

Site Operating Procedures for Protection of Site Operatives During Coronavirus (Covid-19)

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Introduction

These are exceptional circumstances and we must comply with the latest Government advice on Coronavirus (Covid-19) at all times and respect and maintain social distancing.

These Site Operating Procedures (SOP) are based on guidance; available to us and must be applied to all McTaggart Group sites.

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

Where workers enter people's homes they should follow the guidance on Tradespeople and working in people's homes.

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.

Guidance for construction states "where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission".

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.

The SHEQ Department in conjunction with Project teams will continue to monitor and report on compliance with these site operating procedures.

When to Travel to Work

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 at home and away from others (social distancing) . Where they cannot work from home, they must follow the same principles of social distancing 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 at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people .
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	<p>If an individual on site develops symptoms of COVID-19 whilst at work, they are to:</p> <ul style="list-style-type: none"> • Immediately stop work, inform the site team where they have been working and surfaces potentially touched, then leave site ensuring they do not touch any further surfaces. • Use transport method used to arrive at site. • If they have no option but to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. • Site Manager must immediately inform their Contracts Manager, Construction Director, Operations Director and SHEQ Manager. The surfaces identified as having been touched by the operatives will be cleaned as a precaution. • The operative must follow government guidance on self-isolating whilst awaiting results of testing and advise employer of developing condition. • Providing social distancing and personal hygiene measures have been maintained, anyone in contact with the individual confirmed with COVID-19 need not take any immediate action unless they themselves display symptoms. • 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 must be maintained (i.e. keeping the windows open) and face covering must be worn at all times
- 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
- Good ventilation must be maintained (i.e. keeping the windows open) and face covering must be worn at all times
- 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
- 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
- Allow plenty of space between people waiting to enter site
- Use signage:
 - 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. doorbells) unless they are cleaned between each individual use
- Signing in/out book carried out by one person.
- One person to stand at the site entrance and take the names of staff entering and leaving and also ensuring that social separation rules are adhered to.
- Require all workers to wash their hands for 20 seconds using soap and water or use sanitiser 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
- Consider 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

- Additional cleaning of toilet areas should be implemented, particularly door handles, locks and the toilet flush.
- Restrict the number of people using toilet facilities at any one time to ensure the 2m social distance rule is maintained - additional signage to limit numbers allowed in toilet at any one time
- Wash hands before and after using the facilities
- Portable toilets must be avoided wherever possible, but where in use these must be cleaned and emptied more frequently. Materials to be provided by McTaggart Group to allow users to clean before and after each use
- 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 requested to stay on site once they have entered it and avoid using local shops.

- Additional cleaning of canteen areas should be implemented, including chairs, door handles.
- Everyone will be asked to bring pre-prepared meals, hot beverages (in a Thermos flask for example) and drinking water (in refillable drinking bottles) from home.
- Break times must be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or hand sanitizer must be available at the entrance of any room where people eat and must be used by workers when entering, before touching appliances, etc. and leaving the area
- Everyone will be asked to bring refillable drinking bottles from home for water
- Workers must sit 2 metres apart from each other whilst eating and avoid all contact – furniture should be repositioned to allow for this to be implemented naturally.
- Personnel should be requested to take their break within their own vehicle if possible (multiple personnel must not sit together at the same time).
- Shared crockery, eating utensils, cups etc. must not be used.
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.
- Drinking water should still be provided with cleaning measures of the tap mechanism introduced to ensure that it is cleaned between each use.
- Cleaning materials can be placed within the canteen for operatives to clean their area and appliances immediately after use.
- All rubbish must be put straight in the bin and not left for someone else to clear up
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Additional cleaning of all facilities should be implemented.
- Consider increasing the number or size of facilities available on site if feasible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of at least two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

In line with guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you must consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

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

Sites must 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.

Eliminate	<p>Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</p> <ul style="list-style-type: none"> • 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 way systems • Consider alternative or additional mechanical aids to reduce worker interface <p>Site Meetings</p> <ul style="list-style-type: none"> • 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 • All meetings that can be completed via electronic media such as Skype or Face time. etc. should be. • Consider holding meetings in open areas where possible
Reduce	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> • 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	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible
Control	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> • Keep this to 15 minutes or less where possible • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance
PPE	<p>Sites should not use RPE or face coverings for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that personal protection measures are the last resort in the hierarchy • 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 • Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk

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.
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Every project and site operation will have a specific risk assessment highlighting the hazards and the control measures required. These must be adhered to at all times.

Office & Meeting Areas

All offices and meeting areas must take the following into consideration to allow for the 2-metre social distancing discipline to be maintained:

- Employees desk areas should be arranged in a way that 2 metre social distancing can be maintained
- Employees timetable for using office areas should be split so that not all are in the office at the same time
- Meeting rooms should be set up to allow for social distancing and meetings kept to a minimum in terms of frequency and duration i.e. no longer than 1 hour
- All offices and meeting rooms must be well ventilated
- Where required, temporary screens may be fixed between desks
- Regular user cleaning of desks and equipment must be carried out.

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.
- Appointed First Aiders will be given specific training on how to administer first aid to site personnel including CPR.
- Specific guidance has been developed and will be available to First Aiders on administering first aid to site personnel. (**Coronavirus (COVID-19) – Guidance for First Aiders - Version 1, Revision A - 27.04.20**).
- Appropriate PPE will be distributed to First Aiders (subject to availability) to protect them when administering first aid, this will include:
 - Disposable gloves,
 - Fluid repellent surgical face mask,
 - Disposable plastic apron,
 - Disposable eye protection (such as face visor or goggles).
- First Aiders must wash hands thoroughly with soap and water or sanitiser before putting on and after taking off PPE.
- First Aiders must avoid touching their mouth, eyes and/or nose, unless they have recently cleaned their hands after having contact with the individual.
- If it is necessary to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, the casualty should be placed in a location away from others. If there is no separate room available, others who are not involved in

providing assistance must stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.

- If in an enclosed room, open windows to provide as much fresh air ventilation as possible.
- If casualties are able, they are to be encouraged to self-help under the guidance of the appointed First Aider who will then be able to maintain physical distancing.

Cleaning

Additional 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 and door handles.
- 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.