



COVID-19 Inspection

04 May 2020 / BWS GROUP

Complete

Failed items	0	Actions	0
Conducted on	4th May, 2020 12:11 PM BST		
Prepared by	BWS GROUP		
Location	179 Vale Road Epsom Surrey KT19 0PJ		

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Inspection

Management Committee

Is there a Safety Management Committee in your workplace?

Yes

Have they been engaged with the communication process of the revised working arrangements.

O'Keefe have no union appointed representatives and consult employees directly through safety representatives elected by the workforce.

Process & Procedures

Have you released internal communications on staff noticeboards for all relevant Covid-19 updates?

Yes

Staff office, canteen and toilets.

The CLC V3 Guide is in Site office and toilets.

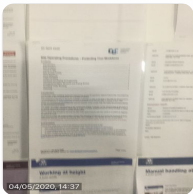


Photo 1

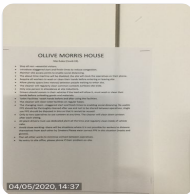


Photo 2



Photo 3



Photo 4

Stay informed

Start by identifying authoritative sources of public health guidance on the epidemic, and stay up to date on officially recommended and mandated actions in the applicable jurisdictions.

These sources include The Centers for Disease Control and Prevention, The World Health Organization, The European Centre for Disease Prevention and Control, and country-specific public health guidance such as this for Singapore and this for the United Kingdom.

Have all employees been briefed on the guidelines around temporary remote working?

Safe

All staff have been briefed as part of their induction. This has been reinforced in the initial tool box talk which covered Covid-19.

Employers should consider changes to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection and help protect organisations from liability.

Have you changed your working practices to assist with Social Distancing where possible

Yes

Welfare is oversized and designed specifically for social distancing.
 O'Keefe have undertaken their own Covid-19 risk assessment that is included in inductions and supported by sub-contractor RAMS which are being checked and revised if necessary to ensure social distancing, so far as reasonably practicable.
 Current workforce on site have been specifically chosen to include two sets of family members who live together.
 Wash stations are provided at entrance, toilets, canteen and on each floor.
 Meetings are currently being held remotely where possible.
 Visitors, including the client and consultants, should not visit site unless absolutely necessary, and then only with the express prior agreement of O'Keefe.



Photo 5

Outline provisions made to assist Social Distancing

Welfare facilities have been designed for social distancing - wide corridors, 2m wide toilet cubicles, limited seating to meeting table, etc. Workers have been chosen to include family members who live together. RAMS include means to social distance.

Do you have reliable systems for real-time public health communication with employees?

Yes

Black hat manager and site manager are communicating with staff all the time reinforcing the Covid-19 Policy.

Have your Supervisors been adequately trained on the implications of Covid-19?

Yes

Declan Kelly was fully aware of the current requirements, CLC recommendations and company policy and there was strong evidence that he was trying to better his response on site in all areas.

Can you provide the source and content of the briefing document used

Reference to CLC Version 3 throughout, which has been reflected in training and supervision arrangements, together with current safe systems of work.

Have you given employees accurate information about ways to prevent the spread of infection?

Yes

Covid-19 requirements is included in inductions, tool box talks and signage, which is constantly being reinforced through consultation with workers.

Are your employees aware of the symptoms of Covid-19?

Yes

Included in Induction. Also, site manager is maintaining a Health Log for all staff whilst on site which includes Covid-19 symptoms.

Symptoms of coronavirus

The main symptoms to look out for are:

1. A cough
2. A high temperature
3. A shortness of breath

Cleanliness & Hygiene

Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected?

Yes

Cleaning Register Log is being held on site together with PPE Log.

Ps and Declan walked Site to agree high risk contact areas and Declan will instigate more regular disinfecting of high risk areas, constant removal of waste from canteen and wash stations.

Please outline procedures for improved cleaning regime implementation and checking

Back terminal wipes have been provided at workstations. O'Keefe are providing clinical gloves at workstations, which are removed when entering the welfare area. Workers then wash hands before entering welfare area and use new gloves on returning to working area. O'Keefe staff are constantly wiping down high risk contact areas, such as door handles, taps and toilet flush. A thumb print access security system has not been fitted and staff travelling by car call site to open gate when they are 5 minutes away to avoid waiting on the road.

You should ensure that public surfaces such as counters, doorknobs, and elevator buttons are regularly disinfected!

Have you alerted all staff members to the hand washing protocols with your workplace?

Yes

Inductions, tool box talks and signage.

As hand washing is one of the most effective defences, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.



Do you have readily available access to Hand Sanitizer for all all members of staff?

Yes

Surgical wet wipes at entrance and canteen, together with wash hand basins in toilets.
Soap dispensers are provided to all washbasins together with disposable towels.
Workers to bring their own anti-bacterial gel with minimum 60% alcohol content.

Does the Hand Sanitiser to contain at least 60 percent alcohol content?

Yes

Requirement is included in induction and tool box talk.

It is imperative that all employees have access to Hand Sanitizer!

Public Health England says if hand sanitiser is used it needs to contain at least 60 percent alcohol content - most contain 60 to 95 percent.

Travel

Have you considered reviewed policies around international and domestic business travel?

Yes

All workers are travelling by car.

Where cars are shared the occupants are family living together.

Have you postponed or cancelled scheduled conferences or meetings?

Yes

Pre-Start and all subsequent progress meetings are being held via MS Teams.

All subsequent client and progress meetings will remain via remote web systems where reasonably practicable.

Have you made any arrangements to manage the use of vehicles for staff to and from the site.

Yes

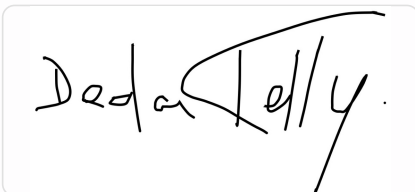
All staff are currently travelling by private car. Two cars are being shared by father and son teams who live together, but no other vehicles are shared.

Please outline arrangements - particularly the cleaning of vehicles and any sharing issues.

Worked to clean equipment and internal surfaces of vehicles (steering wheel, internal and external handles, and gear knob) before exiting site.

Sign-off

Name & Signature



Declan Kelly

4th May, 2020 3:01 PM BST

Appendix

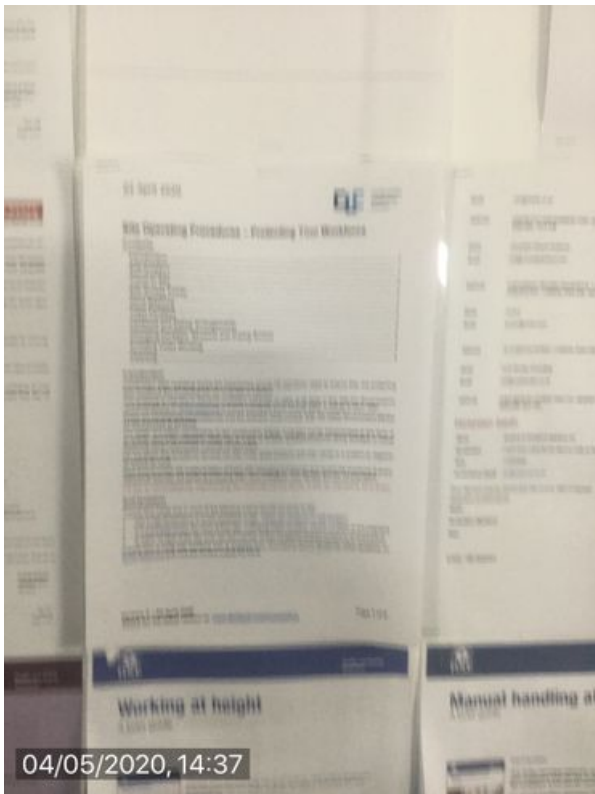


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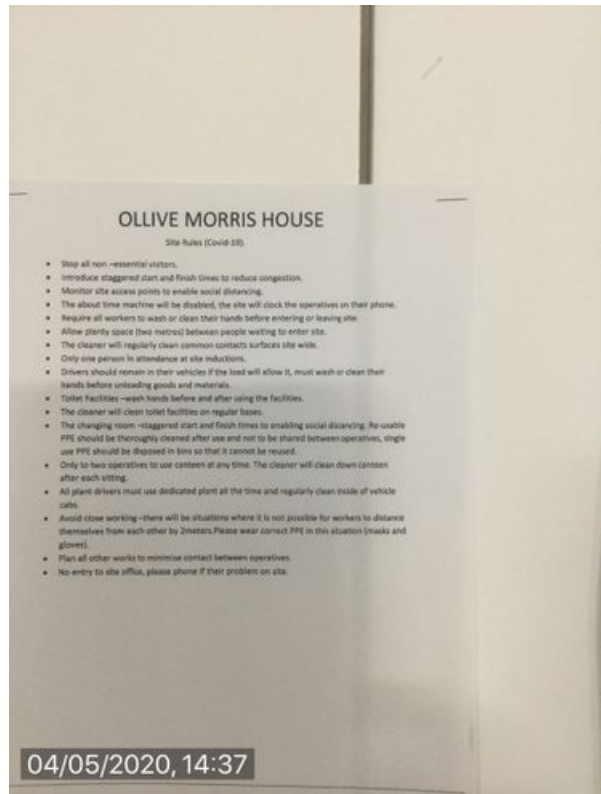


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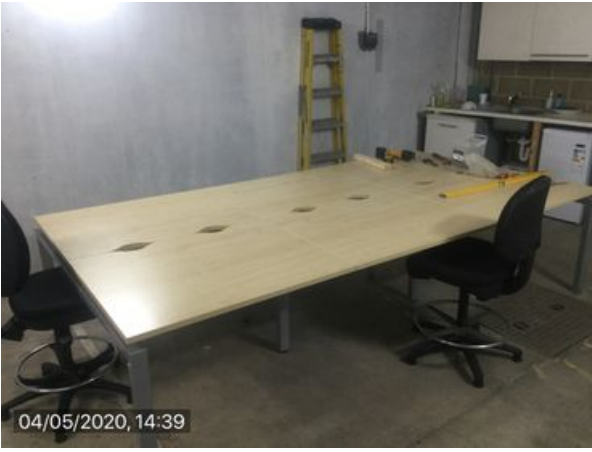


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