

Coronavirus Covid – 19 Site Operating Procedures

May 2020

Rev: 5

BLOOR HOMES[®]

Contents

	Page No
Introduction	2
Self-isolation	2
Procedure if someone falls ill	2
Travel to site	3
Site access points	3
Hand washing	3
Toilet Facilities	4
Canteens and Restroom Arrangements	4
Drying Rooms	4
Avoiding Close Working	5
General Principles	5
Site Meetings	5
Emergency Procedures	6
First Aid	6
Cleaning	6

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.

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.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing (see the link below).

<https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-110520.pdf>

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

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.

Self-Isolation

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

- Has a high temperature or a new persistent cough – following the guide on self-isolation (see link above).
- Is a clinically extremely vulnerable (shielded) person.
- Is living with someone in self-isolation due to displaying symptoms of Coronavirus Covid-19.

Procedure if someone falls ill

If a operative develops a high temperature or a persistent cough whilst 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 any tissues, cough and sneeze into the crook of their elbow.
- You must attend a testing centre and inform your employer and Bloor Homes of the results. Please follow the link below:

<https://www.gov.uk/apply-coronavirus-test>

RETURNING TO WORK

Travel to Site

- Where possible operatives should travel to site alone using their own transport.
- If journeys are shared, this should be with the same individuals.
- Use other means of transport to and from work, to avoid public transport.
- Comply with site parking arrangements.

Site Access Points and Arrival/Departure from Site

- Do not enter the Site Managers Office unless requested to do so.
- All operatives will be required to attend a site specific induction on new procedures.
- All operatives to be aware of the new (temporary) site rules.
- Signs will be displayed to stop all non-essential visitors
- We will introduce measures to stagger start and finish times to reduce congestion and contact at all times.
- There will be no active signing-in area. Signing-in procedures will be temporarily suspended to avoid congregation. A site register will be taken by the Site Management team.
- We will monitor site access points to enable social distancing.
- Extra facilities have been established for operatives to wash or clean their hands before entering or leaving the site.
- Allow plenty of space (two metres) between people waiting to enter site.
- There will be regular cleaning of common contact surfaces in offices and welfare facilities – particularly during peak flow times.
- Where practicably possible contractors are to send operatives who have been previously inducted to Bloor Homes to reduce interaction of personnel.
- Suppliers to be contacted and informed of new procedures
- Where site visits are required, visitors should be encouraged to telephone ahead to the Site Manager and organise a mutually convenient time and day to visit.
- Delivery Drivers should remain in their vehicles in a designated area if the load will allow it.
- Drivers must wash or clean their hands before unloading goods and materials.

Hand Washing

- We have provided additional hand washing/sanitising facilities to the usual welfare facilities.
- Soap and fresh water is 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.

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

Note: Hand sanitisers are highly inflammable

Please read the directions for use on the container

Toilet Facilities

- We will limit the number of people using toilet facilities at any one time.
- Wash hands before and after using the facilities.
- We have enhanced the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Portable toilets, where in use these will be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteen and Restroom Arrangements

Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these current circumstances are unprecedented. Therefore, the site crockery, utensils, kettle and microwave have been deemed to be at a high risk of cross contamination and will be temporary removed from use. Operatives will be allowed to bring their own kettle for their personal use.

The workforce should preferably stay on site once they have entered it and not use local shops.

- Everyone to bring their own food and drink.
- Everyone must bring and use their own crockery/cutlery.
- At this time it is acceptable for the operative to consume food and drink at their work area or in their vehicle.
- Dedicated eating areas will 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 near the entrance of any room where people eat and should be used by operatives when entering and leaving the area.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.
- Operatives should sit 2 metres apart from each other whilst eating and avoid all contact.
- Where catering/sandwich vans visit site, it should provide pre-prepared and wrapped food only - **payments should be taken by contactless card wherever possible.**
- Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced.
- Tables should be cleaned regularly.
- 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 regularly.

Drying Rooms

- Stagger start and finish times to reduce congestion and contact at all times.
- Enhance cleaning of all facilities throughout the day and at the end of each day.
- Based on the size of the 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.

Avoiding Close Working

There will be situations where it is not possible for operatives to distance themselves from each other by 2 metres. But operatives should adhere to this guidance wherever possible.

Please note: Social distancing applies to all parts of the site not just the place where you are working.

General Principles

- Where the social distancing guidelines cannot be followed in full, in relation to a particular task, a specific risk assessment needs to be carried out to take all the mitigating actions possible to reduce the risk of transmission between persons.
- Keeping the time of the task as short as possible
- In your risk assessments, you should have particular regard to whether the people carrying out the work are especially vulnerable to Covid-19.
- The wearing of gloves as a general precaution will be optional. However there may be tasks where the use of gloves as a control measure is a mandatory requirement.
- The general wearing of a face mask is optional. If an operative prefers to wear a face mask as a precaution, they need to be informed that the additional protection is extremely limited. They should be instructed to use face coverings properly and wash their hands before putting them on and taking them off.
- Where works are to take place inside a customer's property, a face mask, eye protection and gloves are mandatory.
- Protective eyewear/visor is recommended to prevent dust entering the eye.
- Do not enter enclosed areas (e.g; plots) until the operative is confident it is safe to do so.
- Gangs to be kept to a minimum and preferably fixed teams or partnering (so each person works with only a few others).
- Plan all other works to minimise contact between operatives.
- Re-usable PPE should be thoroughly cleaned after use and not shared between operatives.
- Single use PPE should be disposed of in the designated bin so that it cannot be reused.
- Increase ventilation in enclosed spaces.
- Regularly review traffic management arrangements out on site and the traffic management plan – operatives need to familiarise themselves with routes and other control measures on a daily basis to maintain social distancing, e.g. identify passing points on narrow walkways.
- If persons must work face to face for a sustained period, with more than a small group of fixed teams, then you will need to assess if the activity can safely go ahead.
- Keep groups of operatives physically separated as much as possible, e.g. ground workers zones.
- Avoid sharing pens and/or other objects with others.
- Minimising operative congregation at bottle necks such as entrances, exits and welfare facilities.

Site Meetings

- Participants who are crucial to the meeting should attend.
- Attendees should be 2 metres apart from each other and the meeting kept short as possible.
- Rooms should be well ventilated/windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible (e.g. Toolbox Talks/briefings).
- Clear and concise key messages should be cascaded at site meetings, verbal briefings and displayed on noticeboards. This is to ensure all operatives are kept up to date with how safety measures are being implemented or updated.

Emergency Procedures

In an emergency for example; accident/fire, people do not have to stay 2 metres apart if it would be unsafe. People involved in the provision of the assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

First Aid

- We will treat each injury as a case by case basis in order to weigh up a operatives own safety against the severity of the injury reported.
- If the issue is 'minor' then self-administration with guidance given from a trained first aider should still be possible.
- If this is not possible, the first aider and injured person will follow PPE guidance within their risk assessment or for serious injuries call the ambulance service.

Cleaning

Enhanced cleaning procedures will 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
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Regularly clean the inside of vehicle cabs and between uses by different operators.

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Designated waste bin for used PPE will be double bagged and put in the non-sorting waste skip.

If you believe that you, or another person, will be placed at risk from Covid-19 during the work activity you **have the right to stop work** and inform the Site Manager, in the first instance.

Alternatively you can contact our Covid-19 helpline on 0330 041 7465 or email Covid19@bloorhomes.com.

At no point, will Bloor Homes request you to carry out an unsafe act or place yourself at risk during your working activities.