

SITE OPERATING PROCEDURES

Protecting Our Workforce

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INTRODUCTION

LDD Construction Ltd main priority is to protect its employees, visitors and subcontractors at all times, ensuring all sites that are operational during this unprecedented period are protected whilst minimising the risk of spreading the infection.

This guidance is also intended to introduce consistent measures on sites in line with the Government's guidance.

These are exceptional circumstances and it is important to adhere and comply with the latest Government advice on Coronavirus at all times.

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

- The health and safety requirements of any construction activity must 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.

Please take every opportunity to be reminded of the requirements set out in this procedure.

SELF-ISOLATION

Anyone who meets one of the following criteria should not come to site and follow the government [guidance on self-isolation](#):

- Has a high temperature or a new persistent cough
- 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 AT WORK

If a worker develops a high temperature or a persistent cough while at work, they should:

- Notify their Manager, Supervisor or colleague
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin immediately, 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
- A deep clean can be implemented if applicable

TRAVELLING TO SITE

Wherever possible workers should travel to site alone using their own transport to avoid using public transport.

Please check the following:-

- Parking arrangements for additional cars 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 water is not available
- How someone taken ill would get home

SITE ACCESS POINTS

- Stop entry to all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access 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
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow two metres between people waiting to enter site
- Regularly clean common contact surfaces, offices, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- 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

HAND WASHING

Please ensure the [NHS guidelines](#) on how to wash your hands properly is adhered to by all at all times.

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water and paper towels are readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

Everyone must wash their hands:

- ✓ after coughing or sneezing
- ✓ after using the toilet
- ✓ before and after eating
- ✓ before and after preparing food
- ✓ if you are in contact with a sick or vulnerable person
- ✓ if your hands are dirty

DO NOT

- ☒ Do not touch eyes, nose or mouth if their hands are not clean
- ☒ Do not come within 2 meters of each other where possible

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

TOILET FACILITIES

- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant
- Wash 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

CANTEENS & EATING ARRANGEMENTS

With cafés and restaurants 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.

- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact
- 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 encouraged 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
 - Consider bringing in food prepared at home and eating it in a suitable location
- 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

CHANGING FACILITIES, SHOWERS & DRYING ROOMS

- 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
- 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
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal

CLOSE WORKING

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres, in these situations, the following principles must be followed:

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

- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible
- Re-usable PPE should be thoroughly cleaned after use and shared PPE should be avoided. If you do have to use shared PPE, make sure it has been cleaned as per the manufacturer's guidelines and with 60% alcohol-based cleaning product
- 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 necessary meeting participants should attend
- Attendees should be limited to a maximum number of 5
- Attendees should be two metres apart
- 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
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- 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.

GUIDANCE

Please ensure that the latest guidance is followed:

- Ensure any guidance or rules issued by the client are always adhered to
- Ensure that all guidance received through Alerts and Toolbox talks are adhered to
- Ensure that all guidance from the local Governments and NHS is adhered to.

USEFUL LINKS

- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>