

## Scope

This procedure applies to all Regions and departments within our Company, all its employees and where appropriate our supply chain.

This procedure has been created following the pandemic Covid-19 and is a procedure which outlines our requirement whilst working on our sites to keep our people as safe as we can using government guidelines.

## Purpose

To safeguard our teams within our business we would like you to pay attention to all the statutory H&S requirements as a standard, but in the unprecedented times we must insist of some additional requirements to keep our people safe. This procedure will give you guidance and links to material to assist and support you based on the latest Government information

There is no one single approach or measure that can be taken to reduce the spread of Covid-19, the advice from NHS UK is:

### DO

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- avoid close contact with people who have symptoms of coronavirus
- only travel on public transport if you need to
- work from home, if you can
- avoid social activities, such as going to pubs, restaurants, theatres and cinemas
- avoid events with large groups of people
- use phone, online services, or apps to contact your GP surgery or other NHS services

### **DON'T**

- do not touch your eyes, nose or mouth if your hands are not clean
- do not have visitors to your home, including friends and family

This information can be found <https://www.nhs.uk/conditions/coronavirus-covid-19/>

It has been suggested that Prompt self-isolation together with proper respiratory etiquette and effective hand hygiene should be actively promoted, encouraged and applied.

The principal actions should be to try to ensure that healthy people reduce or avoid contact with individuals with symptoms consistent with an Covid-19 and or flue like symptoms, and should adopt practices that reduce the risk of catching any infection (for example, social distancing measures and effective hand hygiene).

### **What is social distancing?**

Guidance given by GOV.UK

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are to:

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
- Avoid non-essential use of public transport when possible
- Work from home, where possible. Your employer should support you to do this. Please refer to employer guidance for more information
- Avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure centres and similar venues are currently shut as infections spread easily in closed spaces where people gather together.
- Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
- Use telephone or online services to contact your GP or other essential services
- Everyone should be trying to follow these measures as much as is practicable.

We strongly advise you to follow the above measures as much as you can and to significantly limit your face-to-face interaction with friends and family if possible, particularly if you:

- are over 70
- have an underlying health condition
- are pregnant

### **Requirements**

An approach where environmental, organisational and individual actions are combined and applied will help to reduce the spread of any virus within our site workplaces.

### **Responsibilities**

#### *Environmental:*

Prominently displayed signs should be used to discourage staff and visitors with symptoms of a high temperature, Cough and or breathing difficulties from entering the workplace and remind people of:

- the signs and symptoms of covid-19 or flu
- the importance of self-isolation of individuals with symptoms consistent with Covid-19 or an influenza-like-illness (iLi)
- the importance of respiratory etiquette and hand hygiene at all times.
- surfaces should be cleaned frequently with the use of disinfecting cleaning materials.

#### *Organisational:*

Raise awareness of the importance of respiratory etiquette and hand hygiene and consider the practicability of the effective use of social distancing within work environments if social interaction is unavoidable.

for example:

- measures to reduce the frequency of interactions should be considered, e.g. staggering lunch breaks or reducing the number of people in enclosed places
- reduce face-to-face meetings wherever possible
- identify individuals who may be at particular risk of the adverse effects of flu and deploy them in areas where contacts will be minimal.
- we will promote an environment in which staff who become unwell feel that they can go home and stay at home until they are well.

- we will encourage the use of proper hand hygiene before entering all premises or handling goods. When handling any item all staff will be encouraged to minimise contact with their mouth, eyes and nose until their hands have been cleaned
- the practice of high standards of respiratory etiquette, such as covering the mouth with a tissue when coughing and sneezing and to dispose of tissues appropriately: 'catch it, bin it, Kill it'.
- where practicable, direct contact should be avoided and, where possible more than 2 meters should be kept between operatives.

*Individual:*

When attendance at a public place or site location is unavoidable, then individuals where practicable should

- operatives should adopt good hand hygiene practices and minimise touching the mouth, eyes and/or nose.
- increase social distancing and try to avoid being part of a crowd. Where it is unavoidable, adopt good respiratory and hand hygiene.
- Minimise any contact with work colleagues demonstrating signs consistent with COVID 19 or flu symptoms

*Source: NHS – Pandemic Flu, Guidance for Business. Risk Assessment in the Occupational Setting.  
Dated 19/03/20*

**Risk assessment**

All site shall be required to complete the following activities daily within their risk assessments, the below seven question must be included in the daily risk assessment and **cannot** be altered. An example of how a risk assessment should look is on ECM

[EXAMPLE HS-FM-022 Risk Assessment Covid 19.xlsm](#)

1. Daily briefing to be held with all operatives prior to commencement of work to discuss the implications of the continually changing government advice relating to the Covid 19 virus.
2. All our teams and operatives will be advised to work two metres apart where practicable during the working day.
3. If for any reason the two-metre working is unachievable then where practicable after 15 minutes all operatives will be advised to rotate work practices with other operatives to minimise periods of prolonged exposure

4. Main Contractor/Client to confirm daily cleaning routine for welfare facilities and advise on smoking rule for site and once agreed to be actioned by all our site teams.
5. All persons when using the canteen to be where practicable 2m apart with all breaks staggered as required to reduce overcrowding and accommodate this good practice.
6. All operatives to wear correct PPE in line with site requirements. The current site PPE addresses the risk of contamination which is at a higher level than the general public who may be using public transport. All operatives to wear own PPE thus ensuring all persons do not cross contaminate PPE.
7. OKC to introduce a monitoring system (similar to HAVS) in relation to persons who may be vulnerable or at particular risk of the adverse effects of flu.

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