



## Introduction

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 guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

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

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.

If social distancing is unable to be maintained due to the nature of your task at any time during the day (eg: manual handling, MEWP use etc) you must follow all of the additional measures set out on Page 9.

### Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person.

### 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.

### Travel to Site

- Wherever possible workers should travel to site in line with guidance as set out below:
- Limit the length of time travelling to and from sites by finding accommodation as close as possible to the site.
- Limit the number of people travelling in a vehicle to one if possible.
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits so that cleaning is done both before entering and after leaving a vehicle. This should be soap and water wherever possible or hand sanitiser if water is not available.
- Stagger shifts where possible so that less people are travelling at any single point in time
- Use contactless payment when refuelling
- Where single vehicle occupancy cannot be avoided:
  - Ensure good ventilation by opening windows
  - Sit side to side rather than face to face
  - Wear a face covering at all times in a vehicle
  - Clean the vehicle after each use, especially to key areas such as door handles, keys, fuel caps, steering wheel and gear sticks.
  - Retain wipes or hand sanitiser in a vehicle for regular use

### Site Access Points

- Respect site access points to enable social distancing.
- Entry systems that require skin contact e.g. fingerprint scanners should not be in operation please ensure that you carry your own pen to sign into the manual system. Avoid using shared pens.
- Ensure that on arrival at site all workers to wash or clean their hands before entering or leaving the site
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

## SSOW001 Safe System of Work – Covid-19

### Hand Washing

- You are responsible for washing your hands in line with government guidelines at regular intervals
- Please support your fellow workers by wiping down any surfaces after you have finished using them (taps, toilet flush, cubicle handles)
- Advise the MC if soap or hand sanitiser is running low or if cleaning regimes are falling below expected enhanced standards.

### NHS Handwashing Guidance is here

<https://www.youtube.com/watch?v=aGJNspLRdrcttps://youtu.be/N9hCY-MldMA>

### Toilet Facilities

- Respect social distancing in the toilet areas. If facilities are small this may require waiting until they are free enough to enter.
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Use the rubbish bins for hand towels.

### Canteens and Eating Arrangements

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay on site once they have entered it and not use local shops.

- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
- Payments should be taken by contactless card wherever possible
- Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- 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

### Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

### General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used:
  - Lower their capacity to reduce congestion and contact at all times
  - Regularly clean touchpoints, doors, buttons etc.
  - Increase ventilation in enclosed spaces
  - Regularly clean the inside of vehicle cabs and between use by different operators.

### Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be 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.

### 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
- Food preparation and eating surfaces
- 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.

### **Special Measures – Working outside Social Distancing Guidelines**

Site conditions and task specific requirements could result in a operatives being unable to maintain social distancing.

In these instances all operatives must comply with the control measures within this section for the duration of the working day. These measures are design to protect you, your family, colleagues and the general public you have the ability to help to stop the spread by adhering to these measures at all times.

You should be fit and able to work as set out within the self isolation on Page 2 xxx in order to be considered for these special measures. Do not put others at risk by attending work if you fall into this category.

Exposure within 2m should be limited even with the PPE in place and it is suggested within NHS guidelines that this should not exceed 5minutes at a times. Where possible social distancing should be observed.

**Preparing for Work**



Prepare your own lunch. You will not be allowed to leave site to help to reduce the risk to the general public.

Bring your own water bottle

Shower (and shave) if possible before work

**Travel to and From Work**



You must travel to work in single occupancy vehicles where possible or use other methods such as public transport or cycling.

You should attempt to park as close to site as possible.

Please respect social distancing in any public areas when full PPE is not being worn.

### Arrival at Site



Follow the arrival and sign in procedures set out within this document.

Wash your hands as soon as you arrive.

Once you have washed your hands put on surgical mask and hygiene gloves.

You should report to the nominated team lead who will take and record your temperature.

The temperature will be recorded within the fit to work checklist that will be submitted to the MC daily before work commences.

**If you suspect a co-worker or site operative displaying symptoms of Covid 19 you must report this to the MC Site Manager at the earliest opportunity.**



### Before you take your temperature:

Wait 30 minutes after eating, drinking, or exercising.



Wait at least 6 hours after taking medicines that can lower your temperature, like:

- Acetaminophen, also called paracetamol
- Ibuprofen
- Aspirin



The most common symptoms of COVID-19 are a new continuous cough and/or a fever/high temperature (37.8C or greater).

A new continuous cough is where you:

- have a new cough that's lasted for an hour
- have had 3 or more episodes of coughing in 24 hours  
are coughing more than usual
- A high temperature is feeling hot to the touch on your chest or back (you don't need to measure your temperature). You may feel warm, cold or shivery.

If your temperature is greater than 37.8 or you have any of the above symptoms you will not be allowed to start work and should follow the self-isolating procedures.



### If you have symptoms

If you have symptoms of coronavirus, you'll need to self-isolate for 7 days.

After 7 days:

- if you do not have a high temperature, you do not need to self-isolate
- if you still have a high temperature, keep self-isolating until your temperature returns to normal
- You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

### If you live with someone who has symptoms

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days

### **PPE**

You are required to wear the following enhanced PPE at all times on the site when working within 2m and unable to maintain social distancing guidelines.

All other safety PPE set out within method statement must be worn.

- Disposable Overalls – Type 5 (BS EN ISO 13982-1+A1)
- Face Shield to BS EN 166
- Wear Disposable single use latex gloves and to be worn under your normal gloves.

### Single Use Paper Suit

Issued daily.

This must be disposed of daily into hazardous waste bags. We recommend that these are worn at all times during the day.



### Rubber Gloves

Issued daily or as required.

These are to be worn under your task specific gloves at all times. These should be replaced if contaminated.

These must be disposed of into hazardous waste bags.



### Surgical Mask

Issued daily. Please dispose in hazardous waste.



### Face Shield

These are very limited in stock and therefore please take care. They should be cleaned daily with wipes before and after use.



### Hazardous Waste

All items identified as requiring daily disposal should be sealed within a hazardous waste bag by the site lead on a daily basis. These should be sealed and stored for collection by the visiting MCL Contract Manager.

## The Dangers of Cross-Contamination

When working with chemicals, cleaning fluids or other substances, it's important that any contaminant on the outer surface of the glove is not transferred onto the skin or other 'clean' objects including other items of PPE. All too easily, the correct procedure is not followed, and skin irritation as well as cross-contamination can result. This can not only cause great distress and pain to the individual, but it can also cause downtime in your business. This can be minimised and ultimately avoided by following a few simple steps.

## A How-To Guide for the Removal (Doffing) of Disposable Gloves:

1. Pinch and hold the **outside** of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand and **hold the inside-out glove with the gloved hand**.
4. With your un-gloved hand, slide your finger/s **under the wrist** of the remaining glove, **taking care not to touch the outside of the glove**.
5. Again, peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
7. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.



Hazardous waste to be returned to RED offices for collection and disposal.

### **Daily Briefing**

All operatives will attend a daily toolbox talk briefing prior to commencement of works to reinforce special measure requirements.

### **Work Areas**

Areas of works should preferably be sectioned off by the MC and adjoining trades advised.

Where adjoining trades are required to work within 2m then it is advised that they follow these procedures. Management of this is to be by the MC

### **Covid-19 Safe Start Form**

Site Supervisor to complete the Covid Safe Start Form ensuring **All** questions are completed for each operative

#### **1. Form Opened**

2. Site Supervisor Completing the Form
3. Operative Name
4. Operatives Temperature
  - a. Is their temperature above 37.8 Y/N?
5. Is Operative living with anyone in self isolation Y/N?
6. Does the Operative a persistent cough? Y/N
7. Operative correct PPE worn? Y/N
8. Site Supervisor Signature

#### **9. Issued to MCL**

10. MCL Daily Site Brief Completed
11. Comments from Site Briefing
12. Daily Site Briefing Completed

#### **13. MCL Signature**

## MCL Site Projects Ltd



## PF051.0 COVID-19 Checklist

Date:	
Site:	
Filled Out By:	

Operator Name	Temperature	Is this above 37.8? Y or N	Is operative living with anyone in isolation? Y or N	Does the operative have a persistent cough? Y or N	Is correct PPE being worn? Y or N
<i>Eg. Joe Bloggs</i>	<i>37.1</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>

If any operative temperature is above 37.8 or they have any of the symptoms, they are not allowed to start work and should follow the self-isolating procedures.

Please confirm the action you have taken if any operative falls into the criteria above:

Signature of Supervisor / Manager

Date:



### Whistleblowing

#### **A) INTRODUCTION**

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

#### **B) QUALIFYING DISCLOSURES**

- 1) Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Company has committed a “relevant failure” by:
  - a) committing a criminal offence;
  - b) failing to comply with a legal obligation;
  - c) a miscarriage of justice;
  - d) endangering the health and safety of an individual;
  - e) environmental damage; or
  - f) concealing any information relating to the above.
- 2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Company will take any concerns that you may raise relating to the above matters very seriously.
- 3) The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

#### **C) THE PROCEDURE**

- 1) In the first instance you should report any concerns you may have to the Managing Director or Site Manager who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.
- 2) If you do not report your concerns to the Managing Director you should take them direct to the appropriate organisation or body.

#### **D) TREATMENT BY OTHERS**

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.