

Jelson Holdings Ltd

Operating Guidelines & Procedures (Revision 1)

Protecting our Workforce during Coronavirus (COVID-19)

Introduction

These are exceptional times which we've not experienced before in our lifetimes.

The Government is very keen for construction and construction related activities to continue but for us to be able to undertake our business it is vital that all our staff, contractors, suppliers and customers are protected which means us all ensuring we implement the measures set out in this document with Government advice to minimise the risk of spread of the Covid-19 virus.

We will continue to monitor and review compliance in our businesses and monitor the Government and industry guidance on a daily basis. We ask you to play your part by working to these Covid-19 operating guidelines & procedures and to remind any of your colleagues if you see them not complying with these requirements. Any shortfalls affects not just their lives but those around them.

Finally, it's important that I remind you, I'm instructing you that If an activity cannot be undertaken safely and in-line with this guidance, it should not be carried out.

Robert Jelley

27.04.2020

Guidance on Which People Should or Shouldn't Travel to Work

The Secretary of State for Business, Energy and Industrial Strategy advised in a letter to the UK construction industry on 31 March 2020:

“that wherever possible, people should work at home. However, we know that for many people working in construction their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer’s advice”.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Workers who are unwell with likely symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace

<p>Social distancing</p>	<p>Workers in any industry should follow the guidance on <i>Staying Alert and Safe (social distancing)</i>.</p> <p>Where they cannot work from home, they must follow guidance on <i>Staying Safe Outside Your Home</i> while travelling to and from work and while at work.</p>
<p>Self-isolation</p>	<p>Anyone who either has a high temperature &/or a new persistent cough &/or loss or change to sense of smell or taste 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 <i>self-isolation</i>.</p>
<p>Person at increased risk</p>	<p>Anyone who is <i>Clinically Vulnerable</i> to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household.</p>
<p>Persons defined on medical grounds as extremely vulnerable</p>	<p>Anyone identified as clinically extremely vulnerable will be advised by their health authority and must follow the guidance on <i>shielding and protecting people who are clinically extremely vulnerable from Covid-19</i>.</p>
<p>Living with a person in one of the above groups</p>	<p>Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is <i>shielding</i> from Coronavirus (Covid-19), should stringently follow the guidance on <i>social distancing</i> and minimise contact outside the home.</p>
<p>If someone falls ill</p>	<p>If a worker develops a high temperature &/or a persistent cough &/or loss or change to sense of smell or taste, while at work, they should:</p> <ul style="list-style-type: none"> • Ensure your manager or supervisor is informed (by phone or email) • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of their elbow. <p>They must then follow the guidance on <i>self-isolation</i> and not return to work until their period of self-isolation has been completed.</p>

Driving to Work

When travelling to/from work, at work or between site locations or offices, workers should, wherever possible, travel alone.

Where employees have no option but to share a vehicle, then they should:

- Share journeys with the same individuals and with the minimum number of people at any one time
- Maintain good ventilation (i.e. keeping the windows open), face away from each other and sit as far apart as is possible during the journey may all help to reduce the risk of transmission
- Avoid touching their face
- All 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 (inc external door handles & car keys)

Those driving alone should also:

- 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 (inc external door handles & car keys).

Sites, Offices & Buildings

Sites, offices, buildings and work activities 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 Operating Procedures.

Supervisors & Managers of sites, offices & buildings should remind the workforce (e.g. at briefings/toolbox talks/emails) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

General

- Stop all non-essential visitors – carry out meetings via online media (i.e. Teams, zoom, FaceTime or by other means).
- Building Managers should only permit access for contractors that have an essential purpose for building maintenance or hygiene related activities.
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Review access & egress points and consider one way systems to help reduce congestion and create space
- Use signage:
 - to encourage regular handwashing and social distancing
 - to limit numbers of visitors to offices i.e. limit to one at a time
 - to remind workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site or offices
- Regularly clean common contact surfaces in office, access control and delivery areas e.g. photocopiers, scanners, screens, telephone handsets and desks
- 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.

Reception Areas - specific

- Restrict access to Reception desks where hatch window systems are not installed by installing Perspex screens and waiting lines i.e. stickers or signage on floors
- Consider moving signing in books for site based purposes to areas outside of offices
- Plan site access and egress points to enable social distancing – use alternative entrance points or doors around your building to reduce a build-up of pedestrian traffic through Main Reception areas
- Regularly clean common contact surfaces in reception areas e.g. photocopiers, scanners, screens, telephone handsets and desks, particularly during peak flow times

Construction Sites (Note: *Extensive guidance specific to construction has been developed & issued to site*)

- Restrict access to the site office to a minimum and where necessary ensure only one person at a time is allowed into the site office.
- Where possible, invite the site workers to contact the site manager by mobile phone rather than visiting the site office.
- Where possible, allocate work by creating a list as a last job and then display outside the site office ready for 1st thing in the morning.

Meetings

- Consider holding meetings via online media or in open areas where possible.
- If face to face - only those meeting participants absolutely necessary should attend.
- Attendees should be at least two metres apart from each other – consider moving additional chairs out of meeting rooms to only allow seating in line with social distancing.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.

Hand Washing

- Allow regular breaks to wash hands.
- Provide additional hand washing facilities (e.g. pop ups) particularly on large spread out sites
- Ensure adequate supplies of soap and fresh water 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.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities (incl. urinals) at any one time and use signage to ensure 2 metre distance is maintained between people when either using or queuing to use.
- Wash or sanitise 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 cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Where possible, employees should be encouraged to bring their own food. They should, when in a static role, also be requested to stay on site or at the office once they have entered and avoid using local shops during the day and returning back to the workplace as this will increase the risk of bringing the virus into work areas.

- Consider increasing the number or size of facilities available on site (if possible).
- Canteen or rest areas should be used ensuring social distancing compliance (2 metre separation between people) when using the facility. Seating & tables should be reconfigured to reduce face to face interactions.

Where this can't be achieved then the facility can only be used for one person at a time for the preparation of hot drinks &/or food – such restrictions must be displayed on the entrance door.

- Break times should be staggered to reduce congestion and contact at all times.
- Drinking water should be provided (thorough regular cleaning of the tap is required).
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.
- Hand cleaning facilities or hand sanitiser should be available in or close to the canteen or rest area.
- People using the facility must clean their hands prior to & after using these facilities.
- Tables should be cleared after each use and cleaned regularly.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.

Drying Rooms

- Restrict the number of people using the drying room at any one time and use signage to ensure 2 metre distance is maintained between people when either using or queuing to use.
- Introduce enhanced cleaning of the room
- Provide bins, all rubbish should be put straight in the bin and not left for someone else to clear up.

Cleaning

Enhanced cleaning procedures must be in place across our sites and buildings, particularly in areas used by everyone (e.g. canteen, toilets, site offices).

Key areas for enhanced cleaning are 'touch points' which include:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- All areas used for eating must be thoroughly cleaned at the end of each day, including chairs, door handles, and vending machines.
- Hand rails on staircases and corridors in office buildings
- Machinery and equipment controls
- 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.

First Aid and Emergency Service Response

The main aim for first aiders is to preserve life and first aid should be administered if required and until the emergency services attend.

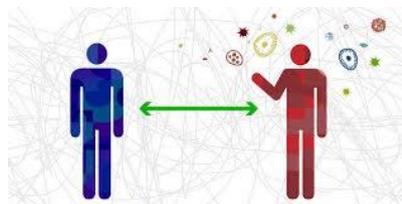
- When planning activities, the provision of adequate first aid resources must be discussed and agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources. This may mean that more first aiders could be needed to be called upon.
- Consider preventing or rescheduling high-risk work or providing additional competent first aid provision

Personal Controls – *the measures you can take to help keep you virus free*

- Avoid congregating in groups, take food, welfare and smoking breaks alone.
- Ensure social distancing is maintained in corridors, on staircases or walkways – try not to pass colleagues, wait until the area is clear before you proceed.
- Be mindful of your colleagues personal space – **maintain the 2 metre rule wherever you can.**
- Remember to use your own stationery and equipment, avoid sharing pens and telephones where possible.
- Use a tissue if you cough or sneeze and remember to dispose of the tissue straight away.
- Wash your hands regularly (for at least 20 seconds is the current W.H.O. guidance), and particularly when you arrive or leave the work area, before you eat and following welfare use.
- **Do not come into work if you are feeling ill, your colleagues and their families do not want your germs, especially at this unprecedented time.**

Work Planning and Measures to Avoid Close Working

The priority when planning any work or work activity to be in-line with Public Health England (PHE) & Government guidelines, is to ensure compliance with the social distancing guidelines:



Rearrange tasks to enable them to be done ideally by one person, or by maintaining social distancing measures (2 metres)

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should assess whether that activity really needs to be undertaken for the site to continue to operate, and, if it does, then put in place all the mitigating actions possible to reduce the risk of transmission of the virus between people.

Induction / Training on Covid-19

As a part of the companies on-going commitment to our staff, contractors, visitors & customers, we will produce additional guidance to provide as much information and training on the topic, its control measures and updates/changes to Government or sector body guidance to aid the understanding of the unique issues posed by the Covid-19 virus.

Behaviours

The measures necessary to minimise the risk of spread of infection rely on **everyone** in the business taking responsibility for their actions and behaviours.

We are all learning about this virus and ways to deal with it on a daily basis. We would actively encourage everyone to work together (remembering the 2 metre rule for social distancing) and to have an open and collaborative approach to these unique issues with input and suggestions welcome.

The Company assures all staff of our best endeavours to avoid the spread of Coronavirus. Please stay vigilant and follow the advice provided in all notifications and information sent to you. If you have any concerns regarding Coronavirus and the measures in this pack please contact your Manager and we will do our best to deal with them. We are all in this together.

Please remember, failure to adhere to these measures to prevent the spread of the virus will result in you being sent home and disciplinary action may follow – please adhere to all measures set out in this document.

Thanks for reading this document

5th June 2020

Revision 1: Issue 2

** These guidelines developed from: CLC – construction sector – site operating procedures: protecting your workforce during coronavirus (covid-19) – version 4 (18 May 2020) **

Controls to assess where maintaining a 2 metre distance between workers cannot be achieved and the task must be undertaken:



Hierarchy of Control

Firstly, no workers who think they have Covid-19 symptoms should come to work

Eliminate: By working alone or maintaining social distance, the risk will be eliminated:

- Rearrange the task to enable them to be undertaken by one person or by maintaining social distancing rules (2 metres)
- Avoid skin to skin &/or face to face contact
- Consider alternative or additional mechanical aids (inc. barriers / screens) to reduce worker interface

Reduce: Where the social distancing measures (2 metres) cannot be applied but the task needs to be done, then reduce the risk:

- 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, face to face working should be avoided if possible
- Regularly clean common touchpoints (e.g. doors, buttons, handles, vehicle cabs, tools, equipment etc.)
- Increase ventilation/air flow when working inside (open windows and external doors)
- Workers should wash their hands before and after using any equipment, as part of regular hand washing

Isolate: Where reduced measures can't work then the workers must isolate from others:

Keep groups of workers:

- Together in teams (e.g. do not change workers within teams)
- Have the smallest number of people safely involved in the task
- Keep the group of workers away from other workers where possible

Control: Where Reduce & Isolate measures can't work (tasks typically close up &/or face to face):

- Consider introducing an enhanced authorisation process for these activities (e.g. permit to work)
- Provide additional supervision measures to monitor and manage compliance

PPE/RPE: The last resort

- Covid-19 needs to be managed through social distancing, hygiene measures and this hierarchy of control **NOT** through the use of PPE.
- Workplaces should not encourage the precautionary use of extra PPE to protect against Covid-19
- Sites should not use RPE for Covid-19 where the two metre social distancing guidelines are met

Further Reading:

HM Government

Staying Alert and Safe (social distancing)

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Staying Safe Outside Your Home

<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>

self-isolation

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Clinically Vulnerable

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

shielding and protecting people who are clinically extremely vulnerable from Covid-19

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

shielding

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

social distancing

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

self-isolation

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

HM Government: Working safely during Covid-19 in construction and other outdoor work – Guidance for employers, employees & the self-employed. 11 May 2020

<https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-240520.pdf>

Construction Leadership Council: Construction sector – site operating procedures protecting your workforce during coronavirus (Covid-19). Version 4 – 18 May 2020

<https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/05/Site-Operating-Procedures-Version-4.pdf>