

## POLICY

### Coronavirus workforce policy

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## Introduction

Work environments operating in these unprecedented times during the COVID-19 pandemic need to ensure we are protecting our workforce and minimise the risk of the spread of this infection.

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

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

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

Government guidance for employers in England states *"where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff"*.

These are exceptional circumstances and our industry must comply with the latest Government advice on Coronavirus at all times. The health and safety requirements of any construction activity must not be compromised. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or a lack of PPE 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. Sites should remind their entire workforce at every opportunity of these Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population. The biggest threat to life remains the risk of a second peak that overwhelms the healthcare system this winter, when it will be under more pressure and the NHS still needs to deliver non-urgent care. A second peak would also trigger a return of the wider health, economic and social harms associated with the first outbreak.

**It must be remembered that operational safety is still paramount and the risks from our works are still there and need to be kept at the forefront of our control measures.**

This document compliments all the other Project Documentation and relates to the extra / specific mitigation measures deemed necessary to protect our workforce whilst they are carrying out their daily tasks due to the COVID-19 pandemic.

This document will be reviewed and updated on a regular basis and upon any change in Government, Company or Client advice / recommendations.

The latest Government strategy documentation plan aims to minimise the risks OUR PLAN TO REBUILD: The UK Government's COVID-19 recovery strategy has been made available to the public and some of the information below is extracted from this strategy. As the rate of infection may be different in different parts of the UK, this guidance should be considered alongside local public health and safety requirements for the different parts of the UK and Ireland.

Different parts of the UK and Ireland have different R figures. The devolved administrations are making their own assessments about the lifting of measures. All governments continue to work together to ensure a coordinated approach across the United Kingdom. Ireland have their own independent guidance.

## Self-Isolation

Anyone who meets one of the following criteria set by the Government guidance should not come to site. If you have any of the main symptoms of COVID-19, you must stay at home (self-isolate) and get a test. Do not come to site if you have any of the following apply to you:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- are within 14 days of the day when the first member of your household showed symptoms of COVID-19
- have been contacted by NHS Trace and Trace Service

Most people with coronavirus have at least one of these symptoms.

Anyone self-isolating must contact their line manager and make them aware, who in turn will notify senior management, HSQE and HR. If you develop symptoms, you may wish to alert the people with whom you have had close contact over the last 48 hours (NHS will ask you for details of your recent close contacts). At this stage (until the test result is known), those people do not need to self-isolate, but they should take extra care in practising social distancing and good hygiene, like washing their hands regularly. They should also watch out for their own symptoms. You should tell them that you might have coronavirus but are waiting for a test result. You may want to write down your recent close contacts now so that you have them to hand if you test positive.

Anyone in the UK who has symptoms of COVID-19 can get a free test to check if they have the virus. Apply for the test as soon as you have symptoms. Some people without symptoms can have the test too. This test is called the "antigen" or "swab" test. You need to get the test done in the first 5 days of having symptoms. Day 6 onwards is too late for an antigen test. It's best to apply for the test in the first 3 days as it may take 1 or 2 days to arrange. If you do not have symptoms, you can only get a test if your hospital has told you to. This means people can find out whether they have the virus, and be assisted in their return to work if they test negative.

If a negative test is returned, then isolation is no longer required. Once identified, those contacts considered to be at risk will be asked to isolate, either at the point of a positive test or after 48 hours - whichever is sooner.

The guidance on shielding and vulnerability will be kept under review as the UK moves through the phases of the Government's strategy.

## Test and Trace

NHS Test and Trace is now in place.

### When to Travel to Work

Businesses and workplaces should make every reasonable effort to enable working from home as a first option. All workers who cannot work from home should travel to work if their workplace is open. 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 Alert and Safe (Social Distancing). Where they cannot work from home, they must follow guidance on Staying safe outside your home while travelling to and from work and while at work.

### Person at increased risk

Anyone who is clinically vulnerable to Coronavirus (COVID-19) should follow the latest guidance for clinically vulnerable people and Working safely during Coronavirus – Construction and other outdoor work (section 2.1). Persons defined on medical grounds as extremely vulnerable  
Anyone identified as clinically extremely vulnerable will be advised by their health authority and must follow the latest guidance on Protecting people who are clinically extremely vulnerable from COVID-19.

### Living with a person in one of the above groups

Anyone living with a person who is at higher risk, or is a clinically extremely vulnerable person, should stringently follow the guidance on social distancing and minimise contact outside the home.

**If someone falls ill** If a worker develops a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell while at work, they should:

- Ensure their manager or supervisor is informed
- 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 should get a Coronavirus (COVID-19) test. They must then follow the guidance on self-isolation and not return to work until they have received a negative test result or, in the event of a positive test result, their period of self-isolation has been completed.

The work area should be thoroughly cleaned using appropriate disinfectant

Where key worker letters have been issued, please make sure these are being carried with you at all times.

## Travel to Site

Where anybody is traveling to site by public transport you **must** wear face coverings, this is mandatory. If you do have to travel with people outside your household or support bubble try to:

- share the transport with the same people each time
- keep to small groups of people at any one time
- open windows for ventilation
- travel side by side or behind other people, rather than facing them, where seating arrangements allow
- face away from each other
- consider seating arrangements to maximise distance between people in the vehicle
- clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch
- ask the driver and passengers to wear a face covering

## In a Company Vehicle

- Where possible Company vehicles will be single occupancy only
- Where the above is not feasible, for example due to management of fatigue, all the vehicles used to travel to site will either be compliant with the 2m social distancing e.g. Welfare Van – 1 driver and 1 passenger who will sit on the back seat or there will be a suitable and sufficient partition between the driver and passenger e.g. Front to rear screen.
- Where permitted driver and passengers to wear a face covering

### **If the above cannot be done then all workers should travel to site in separate vehicles.**

- vans shall be provided with wipes and gels to ensure occupants can clean the vehicles prior to and following completion of the shift and/or change of driver.
- Ensure personal items (PPE, clothes, lunch boxes etc) are kept separate.

Sites should consider:

- Parking arrangements for additional cars and bicycles should be considered
- Other means of transport to avoid public transport e.g. cycling, walking, motorcycle
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water is not available
- How someone taken ill would get home
- Providing facilities such as lockers and showers for those using other means e.g. cycling
- Where public transport is the only option for workers, you should consider:
  - o Changing and staggering site hours to reduce congestion on public transport
  - o Avoid using public transport during peak times
  - o Use quieter stations and stops – get off a stop early if it's less busy

- o Keep changes to a minimum, e.g., between bus and train
- o Walk for more of your journey, e.g. the first or last mile
- o Book your tickets online in advance or pay by contactless

As more people return to work, there will be more movement outside people's immediate household. This increased mobility means the Government is now advising that people should aim to wear a face-covering in enclosed spaces where social distancing is not always possible and they come into contact with others that they do not normally meet, for example on public transport or in some shops. Homemade cloth face-coverings can help reduce the risk of transmission in some circumstances. Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of the disease to others if you have it asymptotically. It is the wearer's choice and this is not enforced.

A face covering is not the same as a facemask such as the surgical masks or respirators used as part of personal protective equipment by healthcare and essential workers. These supplies must continue to be reserved for those who need it. Face-coverings should not be used by children under the age of two, or those who may find it difficult to manage them correctly, for example primary age children unassisted, or those with respiratory conditions. It is important to use face-coverings properly and wash your hands before putting them on and taking them off.

## 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 follow the Government guidance on Working Safely during COVID-19 in or from a vehicle.

Workers should maintain a distance of 2m, or 1m with risk mitigation where 2m is not possible. Risk mitigations include:

- Avoid touching their face
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- 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
- In shared vehicles one should drive and the other should be in the back at the other side. A barrier should be installed between the front and rear seats with good ventilation and the heater **not** on recirculate. Don't change roles at any point during the journey.

## Operating Plant & Equipment

- Planning of works should ensure the minimum number of operators per shift with the aim of a single operator per shift per item of plant and equipment
- All plant & equipment shall be disinfected pre and post shift and where there is a change in operator
- Large plant, will only have one occupant in the cab unless a 2 metre separation distance can be observed. Where this is possible, windows shall be opened to improve ventilation whilst in operation on site.

## Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines 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. Everyone MUST maintain a 2m distance from all persons, including work Colleagues, Visitors, Clients, Customers and Members of the Public where possible.

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

The Government guidance defines 'one metre plus's as "maintain social distancing guidelines of two metres or one metre with risk mitigation where two metres is not viable."

Mitigations could include installing screens, making sure people face away from each other, handwashing facilities, minimising the amount of time spent with people outside your household or bubble, and being outdoors.

If you are not able to work whilst maintaining a 2m distance, or one metre with risk mitigation where two metres is not possible, 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. The results of risk assessments should be shared with the workforce and this poster displayed in the workplace. All work within 2m is to be signed off.

### Eliminate

- Workers who are unwell with symptoms of Coronavirus (COVID-19) should not travel to or attend the workplace
- Rearrange tasks to enable them to be done by one person, or by people working 2 metres apart
- Avoid skin to skin and face to face contact
- Stairs should be used in preference to lifts or hoists and consider one ways systems
- Consider alternative or additional mechanical aids to reduce worker interface
- Tasks which require workers to get within 2m of each other where another method of works exist which does not require the staff to get within 2m at the planning stage.

### Reduce

Where the social distancing measure of 2m is not possible, risk mitigation could include the following:

- 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 In short if working within 2m, additional PPE must be worn

## Isolate

Keep groups of workers that have to work within 2 metres:

- Together in teams e.g. do not change workers within teams
- As small as possible
- Away from other workers where possible In short if working within 2m, additional PPE must be worn

Where face to face working is essential to carry out a task when working within 2 metres:

- Ensure the required PPE is worn to reduce the risk to staff

## Control

- These activities will be signed off by the relevant management level according to the risk profile of the works
- Provide additional supervision to monitor and manage compliance In short if working within 2m, additional PPE must be worn

## PPE

Sites should not use RPE for Coronavirus (COVID-19) where the 2m social distancing guidelines are met. Unless the risk assessment requires its use to mitigate against another risk, for example welding fumes.

- 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 masks (RPE) are the last resort in the hierarchy
- Re-usable PPE should be thoroughly cleaned and sanitised 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 COVID-19 cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the COVID-19 risk
- Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE
- Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19). The Government has provided information on the use of face coverings in section 6.1 of its guidance Working safely during coronavirus (COVID-19) - Construction and other outdoor work

## 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. Work Contributions are an ideal platform to be utilised for operatives to raise concerns, also any future employee surveys.

## General Principles

- ANY work that requires close contact between workers less than 2m risk mitigation controls must be implemented to ensure no contact with another person is possible
- These activities will be signed off by the relevant management level according to the risk profile of the works
- Ensure exclusion zones for within 2m working are in place pre task commencement
- 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
- 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
- Meetings to be carried out via Conference Call or Video Calling where possible
- Attendees should be at least 2m apart from each other at all times
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible

## Working in or visiting Company site and offices

- Any field staff that need to visit an office should contact their line manager and make an appointment before visiting the office
- When anyone enters they office they must wash their hands with the soap provided as they enter and before they leave .
- All office staff should maintain the 2 metre separation between work stations
- Adhere to all cleaning schedules in place
- All office staff to be responsible for cleaning their own work stations at least twice daily
- Where practical, all staff should remain on their own project/yard/office to prevent contact with / spread of COVID-19
- Transiting between work locations should be avoided where possible
- Avoid congregation of staff outside of buildings/sites
- Staff to be informed of the COVID-19 office management plans in place locally and any COVID-19 inductions

## Site Specific Tasks

All Site Specific Tasks will be carried out as per the WI / RAMS (Non Rail) and WPP/Task Briefs (Rail Only). All these Project documents have been reviewed and updated with specific information on how the 2m social distancing will be achieved at all times. These include the provision of extra vehicles, plant, and equipment and also detailed instructions for the positioning of Operatives in relation to each other during the task. All staff should sign onto any briefings, safe system of work and risk assessment in accordance with local requirements.

Extra PPE (face masks, face visors and disposable gloves) will be issued to the workforce if the risk assessments determines use of these items for additional precautions. If anyone is in any doubt of anything then, as always, they must STOP what they are doing and seek further advice from their Foreman / Supervisor / Management prior to proceeding.

Note: the wearing of gloves is not an alternative to regular washing of hands and/or the use of hand sanitiser.

Note: any works being completed in Ireland must be aligned with requirements in the most current Construction Sector C-19 Pandemic Standard Operating Procedures.

## On Site / Office Testing

Offices and sites may have fixed or mobile temperature testing regimes in place. There is various types of equipment across the business and the instructions for use of this equipment must be available at time of testing.

The testing will be carried out by a competent person who understands the process and is conversant with the testing equipment and the procedures therein.

All testing will be carried out by a laser thermometer and the process will be determined by the operating instructions for the relevant equipment in use.

Should any person show a reading of greater than 37.8 oC 'high temperature' they should be asked to return to their vehicle (or another suitable area where they can isolate themselves) and re-tested after 10 minutes. Should they still show a reading higher than 37.8, then the process documented in the 'If Someone Falls ill' section below shall be followed.

## Procedure if Someone Falls Ill

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

- Inform Line Management
- Return home immediately, avoiding public transport
- 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
- Relevant areas, vehicle, tool and equipment shall be disinfected
- The individual shall then follow the guidance on self-isolation and Track and Trace, and not return to work until their period of self-isolation has been completed

If a worker develops a high temperature, loss of taste or smell or a persistent cough while at home, they should:

- Not attend work and follow the government guide lines
- Contact their line manager and make them aware they are self-isolating

Site management will be responsible for notifying senior management, HSQE and HR immediately.

In the event of an operative requiring to self-isolate whilst working away from home and electing not to return home, this will need to be managed according to each individual situation.

In the event of a staff member falling ill with a confirmed case of COVID-19 it will be necessary to ensure all who have been in close proximity to them are identified and notified. Whilst all staff are to ensure they maintain the 2m separation this may mean they need to self-isolate for 14 days or take a test if they start to develop symptoms.

## Site Access & Egress Points

- Stop all non-essential visitors
- Introduce staggered start and finish times if required to reduce congestion and contact at all times
- 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
- Monitor site access points to enable social distancing
- Allow plenty of space between people waiting to enter site
- Use signage:
  - o such as floor markings, to ensure 2 metre distance is maintained between people when queuing
  - o reminding workers not to attend if they have symptoms of Coronavirus (COVID-19) and to follow guidelines
  - o use a one way walking route if space permits
- Where practical remove or disable entry systems that require skin contact unless they are cleaned between each individual use
- Require all workers to hand wash for 20 seconds or sanitise their hands before entering or leaving the site
- Provide hand sanitiser stations at the entrance and exits of all office and site locations
- Regularly clean common contact surfaces in reception, office, access 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
- Drivers should remain in their vehicles if the load will allow it and must wash or sanitise their hands before and after unloading goods and materials
- Consider arrangements for monitoring compliance
- All workers will maintain 2m social distancing from members of the public (including neighbouring dwellings, businesses and public buildings) when access/egressing site

## Hand Washing

- Allow regular breaks to wash hands
- Provide 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 soap and fresh water is 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 and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for disposable 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

## Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- If necessary, additional welfare facilities may be required
- 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 disposable towels with regular removal and disposal

## Canteens and Eating Arrangements

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops. If visiting a local shop is necessary, send only one person to go in and collect what is required.

Canteens that have been closed or offered a restricted service may now open and should follow the Government guidance on Keeping workers and customers safe during COVID-19 in restaurants and use this Food Standards Agency checklist.

There are minimum welfare requirements we have a duty to continue to provide, including;

- The supply of potable (drinking) water.
- Hot and cold (or warm) water for washing hands which must be running water so far as is reasonably practicable
- Suitable arrangements to ensure that hot meals can be prepared and eaten (maintain provision of microwaves but introduce increased cleaning regime)
- A means for boiling water

The workforce should be encouraged to remain on site once they have entered it, to minimise the use of local amenities.

- Consider increasing the number or size of facilities available on site if possible
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measure
- Break times should be staggered where possible to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be in 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, and where possible they shall comply
- A distance of 2 metres should be maintained between users, wherever possible
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Payments should be made by contactless card wherever possible
- Tables should be sanitised after each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food

- Crockery, eating utensils, cups, etc. should not be used unless they are disposable or washed and dried between use
- Canteen staff and workers may use rest areas if they apply the same social distancing measures
- If vehicles/welfare vans are being used for rest breaks, and food is being eaten in them, they should be wiped down with the wipes provided before and after
- Consider arrangements for monitoring compliance

#### **Changing Facilities Showers and Drying Rooms**

- 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 2m
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- 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
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal

#### **Third Party Premises**

Anyone that has to go to a Third Party Premises must ensure they maintain this 2m social distancing, where possible 'remain in the cab' of the vehicle and reduce / eliminate any interpersonal contact. Paperwork / documents must not be signed or transferred between parties.

#### **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
- It must be remembered the emergency services may take longer to attend site so increased first aid provision must be reviewed depending on the site

## First Aid (CPR)

Whenever CPR is carried out, particularly on an unknown victim, there is some risk of cross infection, associated particularly with giving rescue breaths. Normally, this risk is very small and is set against the inevitability that a person in cardiac arrest will die if no assistance is given. The guidance from the HSE is do not perform rescue breaths.

Due to the heightened awareness of the possibility that the victim may have COVID-19, resuscitation guidance is below:

- If the rescuer has access to PPE (e.g. FFP3 face mask, disposable gloves, eye protection) these should be worn
- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives
- Make sure an ambulance is on its way. If COVID-19 is suspected, tell them when you call 999
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative

## Cleaning

The cleaning all fixed office, yards, site office and welfare arrangements where staff assumes the responsibility to implement cleaning arrangements.

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
- 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
- Work station desks
- 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
- Machinery and equipment controls
- Small plant and tools should be regularly cleaned, pre and post use
- Lift and hoist controls

## Environmental Considerations

### Disposal of Waste

If someone does fall ill at work, we will be following Government advice around the disposal of waste that may have been infected. Waste companies ask, as a temporary measure, that any customers disposing of waste that is known or suspected to have come into contact with Coronavirus/ COVID-19, ensures the waste is double-bagged before collection. The waste should also be stored securely for 72 hours before you place in the General Waste. This precautionary measure will help maintain the welfare of waste collection teams and the wider public.

### Communication

This document will be communicated to all interested parties on site, including workers, principal contractor/client where applicable, and subcontractors in the form of a formal, recorded briefing. A hard copies of this document will also be made available for further reference where requested.

Changes to this document will be recorded and re-briefed to stakeholders immediately following this.

### Training

In recognition that COVID-19 will prevent some of our workforce from being able to apply for, or renew Industry Certification the Learning & Development team are monitoring all of the schemes applicable to our business and employees to ensure you have the latest advice and guidance.

The way we train has changed and, subject to various scheme approvals, other learning modalities may be utilised throughout this period. For example: online delivery of traditionally classroom-based training courses. Should you need any further assistance on any of these matters please contact your local training department first and should it not be able to be resolved locally please email [admin@GradewellGroup.co.uk](mailto:admin@GradewellGroup.co.uk).

### Stay Alert

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance if you go out (2 metres apart where possible)
- wash your hands regularly

Do not leave home if you or anyone in your household has symptoms.

*Thomas Barrett – Director*

