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# Site Operating Procedures During COVID-19

# Site Operating Procedures

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## 1. Document Information

This document applied to any Longworth Building Services work during the COVID 19 pandemic. Each site will be assessed individually and appropriate action taken where necessary to ensure the health and safety of our employees. The content is broken down into Longworth measures and the measures we are requesting from our clients.

The content in this policy does not negate any legal obligations placed on Longworth and our legal obligations will not be compromised during the pandemic.

This document was written in line with the following and will be reviewed on a regular basis and in line with any changes to the below.

- a. Build UK Site Operating Procedures V5 dated 03.07.2020  
<https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf>
- b. GOV.uk Guidance for specific Workplaces on Social Distancing Last Updated 24.06.2020  
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>
- c. NHS Advice on coronavirus  
<https://www.nhs.uk/conditions/coronavirus-COVID-19/>
- d. Coronavirus Act 2020  
<http://www.legislation.gov.uk/ukpga/2020/7/contents/enacted/data.htm>
- e. Secretary of State Letter to the Construction Industry dated 31.03.2020  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877074/secretary-of-state-letter-construction-industry.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877074/secretary-of-state-letter-construction-industry.pdf)
- f. HSE Provision of Welfare Facilities on Construction Sites dated 01/11  
<https://www.hse.gov.uk/pubns/cis59.pdf>
- g. British Red Cross  
<https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aider-at-work-or-in-public-during-the-coronavirus-outbreak>
- h. Gov.scot  
<https://www.gov.scot/collections/coronavirus-COVID-19-guidance/>
- i. Gov.scot Construction Sector Guidance Updated 22.06.2020  
<https://www.gov.scot/publications/coronavirus-COVID-19-construction-sector-guidance/>
- j. HSE Coronavirus Guidance  
<https://www.hse.gov.uk/news/coronavirus.htm>
- k. Getting Tested Update 01.07.2020  
<https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested>
- l. Isolation Diagram Dated 17.03.2020  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/874011/Stay\\_at\\_home\\_guidance\\_diagram.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874011/Stay_at_home_guidance_diagram.pdf)
- m. Construction Industry Coronavirus Forum CICV Guidance Site Operating Guide (SOG) 15.06.2020

- n. Keep Wales Safe at Work Last updated 02.06.2020

<https://gov.wales/keep-wales-safe-work>

#### Revision Status

Date of Revision	Version No	Changes Made	Authorised By
15.04.2020	1	Initial Document	PS
04.05.2020	1.1	Inclusion of Scotland specific guidance in Section 1. Document Information.	MF
11.05.2020	1.2	Review of reference information (inclusion of dates for reference). Additional Reference: Scotland Government Guidance Additional reference: HSE Coronavirus Guidance Additional reference: Getting Tested, government website Additional information in Section 5 in relation to the Prime Minister's address to the nation 10.05.2020 Section 2: Statement in relation to different controls in England, Scotland and Wales Section 4: Information on testing for construction workers and their families. Section 6: Minor amendments	MF
13.05.2020	1.3	Numbering of referenced materials for ease of reference throughout document. Additional Reference: Working Safely during COVID19 in Construction Section 2: Inclusion of Company Pledge signed by Managing Director Section 2: Requirements for communication of this document and associated procedures. Section 2: Inclusion of supportive statement to wear face coverings for the protection of others by an asymptomatic individual. Section 3: Definition of Vulnerable changes in line with government definitions Section 3: Symptoms and self-isolation information requests. Section 4: Inclusion of informing Longworth of the test results if tested Section 7: Guidance when travelling together & image. Section 12: Requirements reviewed for close working and issue of PPE in line with government guidance. Section 15: Update on responsibilities including responsibility to take action where non-conformance of the measures in place is noted.	MF/RH
18.05.2020	1.4	Amended Reference: b. Guidance to Employers last updated 15.05.2020 Amended Reference: c. GOV.uk Guidance for specific Workplaces on Social Distancing Last Updated 11.05.2020 Amended Reference: l. Getting Tested Update 14.05.2020 Amended Reference: m. Gov.uk Working Safely during COVID19 in Construction Issued 11.05.2020 Additional Reference: Self Isolation Guide Diagram	MF

		<p>Section 2: Additional information in relation to regulator powers.</p> <p>Section 3: Amendment of COVID19 symptoms</p> <p>Section 3: Amendment of the COVID19 Isolation diagram</p> <p>Section4: Amendment of COVID19 symptoms</p>	
27.05.2020	1.5	<p>All references (Excluding A) have been amended to the preceding letter due to removal of Reference B (noted below)</p> <p>Reference A: Amendment of the link and reference to Version 4 of the Construction Leadership Council Site Operating Procedure</p> <p>Reference B: Previous Reference removed due to content included in reference C (now B)</p> <p>Reference M: Removed due to duplication of Reference C (now B)</p>	
03.07.2020	1.6	<p>Update of the dates for reference materials</p> <p>New Reference: m: Construction Industry Coronavirus Forum CICV Guidance Site Operating Guide (SOG)</p> <p>New Reference n: Keep Wales Safe at Work</p> <p>Introduction: Update on Scotland and Wales status</p> <p>Section 14: Additional of COVID Compliance Officer (Scotland Requirement Only)</p> <p>Section 6: Additional Driving Guidance Images inclusion of reference to work bubbles</p> <p>Reference to 2m social distance rule removed in line with government advice changes of 1m+</p> <p>Travel to work: Inclusion of compulsory face masks on public transport</p> <p>Travel to Work: reference to face coverings potentially reducing infection spreading. Inclusion of cleaning focus points in vehicles</p> <p>If Someone Falls Ill: Inclusion of remaining off work pending test results.</p>	

## Introduction

These are exceptional circumstances and Longworth must comply with the latest Government advice on Coronavirus (COVID-19) at all times. Our Site Operating Procedures (SOP) are based on information available as listed in section 1.

The HSE is the relevant enforcing authority for Public Health England (PHE) guidelines and our industry. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action from regulatory bodies. The HSE have recently been granted an additional £14m by the government to help manage the situation.

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. This includes considering how personnel travel to and from site.

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 and legal requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place. Longworth will be appropriately risk assessing the measures we are able to put in place in order to carry out our activities.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses. To that end a regular review and reminder of the Site Operating Procedure will be undertaken.

Longworth has provided employees with sanitiser tested to BS EN 14476 Chemical disinfectants and antiseptics. Quantitative suspension test. Although alcohol content is 0.024%, meaning it is classified as alcohol free, however as it is tested to the relevant standards it is effective against coronavirus. An accompanying COSHH Assessment has been completed for its use in the business and test certificates are available upon request.



Longworth will continually review site measures in place, with supporting photographs and feedback from operatives on site. We will also ensure operatives on site have read and understood the contents of this and other documents relating to COVID 19.

It is important to note that although the Prime Minister is addressing the nation, Scotland and Wales are implementing their own measures. Longworth will take into consideration any additional requirements when working in Scotland or Wales in line with specific guidance. Guidance will be referenced in this operating procedure due to projects being located in both Scotland and Wales.



In order to maintain successful communication of this document and associated procedures Managers will be required to liaise with their team on any changes made and seek feedback each Monday morning and upon any amendments at any other time. Due to the current requirements this will either be done via Teams utilising the screen share or in a socially distant way outdoors (or in a well-ventilated room as a last resort). Managers are encouraged to seek feedback from their teams on carrying out business operations in a safe manner in relation to COVID19 and usual working practice in line with legislative requirements.

As per government advice the wearing of face coverings is not mandatory and the use of RPE is to be used where the work task presents a hazard e.g. drilling into concrete. Where an individual opts to wear a face covering to protect others from them potentially being asymptomatic Longworth will support this decision, however it is not currently a requirement for employees to wear them. This is because we have taken measures further up the hierarchy of control to reduce the potential for spread and contamination of COVID19.

## 2. Workers



Anyone who is at increased risk of severe illness from Coronavirus (COVID-19) is strongly advised to shield in line with government guidance and should be particularly stringent about following social distancing measures. Those vulnerable include:

- Persons defined on medical grounds by their GP or specialist as vulnerable
- Anyone identified as clinically extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.
- Living with a person in one of the above groups
- Anyone living with a person who is at increased risk of severe illness, or a clinically extremely vulnerable person who is shielding from Coronavirus (COVID-19), should stringently follow the guidance on social distancing and minimise contact outside the home.

For individuals unable to work from home, they are strongly advised to self-isolate in line with government guidelines.

### Self-isolation

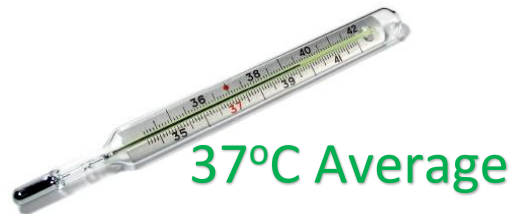
Anyone who either has symptoms of COVID19 or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (COVID-19) should not come to site, but must follow the guidance on self-isolation. Government guidelines now say that construction workers and their families can be tested when displaying symptoms and this can be booked online via the link 'L' in the referenced materials.

We strongly request that anyone displaying symptoms informs us and informs us of the outcome of their test results if tested. It will enable us to review who may have been in close proximity to this individual and potentially identify asymptomatic individuals in order to manage the potential spread.

## 3. If Someone Falls Ill

If a worker develops symptoms of COVID19 while at work, they should:

- Ensure their manager or supervisor is informed (preferably via telephone to minimise potential contact)
- Return home immediately (in line with travel arrangements agreed)
- Avoid touching anything in their surrounding environment until arriving at home
- 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.
- On arrival at home, immediately wash all clothing and self-isolate in line with government guidelines
- Arrange for testing in line with government guidelines and remain off work pending the result
- Inform Longworth of the outcome



They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. Indicated in the Gov.uk image below:

**Stay at Home guidance for households: current guidelines illustrated**

Criteria and guidance applied as of 17/03/2020.

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self-isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Person in household																					
Example household 1	A	X																			
	B			X																	
	C																				
	D																				
Example household 2	A	X																			
	B			X																	
	C																				
	D																				

Key: X = when illness started - first day of symptoms  
 ✓ = allowed to go out again

Where a Longworth employee has a confirmed case of COVID 19 we will, without delay, inform the Principal Contractor and other interested parties of this along with other relevant information. As a Dr note or otherwise is specific to an individual, we will not share these records externally to Longworth as a matter of data protection. Internal sharing will only be carried out with individuals necessary i.e. HR and line managers. In any case the government has asked that employers take a pragmatic approach to requesting notes to help ease the burden placed on the NHS at the current time.

Where the individual is working for Longworth on a self-employed basis there is no requirement under employment law for them to provide a Dr Note to Longworth, therefore it will not be requested as a matter of course (Helping ease the burden on the NHS). However, this will be reviewed on a case by case basis as required.

The government has recently announced that Construction Workers and their families will be eligible for testing for COVID19 where they are displaying symptoms. More information and arrangements for testing can be found on the governments website: <https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested> (Updated 01.07.2020).



#### 4. When to Travel to Work

The Secretary of State for Business, Energy and Industrial Strategy advised in a letter to the UK construction industry on 31 March 2020: “that wherever possible, people should work at home. However, we know that for many people working in construction their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer’s advice”.

Our Prime Minister, on 10<sup>th</sup> May 2020, in his statement actively encouraged construction and manufacturing companies to go to work where they cannot work from home.

The Scottish and Welsh Government are still imposing a full lock down including the construction industry. There should be no travel to any construction sites in these areas.

#### Social distancing

Workers in the construction industry should follow the guidance on staying at home and away from others (social distancing) when in work, preferably working from home where possible. Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work. Where this is not achievable see Travel to Work.

Longworth employees, where possible, are working from home. This largely applies to our office employees. Other employees are not able to work from home therefore are required to travel to and from work and carry out their work on construction sites. We also have visiting managers, limiting travel to necessary journeys only, who are there to support, instruct and ensure the health and safety of those employees working on construction sites.

We strongly suggest that ‘rush hour’ travel is avoided and staggered times are agreed with individual managers before start.

#### 5. Travel to Work

Wherever possible, workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time (Unless living together in the household)
- Working Bubbles are set up with management for employees to remain together while travelling and working
- Vehicles should only be shared with other(s) the individual is working with, minimising exposure to other people
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- As much distance as physically possible should be maintained in the vehicle
- 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



Longworth will consider, where vehicle sharing is unavoidable, how someone taken ill would get home (or others they have travelled with) on a case by case basis. In any event employees are asked to consider this when coming to work, for example asking someone they live with to collect them from site.

Principal Contractors for sites should consider:

- Parking arrangements for additional vehicles
- 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

Where public transport is the only option for workers, you should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)
- Face coverings are compulsory on public transport

It is not anticipated our employees will be using public transport due to their requirement for tools etc. on construction sites.

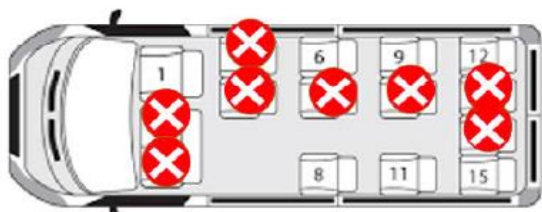
### 6. Driving at Work

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:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain social distance 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 in line with NHS guidance or hand sanitiser (if soap and water are not available) before entering and leaving 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
- Face coverings could help limit the spread of infection

In the government guidance for construction, clear advice has been given on distancing requirements in line with the image below. When people are working together and must travel together, the distance between them must be increased, leaving seats empty in a vehicle if necessary.

Focus on cleaning the vehicle ‘touch points’ should be considered where a vehicle is shared. Fig 4 from the CICV Forum shows the main touch points of a vehicle. These should be cleaned on a regular basis using a suitable cleaner or sanitiser product.



Seating arrangements to maximise distance between workers

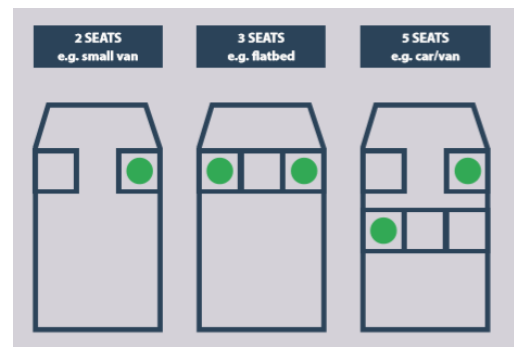


Fig 2 Construction Industry Coronavirus Forum Guidance

Fig. 1 Government Guidance

Recommended maximum road vehicle seating arrangements		
No. of seats	Max no. of occupants	Seating arrangement
2	1	1 driver
3	2	1 in the driving seat 1 in the far passenger seat
5	2	1 in the driving seat 1 in the far passenger seat

Fig 3. Construction Industry Coronavirus Forum Guidance



- Steering wheel
- Gearstick
- Handbrake
- Door handles
- Radio and infotainment controls
- Steering column (indicators, windscreen wipers, cruise control)
- Elbow rests
- Seat position controls
- Door frame

Contact points within a vehicle

Fig 4. Construction Industry Coronavirus Forum Guidance

## 7. Site Access and Egress Points

- Longworth has stopped all non-essential visitors to site. Essential site visitors include operatives on site, supervision, visiting managers and health and safety inspections.
- We request Principal Contractors consider introducing staggered start and finish times to reduce congestion and contact at all times
- We request Principal Contractors plan site access and egress points to enable social distancing – Longworth employees will work in line with these measures as provided.
- Maintain a social distance at all times if there is a delay/queue to get onto site (including from those travelling together in one vehicle)
- Longworth will work in line with any floor markings, to ensure social distance is maintained between people when queuing or reminding workers not to attend if they have symptoms of Coronavirus (COVID-19) and to follow guidelines
- We request that Principal Contractors remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use and this is demonstrable.
- Where operatives are required to physically sign in, they are asked to use their own pen to prevent potential cross contamination
- We require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site using hot running water in line with the HSE guidance on welfare facilities
- Operatives will, where possible, avoid access to the on-site office, meeting rooms etc. unless access is absolutely necessary
- Longworth ask the Principal Contractor to 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, our drivers will remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Operatives are asked to remain on site until the work for the day is finished and to avoid visiting the local area and shops



For employees accessing head office, it is strongly recommended that start and finish times are staggered to avoid potential grouping of individuals. This is to be agreed with individual line managers beforehand. Doors throughout the building will remain open during operational hours to prevent the need for contact.

## Hand Washing

- Allow regular breaks to wash hands, operatives are encouraged to hand wash in line with NHS guidance regularly for at least 20 seconds with soap and water. Longworth will not restrict operatives on their hand cleaning regime during this time
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Disposable or powered air hand drying facilities should be put in place
- Longworth are providing hand sanitiser (minimum 60% alcohol based in line with guidance) where hand washing facilities are unavailable i.e. at the work face
- Longworth request that the Principal Contractor regularly clean the facilities for use by our operatives
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

For head office use, hand sanitiser is available at many locations throughout. Individuals are requested to use it on entrance to the building and wash their hands prior to starting work or touching any equipment. Regular cleaning of hands is requested and facilities provided throughout the day.

## 8. Toilet Facilities

- We request that the Principal Contractor restrict the number of people using toilet facilities at any one time and use signage, such as floor markings, to ensure social distance is maintained between people when queuing. Where possible Longworth operatives will avoid queuing at welfare facilities
- Wash or sanitise hands before and after using the facilities
- We request that the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, are emphasised during COVID 19 by the Principal Contractor
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently and cleaning facilities should be available throughout
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.



Office facilities are available for restricted access, including our workshop employees. Due to limited numbers at head office and the number of facilities we are able to stipulate that only one employee is able to use the facilities at a time. Alternative facilities are available in the building and due to the male/female ratio being significantly reduced; the facilities are unisex for the period of COVID 19. On the rare occasion a female is in the office, facilities will be designated for their use only during that period.

## Hand-washing technique with soap and water



Hand washing should take 15–30 seconds



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Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care





## 9. Canteens, Rest Areas and Lunch Breaks

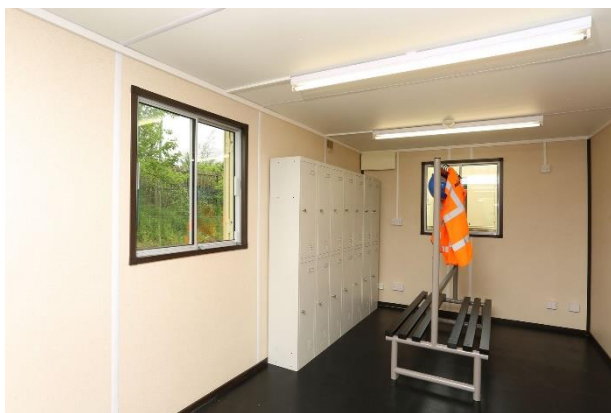
Longworth operatives are requested to bring their own food to site and a re-usable bottle or bottled water for the duration of the day's works. All employees and subcontractors for Longworth are asked to remain on site for the day and avoid going to local shops and areas (e.g. lunchtime break)

- In the event there is a canteen on site the canteen should provide a takeaway service only providing pre-prepared and wrapped food.
- 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
- Social distance should be maintained between users, wherever possible, if it is not possible to maintain this, Longworth operatives are asked to review their use of the welfare facilities e.g. change times to avoid congestion
- All rubbish should be put straight in the bin by operatives
- Tables should be cleaned between each use; we strongly advise Longworth operatives clean the table before use using appropriate cleaning equipment (either made available on site or utilising anti bac wipes provided)
- Crockery, eating utensils, cups etc. should preferably be brought from home or be disposable if provided on site
- Payments should be taken by contactless card wherever possible
- We request that the catering staff maintain social distancing and hygiene guidance to protect our employees

For office employees we request individuals, when in the office, eat lunch at their desk space during COVID 19. All office employees are requested to bring their lunch into the workplace and stagger lunch breaks to maintain the social distancing guidance when using the facilities.



## 10. Changing Facilities, Showers and Drying Rooms



Where these facilities are provided on site:

- Longworth operatives will use these facilities in line with the onsite requirements, including cleaning and social distancing and ask the Principal Contractors consider:
  - increasing the number or size of facilities available on site if possible (based on the number of men on site)
  - Based on the size of each facility, determine how many people can use it at any one time to maintain a social distance
  - 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.

- Operatives are requested to take their PPE and work clothing home on a daily basis to clean this immediately upon arrival at home

### 11. Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, 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.

Sites and work need to 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 Build UK Site Operating Procedures.

Longworth will remind our employees, bona fide subcontractors and labour only subcontractors (e.g. at daily briefings and toolbox talks) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

#### Hierarchy of Controls

If you are not able to work whilst maintaining social distance, 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.

Where any individuals are working, travelling and living together, this will be identified with the Principal Contractor to avoid any confusion and concern and any identification measures are agreed on a site-specific basis.

Eliminate	<ul style="list-style-type: none"> <li>Workers who are unwell with symptoms of Coronavirus (COVID-19) should not travel to or attend the workplace</li> <li>Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures</li> <li>Avoid skin to skin and face to face contact at all times</li> <li>Stairs should be used in preference to lifts or hoists and consider one ways systems (taking into consideration other risks including manual handling).</li> <li>Consider alternative or additional mechanical aids to reduce worker interface</li> </ul> <p>Site Meetings</p> <ul style="list-style-type: none"> <li>Only absolutely necessary meeting participants should attend</li> <li>Attendees should be socially distant each other</li> <li>Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>Consider holding meetings in open areas where possible – this is a preference</li> </ul>
Reduce	<ul style="list-style-type: none"> <li>Where the social distancing measures cannot be applied:</li> <li>Minimise the frequency and time workers are under the socially distant requirement of each other</li> <li>Minimise the number of workers involved in these tasks</li> <li>Workers should work side by side, or facing away from each other, rather than face to face</li> <li>Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li> <li>Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces</li> <li>Workers should wash their hands before and after using any equipment and more often while working in close proximity</li> <li>Where working in close proximity, the use of a face covering to protect others from a potentially asymptomatic person will not be discouraged</li> </ul> <p>Note: RPE is to be used for the required works presenting a risk, the government has determined face coverings to be sufficient to protect others from asymptomatic people only, not to protect an individual from contaminating COVID19 from others.</p>

Isolate	<p>Keep groups of workers that have to work less than the social distance requirement:</p> <ul style="list-style-type: none"> <li>- Together in teams e.g. (do not change workers within teams)</li> <li>- The team is to be as small as possible</li> <li>- Away from other workers where possible</li> <li>- Working side by side is preferable over face to face working</li> <li>- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces</li> <li>- Workers should wash their hands before and after using any equipment and more often while working in close proximity</li> <li>- Where working in close proximity, the use of a face covering to protect others from a potentially asymptomatic person will not be discouraged</li> </ul>
Control	<p>Where face to face working is essential to carry out a task when working less than the social distance requirements:</p> <ul style="list-style-type: none"> <li>- Keep this to 15 minutes or less where possible</li> <li>- Consider introducing an enhanced authorisation process for these activities e.g. permit to work.</li> <li>- Provide additional supervision to monitor and manage compliance (at a safe distance)</li> <li>- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces</li> <li>- Workers should wash their hands before and after using any equipment and more often while working in close proximity</li> <li>- Where working in close proximity, the use of a face covering to protect others from a potentially asymptomatic person will not be discouraged</li> </ul>
PPE	<p>Sites should not use RPE for Coronavirus (COVID-19) where the social distancing guidelines are met.</p> <ul style="list-style-type: none"> <li>- Where it is not possible to maintain social distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that in line with guidance in reference document M, RPE is to be used where required for the task where other hazards are presented e.g. concrete dust. Face coverings can be used to prevent the potential spread from an individual who may be asymptomatic to protect others.</li> <li>- Re-usable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>- Single use PPE should be disposed properly of so that it cannot be reused</li> </ul> <p>Note: Individuals with COVID 19 symptoms are asked to stay away from the work area and colleagues, therefore PPE will not be a control measure to prevent potential spread in these instances.</p>
Behaviours	<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>We encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed. Where rules are not being followed by employees this can lead to appropriate action being taken in line with company policy.</p> <p>Reporting of potential COVID19 cases is strongly requested.</p> <p>The wearing of face coverings will not be discouraged in order to protect others from an asymptomatic individual working on site. It should be noted the individual will be protecting others and not themselves from potentially contracting COVID19.</p>

## 12. 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.

\*First aid will be given by chest compression only. First aiders will not be asked to provide mouth to mouth resuscitation. Where physical contact is required it will be done so in line with guidelines, including wearing gloves, cleaning hands and cleaning clothing.



### 13.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.



### 14.Responsibilities

Individual responsibilities remain in line with our SHEQ Manual with additional responsibilities during the COVID 19 pandemic as highlighted below:

#### Managing Director

- To sign the government pledge in relation to COVID19 management in the business
- Responsibilities as detailed in Directors below

#### Directors

- Lead by example in compliance with government guidelines
- Remain up to date with COVID 19 throughout the pandemic via reference channels as detailed previously
- Understand and translate government guidelines into business activity
- Provide information and support on business activity in relation to COVID 19 to all employees
- Liaise with interested parties, such as insurance, regulatory bodies etc. on measures in place
- Direct Managers in carrying out their duties and providing appropriate information company wide
- Report to all employees any confirmed cases of COVID 19 in the workplace
- To take action on any non-conformance of the control measures being



## **Managers**

- Ensure those employees they are responsible for understand the measures put in place by the company
- Monitor the effectiveness of those measures with employees
- Provide relevant information to teams on developments with COVID 19
- Ensure RAMS are in place for safely carrying out the work, in line with legislation and COVID 19 measures set out by the government and other points of reference detailed previously
- Take appropriate action where control measures are not implemented or being followed

## **SHEQ**

- Remain up to date with COVID 19 throughout the pandemic via reference channels as detailed previously
- Develop policy and procedure with directors in relation to COVID 19
- Ensure legal compliance is being met throughout the business
- Ensure compliance is being achieved with the government guidelines and other references previously detailed
- Liaise with employees on a regular basis in relation to control measures and employee confidence in such

## **Supervisors**

- Ensure those employees they are responsible for understand the measures put in place by the company
- Ensure those under supervision are complying with the measures put in place
- Communicate site specific requirements and RAMS during daily briefings before starting work for the day on site
- Comply with host company rules in relation to health and safety and COVID 19

## **COVID Compliance Officer (Currently Scotland Specific Requirement Only)**

The role of a COVID-19 Compliance Officer is to monitor the site activities to ensure physical distancing and hygiene rules are being maintained to protect health and reduce the spread of the COVID-19 virus.

- These key personnel should be clearly identifiable on-site with a distinguishable high-vis vest with COVID-19 Compliance Officer written on it, similar to the illustration provided.
- The person undertaking the role must receive training in what the role will entail.
- Ensuring compliance to the physical distancing rule and good hygiene is not the sole responsibility of the COVID-19 Compliance Officer.
- Their role is supported by all site management and workers.
- Site management must communicate to all on-site details of the appointed COVID-19 Compliance Officer(s).
  
- A COVID-19 Compliance Officer must not put themselves at risk while carrying out their duties.
- COVID-19 Compliance Officers must have a structure or framework to follow within the organisation to be effective in preventing the spread of COVID-19. This structure must be regularly audited and managed to ensure it works and protects all on-site. Failure to take it seriously could result in an outbreak of COVID on site.

### **Proactive day-to-day duties of a COVID-19 Compliance Officer**

- Ensure personnel on-site complete relevant COVID-19 questionnaires/declarations.
- Being a constant on-site presence to monitor compliance with physical distancing between all personnel on-site (with the exception of planned close working). In instances where there is non-conformance with physical distancing, the COVID-19 Compliance Officer is to intervene.
- Maintain a log of regular monitoring of COVID-19 controls on-site, completing inspection checklist.
- Ensure there is sufficient up to date signage erected onsite to educate all personnel about the COVID-19 controls on-site.
- At all times promote and coach good hygiene practices to all personnel on-site.

- Ensure regular cleaning of welfare facilities, handrails, door handles, etc is undertaken. Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- Check hot water and hand drying facilities are available on-site.
- Make representations to site management with regards to any COVID-19 concerns raised by site personnel to the COVID-19 Compliance Officer.
- Ensure site personnel are adhering to staggered break time schedules and limiting numbers in canteens, drying rooms, and smoking areas cognisant of the physical distancing guideline.
- Ensure site personnel leaving site at designated breaks remove their site PPE and continue to adhere to physical distancing guidelines.
- Report any areas of non-compliance to site management and ensure these are addressed.
- Consider provision of additional controls for exceptional circumstances.
- Keep up to date on Scottish Government guidelines.

#### Reactive COVID-19 Compliance Officer duties

- While the main role of the COVID-19 Compliance Officer is to prevent the spread of COVID-19 on-site, there is the potential situation where an individual on-site may experience COVID-19 symptoms and where the COVID-19 Compliance Officer needs to react. In a reactive position, their responsibilities include:
- Informing site management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
- Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- Following site protocol for individuals with COVID-19 symptoms. (i.e. send home, inform them to contact prevention).
- Assisting in contact tracing should there be a confirmed case of COVID-19.

#### All Employees

- Comply with any measures put in place by the company and other workplaces reported to i.e. construction sites
- Comply with government legislation in personal life and during times of travelling to work etc.
- Report any suspected cases of COVID 19 to the business
- Report any concerns to their manager in relation to health and safety during the pandemic

**Where any of the above criteria are not met it may be necessary to remove Longworth operatives from site to ensure their health and safety can be protected at this time.**

Longworth will be reviewing site conditions on, at least, a weekly basis with the operatives on site to ensure site conditions are as those reflected in discussions with management and that operatives are happy with their workplace and feel safe to continue working. Action will be taken internally and any feedback will be given to the Principal Contractor where necessary.

Please contact your line manager or a director in relation to any queries or concerns regarding this document or working conditions.

**Longworth office number: 0845 634 1370**  
**SHEQ Manager: 07773 049 231**  
**SHEQ Advisor: 07976 681 778**