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| **Project Name** |  |
| **Project Address** |  |
| **Date** |  |
| **Client** |  |
| **Principal Contractor** |  |

# Site Operating Procedures – Protecting our Workforce

## Introduction

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in [**Scotland**](https://www.gov.scot/publications/coronavirus-covid-19-construction-sector-guidance/), Wales and [**Northern Ireland**](https://www.nibusinessinfo.co.uk/content/coronavirus-workplace-safety-guidelines-and-social-distancing).

Where workers enter people’s homes they should follow the PHE guidance on [**Tradespeople and working**](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#tradespeople-and-working-in-peoples-homes) in people’s homes.

The [**HSE**](https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner) 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.

This Construction site operating during the Coronavirus (Covid-19) pandemic needs to ensure that it is protecting the workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This addendum to the construction phase plan is intended to introduce consistent measures on site in line with the Government’s recommendations on social distancing and ensure employers and individuals make every effort to comply.

PHE guidance for construction states “where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission”.

The health and safety requirements of any construction activity will not be compromised at this time. If an activity cannot be undertaken safely, it will not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This will be taken into consideration in the planning of work activities, first aid, fire, and emergency responses.

We will have in place effective arrangements for monitoring and reviewing compliance with Government and industry guidance. Our site management will also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families, and the UK population.

# Social Distancing

Workers in the construction industry should follow the guidance on Social Distancing. Where they cannot work from home, they must follow guidance on Meeting with Others Safely and Safer Travel while travelling to and from work and while at work.

Anyone who is clinically extremely vulnerable to Coronavirus (Covid-19) should follow the latest guidance on shielding.

# Self-Isolation

Anyone who meets one of the following criteria should not come to site, if a worker is known, observed, or identified as having these symptoms on-site they will be asked to self-isolate.

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| Anyone who has: * symptoms of Coronavirus (Covid-19);
* received a positive Coronavirus (Covid-19) test result;
* a member of their household or support bubble showing symptoms of Coronavirus
* (Covid-19) or with a positive test result;
* returned from a country that is not on the travel corridor list; or
* been contacted by the NHS Test & Trace Service;

must follow the guidance on self-isolation and should not come to site. It is a legal requirement to self-isolate in the event of a positive test result or when told to do so by NHS Test & Trace |

# Face Coverings

As Principal Contractor, well will, In accordance with The Use of Face Coverings in Construction, where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, their employer should make face coverings available and they should be worn in:

* An enclosed space.
* Where social distancing is not always possible; and
* Where they come into contact with others they do not normally meet.

In line with Government guidance on premises providing hospitality, face coverings must be worn in canteens except when seated at a table to eat or drink.

# Procedure if Someone Falls Ill

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

* Ensure the site manager is notified
* 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
* Get a coronavirus (Covid-19) test.

They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.

Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team.

Further information can be found in the ‘What to do if a worker has Covid-19 or has to self-isolate’ flowchart.

# Travel to Site

We will communicate to all contractors and operatives that wherever possible they should travel to site alone using their own transport.

If workers have no option but to share transport:

* Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
* Keep the windows open
* Travel side by side or behind other people, rather than facing them, where seating arrangements allow
* Maximise the distance between people
* Wear a face covering
* The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

**As Principal Contractor we will consider:**

* Making parking arrangements for additional vehicles and bicycles where possible
* Advise on 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 soap and water are not available
* How someone taken ill would get home
* Where public transport is the only option for workers, we will consider:
	+ Changing and staggering site hours to reduce congestion on public transport
	+ Avoid using public transport during peak times (05:45 – 08:15 and 16:00 - 17:30)
	+ Remind all operatives that face coverings are mandatory on all types of public transport

# Site Access and Egress Points

We will:

* Stop all non-essential visitors
* Consider introducing staggered start and finish times to reduce congestion and contact at all times
* Plan site access and egress points to enable social distancing – we will change the number of access points if possible, to either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
* Allow plenty of space between people waiting to enter site
* Use signage:
	+ Such as floor markings, to ensure 2 metre distance is maintained between people when queuing
	+ Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
	+ Entry systems to be regularly cleaned.
	+ Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
	+ Regularly clean common contact surfaces in reception, office, access control 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
	+ 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
	+ Drivers must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place.
	+ Make arrangements for monitoring compliance.

# Hand Washing

We will:

* Allow for regular breaks to wash hands.
* Provide additional hand washing facilities to the usual welfare facilities and keep topped up at all times.
* Drivers will be permitted to use the welfare facilities.
* 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 hand towels with regular removal and disposal.

# Toilet Facilities

We will:

* 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.
* Encourage operatives to 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 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 and Eating Arrangements

A canteen is a place that serves food, and an NHS QR code must be displayed, and face coverings worn, except when seated at a table to eat or drink. Government guidance on Keeping workers and customers safe during Covid-19 in restaurants should be followed and this Food Standards Agency Checklist may be helpful.

Rest areas where no food is served but which have facilities to prepare and eat food and a means of boiling water are not required to display an NHS QR code.

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.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

* 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 measures
* Break times should be staggered to reduce congestion and contact at all times
* 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
* Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
* A distance of 2 metres should be maintained between users, wherever possible
* All rubbish should be put straight in the bin and not left for someone else to clear up
* Tables should be cleaned between each use
* Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use
* Payments should be taken by contactless card wherever possible
* Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
* Canteen staff and workers may use rest areas if they apply the same social distancing measures.
* Consider arrangements for monitoring compliance.

# Changing Facilities, Showers and Drying Rooms

We will:

* Consider increasing the number or size of facilities available on site if possible
* We will determine how many people can use it at any one time to maintain a distance of two metres
* 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.

# Avoiding Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the [social distancing guidelines](https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others) in full in relation to a particular activity, we will consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Our site work will 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.

Our site management will 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

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| Eliminate | * All works will be risk assessed and the results will be shared with the workforce and a poster ‘Staying Covid-19 Secure in 2020’ will be displayed.
* Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace and this information is shared with all our contractors
* We will rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)
* Avoid skin to skin and face to face contact
* Stairs will be used in preference to lifts or hoists and if possible, we will consider one ways systems
* We will where possible use alternative or additional mechanical aids to reduce worker interface

**Site Meetings*** Only absolutely necessary meeting participants should attend
* Attendees should be at least two metres apart from each other
* Rooms should be well ventilated / windows opened to allow fresh air circulation
* Consider holding meetings in open areas where possible
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| Reduce | Where the social distancing measures (2 metres) cannot be applied:* We will plan alongside contractors to minimise the frequency and time workers are within 2 metres of each other
* We will minimise the number of workers involved in these tasks
* Workers will be encouraged to work side by side, or facing away from each other, rather than face to face
* We will keep the capacity of lifts and hoists to a minimum to reduce congestion and contact at all times
* We will regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
* We will where possible Increase ventilation in enclosed spaces
* Workers will be reminded and encouraged to wash their hands before and after using any equipment
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| Isolate | We will work with contractors to 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
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| Control | Where face to face working is essential to carry out a task when working within 2 metres:* Consider introducing an enhanced authorisation process for these activities (permit to work)
* We will provide additional supervision to monitor and manage compliance through inspections
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| PPE | * We will communicate that the government has advised that the use RPE for Coronavirus (Covid-19) is not needed where the two metre social distancing guidelines are met.
* Where it is not possible to maintain a two-metre distance, each activity will need to be risk assessed by the contractor 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 will be thoroughly cleaned after use and not shared between workers
* Single use PPE will 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 Coronavirus (Covid-19) cases may be additional PPE should be considered specific to the Coronavirus (Covid-19) risk
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| Behaviours | The measures necessary to minimise the risk of spread of infection rely on everyone on site taking responsibility for their actions and behaviours.We will encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed. |

# 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.

# Cleaning

Enhanced cleaning procedures will be in place across the site, particularly in common areas and any touch points:

* Taps and washing facilities
* Toilet flush and seats
* Door handles and push plates
* Handrails on staircases and in corridors
* Lifts and hoists
* Machinery and controls
* Food areas and food preparation equipment
* Telephones and radios
* Keyboards and office equipment
* Storage points and rubbish collection areas