**Introduction**

The first issue of this policy was developed in preparation for the risk of a large-scale epidemic and the impact this would have on our staff, customers, business and continuity of services. The focus was on arrangements to support the prevention of infection, planning of our emergency preparedness and response, the instruction of requirements to our staff, and external communication to our key stakeholders.

Following the development of the virus into a worldwide pandemic, and a period of lockdown in the UK to slow the spread and protect the NHS from being overwhelmed, this updated policy now focuses on our arrangements for the safe to work, and the ongoing adjustments that will be necessary for the foreseeable future in line with government guidance.

During this phased return, it is still the first and safest option to work from home where this is practicable, and management will continue to review suitable roles/individuals to which this will apply. Where this cannot be operationally implemented, strict measures are required to eliminate or significantly reduce the residual risk level.

The next update is expected to be later in the year when the relaxation of restrictions and return to ‘normal’ operations will hopefully be possible. Any suggestions or feedback on our arrangements in the meantime is encouraged and should be directed to the Managing Director for review.

**Training & Awareness**

It is expected that everyone will now have a good understanding of the virus with the large amount of media coverage and bulletins over the past months.

The following e-learning title remains available as a refresher for all staff to access:

<https://www.ihasco.co.uk/free-coronavirus-awareness-video>

Additional ‘toolbox talks’ will be undertaken on an ongoing basis.

For reference, links to official sources of information utilised in the preparation of this document are listed below:

* <https://www.gov.uk/coronavirus>
* <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
* <https://www.nhs.uk/conditions/coronavirus-covid-19/>
* <https://www.who.int/health-topics/coronavirus>
* <https://www.cipd.co.uk/knowledge/fundamentals/emp-law/employees/workplace-guide-returning-after-coronavirus>

Posters are to remain displayed in the workplace for ongoing communication and reminder of precautionary requirements (e.g. <https://www.bbc.co.uk/news/uk-51914645>).

The following Government issued poster is to be displayed in all workplaces…



**For further information please contact your Health & Safety Representative:**

**Adam George**

**07484 024651 | adam.george@monitorservices.co.uk**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Health & Safety Advisors**support@admac.co.uk0800 389 5363 | HSE-logo | **Health & Safety Executive**www.hse.gov.uk0300 003 1647 |

**Self-Isolation**

If you have symptoms of Coronavirus, which include:

* **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

…**you must stay at home!** Contact the NHS 111 Online Coronavirus Service for further information and testing where available/necessary.

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

The office should be notified without delay by telephone if you have commenced a period of self-isolation.

**You must self-isolate for at least 7 days**. If you still have a high temperature after 7 days, keep self-isolating until your temperature returns to normal. Once feeling well contact your manager again to discuss return to work.

**If you live with someone who has symptoms, you must self-isolate for 14 days** from the day their symptoms started.

Do not ask colleagues to come to your home and discuss work matters – this should be done remotely.

**Pay**

Should you be feeling well during self-isolation, and it is feasible/agreed for you to work from home, remote access will be established for you to continue working and remain on full contractual pay.

Should you be unwell, or unable to work from home, absence will be in line with your contractual sick pay arrangements. Statutory Sick Pay will be available from day one as a minimum.

**Vulnerable Workers**

Workers who are over 70 years old or have pre-existing conditions which may place them at higher risk are requested to notify management. This may include individuals who have received a government communication due to historical/current medical conditions including: Weakened Immune System, Organ Transplants, Cancer Treatment, COPD/Severe Asthma, Pregnancy etc.

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

Any worker who is considered to be at higher risk will be considered for extended exclusion from office/site working, client meetings, event attendance and travel where practicable.

**Time Off for Dependants**

Please refer to the Employee Handbook for existing arrangements.

If you are assisting a dependant with a known/suspected case of Coronavirus, then you must also commit to a period of self-isolation to protect your colleagues.

**Furlough**

Where necessary and it is agreed to utilise the government’s ‘Coronavirus Job Retention Scheme’ to avoid redundancy and protect employment during the business downturn, arrangements will be individually communicated with each employee.

<https://www.gov.uk/guidance/check-if-you-could-be-covered-by-the-coronavirus-job-retention-scheme>

During this time, you are not permitted to undertake work activity on behalf of the company but are encouraged to undertake continuing personal development and training should you desire.

**Prevention & Hygiene**

As general guidance, to protect yourself and others:

* 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 straight away and wash your hands afterwards
* Try to avoid close contact with people who are unwell
* Do not touch your eyes, nose or mouth if your hands are not clean

Specific arrangements to support this in the office and on site are outlined later in this document.

**Returning Travellers**

Following the worldwide spread of the virus, the return from infected areas is now less relevant. Should you be planning to travel abroad in the near future please ensure that official advice is reviewed, and you are not placing yourself at increased risk. Travel plans should be discussed with your manager for assessment of the risk on your planned return to work. If you are returning from an at-risk country, you may be required to self-isolate for 14 days.

**Business Continuity**

Before and during the lockdown our continuity and remote working capability was reviewed and enhanced. To ensure preparedness for ongoing, and any future requirements, the following arrangements are to remain in place:

* Staff contact details to be regularly reviewed and verified as current
* Remote access/VPN capacity to be monitored, to support additional workers at home
* Laptop computers to be ready to support working at home (in line with existing Information Security policy requirements)
* Telephone diversion capability to be maintained/tested

Post may need to be diverted/delayed, and the Director’s will be responsible for reviewing and managing this requirement during this time. All contacts are to be advised to use email as the preferred option.

Should we be unable to deliver our contractual obligations due to quarantine requirements outside of our control, this will be documented with each client in writing, and an individual action plan created. Where this may result in a breach of legal requirements for our customers, or create other health and safety risks, these activities will be prioritised.

**Home Working**

While working from home it is important to maintain an appropriate work environment. Our professional standards should not drop during this time.

The HSE have published updated guidance for employers which is useful to reference:

<https://www.hse.gov.uk/toolbox/workers/home.htm>

When establishing your workstation a DSE checklist should be utilised to verify suitability, and any remedial actions required: <https://www.hse.gov.uk/pubns/ck1.pdf>

Should you require additional equipment to enable a safe workstation please contact your manager.

Technology (e.g. Web Chat) will be utilised to maintain contact on a regular basis and ensure the ongoing welfare and communication tools to work effectively.

**Web Meetings - Code of Conduct**

Core Principles:

* Be seen and heard – Ensure other attendees can see and hear you clearly
* Be considerate - You are mindful of not speaking over other people, you champion the experience for remote attendees, and you arrive on time
* Be present - You are not distracted by your devices, other work, or your surroundings. You are giving the attendees, and meeting, your full attention

Prep before the call:

* Attend 2 minutes early so you’re ready to start the call promptly
* Make sure you have a headset that limits background noise or you’re in a quiet place
* If you’re in a room with other people, use a conference microphone instead of relying on a laptop microphone (and ensure this is set up in advance of the meeting start)
* Snooze/mute system notifications before you join a call
* Remove the temptation to do other work by minimising your other screens
* Make sure you are sat somewhere that is quiet enough for you to hear and contribute to the meeting
* Test all technology (including camera/video, Wi-Fi, and screen sharing) before the meeting

On the call:

* Wherever possible share your video
* If you use multiple monitors, put your open call on the monitor with your camera so you can give eye contact
* Mute when you’re not speaking
* Ensure you are on a suitable view so that you can see the face of everyone in the meeting
* Do not use your phone during a meeting and make sure it’s on silent
* Do not do work while on a meeting. You think it's not obvious, but it is! Feel free to call people out if you think this is happening in a meeting you’re in
* If someone is doing a screen share presentation and you wish to speak, use the available system features such as 'raise hand' so the speaker knows to pause
* Don’t interrupt people whilst they’re speaking

**Office Reoccupation Arrangements**

To enable the safe re-occupation of our offices following reduced/suspended operations during lockdown there are a number of preparatory and ongoing precautionary measures to assess and implement.

Our key priority is the health and wellbeing of our staff, and the best practice guidance from the government, public health agencies and industry bodies has been referenced to plan our return.

Key areas that need to be assessed have been identified as:

* Ensuring staff awareness of policy and arrangements
* Maintaining 2m social distancing, so far as is reasonably practicable
* Controlling access and shared/public areas
* Controlling deliveries and collections to minimising contact
* Reviewing desk layout and hot-desking arrangements
* Staggering and limiting the use of kitchen/rest facilities
* Providing suitable welfare facilities
* Installing hand sanitiser at strategic locations
* Reviewing/enhancing site cleaning arrangements
* Ensuring maintenance/serviceability of site equipment
* Ensuring emergency arrangements remain effective

A checklist assessment is to be utilised to record and communicate considerations/actions taken at each site. This is to be subject to regular review to ensure ongoing suitability.

**Business Meetings**

External visitors and company meetings are to remain restricted to what is strictly necessary. Where possible these meetings are to be undertaken remotely or postponed until restrictions are fully lifted.

Meeting rooms are to be modified to promote social distancing.

The attendance at conferences and larger public gatherings is to be avoided until further notice.

All international business travel is to be subject to an individual risk assessment to justify and reduce risk so far as is reasonably practicable. Travel to high risk areas is suspended until further notice.

**Kitchen Access**

Rules have been established for use of the onsite facilities:

* Strictly one-person access at a time
* Clean everything you/contact use before leaving the room
* Use your own cup and cutlery throughout the day
* Whenever possible, prepare food at home to avoid needing to use kitchen areas or leaving site to visit local shops

**Office Etiquette**

When working in the office maintain 2 metres distance throughout the day and avoid contact further with these simple practices:

* Avoid sharing stationery and equipment
* Do not offer to make rounds of drinks
* Use your own telephone
* Wipe devices after use e.g. handsets, keypads, printers, franking machine
* Observe good hygiene practices

**Deliveries & Collections**

A secure area for contactless drop-off and collection is to be defined

Gloves and masks are available in the office and recommended for use where distancing is unavoidable. Request that a courier signs on your behalf (most have implemented this practice by default).

Wash/Sanitise hands after any contact with parcels/post.

**Visiting Contractors**

Any contractors wishing to work in our facility must present a Social Distancing Risk Assessment in advance for review and approval. This must include the actions intended to ensure hygiene and cleanliness during and after the work.

**Client Meetings**

Where employees are required to visit customer’s premises this is to be undertaken via web/telephone conference as the first choice where possible. If it is necessary to visit site (e.g. for physical surveying) then the following precautions are to be observed:

* Verify site rules and arrangements are suitable in advance (e.g. the client’s risk assessment)
* Maintain social distance of 2m when working on site.
* Masks are to be carried to each site and used as deemed appropriate for the task.
* Driving alone is to be the first choice of travel. Use public transport in line with government guidance if unavoidable.
* Politely avoid shaking hands with clients.
* All company site documents are to move to email e-signature as the first choice, or be signed on behalf of a client if required.

**Wellbeing**

During this challenging time in which we find ourselves, the mental health of our team remains a top priority. If you are struggling to cope with isolation, illness, bereavement, anxiety, stress or any other condition/situation you are not alone, and the management team and our external advisors are available to support impartially and confidentiality. Please make contact without delay to start the conversation and we will make an action plan together.

**Office Reoccupation Checklist**

|  |  |
| --- | --- |
| **Location** |  |
| **Date** |  | **Assessor** |  |

| **ID** | **Consideration** | **Comments / Actions** | **Closed** |
| --- | --- | --- | --- |
| 1.0 | Communication |  | (✓) |
| 1.1 | Has the policy been issued to and acknowledged by all workers? |  |  |
| 1.2 | Does the policy need to be translated for any non-English speaking workers? |  |  |
| 1.3 | Are awareness posters displayed in key locations around the office/welfare areas? |  |  |
| 2.0 | Housekeeping |  |  |
| 2.1 | Have there been any security or maintenance/housekeeping issues during lockdown that need addressing? |  |  |
| 2.2 | Have the office/welfare areas been cleaned as normal arrangements? Does a deep-clean need to be arranged? |  |  |
| 2.3 | Do ongoing cleaning arrangements need enhancing? e.g. daily cleaning of shared facilities, handles, switches, keypads etc.Are products in stock? |  |  |
| 2.4 | Have there been any areas where known cases of infected persons have been recently present? e.g. disinfection required |  |  |
| 3.0 | Access |  |  |
| 3.1 | Is the entrance secured/controlled to prevent visitors congregating? Can shared entrances be avoided? |  |  |
| 3.2 | Are shared/communal areas controlled? Are joint agreements with neighbours necessary? |  |  |
| 3.3 | Is hand sanitiser available by all entrances? |  |  |
| 3.4 | Are there shared access control, sign-in or clocking-in systems used? e.g. shared keypads, pens or fingerprint scanners to consider |  |  |
| 3.5 | Can Perspex screens be fitted to reception / public-facing service desks? Are masks necessary to be worn for exposure to public? |  |  |
| 3.6 | Do employees using public transport for commuting have access to face masks? |  |  |
| 3.7 | Can deliveries/collections be left in a secure area for ‘contactless handover’? |  |  |
| 3.8 | Is it reasonable/practicable to undertake screening? e.g. temperature checks |  |  |
| 3.9 | Are company vehicles shared? |  |  |
| 4.0 | Layout |  |  |
| 4.1 | Can desks be moved to increase spacing to the recommended 2m? |  |  |
| 4.2 | Do any desks need to be removed from service? |  |  |
| 4.3 | Does hot-desking need to be reviewed? |  |  |
| 4.4 | Do meeting areas need modification? |  |  |
| 5.0 | Maintenance |  |  |
| 5.1 | Have legionella controls been maintained during lockdown?e.g. flushing/chlorination/descaling |  |  |
| 5.2 | Does mechanical ventilation require consideration?e.g. deactivation or filter changes |  |  |
| 5.3 | Have Passenger/Goods lifts been serviced and examined in line with manufacturers and LOLER requirements? |  |  |
| 5.4 | Has gas safety been maintained?e.g. boiler servicing |  |  |
| 5.5 | Has fixed electrical wiring been maintained? e.g. 5 yearly FWT |  |  |
| 5.6 | Have portable appliances and other work equipment been inspected prior to use? |  |  |
| 6.0 | Emergency Preparedness |  |  |
| 6.1 | Is the fire alarm and emergency lighting etc. operational? Has testing/servicing been maintained? |  |  |
| 6.2 | Are extinguishers in place? Do they require annual servicing? |  |  |
| 6.3 | Are escape routes and fire exits clear and unlocked? |  |  |
| 6.4 | Will an adequate number of trained Fire Marshals be on site, taking remote working and sickness/furlough leave into consideration? |  |  |
| 6.5 | Will an adequate number of trained First Aiders be on site, taking remote working and sickness/furlough leave into consideration? |  |  |
| 6.6 | Are first aid kits stocked and in-date? Are any AEDs ready-to-go if applicable? |  |  |
| 7.0 | Training / Documentation |  |  |
| 7.1 | Have any key policies or risk assessments etc. passed the planned review date?e.g. H&S Policy, Fire Risk Assessment, COSHH Assessments |  |  |
| 7.2 | Have any critical training refreshers been missed? |  |  |
| 7.3 | Have any operational licences expired? |  |  |
| 7.4 | Have Covid-19 Policies/RAMS been requested and reviewed from key sub-contractors? |  |  |
| 8.0 | Other Site-Specific Considerations |  |  |
| 8.1 | N/A |  |  |

**Working on Construction Sites**

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

These operating procedures have been prepared to support our ongoing/restarting construction site activities, and are based on best practice guidance from the Government, Public Health England, and the Construction Leadership Council which is available at:

<https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf>

This document is to be read in conjunction with the existing site-specific and core RAMS that are prepared for each project, and extends on those requirements to introduce a minimum standard of protection across all our work locations.

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!

**Sub-Contractors**

Any Sub-Contractor under our control visiting site must have a formal review of their policy and RAMS for coronavirus undertaken for approval prior to attending site, or an agreement made to follow our issued arrangements if working on a labour-only basis.

**Travel to Site**

Wherever possible you should travel to site alone using your own transport as the safest option.

If you have no option but to share a vehicle:

* Journeys should be shared with the same individuals and with the minimum number of people at any one time
* Good ventilation (e.g. 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 emphasis on handles and other areas where passengers may touch surfaces

If you need to use public transport to get to work:

* The Project/Contract Manager is to review start/finish times on site to assist in avoiding travel during peak times, although this may not be possible due to site/operational requirements
* Consider other means of transport to avoid close contact on shorter journeys (e.g. walking or cycling)
* Wear a face mask in line with Government guidance

**Site Access and Egress**

* All non-essential visitors are to be prevented from entering site
* Staggered start and finish times are to be reviewed on larger sites on an ongoing basis to reduce congestion
* The Site Manager/Supervisor is to install signage as necessary:
* 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 that require skin contact (e.g. fingerprint scanners) are to be removed unless they are cleaned between each individual use
* Wash your hands for 20 seconds using soap and water, or hand sanitiser if not available, when entering and leaving the site each time. The Site Supervisor is to monitor for provision of suitable facilities at all entrances
* Personal supplies of hand sanitiser are to be issued to mobile Engineers/Operatives

**Deliveries**

* 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
* Maintain social distancing by utilising a secure segregated area for drop-off of materials, and wait for drivers to depart before collecting
* Wash hands after physically signing for any goods (most couriers have suspended this requirement)

**Site Induction**

New arrivals to site must complete the full site induction requirements as normal and also receive briefing in the additional Coronavirus arrangements that have been implemented.

To reduce risk of infection transmission at this time:

* Induction rooms are to be limited to maintain 2m social distancing – the numbers of people attending may be restricted as a result
* Additional induction sessions may have to be provided for staggered start times, and reduced capacity
* Documentation is to be emailed for reading in advance where applicable
* Photos of competence cards (e.g. CSCS, CPCS, CISRS, PASMA, IPAF) are to be taken without contact
* Pens are not to be shared for completion of mandatory documentation, including sign in/out

**Social Distancing**

While working on site it is important to maintain social distancing of 2m so far as is reasonably practicable, and limit contact to only what is necessary. The following arrangements are to be implemented to support this:

* Some tasks may be undertaken remotely using technology, for example meetings, to limit site attendance to what is physically necessary
* Site meetings should be undertaken in areas with sufficient space and good ventilation, this could be outdoors
* Use stairways in preference to lifts or hoists and avoid crossing paths with others. The Site Manager/Supervisor is to review site layout and implement one-way systems where practicable
* Tasks are to be reviewed each day and planned to minimise the frequency and time workers need to be within 2m of each other
* Work side-by-side, or facing away from each other, rather than face-to-face
* Keep face-to-face tasks to short duration (e.g. <15 minutes) where possible
* When working in teams, keep the group small, and stay together - avoid changing workers within the team
* In public areas, or occupied premises, use barriers and signage as necessary to segregate and isolate the work area, without creating additional hazards

**Work Equipment**

To reduce transmission risk when sharing plant and tools on site:

* Wash your hands before and after using equipment
* Common touchpoints should be regularly cleaned (e.g. buttons, handles, vehicle cabs)
* Equipment within site offices is to be subject to the same hygiene controls
* Avoid sharing of any PPE, sufficient stocks are to be available on site

**Hand Hygiene**

* Regular breaks are permitted to wash your hands
* Where facilities are dispersed/limited, the Site Manager is to arrange additional hand washing facilities (e.g. pop ups) to the usual welfare facilities so far as is reasonable practicable, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
* The Site Supervisor it to monitor to ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
* Hand sanitiser (minimum 60% alcohol based) will be placed around site at strategic locations as necessary and/or will be issued individually to each Operative, to supplement hand washing facilities
* Facilities are to be cleaned regularly
* Suitable and sufficient rubbish bins for hand towels are to be provided, with regular removal and disposal

**COSHH**

Alcohol based hand sanitiser is typically Flammable and Irritant:

* Monitor your skin on an ongoing basis and report any symptoms of dermatitis including redness, itching or flaking:

<https://www.hse.gov.uk/skin/posters/skindermatitis.pdf>

* Cover any cuts or grazes with a plaster/dressing
* Do not smoke while using hand sanitiser, avoid heat/sparks/flames, and allow to fully dry before touching any surfaces or work equipment (static discharge risk)
* In case of eye contact, immediately flush eyes with plenty of water for at least 15 minutes. If worn and easy to do, remove contact lens - seek medical attention
* If inhaled or swallowed, move to fresh air, rinse mouth with water, do not induce vomiting, seek medical attention if any symptoms persist
* Store in original container
* For bulk storage on site a metal cabinet is to be used for flammable segregation with suitable extinguishers nearby and warning signage displayed

**Personal Protective Equipment**

In addition to standard site rules, the following requirements are to also be implemented:

* Sufficient stocks of PPE are to be held/issued so that Site Operatives do not need to share any equipment. Secure storage should be available for each individual.
* Wash/sanitise hands frequently for at least 20seconds
* Hygiene should be enhanced, with regular self-cleaning/disinfection of safety glasses/goggles and safety helmet etc.

**Respiratory Protective Equipment**

The general wearing of ‘RPE’ outside a clinical/suspected contaminated setting is not currently recommended to be necessary or enforced by the Government. As such standard site rules and RAMS requirements should be followed.

‘Face Masks/Coverings’ which may help stop transmission of the virus are however recommended to be used in the following scenarios:

* When social distancing is challenged on site, e.g. for team lifts/installations
* When encountering members of the public, e.g. for works within occupied premises/homes
* When generally working in a healthcare setting, e.g. NHS premises, care homes
* When a client’s site rules require this, or it is specifically requested of you

Additionally, where use of public transport cannot be avoided to commute to work, it is recommended that masks are worn, and these will be made available by request to your Supervisor/Manager (the employer).

‘RPE’ should be reserved for necessary use due to national supply shortages. ‘FFP3’ standard is the first choice to give maximum protection against coronavirus transmission and should be worn along with other PPE where there is a higher risk of exposure. Disposable masks will need to be changed regularly.

Refresher guidance on how to use RPE: <https://www.hse.gov.uk/pubns/disposable-respirators.pdf>

Be aware of fatigue from tight-fitting respirators and ensure suitable breaks are taken (e.g. hourly).

The procedure for fit testing of tight-fitting respirators is to be updated in line with guidance from the HSE:

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

Individual extensions to standard 3-yearly retesting may be given at this time to reduce risks from shared test equipment.

**Toilet and Changing Facilities**

The Site Manager/Supervisor is to verify suitable arrangements are in place for restrictions on the number of people using welfare facilities at any one time to maintain effective social distancing (using an attendant if necessary) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing

Wash or sanitise your hands before and after using the facilities. Shared bars of soap are to be avoided. As always, leave the facilities in a condition you would expect to find them in.

The cleaning regime is to be enhanced for welfare 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. Suitable and sufficient rubbish bins for hand towels are to be provided with regular removal and disposal.

Where multiple persons need to change for their work, staggered start/finished times should be introduced where practicable.

**Catering and Rest Areas**

The Site Manager/Supervisor is to verify suitable arrangements are in place for catering and rest facilities, maintaining hygiene and social distancing.

When possible, workers should aim to prepare and bring their own food to site each day, avoiding the need to share food preparation areas or leaving site to visit local shops. Site canteens should be providing a takeaway service, with pre-prepared and wrapped food only.

Break times should be staggered to reduce congestion and contact at all times. The Site Manager/Supervisor is to coordinate this, along with any other contractors/persons on site.

General guidance for catering facilities:

* 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

**Emergency Arrangements**

Should anyone develop symptoms of Covid-19 while on site:

* Alert the Site Manager/Supervisor immediately, via mobile phone if available or strictly maintaining a safe social distance, and advise the areas you have been working in and equipment you have been using
* Isolation is to be arranged, away from all other persons, preferably in a room with natural ventilation
* A face mask is to be issued, and the individual instructed to avoid touching anything further
* The individual should call NHS 111 to discuss their symptoms and the next steps
* Leave the premises as advised, wearing a face mask/covering to aid in containing the virus
* Follow the Government’s guidance on self-isolation and do not return to work until fit to do so

The Site Manager is to arrange for cleaning/disinfection of the work area/equipment and other higher risk areas such as welfare facilities in line with Government guidance:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

**Monitoring**

Ongoing monitoring for adherence to site rules is to be undertaken and breaches reported without delay. The Project/Contract Manager is responsible for determining the level of monitoring/supervision required for the project if a full-time dedicated Site Supervisor is not justified. As a minimum requirement for smaller teams a competent Operative should be appointed with supervisory duties, with the Project/Contract Manger liaising daily, and visiting at regular intervals. Video tours and remote auditing may be utilised as practicable at this time to reduce travel/contact, where it is deemed an effective means of maintaining standards.

We are all responsible for leading by example with our behaviours to build a positive safety culture, and a collaborative approach is encouraged where issues can be openly discussed and addressed.

**Escalation**

Our Supervisors and representatives are all individually authorised to cease works and raise any concerns should they feel their own or others health and safety is being placed at risk. Please contact senior management immediately should this be encountered on

Signed: 

Name: Angus Henry

Position: MD

Date: 20.05.20