

# COVID 19 Prevention & Standard Operating Procedures

Prepared by	Michael Gleese
Position	Health and Safety Director
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## Manual Amendments

Date	Revised by	Authorised by	Reason	Description
23.04.2020	M Gleese	M Gleese	Update	Further Information
19.05.2020	M Gleese	M Gleese	Update	In line with CLC SOP V4
05.07.2020	M Gleese	M Gleese	Update	In line with CLC SOP V5
07.10.2020	M Gleese	M Gleese	Update	In line with Gov guidance
08.01.2021	M Gleese	M Gleese	Update	In line with CLC SOP V6
22.07.2021	M Gleese	M Gleese	Update	In line with CLC SOP V7

## **1. Purpose**

This Procedures outlines COVID-19 prevention and control advice for personnel working with Modebest and minimising the effect of the COVID-19 on our Clients, Suppliers and members of the public.

## **2. Introduction**

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimizing the risk of spread of infection.

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

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

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

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual. Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

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, even though redesigning 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”.

### 3. When to go to work

For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible. All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open, this includes construction, manufacturing, logistics and distribution.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below:

<b>Social distancing</b>	Workers in the construction industry should follow the guidance on Social Distancing. Where they cannot work from home, they must follow guidance on Meeting With Others Safely and Safer Travel while travelling to and from work and while at work. Anyone who is clinically extremely vulnerable to Coronavirus (Covid-19) should follow the latest guidance on shielding
<b>Self-isolation</b>	Anyone who has: <ul style="list-style-type: none"> <li>• symptoms of Coronavirus (Covid-19);</li> <li>• received a positive Coronavirus (Covid-19) test result;</li> <li>• a member of their household or support bubble showing symptoms of Coronavirus (Covid-19) or with a positive test result;</li> <li>• returned from a country that is not on the travel corridor list; or</li> <li>• been contacted by the NHS Test &amp; Trace Service;</li> </ul> must follow the guidance on self-isolation and should not come to site. It is a legal requirement to self-isolate in the event of a positive test result or when told to do so by NHS Test & Trace
<b>Someone falls ill</b>	If a worker develops symptoms of Coronavirus (Covid-19) whilst at work, they should: <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed.</li> <li>• Return home immediately.</li> <li>• Avoid touching anything.</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> </ul> They should get a <u>Coronavirus (Covid-19) test</u> . They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell. Sites that identify five or more cases within 14 days will need to contact their local Public Health England protection team. Further information can be found in the 'What to do if a worker has Covid-19 or has to self-isolate' flowchart.

If a member of the workforce shows any of the three main COVID-19 symptoms, they should get a test within five days and self-isolate until they have received their test result. In accordance with Government guidance, colleagues who were in

close contact do not need to self-isolate, unless requested to do so by NHS Test and Trace. They should be informed that a colleague (who should remain anonymous) may have COVID-19 and they should take extra care in practising social distancing and good hygiene.

#### **4. 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 (up to a maximum of 6) 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.
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow.
- Maximise the distance between people.
- Wear a face covering.
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

##### *Using Public Transport*

- Where public transport is the only option for workers, they:
- Should try to avoid travelling during peak times (05:45 - 08:15 and 16:00 - 17:30); and
- Must wear a face covering.

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).

## 5. 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 follow the Government guidance on Working Safely during Covid-19 - Vehicles which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Risk mitigations include:

- Share with the same individuals and with the minimum number of people at any one time.
- 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.
- Avoid touching their faces.
- 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.

## 6. 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.
- 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.

## **7. Office Arrangements**

- All non-essential personnel should be encouraged to work from home where possible – usual supports required.
- Personnel working in offices should be dispersed so there is always a social distance of two metre or one metre with risk mitigation where two metres is not viable, is maintained between people when queuing.
- Eliminate non-essential visitors attending offices.
- Use I.T. software to support online meetings both in and out of the office.
- Keep workstation surfaces clear and wipe with disinfectant regularly.
- Hand sanitizers should be made available at main entry and exit points.
- Keep doors open where possible to reduce persons touching door handles etc.
- Increase the cleaning regimes including a wipe down with disinfectant on door handles, stair rails etc. at regular intervals throughout the day.

## **8. 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.

## **9. 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 two metre distance, or one metre with risk mitigation where two metres is not viable, 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 avoided wherever possible, but where in use these should be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

#### **10. Canteens and rest Areas**

Canteens that have been closed or offered a restricted service may now open and should follow the Government guidance on Keeping workers and customers safe during Covid-19 in restaurants and use this Food Standards Agency checklist.

- 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.
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- 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 two metres, or one metre with risk mitigation where two metres is not viable, should be maintained between users. Seating and tables should be reconfigured to reduce face to face interactions.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Tables should be cleaned between each use.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.
- Payments should be taken by contactless card wherever possible.
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food.
- Canteen staff and workers may use rest areas if they apply the same social distancing measures.
- Consider arrangements for monitoring compliance.

#### **11. 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, or one metre with risk mitigation where two metres is not viable.
- 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.

## 12. Work Planning to Avoid Close Working

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

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

### *Hierarchy of Controls*

If you are not able to work whilst maintaining a two-metre distance, or one metre with risk mitigation where two metres is not viable, 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.

<b>Eliminate</b>	<ul style="list-style-type: none"> <li>• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li> <li>• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li> <li>• Avoid skin to skin and face to face contact</li> <li>• Stairs should be used in preference to lifts or hoists and consider one ways systems</li> <li>• Consider alternative or additional mechanical aids to reduce worker interface</li> </ul> <p><b>Site Meetings</b></p> <ul style="list-style-type: none"> <li>• Only absolutely necessary meeting participants should attend</li> <li>• Attendees should be at least two metres apart from each other</li> <li>• Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>• Consider holding meetings in open areas where possible</li> <li>• Additional Modebest Guidance;</li> <li>• Morning Safe Starts or briefings – Delivered in Isolated working groups “Bubbles”.</li> <li>• Pre-prepared “Bubble” briefing sheets to be used in each briefing.</li> <li>• One person to keep an attendance register (name, roles)</li> </ul>
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<b>Reduce</b>	<p><b><i>Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:</i></b></p> <ul style="list-style-type: none"> <li>• Minimise the frequency and time workers are within 2 metres of each other</li> <li>• Minimise the number of workers involved in these tasks</li> <li>• Workers should work side by side, or facing away from each other, rather than face to face</li> <li>• Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li> <li>• Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</li> <li>• Increase ventilation in enclosed space</li> <li>• Workers should wash their hands before and after using any equipment.</li> </ul>
<b>Isolate</b>	<p>Keep groups of workers:</p> <ul style="list-style-type: none"> <li>• Together in teams e.g. do not change workers within teams as small as possible.</li> <li>• Away from other workers where possible</li> </ul>
<b>Control</b>	<ul style="list-style-type: none"> <li>• Consider introducing an enhanced authorisation process</li> <li>• Provide additional supervision to monitor and manage compliance</li> </ul>
<b>PPE</b>	<p><b>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</b></p> <ul style="list-style-type: none"> <li>• Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE</li> <li>• Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).</li> <li>• 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.</li> </ul>
<b>Behaviours</b>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>

### **13. 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.

### **14. 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.
- Handrails 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.
- Keyboards, photocopiers and other office equipment.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

### **15. Potential Site Closures**

In the event that a site is closed. All persons with IT equipment such laptops or iPads must bring them home each night so that if there is a shut down on your site you are equipped to work remotely.

All sites must complete a full lock down at the end of each shift as you would for the Christmas break. All hoarding to be checked, fencing and gates secure, work areas left safe, tools and plant securely locked away

## **16. COVID-19 Status**

It is the responsibility of the Contract Manager to notify the Health & Safety Director of any suspected or confirmed cases of covid-19 in the workplace. The site management team must ensure that all operatives have been sufficiently placed within an isolated working group “bubble”. The isolated working groups are to be recorded and displayed on a working “Bubble” Chart which is to be revised regularly by the Project manager throughout the project lifecycle.

In the event of a positive case of Covid 19 is confirmed on site the project manager / contract manager is to follow the track & trace – site level procedure and report the case to the H&S Manager / Director.

## **17. Legislation**









The primary legislation for infectious diseases are the following:

- Health and Safety Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- The Public Health (Infectious Diseases) Regulations 1.

## Risk Assessment

<b>Location</b>	<b>Head Office / Sites / Plant Yards</b>		
<b>Health Hazard</b>	<b>Coronavirus – COVID -19 Illness that can affect the lungs &amp; airways</b>		
<b>Significant Hazard Identification</b>		<b>Who may be Harmed (Tick ✓)</b>	
1. Vulnerable people, those aged 70+, have pre-existing medical conditions, pregnant woman. All persons.		Employees	✓
2. Single persons living alone, showing any of the following symptoms, new persistent cough, changes in taste or smell or high temperature.			
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. Individuals in the workplace have had contact with a confirmed case of COVID-19.		Public	✓
		Visitors	✓
<b>Overall Assessment of Risk Prior to the Implementation of Control Measures (Tick One ✓)</b>			
<b>Low</b>	<b>Medium</b>	<b>High</b>	✓
<b>Control Measures to Reduce the Risks (use additional sheet if necessary)</b>			
1. Public Health England have advised that persons over 70, pregnant woman & those with pre-existing medical conditions i.e. those that have been offered the flu jab are to quarantine for 12 week's imminently as older persons & those with chronic medical conditions may be vulnerable to severe disease. All persons should stay at home, only go outside for food, health reasons or work (but only if you cannot work from home).			
2. Public Health England have advised persons showing symptoms however mild, to stay at home for 10 days, this will reduce the risk of affecting others.			
3. Public Health England have advised that if any family member shows any of the following symptoms, new persistent cough, changes in smell or taste or high temperature then the entire family should all isolate for 10 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 10 days from when the symptoms appeared, regardless of what day they are on in the original 10-day period.			
4. Preventing spread of infection – cover your mouth with a tissue or your sleeve (not your hands) when you cough or sneeze, <b>Catch it, Bin it, Kill it.</b>			
<ul style="list-style-type: none"> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Avoid close contact with people who are unwell.</li> <li>• 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.</li> <li>• Refer to the posters displayed in prominent locations in head office &amp; sites.</li> </ul>			

- The Government has set out revised guidance during the COVID-19 pandemic, to help keep as many people as possible 2 metres apart from those they do not live with.
5. Avoid all unnecessary meetings, consider conference calls, consult IT department. Line managers should encourage working from home where possible, particularly for those in the at risk groups & advising employees to reduce or eliminate any non-essential travel. Staff should be advised to maintain a social distance of 2m apart where possible.
- 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.
  - Staff to wash their hands frequently using soap and water for 20 seconds, and especially after blowing their nose, sneezing or coughing, on arrival at work, before and after eating, after using public transport, and when they arrive home. Where facilities to wash hands are not available, hand sanitiser should be used.
6. If you become unwell whilst you are in the office, you will be asked to go straight home. You should go to [nhs.uk](https://www.nhs.uk) symptom checker and follow the specialist medical advice.
7. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance
8. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be temporarily closed off and cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected.

Head	Safety footwear	Hi Vis	Gloves	Respiratory Protection	Eye Protection	Hearing Protection	Harness	Other
								
						As required		
Information, Instruction and Training								
<p>All employees are to be advised on the outcome of this risk assessment.</p> <p>All production staff have been issued Construction Leadership Guidance on Safe Operating Procedures &amp; Working safely during coronavirus (Covid-19) - Construction and other outdoor work.</p>								
Overall Assessment of Risk after the Implementation of Control Measures (Tick One ✓)								
<b>Adequately Controlled</b>  Work can proceed. Monitor and review regularly.			✓	<b>Further Control Needed</b>  Additional Method Statement required to reduce risk.			<b>Unacceptable</b>  Work must <u>not</u> proceed.	