

Site Operating Procedures

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Introduction

Upon arrival; Primary contact to be made by phone and follow site instructions.
Employees must adhere to all site-specific rules.
If possible request an outside induction meeting.

Co-ordinators must obtain the site-managers contact details and add it to the fitter's packs.

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 industry must always comply with the latest Government advice on Coronavirus.

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 able 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.

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Self-Isolation.

Anyone who meets one of the following criteria must not report in for work:

- ❖ Anyone who has a high temperature, a new persistent cough or loss of taste and smell – Must follow the guidance on self-isolation.
- ❖ Anyone who is a vulnerable person (by virtue of their age, underlying health condition or clinical condition).
- ❖ Anyone who is living with someone in self-isolation or a vulnerable person.

Procedure if Someone Falls ill.

If a worker develops a high temperature, a persistent cough or loss of taste or smell whilst at work, should:

- ❖ Report by phone to the site manager.
- ❖ Report by phone to the office.
- ❖ Return home immediately.
- ❖ Where possible 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

Managers to carry out a dynamic Risk assessment before deciding on van sharing e.g. consider mileage/time/tiredness/task on arrival

- ❖ Wherever possible refrain from changing teams
- ❖ Increase ventilation whilst travelling
- ❖ Clean cabs of vehicles on change overs – service etc. It will be down to the new driver to risk assess the need to sanitise the joint cab areas
- ❖ When filling up at petrol stations use disposable gloves

Wherever possible workers should travel to site in separate vehicles and sites need to consider:

- ❖ Parking arrangements for additional vehicles
- ❖ Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available

Site Access Points

Be aware that sites may have some or all the following in place.

- ❖ All non-essential visitors will not be admitted, (have all identity ready for inspection).
- ❖ Staggered start and finish times to reduce congestion and contact.
- ❖ Monitored site access points to enable social distancing.
- ❖ You may be required to wash or clean your hands before entering or leaving the site.
- ❖ You may be required to keep space (two metres) between people waiting to enter site.
- ❖ Regular cleaning of common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- ❖ Reduction of the number of people in attendance at site inductions.
- ❖ Drivers: may be required to remain in their vehicles, if the load will allow it. Drivers must wash Or clean their hands before unloading goods and materials.

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Hand Washing

- ❖ Wherever possible use the provided hand washing facilities and wash your hands frequently. (at least ten times a day)
- ❖ Use your provided hand sanitiser where hand washing facilities are unavailable.
- ❖ Use provided rubbish bins for hand towels.

Toilet Facilities

- ❖ Keep to your social distancing when using the toilet facilities
- ❖ Wash hands before and after using the facilities
- ❖ Use the provided rubbish bins for hand towels.

Breaks

All the workforce may be required to stay on site once they have entered it and may not be allowed to use local shops. (ensure that you have planned to have enough food and drink for the whole of the shift).

- ❖ Where site rules allow return to your vans
- ❖ Where site rules dictate use dedicated eating areas
- ❖ Work with the site on any staggered break time rules
- ❖ Use any hand cleaning facilities and must be used by when entering and leaving the area
- ❖ Put all rubbish straight in the bin and do not leave for someone else to clear up
- ❖ Sit 2 metres apart from each other whilst eating and avoid all contact

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 be avoided.
- ❖ Plan all your work to minimise contact with your colleague.
- ❖ Work side by side rather than face to face
- ❖ Re-usable PPE should be thoroughly cleaned after use, (do not share with your colleague)
- ❖ Single use PPE should be disposed of so that it cannot be reused.
- ❖ Stairs should be used in preference to lifts or hoists

Site Meetings

- ❖ Only attend necessary meetings, for example a site induction.
- ❖ Attendees should be two metres apart from each other.
- ❖ Rooms should be well ventilated / windows opened to allow fresh air circulation.
- ❖ The meeting may be in an open area where possible.

Hygiene

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.

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- ❖ Lift and hoist controls.
- ❖ Machinery and equipment controls. (If you have a hired platform ensure that, pre-use, you wipe down all likely contact zones)

The following supervisors and operatives have read and understood the contents of this document:

NAME (PRINT ONLY)	DATE	SIGNATURE
Revision III	20-05-2020	