

No:	Guidance
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- | | |
|---|--|
| 1 | Please complete the plan for your site. |
| 2 | If an action can't be completed then please ensure what will be done instead is detailed in Column E. |
| 3 | You can still add comments in Column E of how you will ensure things are done if you want to add further clarity. |
| 4 | If something is N/A for your site you can hide the row. |
| 5 | Rows 16 to 18 can be completed (and added to if required) for additional actions you will undertake on your site to support this. |
| 6 | Once you have completed the document, you should forward it to any s/c's on site asking them to add their comments in Column G of how they will support us implementing this plan. |
| 7 | Once they have done this they should brief their operatives on its contents. |
| 8 | Operatives should then sign to say they have been briefed and understand the contents and will support it. |



Project Coronavirus Plan

Site:		Date:		Subcontractor:		
Project Lead:		Date of Next Review:				
Initial Risk Assessment		No:	Approx No of Operatives Total	Additional Info		
Number of tables available in the canteen etc to ensure one person per table.		25				
How many shifts breaks can be split into.		3	75			
Additional resources required to support this		2		1 welfare attendant and 1 Assistant Site Manager		
Anticipated number of trades on site:						
Anticipated number of operatives on site.						
Area	Item	Yes/No/N/A	Risk Level	Any additional actions. If main item can not be implemented then additional actions must be put into place.	Action Owner	S/C Action to Support
Standard items & site specific items	Daily briefings that are recorded and where possible taking place outside. People asked to say their names and who they work for as a record.	N/A	Medium			
	S/C to ensure that their work force's health has been assessed and only operatives of suitable health and fitness (age??) to be on site.	Yes	Medium			
	Red card procedure to be enforced for those who do not follow the system in place.	Yes	Medium			
	No visitors to be allowed on site (s/c's safety visits suspended for time being???)	Yes	Medium			
	Permits to be completed electronically and shared via email.	Yes	Medium	Where possible as we appreciate that not everyone will be able to do this.		
	If anyone displays symptoms they must leave site immediately and their work area will be cleaned.	Yes	Medium			
			Medium			
			Medium			
	Hand washing facilities at gate. Sanitiser as a minimum if not able to have washing facilities at the gate.	Yes	Medium			Supervisor to ensure everyone sanitises their hands
	Staggered start times on site to minimise congestion at site access point.	No	High			
	Consider additional access gates.	N/A	Medium			
	Mark out 2m zones at the site entrance to ensure operatives comply with this.	N/A	Medium			
	Finger print access disabled (and alternative access arranged) and names taken as people arrive on site each day.	Yes	Medium			



Project Coronavirus Plan

Site:		Date:		Subcontractor:		
Project Lead:		Date of Next Review:				
Accessing the Site	Everyone asked to confirm they haven't had any coronavirus symptoms (as recognised by the Government) or been in contact with anyone who has in the last 14 days, before they access the site. IF ANY SYMPTOMS ARE NOTED THEN THEY WILL BE NOT ALLOWED ACCESS TO SITE.	Yes	Medium			
	Induction done in small groups to allow distancing (size of groups to be determined by space on site).	Yes	Medium			Will advise day prior if new operatives coming to site to allow planning for induction numbers.
	Delivery drivers to stay in vehicles	Yes	Medium			
	Gates and access points sanitised hourly during the day and more regularly during the morning	No	High			
	Site hours restricted (suggest 4pm finish) to allow time for the site to be cleaned thoroughly.	Yes	Medium			
Welfare	Toilets cleaned minimum of hourly	Yes	Medium			
	One person at a time into the toilet block. 2m zone to be marked out so to allow for person exiting to still adhere to social distancing.	No	High			
	No items to be kept outside a locker. If things don't fit into the lockers then they aren't brought onto site. All lockers to be cleared at the end of the day.i.e. workforce to bring and take home PPE everyday.	N/A	Medium			
	Hand washing facilities in the welfare	Yes	Medium			
	Permit given for break times or trade specific breaks etc	Yes	Medium			
	Operatives to bring sealed/wrapped food, their own cutlery and to use a refillable drinking bottle. Crockery and cutlery will be removed.	Yes	Medium			
	1 operative only per table at all times. To be marked out in the canteen where people can seat.	Yes	Medium			
	Operatives to clear away after themselves and put any rubbish in the bin.	Yes	Medium			
	Canteen tables disinfected after every use	Yes	Medium			
	Remove additional chairs from welfare	Yes	Medium			
	Consider additional outdoor seating	Yes	Medium			
	Where possible open windows in welfare to allow air flow.	Yes	Medium			
	Implement a maximum number of operatives in the drying room at any time, dependent on size.	Yes	Medium			
	Stagger the start times on site to allow people to get on to site easily	Yes	Medium			



Site:		Date:		Subcontractor:		
Project Lead:		Date of Next Review:				
Work Environment	One way walking system round the site to minimise people passing each other (including staircases, use one for up and one for descending).	Yes	Medium			
	Allow 2m distance between all work locations. Any work that requires closer proximity than 2m must have it's own risk assessment.	Yes	Medium			
	Passing points created to ensure people can maintain distance when passing each other.	Yes	Medium			
	Where 2m distance can be not be implemented in passing other operatives, ensure operatives pass sideways (back to back) to minimise risk.		Medium			
	Use stairs over lifts / hoists.		Medium			
	Reduce number of operatives in lifts or hoists to adhere to the 2m distance.		Medium			
			Medium			
Material Storage	Ensure only limited operatives in storage area at a time (ensure 2m distance)		Medium			
	Ensure it's well ventilated		Medium			
	Ensure access gates/locks are sanitised regularly		Medium			
	Storage to be kept tidy to minimise unnecessary contact with additional items.		Medium			
PPE / Hygiene	Hands to be washed before starting work, at the start and finish of every break and before leaving site.	Yes	Medium			
	Ensure all disposable PPE is disposed of correctly by the person who has been wearing it and so it can not be reused.	Yes	Medium			
	Ensure hands are washed or santised regularly (suggest every 30 mins).	Yes	Medium			
	Site will be operating a stricter cleaning regime	Yes	Medium			
	Consider having bins for used PPE, tissues and wipes. Ideally located away from the canteen and clearly labelled.		Medium			
			Medium			

Please also refer to the latest Construction Leadership Council's Standard Operating Procedures (available at <http://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-during-covid-19/>) for clarity.

Signed to say they have read and understood this and will comply with it: digital signature

Operative Name:	Signature	Date

Item	Location or item description. N/A if not on site	Frequency	Who
Gates	Main gate	Before every break and at the end of the day	Gateman
	Second gate	Before every break and at the end of the day	Gateman
Doors incl. handles and push plates	Project Managers Office	Min 3 times a day	Welfare labourer
	Site Office	Min 3 times a day	Welfare labourer
	Meeting Room	Min 3 times a day	Welfare labourer
	Canteen	Min 3 times a day	Welfare labourer
	Toilets	Min 3 times a day	Welfare labourer
	Drying Room	Min 3 times a day	Welfare labourer
	S/C Office	Min 3 times a day	Welfare labourer
Toilets incl. flush and seat	Main toilets	Min 4 times day	Welfare labourer
	Ladies toilets	Min 4 times day	Welfare labourer
	Other toilets	Min 4 times day	Welfare labourer
Basins and taps	Main toilets	Min 4 times day	Welfare labourer
	Ladies toilets	Min 4 times day	Welfare labourer
	Other toilets	Min 4 times day	Welfare labourer
	Canteen	Min 4 times day	Welfare labourer
Light switches	Site office	Before every break and at the end of the day	Site team
	Meeting Room	After every meeting	Welfare labourer
	Welfare	Before every break and at the end of the day	Welfare labourer
	Drying Room	Before every break and at the end of the day	Welfare labourer
	Toilets	Before every break and at the end of the day	Welfare labourer
	S/C Offices	Before every break and at the end of the day	S/C's
Tables and chairs	Welfare	After each use	Welfare labourer
Desk	Site office	Daily	Desk occupier
Desk	S/C Office	Daily	Desk occupier
Tables and chairs	Meeting Room	After every meeting	Welfare labourer
Work tops	Welfare	After each use	Welfare labourer
Hand rails on stairs	Number of floors	Twice a day	Welfare labourer
	Number of blocks	Twice a day	Welfare labourer
	Stairs to site office	Twice a day	Welfare labourer
	Other stairs	Twice a day	Welfare labourer
Controls on lifts/hoists	N/A	Before every break and at the end of the day	Operator
Machinery and equipment controls	Excavator 1	Before every break and at the end of the day	Operator
	Dumper Y	Before every break and at the end of the day	Operator
Rubbish collection and storage points	Canteen	Min 3 times a day	Labourer
	Offices	Min 3 times a day	Labourer
	Site - ground floor	Min 3 times a day	Labourer
Smoking area	Smoking area	After every break and at the end of the day	Labourer
Computers & keyboards	All offices	Before every break and at the end of the day	Desk Occupier
Printers	All offices	Once a day	Desk Occupier
Telephones including mobile phones	Everyone	Before every break and at the end of the day	User

RISK ASSESSMENT

Project and/or Location	Head Office/Sites/Plant Yard/Aftersales		
Health hazard	Coronavirus – COVID -19 Illness that can affect the lungs & airways		
Significant Hazard Identification		Who may be Harmed (Tick ✓)	
1. a. Shielded Group – People who are clinically vulnerable. b. Vulnerable people, those aged 70 +, have pre-existing medical conditions, pregnant woman.		Employees	✓
2. Single persons living alone, showing any of the following symptoms: persistent cough, high temperature or a loss of or change in their normal sense of smell or taste.			
3. Family members showing the symptoms highlighted in point 2.		Contractors	✓
4. Poor personal/office/site hygiene procedures.			
5. Contact with other personnel.		Residents	✓
6. Travel to work			
7. Individuals in the workplace that have had contact with a confirmed case of COVID-19		Public	✓
8. If someone falls ill			
		Visitors	✓
Overall Assessment of Risk Prior to the Implementation of Control Measures (Tick One ✓)			
Low		Medium	High ✓
Control Measures to Reduce the Risks (use additional sheet if necessary)			
1. 1 (a) The shielded group – Those persons written to by NHS England advising them to stay at home for a specified time scale as they are more vulnerable to severe disease. (12 weeks). 1 (b) Public Health England have advised that persons over 70, pregnant woman and those with pre-existing medical conditions i.e. those that have been offered the flu jab are to be subject to particularly stringent social distancing measures and should be advised to work from home where possible.			
2. Public Health England have advised persons showing symptoms, however mild, to stay at home for 7 days, this will reduce the risk of affecting others			
3. Public Health England have advised that if any family member shows symptoms of persistent cough or high temperature then the entire family should all isolate for 14 days. This will greatly reduce the overall amount of infection the household could pass on to others in the community. For anyone in the household who starts displaying symptoms they need to stay at home for a further 7 days from when the symptoms appear, regardless of what day they are on in the original 14 day isolation period.			
4. Preventing spread of infection – cover your mouth with a tissue or your sleeve (not your hands) when you cough or sneeze, Catch it, Bin it, Kill it. - Put used tissues in the bin straight away. - Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. - Do not touch your eyes, nose or mouth if your hands are not clean. - Avoid close contact with people who are unwell. - Clean and disinfect frequently touched objects and surfaces i.e. all surfaces and objects which are visibly contaminated with body fluids, all potentially contaminated high-contact areas such as toilets, door handles, telephones etc. - Refer to the posters displayed in prominent locations in head office & sites.			
5. Avoid all unnecessary meetings, consider conference calls, consult IS department. Line managers should encourage working from home where possible, particularly for those in the at risk groups and advising employees to reduce or eliminate any non-essential travel. Social distancing guidance is 2m			

RISK ASSESSMENT

apart at all times.
6. 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, 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.
7. If a confirmed case is identified in your workplace, the local Health Protection Team will provide the relevant staff with advice.
8. If a worker develops a high temperature or a persistent cough while at work, they should: Ensure their manager or supervisor is informed. 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.

Personal Protective Equipment Needed (Tick ✓) Remember PPE is always a last resort

Head	Safety footwear	Hi Vis	Gloves	Respiratory Protection	Eye Protection	Hearing Protection	Harness	Other
								
✓	✓	✓	✓	As Required				

Information, Instruction and Training

All employees are to be advised on the outcome of this risk assessment.

All production staff have been issued Construction Leadership Guidance on Safe Operating Procedures , the control measures listed within must be specific to each individual site & recorded within the particular risk section (3) in the Construction Phase Plan.

Overall Assessment of Risk after the Implementation of Control Measures (Tick One ✓)

Adequately Controlled Work can proceed. Monitor and review regularly.	✓	Further Control Needed Additional Method Statement required to reduce risk.	Unacceptable Work must <u>not</u> proceed.
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Revision No.	Revision Date	Details	Prepared By:	Authorised By:
R/A 5 Rev. 5	22/5/2020	Assessment to be reviewed if it is no longer valid or there has been a significant change in matters to which it relates.	DP	

Construction Sector - Site Operating Procedures

Protecting Your Workforce During Coronavirus (Covid-19)

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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 Government guidance on [Working safely during coronavirus \(Covid-19\) - Construction and other outdoor work](#); other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#).

Where workers enter people's homes, they should follow the Government guidance on [Working in Other People's Homes](#).

The [HSE](#) is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not consistently implementing the measures set out by the Government, it may be subject to enforcement action.

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their 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.

Government guidance for employers in England states "where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff".

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.

Social distancing	Workers in the construction industry should follow the guidance on Staying Alert and Safe (Social Distancing) . Where they cannot work from home, they must follow guidance on Staying Safe outside your Home while travelling to and from work and while at work.
Self-isolation	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 .
Person at increased risk	Anyone who is clinically vulnerable to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household..
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely clinically extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 .
Living with a person in one of the above groups	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.
If someone falls ill	If a worker develops a high temperature or a persistent cough while at work, they should: • Ensure their manager or supervisor is informed • 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.

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
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure 2 metre 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 metre 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 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 the same 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 Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government 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 metre 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 this [poster](#) displayed in the workplace.

Eliminate	- 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 Site Meetings - Only absolutely necessary meeting participants should attend - Attendees should be at least two 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
Reduce	Where the social distancing measures (2 metres) cannot be applied: - 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
Isolate	Keep groups of workers: - Together in teams e.g. do not change workers within teams - As small as possible - Away from other workers where possible
Control	- Consider introducing an enhanced authorisation process - Provide additional supervision to monitor and manage compliance
PPE	Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

	• Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE • Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19). The Government has provided information on Face Coverings in section 6.1 of its guidance Working safely during coronavirus (Covid-19) - Construction and other outdoor work.
Behaviours	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.

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 hoist 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.

CC01: COVID-19 – Site operating procedures compliance checklist

Overview

Coronavirus (COVID-19) is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.

During the COVID-19 pandemic it is essential that the workforce is protected to minimise the risk of the infection spreading.

This checklist is designed to be used to ensure compliance with current guidance on protecting your workforce on site during the COVID-19 pandemic. It has been approved by the Construction Leadership Council (CLC) and is aligned to the CLC guidance document on *Site operating procedures*:

<https://www.constructionleadershipcouncil.co.uk>

Communication

It is of vital importance that all personnel are clearly informed of the site-specific procedures with reference to COVID-19. All existing site procedures should be reviewed in order to ensure that they comply with the guidance on site operating procedures. Personnel briefings should include all areas where changes have been made (for example, travelling to work, access to site, hand washing, risk assessments and method statements). The checklist can be amended with additional comments to ensure it aligns with your own specific site policy.

Notes

There are four forms in this range.

- CC01: COVID-19 Site operating procedures compliance checklist.
- CC02: COVID-19 Health, safety and environmental risk assessment template.
- CC03: COVID-19 A toolbox talk for construction workers.
- CC04: COVID-19 Weekly site operating procedures checklist.

This checklist should be used in conjunction with form CC04: COVID-19 Weekly site operating procedures checklist.

Sites should ensure that the latest version of the CLC guidance is being used. This checklist is based on Version 3 of the CLC *Site operating procedures*.

This is a rapidly developing situation – please ensure that you follow the latest Government guidance as it is published.

CC01: COVID-19 – Site operating procedures compliance checklist

Company name				Project title			
Location							
Overview							
Construction sites operating during the Coronavirus (COVID-19) pandemic need to ensure they are protecting their workforce and minimising the risk of infection spreading. The checklists below identify some of the significant points to be considered.							
What you need to do							
Work through the checklist and ensure that each point is actioned, where appropriate, in order to minimise the risk of infection spreading.							
When to travel to work					Yes	No	N/A
1. Have all workers been briefed on the criteria for deciding whether to travel to work or not (for example, if someone falls ill, social distancing or self-isolation)?							
2. Is there a system for recording details where individual workers have fallen ill or are in self-isolation?							
Travel to work					Yes	No	N/A
3. Are there measures in place to inform workers of the recommended ways of travelling to and from site?							
4. Have you made additional arrangements for vehicle and bicycle parking?							
Site access and egress					Yes	No	N/A
5. Is there a system in place for stopping all non-essential visitors?							
6. Have start and finish times been staggered in order to reduce congestion at access and egress points?							
7. Are there an adequate number of site access and egress points in order to reduce congestion and promote social distancing?							
8. Have you briefed workers on the importance of social distancing when entering and leaving the site?							
9. Have you removed or disabled all entry systems that require skin contact (for example, fingerprint scanners), or introduced procedures where they are cleaned between each use?							
10. Are there facilities in place for workers to wash their hands when entering and leaving the site?							
11. Is there a system in place for enhanced cleaning procedures at touch points in access and egress areas?							
12. Is there a system in place to ensure that site deliveries are being managed properly?							
General site measures					Yes	No	N/A
13. Have you restricted the number of people attending site inductions in order to comply with social distancing measures?							
14. Has the site induction been amended in order to deliver your new site operating procedures?							
15. Have you enhanced or expanded the existing site-wide cleaning procedures to ensure that touch point areas (for example, door handles, handrails and machinery controls) are cleaned more often and to a greater degree?							
16. Have you enhanced cleaning procedures for tools and equipment being used by more than one person (for example, before and after use)?							
17. Have floors been marked in areas such as canteens and offices in order to comply with social distancing measures?							
18. Have all personnel been briefed on site-specific social distancing measures?							
19. Have you assessed all tasks on site identifying those where social distancing measures of 2 metres are currently not being complied with?							
20. Can the identified tasks (point 19) be rearranged to enable them to be completed by one person, or by maintaining social distancing measures of 2 metres?							
21. If the tasks identified (point 20) cannot be rearranged in order to maintain social distancing measures, can they be avoided?							
22. Have you fully risk assessed all tasks where work within 2 metres cannot be avoided?							

Hand washing	Yes	No	N/A
23. Have you allowed for additional breaks to facilitate hand washing?			
24. Have you provided additional hand washing facilities (for example, pop-ups) in appropriate areas?			
25. Are you providing hand sanitiser (minimum 60% alcohol based) in locations where fresh water and soap are not readily available?			
26. Is there a system in place to ensure that hand washing facilities are checked, cleaned and topped up?			
27. Have you briefed all personnel on hand washing procedures (for example, minimum 20 second duration)?			
Toilet facilities	Yes	No	N/A
28. Have you restricted the number of personnel using toilet facilities at any one time (for example, using a welfare attendant)?			
29. Have floors been marked in order to comply with social distancing measures?			
30. Have you enhanced the existing toilet cleaning procedures, with particular focus on touch points, to ensure that they are cleaned more often and to a greater degree?			
31. Have you informed people that they should wash or sanitise their hands both before and after using the facilities?			
Canteens and rest areas	Yes	No	N/A
32. Have you restricted the number of personnel using canteen and rest area facilities in order to comply with social distancing measures (for example, providing an attendant)?			
33. Have you clearly identified the capacity on all canteen and rest area facilities?			
34. Have break times been staggered in order to reduce congestion in the canteen and rest areas?			
35. Are personnel being encouraged to bring in their own food in order to reduce canteen staffing levels?			
36. Can the canteen provide pre-prepared or wrapped food in order to promote social distancing?			
37. Have you enhanced the existing canteen and rest area cleaning procedures, with particular focus on touch points, tables, kettles, refrigerators and microwave ovens, to ensure that they are cleaned more often and to a greater degree?			
38. Have you provided sufficient facilities for the disposal of rubbish in all facilities?			
39. Have you provided additional hand washing facilities for people entering and leaving these areas?			
Changing facilities, showers and drying rooms	Yes	No	N/A
40. Have you restricted the number of personnel using the facilities in order to comply with social distancing measures (for example, providing an attendant)?			
41. Have you clearly identified the capacity on all facilities?			
42. Have you staggered start and finish times in order to reduce congestion in these areas?			
43. Have you enhanced the existing cleaning procedures, with particular focus on touch points, to ensure that they are cleaned more often and to a greater degree?			
First aid and emergency response	Yes	No	N/A
44. There is additional pressure on the emergency services at present, which could affect response times. Have you stopped or re-scheduled work, or provided additional resource in the form of first aiders and trauma equipment?			
45. First aiders may need to breach established social distancing guidelines in order to preserve life. Have you re-assessed the risks to first aiders in the event of an accident on site?			
46. Have you considered social distancing in the event of emergency evacuation with respect to muster (assembly) points?			



Site Staff Signing In Sheet

[illegible]

CV

This is a prompt that as everyone enters site they confirm that they do not have any symptoms that could be Coronavirus such as a high temperature or a new persistent cough, and that they have not been in contact with anyone with these symptoms or who has Coronavirus.



Site Staff Signing In Sheet

[illegible]

CV

SITE INDUCTION REGISTRATION FORM



Personal Details <i>(please print clearly)</i>			Induction no. e.g. 0001	
First name		Do you have any medical conditions, disabilities or taking any medication that we need to be aware of? (you may inform the inductor in private)	Yes / No Details:	
Surname				
Date of Birth	/ /			
Address				
Postcode				
Tel. No				
Emergency contact name		Contact Tel. No	Relationship to you	
Your employer				Employment Status
Supervisor / Managers name & contact no. (Trade only)				Employee
				Agency
Your Position / Trade				Self employed
				Sub-contractor
Are you required to hold a work permit to work in this country?	Yes / No	If yes, what is the date of expiry of your work permit?		/ /
Do you hold a current skill card certificate? CPCS/CISRS/CSCS (You must bring this to the site induction)	Yes / No	Type		
		Card No		
Are you a trained first aider?	Yes / No	Expiry date	/ /	
Confirmation of induction carried out, please tick ✓ to confirm your understanding				
Site orientation		PPE		Occupational health
Project description		Electrics		Permits to work
Welfare facilities		Training/ Competence		Safety rules
Site communications		Specific site hazards		COVID-19: Aware of the risks and mitigation measures in place.
Emergency procedures		Major project risks		
First aid		Risk assessments/method statements		
Have you received any safety training within the last 12 months? (Excluding Inductions)	Yes / No	When?		
		What was it for?		
Data Protection Notice Higgins Group PLC may use the information contained in this form and any swipe card information for the following purposes: - health & safety and security - to comply with CDM Regulations and other statutory requirements You also agree to inform the individual named as your emergency contact that we hold this information about them. Your data will be handled in accordance with the Higgins Data Protection Policy and the Health and Safety Privacy Statement. Note: The applicant agrees to abide by the site rules and security conditions. I confirm the above information is to the best of my knowledge correct and that I have attended the induction.				
Operatives Signature			Date	/ /
Should you have any concerns or suggestions on how to improve Safety, Health or Environmental issues, then please contact any member of the Higgins site team or visiting safety adviser.				

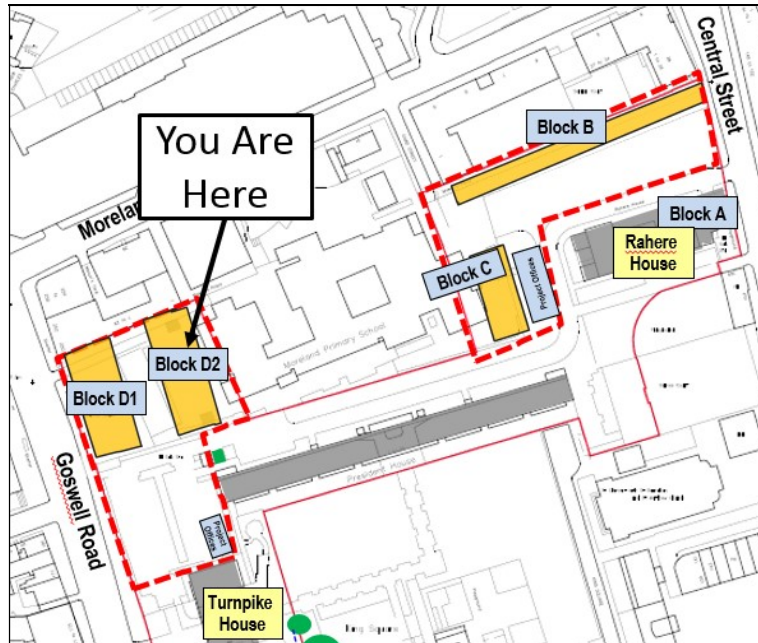
Remember if in doubt ASK; do not put yourself or others at risk.

SITE INDUCTION REGISTRATION FORM



QUESTIONS:

1. Where is the fire muster point:- Please mark on the drawing below



2. Who are the Higgins first aiders on site?



.....

3. If you need to undertake a task that may create dust what must you wear and what must you have (select 2 answers):



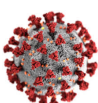
- Overall
- Face mask as per RAMS
- Permit
- Face Fit Test Certificate for the type of mask you will be wearing

4. What do you do if you find a broken piece of equipment such as a hop up?



- Leave it
- Report it to your supervisor / Higgins management
- Use it
- Throw it away

5. What do you do if you start feeling unwell?



- Carry on working
- Go home and don't tell anyone
- Go and take a break and hope you feel better
- Let your supervisor know and go home

SITE ACCESS & BREAK PERMIT

PERMIT NUMBER:

Name:

Company:.....

Induction Number:.....

Date of induction:.....

Start time:.....

End time:.....

Break one time:.....

Break two time:.....



RULES

- This permit must be carried at all times.
- You will not be allowed access to the site before your allocated time.
- The permit is valid for the duration of your time on site.
- There will be a **RED CARD** if you breach any of the corona-virus rules.



Fold along the dotted lines



Wash your hands



Only sit at marked spaces

Clear up after yourself

Put all rubbish in the bin

Do not leave anything in the canteen

INFORMATION ON COVID-19 GO TO: www.gov.uk/coronavirus



Higgins

Subcontractors Supervisors Daily Checklist



Site: _____ Name of Subcontractor: _____

Name of Supervisor: _____ Date: _____ Time: _____

	Wash your hands for at least 20 seconds using soap and hot water, or hand sanitiser where washing facilities are unavailable.		If you feel unwell, are experiencing a new persistent dry cough or high temperature, return home immediately and seek medical advice.		Catch coughs or sneezes in a disposable tissue, dispose of immediately and wash hands. Alternatively use the crease of your arm.
	If a task cannot be carried out following the 2 meter distance from each other rule then it should not be carried out at all.		Once you are on site do not leave unless you are going home, do not use local shops.		If you have not washed your hands recently, avoid touching your eyes, nose and mouth.

Pre-commencement questions.	Yes / No	Remedial action / comments
The rear of this form is to be fully completed with all of the information requested.		MANDATORY
Have all of your operatives accessed site via the turnstile or signed in?		
Have all of your operatives had a site induction & are aware of the emergency procedures and site rules?		
Are all of your operatives aware of the content of your RAMS, have signed to confirm that they understand them and do Higgins have a copy?		
Do your RAMS capture all of the tasks that your operatives will be carrying out today?		
Have all of your operatives details been uploaded onto Safetybank?		
Are your non-english speaking operatives under the control of their translator, in line with your company policy and RAMS?		
Are your operatives wearing the correct PPE that is appropriate for the tasks that they'll be carrying out today and is it in good condition?		
Are your operatives competent and suitably trained to operate the equipment associated with the tasks that they'll carry out today?		
Does your PUWER register capture all of the equipment being used by all of your operatives today?		
Does your PAT register capture all of the equipment being used by all of your operatives today?		
Has safe & suitable access/egress been provided to all areas (inc platforms/ladders) that your operatives will carry out tasks in today?		
Have safe & suitable working platforms been provided to all areas that your operatives will carry out tasks in today?		
Has safe & suitable equipment been provided and checked by yourself for all of the tasks that your operatives will carry out today?		
Are permits required for the tasks that your operatives will carry out today eg. Hot Works Permit, permit to dig etc. and have these been obtained?		

Subcontractors Supervisors Daily Checklist



Were permits issued to your operatives yesterday correctly closed out at the end of the day?		
Have you instructed all of your operatives to clear rubbish as it is created? TIDY AS YOU GO!		
Did your operatives leave their work areas clear of rubbish etc. yesterday?		
Is a Temporary Works Design required for the tasks that your operatives will be carrying out today and has this been obtained and included within the Register?		
Are suitable arrangements in place for the safe off-loading and storage of your deliveries?		
Do your RAMS include for the off-loading of your deliveries?		

If you have any specific concerns, please list these in the boxes above or below and discuss with the Higgins Site Manager.

Name of supervisor	SSSTS or SMSTS qualified?	Slinger/ Signaller qualified?	1 st Aid qualified?

Instructions for the day have been given to the following operatives from the above Subcontractor. All of these persons have been inducted to the site, understood and signed the Risk Assessment / Method Statement appropriate for their activities and are aware they need to report any potential hazards as well as keeping their work areas clean and clear. Supervisors must ensure that all plant operators are in the authorised registers for the machines they will operate otherwise they must seek approval from Site Management prior to using any plant. Non-English speaking operatives have been identified and placed under the close control of a suitable Translator.

No	Name of Operative	Job title (Please be specific)	Are they a competent English speaker?	Who is their designated translator if not a competent English speaker?	Face Fit tested?	Are they doing FFT tasks today?	Are they clean shaven today?	First Aid Trained?
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Signed by Subcontractor Supervisor _____

Signed by Higgins Site Manager _____

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer : Higgins Group Plc

Project: _____ Date: th May 2020

Endorsed by: S J Leahey, Managing Director Date: 15th May 2020

Who to contact: Dick Peek, Director of Health & Safety email: dick.peek@higginsconstruction.co.uk

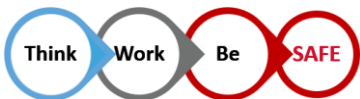
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



CORONAVIRUS – PLEASE KEEP YOUR SOCIAL DISTANCE



INFORMATION ON COVID-19 GO TO: www.gov.uk/coronavirus





- There is an operative working in this unit.
- Only **ONE** operative per unit.
- Please speak to the site management team to arrange an access time for this unit.

INFORMATION ON COVID-19 GO TO: www.gov.uk/coronavirus

CORONAVIRUS – PLEASE KEEP YOUR SOCIAL DISTANCE



**Wash your
hands**



**Use a tissue
for coughs**



**Avoid touching
your face**

INFORMATION ON COVID-19 GO TO: www.gov.uk/coronavirus

Wash your hands more often



Coronavirus is a serious illness that can make you very ill.



The best way to not catch it is to wash your hands more often for 20 seconds.



Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or touch food



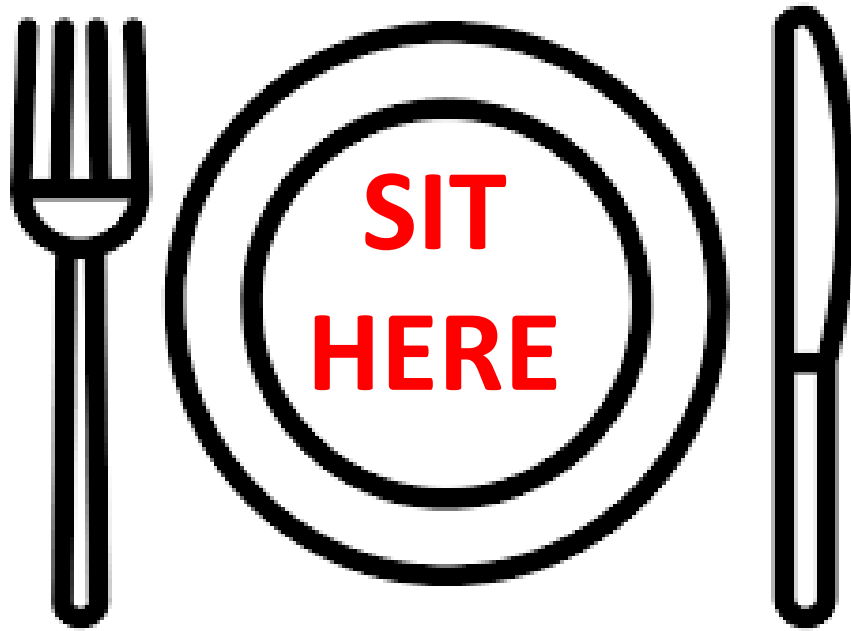
Find out more at
[nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**

INFORMATION ON COVID-19 GO TO: www.gov.uk/coronavirus

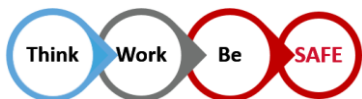
CORONAVIRUS – PLEASE KEEP YOUR SOCIAL DISTANCE



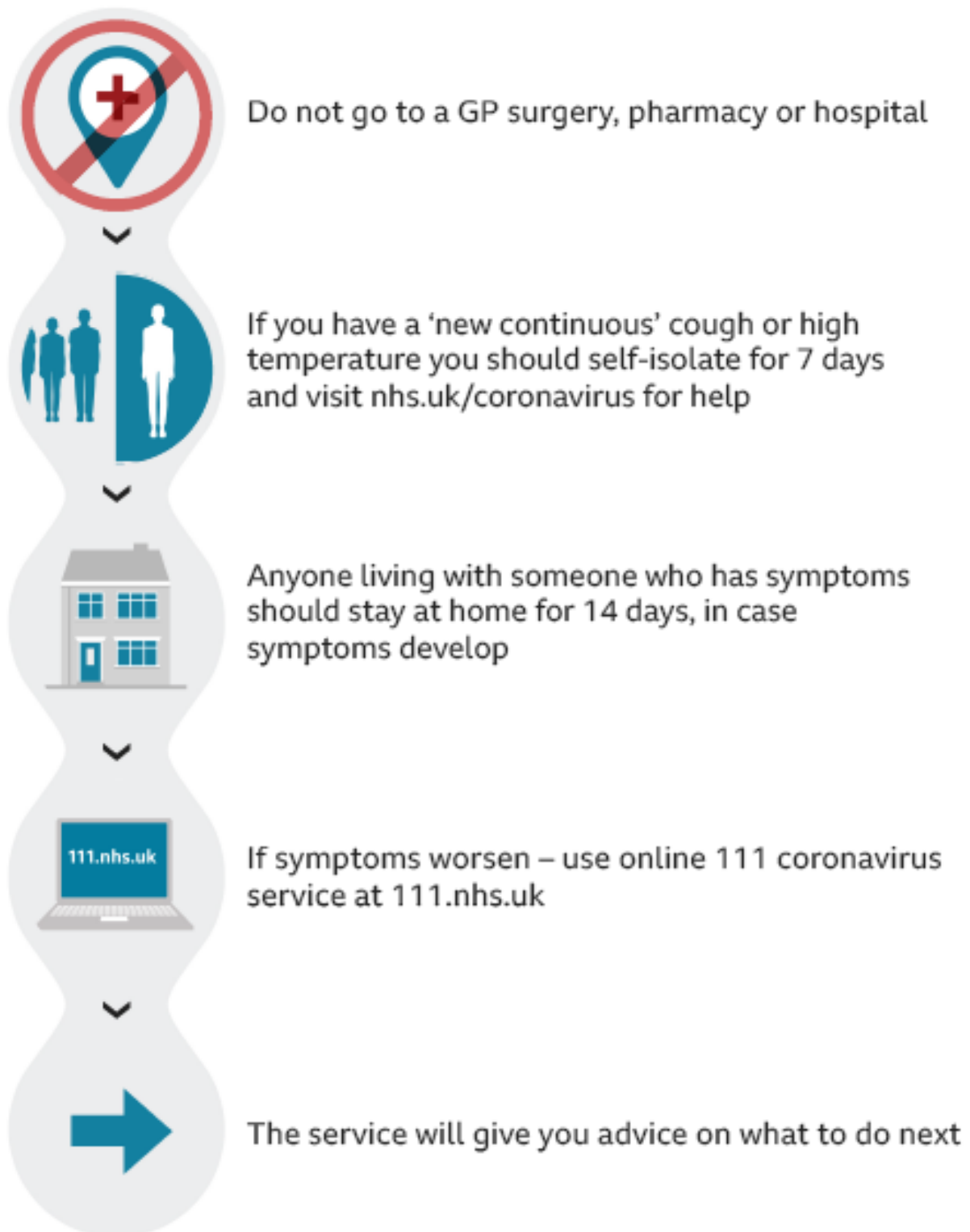
Please remember:

- One person per table
- Remember to keep 2m distance
- Wash your hands before eating
- Clean up after yourself
- Any rubbish to be put in the bin
- Do not leave anything in the canteen

INFORMATION ON COVID-19 GO TO: www.gov.uk/coronavirus



If I am unwell, what should I do?



INFORMATION ON COVID-19 GO TO: www.gov.uk/coronavirus

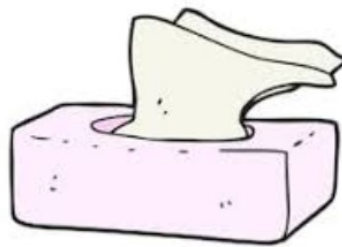
Please use this bin only for:



Gloves



Face masks



Tissues



**Now please wash
your hands**



INFORMATION ON COVID-19 GO TO: www.gov.uk/coronavirus

CORONAVIRUS AND FIRST AID

Be aware of the risks to yourself and others:

Getting close to a casualty to assess what is wrong or check their breathing presents the risk of cross contamination.

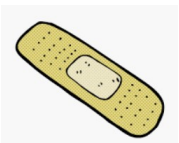


Keep yourself safe:

In line with government advice, make sure you wash your hands before and after treating a casualty.

Ensure you don't cough or sneeze over a casualty whilst treating them.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressings
- Dispose of all waste safely
- Do not touch a wounds with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound



Give early treatment:

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

Keep yourself informed and updated

As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice.

Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.



FOR MORE INFORMATION ON FIRST AID PLEASE VISIT www.sja.org.uk



CORONAVIRUS AND GIVING CPR

If you find someone collapsed or are advised someone has collapsed you must:

- Perform a primary survey (**DR ABC** : **D**anger, **R**esponse, **A**irway, **B**reathing, **C**irculation)
- Do not listen or feel for breathing by placing your ear and cheek close to the persons mouth.
- If you establish the person is unresponsive and not breathing then call 999 and put the phone on speaker so you can start CPR.
- If you someone else has called 999 then ask them to put the phone on speaker and hold it out so you can maintain the 2m distance.
- If you are on your own do not go and get the defibrillator but if someone else is available then ask them to get it from the site office.
- Before starting CPR put a piece of clothing or towel over the casualty's nose and mouth (to minimise droplets and the risk to you).
- Start CPR as trained (heel of your hand on the middle of their chest, other hand on top of the first, interlock your fingers making sure they don't touch the ribs. Arms straight, press down hard, to a depth of about 5-6cm before releasing the pressure.
- **DO NOT GIVE RESCUE BREATHS**
- If you are able to use the defibrillator then do so and follow the instructions given by the defibrillator.
- Where possible ensure anyone helping you stays at 2m distance.
- Continue to perform CPR until either emergency help arrives or the casualty starts to breath on their own.
- If the casualty shows signs of becoming responsive and breathing on their own then put them into the recovery position and monitor them until the emergency services arrive.



FOR MORE INFORMATION ON FIRST AID PLEASE VISIT www.sja.org.uk

