain management	A		
	Spread of the virus via delivery drivers	U	The gatemen are to encourage delivery drivers to stay in their cab Gatemen and supervisors are to avoid using the hand-held delivery PDA devices and ask the driver to sign on their behalf Gatemen/supervisors to use their own pen Minimal contact with drivers to be maintained and where possible keep the 2-meter distance	Gateman Gateman & Supervisors Gateman & Supervisors Gateman & supervisors	A		
	Spread of the virus via the welfare facilities and site offices	U	Limit attendees in the canteen to one person per table to maintain social distancing measures, introduce staggered breaks Encourage eating outside Adequate and well stocked supplies of soap, hot water, cleaning products and toilet rolls Remove cutlery and crockery and encourage people	Morgan Sindall Morgan Sindall & Supply Chain Supervisors Morgan Sindall & Hardhat Morgan Sindall	A		
Document Reference	Process Parent	Revision Status	Document Owner	Date	Page		
SH1 FRM3	SH PRO1	Rev 2	Martin Hall	Aug 16	2 of 4		

Safety, Health and Environment Risk Assessment

			to bring their own Encourage the washing of hands when entering the welfare. Hold site meetings via Skype & Microsoft Teams Where meetings are necessary maintain 2m distance, meeting room tables and chairs to be arranged to suite Ensure none operational staff to work from home Increase cleaning regime to 1 cleaner full time dedicated to the ground floor & 1 cleaner full time dedicated to the 1 st and 2 nd floors. Cleaners to follow Hardhat contingency plan Introduce a one-way system on the stairs of the cabins to limit passing people within 2m	All Morgan Sindall & Supply chain supervisors Morgan Sindall & Supply chain Morgan Sindall & Supply chain Morgan Sindall Hardhat Morgan Sindall	
	Spread of the virus via new people onto site	U	Limit numbers at inductions to 5 and carry out inductions outside where possible Only introduce new people to site when it is priority work Discuss Covid 19 site measures at the induction with new attendees	Morgan Sindall & Supply chain Morgan Sindall Morgan Sindall	
	Spread of the virus via site access and egress routes	U	Put turnstiles on free spin to prevent contact, request gloves be worn before entering site via the turnstile Sign in system to be tick box and contactless to speed up the flow of people in and out Spray 2m boxes outside turnstiles so people can wait 2m apart Have separate doors for access and egress where possible One stair to be used for people going up the stairs and one stair to be used for people going down to limit passing on the stairs	Morgan Sindall & Supply chain Gateman Morgan Sindall Morgan Sindall Morgan Sindall	A
Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH1 FRM3	SH PRO1	Rev 2	Martin Hall	Aug 16	3 of 4

Safety, Health and Environment Risk Assessment

	Spread of the virus via close contact during works		U	Subcontractors to appraise their risk in relation to Covid 19 along with their methods of works. No activity will be permitted without an approved RAMS being in place. Subcontractors will need to apply the hierarchy of control whilst acknowledging industry / government guidance.		Supply Chain	A
				Dailey briefings, POWRA and toolbox talks to be used to communicate the latest site measure to operatives		Supply Chain	
				When working all operatives must try to achieve a safe distance of 2 metres, where this is not possible the risk is to be assessed and appropriate measures are to be put in place. Non-essential physical work that requires close contact between workers should not be carried out.		Supply Chain	
Method Statement required?		Yes		No	x	Method Statement number:	
Additional Risk Assessment (Tick box as required)				PPE (Tick box as required)			
Noise	☐	COSHH	☐	Handling	☐	Lone Worker	☐
						Helmet Safety Boots LEP Gloves	☐
						Mandatory	☐
						High Vis Protective Clothing	☐
						Upper body	☐
						Full Body	☐
						Specialist Gloves	☐
						Harness	☐
Asbestos	☐	Lead	☐	Radiation	☐	Temporary Works	☐
						RPE	☐
						Hearing	☐
						Specialist Clothing	☐
						Thermal	☐
						Flame Retardant	☐
						High Impact Eye protection	☐
						Others Specify	☐
		Name		Signature		Date	
Person completing the assessment:		Justin Kay				25/03/20	
Person reviewing the assessment:							
Date to be reviewed:							

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH1 FRM3	SH PRO1	Rev 2	Martin Hall	Aug 16	4 of 4