

Coronavirus (COVID-19) Site Operating Procedures – Protecting our workforce

Construction Sector - Site Operating Procedures

Protecting Your Workforce During Coronavirus (Covid-19)

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Current guidance

Social Distancing

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.

The local **COVID alert levels** do not restrict construction activities; however, any additional local authority restrictions must be complied with.

National guidance on social distancing in **England, Scotland, Wales** and **Northern Ireland** should be adhered to off-site

Going to Work

Workers should be working from home if they can. Those who cannot work from home, which includes workers in construction, manufacturing, logistics and distribution, should go to work.

Workplaces that are open should be **Covid-19 secure**.

Face Coverings

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 isn't 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.

Introduction

These Site Operating Procedures (SOP) are based on Government guidance on [Working safely during Coronavirus \(Covid-19\) - Construction and other outdoor work](#) (in England; other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#), as well as in areas subject to a localised lockdown. The objective is to introduce consistent measures on construction sites of all types and sizes and employers and individuals should make every effort to comply).

Where workers enter people’s homes, they should follow the Government guidance on [Working in Other People’s Homes](#).

The [HSE](#) is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not complying with the latest Government advice on Coronavirus (Covid-19), it may be subject to enforcement action.

Construction sites / Head Office need to ensure they are protecting their workforce and minimising the risk of spread of Coronavirus (Covid-19) infection. This includes considering how personnel travel to and from site / office.

Government guidance for employers in England states “*where the social distancing guidelines cannot be followed in full, in relation to a particular activity, and the activity cannot be redesigned, 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*”.

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

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance.

The workforce should be reminded during inductions and daily briefings of the specific social distancing and coronavirus (Covid-19) control measures necessary to protect them, their colleagues, families and the UK population.

When to Go to Work

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

<p>Social distancing</p>	<p>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.</p> <p>Shielding has been paused for those deemed to be clinically extremely vulnerable. If reintroduced in an area by the local authority, workers will receive a new formal shielding notification and advised not to go to work.</p>
<p>Self-isolation</p>	<p>Anyone who:</p> <ul style="list-style-type: none"> • Has a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell; • Is within 10 days of receiving a positive Coronavirus (Covid-19) test result; • Is within 14 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result; • Has returned from a country that is not on the travel corridors list and is required to quarantine for 14 days; or • Has been contacted by the NHS Test & Trace Service; <p>must follow the guidance on self-isolation and should not come to site.</p>

<p>If someone falls ill</p>	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>They should get a Coronavirus (Covid-19) test.</p> <p>They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site / office 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.</p> <p>Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team.</p> <p>Further information can be found in the 'What to do if a worker has Covid-19 or has to self-isolate' flowchart.</p>
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Travel to Work

Using Private Vehicles

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble. If workers have no option but to share transport, they should try to:

- 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.

Using Public Transport

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times (05:45 - 8:15 and 16:00 - 17:30); and
- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- 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.

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 Coronavirus \(Covid- 19\) - Vehicles](#), which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan and manage site access and egress points to enable and control 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
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure current social distancing requirements are maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Require all workers to use hand sanitiser when entering and leaving the site
- 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, delivery 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
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Ensure adequate supplies of soap and fresh water are 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
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time and use signage, such as floor markings, to maintain current social distancing requirements.
- 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

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.

- Consider increasing the number or size of facilities available on site if possible
- The capacity 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
- Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be disposable or washed and dried between use
- Consider arrangements for monitoring compliance.

Changing Facilities 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 current social distancing requirements.
- Restrict the number of people using these facilities at any one time
- 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.

Work Planning to Avoid Close Working

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

Hierarchy of Controls

If you are not able to work whilst maintaining current social distancing requirements, 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.

<p>Eliminate</p>	<ul style="list-style-type: none"> • 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 in a way that maintains current social distancing requirements. • Avoid skin to skin contact and face to face working • 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 <p>Site Meetings</p> <ul style="list-style-type: none"> • Only absolutely necessary meeting participants should attend • Attendees should maintain current social distancing requirements • Rooms should be well ventilated / windows opened to allow fresh air circulation • Hold meetings in open areas where possible
<p>Reduce</p>	<p>Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:</p> <ul style="list-style-type: none"> • Minimise the frequency and time workers are working together where current social distancing requirements cannot be maintained • Minimise the number of workers involved in tasks where current social distancing requirements cannot be maintained • 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
<p>Isolate</p>	<p>Keep groups of workers:</p> <ul style="list-style-type: none"> • Together in teams e.g. do not change workers within teams • As small as possible • Away from other workers where possible
<p>Control</p>	<ul style="list-style-type: none"> • Consider introducing an enhanced authorisation process • Provide additional supervision to monitor and manage compliance
<p>PPE</p>	<ul style="list-style-type: none"> • 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).
<p>Behaviours</p>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>

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 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
- Lift and hoist controls
- Machinery and equipment controls
- 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.
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Positive Tests

If the test is positive

If the person with symptoms tests positive for COVID-19. They must immediately inform their inline manager and go home. The NHS Test and Trace service will notify their close contacts and instruct them to self-isolate.

This will occur by either a phone call, text message, email or letter. The period of self-isolation will be for up to 14 days, from the point of most recent contact with the person who has tested positive for coronavirus. When Test and Trace advises contacts to self-isolate, the service does not tell them the identity of the person who has tested positive.

Alerting close contacts

When someone first develops symptoms and orders a test, they will be encouraged to alert the people that they have had close contact with in the 48 hours before symptom onset. If any of those close contacts are co-workers, the person who has developed symptoms must inform their line manager.

Close contacts at this stage do not need to self-isolate unless requested to do so by NHS Test and Trace or a public health professional, but they should:

- avoid contact with people at high increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions
- take extra care in practising social distancing and good hygiene
- watch out for symptoms and self-isolate if they also show signs of coronavirus

The Deeley board of directors will keep staff informed about COVID-19 cases among their colleagues. If a co-worker is at risk because of close contact with the positive case, then they will be notified to self-isolate by the NHS Test and Trace service.

Cleaning and disinfection

Communal areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

The undersigned Deeley Employee / Site Manager has agreed to work to the above procedure.

If the Site Manager requires to make any changes it must be agreed by Steve Turner, Construction Director.

Deeley Employee / Site Manager	
Name:	
Signature:	
Date:	

Hazard and Location	PA	Current Risk			Control Measures	Residual Risk		
		S	L	R		S	L	R
Operation/Activity: Coronavirus (Covid -19)								
Persons affected (PA): A - Operatives, B - Others on site, C- Public Current/Residual Risk: Severity (S) & Likelihood (L) 1 (low) to 3 (high). Multiply to give Risk (R) - 1 (low) to 9 (high).								
Coming into contact with an infected person Contracting the Covid 19 virus. Passing on to others	A, B, C	3	3	9	<ul style="list-style-type: none"> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend site or the office. Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 meters). Avoid skin to skin and face to face contact. Consider alternative or additional mechanical aids to reduce worker interface Site Meetings. Only absolutely necessary participants should attend meetings. Attendees should be at least two meters apart from each other. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings/site briefings in open areas where possible. Site management must display all Deeley mandatory COVID-19 signs. 	3	1	3
Travel to work	A, B, C	3	3	9	Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport: <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. 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. 	3	1	3

Hazard and Location	PA	Current Risk			Control Measures	Residual Risk		
		S	L	R		S	L	R
Driving at Work	A, B, C	3	3	9	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: <ul style="list-style-type: none"> • Share with the same individuals and with the minimum number of people at any one time. • Wherever possible maintain a distance of two meters and avoid touching their faces. • 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. 	3	1	3
Where the social distancing measures (2 metres) cannot be applied	A, B, C	3	3	9	Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, site management 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. <ul style="list-style-type: none"> • Increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. 	3	1	9

	Hazard Risk Assessment	Project: All Deeley Sites	Date: 03.11.20
		Produced by: Keith Galletly	Page: 3 of 4

Operation/Activity: Coronavirus (Covid -19)

Persons affected (PA): A - Operatives, B - Others on site, C - Public **Current/Residual Risk:** Severity (S) & Likelihood (L) 1 (low) to 3 (high). Multiply to give Risk (R) - 1 (low) to 9 (high).

Hazard and Location	PA	Current Risk			Control Measures	Residual Risk		
		S	L	R		S	L	R
					<ul style="list-style-type: none"> Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. Minimise the frequency and time workers are within 2 meters of each other. <p>PPE</p> <p>Sites should not use RPE for Coronavirus (Covid-19) where the two meter social distancing guidelines are met.</p> <p>Where it is not possible to maintain a two-meter 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.</p> <ul style="list-style-type: none"> 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. 			

	Hazard Risk Assessment	Project: All Deeley Sites			Date: 03.11.20			
		Produced by: Keith Galletly			Page: 4 of 4			
Operation/Activity: Coronavirus (Covid -19)								
Persons affected (PA): A - Operatives, B - Others on site, C - Public Current/Residual Risk: Severity (S) & Likelihood (L) 1 (low) to 3 (high). Multiply to give Risk (R) - 1 (low) to 9 (high).								
Hazard and Location	PA	Current Risk			Control Measures	Residual Risk		
		S	L	R		S	L	R
Behaviours	A, B, C	3	3	9	The measures necessary to minimise the risk of spread of infection rely on everyone within the site team and all sub-contractors 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.	3	1	9
					This risk assessment will be reviewed on a regular basis. For further guidance refer to https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work			

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✔ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✔ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✔ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✔ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✔ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigation actions possible to **manage transmission risk**

Employer: Deeley Group Limited Date: 03.11.2020

Who to contact : Keith Galletly, Health & Safety Manager
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(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)