



Site Operating Procedures During COVID-19

Site Operating Procedures

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1. Document Information

This document applies to any Longworth Building Services Ltd 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 require from our clients.

The content in this policy does not negate any other legal obligations placed on Longworth and commitment to 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 V7 dated 07.01.2021
[Site-Operating-Procedures-Version-7.pdf \(constructionleadershipcouncil.co.uk\)](#)
- b. GOV.uk Guidance for specific Workplace Last Updated 06.01.2021
<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. HSE Provision of Welfare Facilities on Construction Sites dated 01/11
<https://www.hse.gov.uk/pubns/cis59.pdf>
- f. HSE Guidance on First Aid
[First aid during the coronavirus \(COVID-19\) pandemic - HSE news](#)
- g. Gov.scot
<https://www.gov.scot/collections/coronavirus-COVID-19-guidance/>
- h. Gov.scot Construction Sector Guidance Updated 30.07.2020
<https://www.gov.scot/publications/coronavirus-COVID-19-construction-sector-guidance/>
- i. HSE Coronavirus Guidance
<https://www.hse.gov.uk/news/coronavirus.htm>
- j. Getting Tested Update 06.01.2021
<https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested>
- k. Construction Industry Coronavirus Forum CICV Guidance Site Operating Guide (SOG) 12.11.2020
[CICV-SOP-Guidance-Book-v5-121120.pdf \(secureservercdn.net\)](#)
- l. Keep Wales Safe at Work Last updated 10.12.2020
<https://gov.wales/keep-wales-safe-work>
- m. Working Safely during COVID-19 in vehicles 05.11.2020
[PowerPoint Presentation \(publishing.service.gov.uk\)](#)

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 Section 2: Additional information in relation to regulator powers. Section 3: Amendment of COVID19 symptoms Section 3: Amendment of the COVID19 Isolation diagram Section 4: Amendment of COVID19 symptoms	MF

27.05.2020	1.5	All references (Excluding A) have been amended to the preceding letter due to removal of Reference B (noted below) Reference A: Amendment of the link and reference to Version 4 of the Construction Leadership Council Site Operating Procedure Reference B: Previous Reference removed due to content included in reference C (now B) Reference M: Removed due to duplication of Reference C (now B)	MF
03.07.2020	1.6	Update of the dates for reference materials New Reference: m: Construction Industry Coronavirus Forum CICV Guidance Site Operating Guide (SOG) New Reference n: Keep Wales Safe at Work Introduction: Update on Scotland and Wales status Section 14: Additional of COVID Compliance Officer (Scotland Requirement Only) Section 6: Additional Driving Guidance Images inclusion of reference to work bubbles Reference to 2m social distance rule removed in line with government advice changes of 1m+ Travel to work: Inclusion of compulsory face masks on public transport Travel to Work: reference to face coverings potentially reducing infection spreading. Inclusion of cleaning focus points in vehicles If Someone Falls Ill: Inclusion of remaining off work pending test results.	MF
14.09.2020	1.7	Update of reference materials: <ul style="list-style-type: none"> • Build UK Site Operating Procedures V5 dated 04.07.2020 (Issue date adjusted to correct date) • GOV.uk Guidance for specific Workplaces (Date updated and link adjusted) • Isolation diagram (Deleted as link no longer live) • Construction Industry Coronavirus Forum CICV Guidance Site Operating Guide (SOG) (Date & revision updated and link updated) • Keep Wales Safe at Work (date adjusted) • Working Safely during COVID-19 in vehicles (new addition into the reference section) • Adjustment of the section header numbers in line with index • Inclusion of the Longworth flow chart under section 4. If someone falls ill. • Inclusion of rules for visitors in the office • Inclusion of the requirement or avoid tool sharing where possible and the need to sanitise tools • Removal of out of date guidance (from the reference materials in section 1) 	MF
04.01.2020	1.8	Marked up copy available on request. Page 2 and 3 <ul style="list-style-type: none"> • Ref a) Update of version, date and link • Ref b) Update of version, date and link 	MF/RH

		<ul style="list-style-type: none"> • Ref e) Reference removed • Ref f) Reference and link changes from British Red Cross to HSE Guidance • Ref g) Update of link • Ref i) Update of date • Ref k) Update of version, date and link • Ref m) Update of date • Ref n) Update of date and link <p>Full review of text and content. Addition of office specific measures required. Replacement of flow chart with BuildUK flor chart</p>	
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2. Introduction

These are exceptional circumstances and we must comply with the latest Government advice on Coronavirus (COVID-19) at all times without compromising on other obligations.

The HSE is the relevant enforcing authority for Public Health England (PHE) guidelines and our industry. If a site or office is not consistently implementing the measures set out, it may be subject to enforcement action from regulatory bodies.

Construction sites operating during the Coronavirus (COVID-19) pandemic need to ensure we are protecting our colleagues and minimising the risk of spread of infection.

If an activity cannot be undertaken safely, it should not take place. We will Conduct risk assessments and regular reviews in order to be able to carry out our business activity safely and mitigate the risk of the virus spreading.

We have provided employees with appropriate sanitiser and wipes where full handwashing facilities are not available/practical.

It is important to note that although the Prime Minister is addressing the nation, Scotland and Wales are implementing their own measures. We will take into consideration any additional requirements when working in Scotland or Wales in line with specific guidance. We are not undertaking any works outside of these areas.



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 from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Paul Smith Date 13 Mar 20

Who to contact: MEUSSA FAZACKERLEY
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

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 week and upon any amendments at any other time. Due to the current requirements this will either be done via Teams, a socially distant way outdoors, or in a well-ventilated room. 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, and worker concerns will be listened to and addressed appropriately.

3. We encourage the basic requirements in line with government guidance in relation to 'hands, face and space'. With a minimum 2m distance maintained, where this is not possible then a 1m+ other measures to be implemented. We will not discourage individuals wishing to wear face coverings in instances other than those stipulated. We request than skin contact is avoided where possible, although

COVID is not transmissible with skin contact, touching eyes and face after contact is possible. **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. We will review individual circumstances where someone is identified as clinically vulnerable.

Self-isolation

In the event an employee needs to self-isolate in line with government guidelines of 10 days, they must inform Longworth without delay.

- you have any [symptoms of coronavirus](#)
- you've tested positive for coronavirus
- you live with someone who has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- [you're told to self-isolate by NHS Test and Trace](#)
- you arrive in the UK from a country with a high coronavirus risk

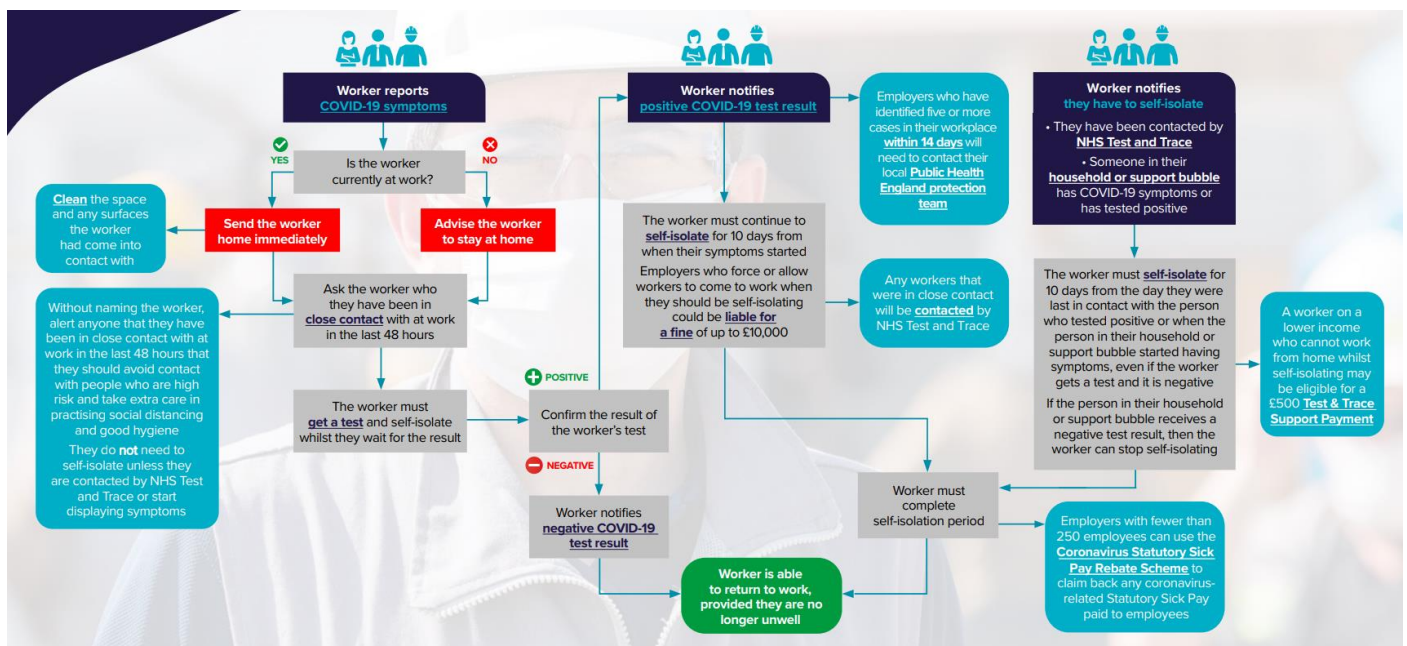
If, in self-isolation, the persons develops symptoms they must arrange for a test and liaise with their line director on when they are able to consider a return to work.

4. If Someone Falls Ill

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

- Ensure their line director is informed without delay (Remotely to avoid potential transmission)
- Return home immediately (alone, not with a colleague unless living in the same household)
- Avoid touching anything in their surrounding environment in the workplace and route home
- Cough or sneeze into a tissue and put it in a bag, or if they do not have tissues, cough and sneeze into the crook of their elbow, taking the waste home with them for suitable disposal or depositing in an agreed location for quarantine before removal.
- Wear a face covering to mitigate the spread of the virus, including in isolation on location and travelling home
- 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
- During conversations with the line manager the individual must identify persons they have been in close proximity with (less than 2m, lack of further measures such as a face covering, for 15 minutes or more)
- Management will then liaise with other employees on the action to be taken

[What-To-Do-If-A-Worker-Has-COVID-19-Or-Has-To-Self-Isolate.pdf \(builduk.org\)](#)



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. Internal sharing will only be carried out with

individuals necessary i.e. HR and line managers and company directors and those assessed and identified as being in close proximity. 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. As a result, Longworth will, as standard, retain copies of test result certificates received via email or text. We request subcontractors, whose results affect our business operations, to also provide copies of test results.

5. When to Travel to Work

Social distancing

Workers in the construction industry should follow the guidance on social distancing when in work, in a COVID secure workplace. Where they cannot work from home, they must follow the same principles of social distancing including travelling to and from work.

We have visiting managers, limiting travel to necessary journeys only, who are there to support, instruct and monitor the health and safety of those employees working on construction sites. Where this travel is required a letter authorised by a senior manager will be provided in the event reasons for travel are question. E.g. police stops.

For any necessary visitors at head office, they will be required to answer a set of questions in relation to COVID and have their temperature taken on arrival. They will also be subject to the sanitising and hand washing regime of our employees for their duration of the visit. It is the responsibility of the person they are visiting to ensure compliance with these measures. Our head office has prohibited non-essential visitors and prefer alternative means of communication e.g. video calls where this is possible.

6. 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) with a maximum of 6 people in a vehicle
- Working Bubbles are agreed with management for employees to remain together while travelling and working to minimise potential spread. Bubbles are not to be broken without consent from senior management unless in emergency situations.
- Vehicles should only be shared with other(s) the individual is working with, minimising exposure to other people 'Work Bubble'
- Good ventilation (i.e. keeping the windows open) and facing away from each and/or wearing a face covering other may help to reduce the risk of transmission
- As much distance as physically possible should be maintained in the vehicle
- Use of face coverings and other measures are compulsory where social distancing is not achievable in vehicles
- The vehicle should be cleaned regularly using standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces 'touch points'



In the event employees are unable to travel separately they 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:

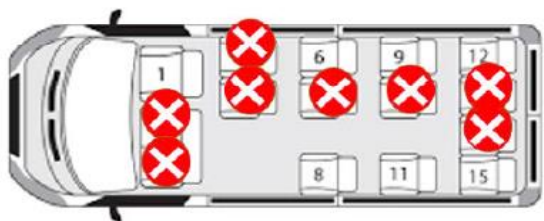
- Parking arrangements for additional vehicles
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- Temperature checks on arrival
- Questions on arrival in terms of symptoms, travel etc.

Where public transport is the only option for workers, we will 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.

We will look to retain records of bubbles on a 21 day period in line with NHS advice.



Seating arrangements to maximise distance between workers

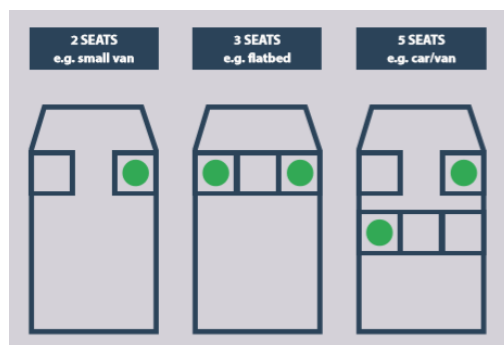


Fig. 1 Government Guidance

Fig 2 Construction Industry Coronavirus Forum 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



Contact points within a vehicle

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

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, process inspections by manufacturers in relation to warranties etc. where these are available
- 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 and must raise concerns where necessary.
- 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) consider earlier/later start/finish times.
- Longworth will work in line with any measures in place, to ensure social distance is maintained
- 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, the facilities are available to do this 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 and to maintain a social distance when signing in. IF this is not possible then sanitising between uses is required.
- We require all workers to wash their hands for the recommended 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. Where this is not possible sanitiser must be made available before proceeding into site.
- Operatives will, where possible, avoid access to the on-site office, meeting rooms etc. unless access is absolutely necessary. This includes briefings being carried out outdoors where possible.
- 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 e.g. during lunch breaks
- Operatives and visitors are required to work in line with site start and finish times on site, where these have been agreed to stagger to prevent congestion.



For employees accessing head office, it is 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. Except in the case of required fire doors in line with HSE guidance
- Hand sanitiser is available prior to entering the building and on signing in as well as throughout the building
- Contactless temperature readings are compulsory for anyone entering the building on signing in
- A set of questions in relation to symptoms, cleaning work station, hands etc. is required to be answered on each initial sign in
- Regular check points for washing hands are noted at the signing in area for employees to confirm hands have been washed throughout the day.
- Spot checks by directors are carried out on a regular basis to ensure compliance

Any visitor or employee concerns should be addressed with line managers in the first instance.

Anyone working on behalf of Longworth is required to clean their workstation on arrival, whether office based or site based. All key contact areas must be cleaned with a cleaner or sanitiser before starting work. Our Directors will be carrying out spot checks.

8. Hand Washing

We will:

- Allow regular breaks to wash hands, individuals are encouraged to hand wash in line with NHS guidance regularly for at least 20 seconds with soap and water.
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Ensure disposable or powered air hand drying facilities are put in place
- We are providing hand sanitiser and antibacterial wipes where hand washing facilities are unavailable i.e. at the work face
- Request that the Principal Contractor regularly clean the facilities for use by our operatives and maintain the facilities under our control
- 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 the building. 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.

We also request, where possible, tools and equipment are not shared. Where this is not possible, regular cleaning of the equipment and hands is required to minimise potential transmission of the virus.

Hand-washing technique with soap and water



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



9. 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.

Anyone working on behalf of Longworth as requested to ensure social distancing can be maintained when using facilities.

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.

10. Canteens, Rest Areas and Lunch Breaks

Longworth operatives are requested to bring their own food to site/office 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 follow measures put in place by the principal contractor and any providers of such facilities
- 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 and facilities available for the individual to clean down before and after use where possible
- 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. Hot water and soap to be provided to facilitate cleaning measures 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. Where possible using off site facilities is kept to a minimum to prevent unnecessary travel.



11. 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 and to prioritise wet and outdoor trades
 - 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 and to avoid leaving clothing and equipment in the facilities on a longer term basis.

12. Work Planning to Avoid Close Working

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. This should be done in consultation with workers and managers.

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

We 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. This will be reviewed by SHEQ on a regular basis and any concerns reported to the relevant managers for action.

When booking a meeting room at head office there are specific booking terms that are sent to the chair/room booker. These stipulate step by step requirements on the booking and use of a meeting room at head office. Including

- Limiting the number of people required to physically attend the meeting
- Implementing other control measures such as opening windows
- Cleaning the area before and after use

Face Fit Testing

A specific risk assessment has been carried out for conducting face fit testing during COVID19. Face fit testing is only required in the event RPE is required under risk assessment for the work to be carried out and to enable a first aider to give first aid.

RPE is not required for our day to day activities in relation to COVID therefore generally face coverings will be sufficient where necessary (excluding first aid).

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. E.g. hard hat stickers or arm bands

Eliminate	<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 by maintaining social distancing measures - Avoid skin to skin and face to face contact at all times - Stairs should be used in preference to lifts or hoists and consider one ways systems (taking into consideration other risks including manual handling). - 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 be socially distant each other - Rooms should be well ventilated / windows opened to allow fresh air circulation - Consider holding meetings in open areas where possible – this is a preference
Reduce	<ul style="list-style-type: none"> - Where the social distancing measures cannot be applied: - Minimise the frequency and time workers are under the socially distant requirement of each other - Minimise the number of workers involved in these tasks - 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 and more often while working in close proximity - Where working in close proximity, the use of a face covering to protect others from a potentially asymptomatic person will not be discouraged

	<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"> - Together in teams e.g. (do not change workers within teams) - The team is to be as small as possible - Away from other workers where possible - Working side by side is preferable over face to face working - 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 and more often while working in close proximity - Where working in close proximity, the use of a face covering to protect others from a potentially asymptomatic person will not be discouraged
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"> - Keep this to 15 minutes or less where possible - Consider introducing an enhanced authorisation process for these activities e.g. permit to work. - Provide additional supervision to monitor and manage compliance (at a safe distance) - 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 and more often while working in close proximity - Where working in close proximity, the use of a face covering to protect others from a potentially asymptomatic person will not be discouraged
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"> - 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. - Re-usable PPE should be thoroughly cleaned after use and not shared between workers - Single use PPE should be disposed properly of so that it cannot be reused <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> <p>In line with CLC guidance we do not encourage the use of PPE against COVID outside a clinical setting or when someone responding to first aid is a confirmed or suspected case.</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>

	We encourage conversations to be taken away from noisier environments that may prompt louder speaking or shouting. This includes radios, plant on site etc. to minimise the potential for transmission.
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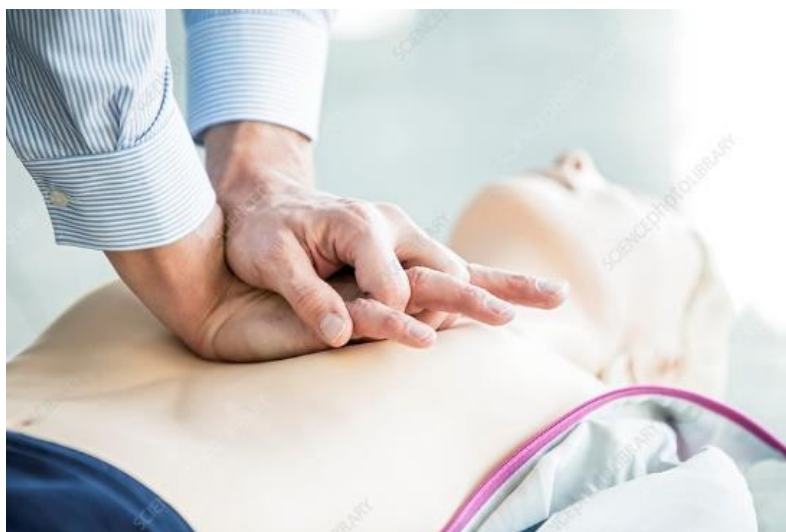
13. First Aid and Emergency Service Response

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 (i.e. Principal Contractor and Longworth Manager)
- Emergency plans including contact details should be kept up to date and any changes communicated
- 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:

- Hand washing with soap and water or sanitiser before administering first aid
- Anyone presenting symptoms should be treated as a suspected case and the appropriate controls put in place
- Where possible move to an isolated area to administer first aid
- Minimum number of people present, as required to administer first aid
- Disposable gloves (Nitrile or Latex) to be disposed of immediately after use
- FFP3 or FFP2 Masks (with first aiders face fit tested for their use) to be cleaned/disposed of immediately
- Disposable plastic aprons
- Enclosed eye protection (e.g. goggles)
- Do not listen or closely watch for breath, if CPR is potentially required then chest compressions are to be started
- Disinfect the area immediately and dispose of cleaning products with disposable PPE, double bagged and quarantined prior to disposal



14. 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.



Wipes, sanitisers and cleaning products are made available to employees.

15. Responsibilities

Individual responsibilities in line with health and safety 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 and industry guidelines
- Remain up to date with COVID 19 throughout the pandemic via reputable sources (listed earlier in document)
- 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
- Ensure teams are briefed and kept up to date with requirements

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
- Ensure teams are briefed and kept up to date with requirements

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
- Audit legal compliance throughout the business
- Audit compliance 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

16. Risk Assessment

Appendix 1.

17. COVID Compliance Officer (Currently Scotland Specific Requirement Only)

In line with Scottish guidance face coverings must be worn indoors in communal areas and spaces such as corridors.

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.

We 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

Appendix 1.

COVID Risk Assessment – Company Wide (Review 12th January 2021)

To be read in conjunction with the most recent Longworth Site Operating Procedures.

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
Potential to contract or spread COVID in high traffic areas and shared facilities.	Employees Contractors Visitors	High traffic areas identified and numbers limited in those areas. Kitchen numbers limited to 3no people at any one time.	Monitoring of the facilities by administrative support to ensure stocks of cleaner/antibacterial wipes is sufficient.	Admin	Ongoing
		Signage in place with limited numbers and requirement to wash hands before use of facilities.	Administrative support to continue issuing the meeting room guidance during COVID with all bookings.	Admin	Ongoing
		Meeting guidance issued in relation to COVID control measures (Issued with room booking). - Limit numbers in meetings to those required	Senior manager present at meetings to remind attendees of the requirements.	Senior Managers	Ongoing
		- Anyone who can attend via remote means should do so - Clean the space before and after using cleaning products/antibacterial wipes - Clean hands before and after attending meeting - Clean down any touch points - If social distancing cannot be met then other measures are to be implemented including face coverings, opening windows and doors.	Where requirements are not met, line manager to speak to individuals. Review floor markings in line with 2m social distancing requirements.	Senior Managers Senior Managers	Ongoing Ongoing

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
		<p>Signage reminding of social distancing requirement throughout the building.</p> <p>Floor markings in place in open plan office.</p> <p>Restrict 'hot desking' and carry out cleaning before and after use with antibacterial/cleaning agents.</p> <p>Employees empowered to speak up when they see non-compliance.</p> <p>Signage to limit the use of chairs in meeting rooms to enable distancing.</p> <p>Video calls to take place at desks where possible with equipment provided to minimise traffic movement.</p>			
<p>Potential to contract or spread COVID by sharing vehicles</p>	<p>Employees</p>	<p>Vehicle sharing to be avoided where possible.</p> <p>Where vehicle sharing is essential cleaning is to be carried out at key points including (but not limited to) using antibacterial wipes/cleaning products</p> <ul style="list-style-type: none"> - Internal and external door handles - Seatbelt clasps - Centre console - Dashboard - Steering wheel - Seats 	<p>Regular company vehicle audits carried out to ensure stock of wipes and sanitiser is sufficient and vehicles are maintained in a clean condition.</p> <p>Work to be planned in order to avoid vehicle sharing where possible.</p> <p>Monitoring of 'work bubbles' by management.</p>	<p>SHEQ Advisor</p> <p>Senior Managers</p> <p>Senior Managers</p> <p>Senior Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Immediately and Ongoing</p> <p>Ongoing</p>

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
		<p>Where single occupancy is not possible, limit the number of people in the car and emphasise distance e.g. driver and passenger to rear passenger side of vehicle. Keep well ventilated. Wear face covering.</p> <p>Clean hands/sanitise before entering and exiting the vehicle.</p> <p>Maintain a 'bubble' when travelling with others and do not break the bubble without senior management involvement.</p> <p>Vehicle sharing for social reasons e.g. lunch breaks is not permitted outside of work bubble identified by management.</p> <p>Identify individuals who are living together or accommodation sharing for work reasons.</p> <p>Employees empowered to speak up when they see non-compliance.</p>	<p>Monitoring of lunchtime/social arrangements and action taken for non-compliance.</p>		
<p>Potential to contract or spread COVID through lack of/limited ventilation</p>	<p>Employees</p> <p>Contractors</p> <p>Visitors</p>	<p>Windows and doors to remain open where possible, if only for a limited period to allow ventilation.</p> <p>Avoid keeping doors closed unnecessarily (except in the instances of meetings, then keep a window open).</p> <p>Limit the number of individuals in one place that has limited ventilation.</p>	<p>Workshop Manager to open selected windows and doors on arrival in the morning to ventilate building.</p> <p>Review the potential to relax dress code to accommodate potential changes in temperature where required.</p> <p>-</p>	<p>Workshop Manager</p> <p>Senior Managers</p>	<p>Immediately and ongoing</p> <p>Ongoing</p>

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
		<p>Employees empowered to speak up when they see non-compliance.</p> <p>Signage on limited locations in place.</p> <ul style="list-style-type: none"> - Archive rooms - Storage rooms - SHEQ Office - Workshop Canteen 			
Potential to contract or spread COVID through not washing/sanitising hands	<p>Employees</p> <p>Contractors</p> <p>Visitors</p>	<p>Hand washing facilities are provided by Longworth and our host company (i.e. principal contractors).</p> <p>Sanitiser is provided to all employees on a regular basis.</p> <p>Sanitiser is available at various points throughout the office (internally and externally) and levels maintained.</p> <p>Signage to remind individuals to wash hands on entry to the building.</p> <p>Signing in record has 4 check points throughout the day when hands have been washed.</p> <p>Employees empowered to speak up when they see non-compliance.</p>	<p>Sanitiser and wipe levels to be checked by administrative support to ensure they are sufficient.</p> <p>Director spot checks to be carried out on measures in place and talk to individuals not complying.</p> <p>Ongoing checks to be carried out on sanitiser levels around the building.</p>	<p>Admin</p> <p>Directors</p> <p>Workshop Manager</p>	<p>Immediately and ongoing</p> <p>Immediately and ongoing</p> <p>Ongoing</p>
Potential to contract or spread COVID	<p>Employees</p> <p>Contractors</p>	Meeting guidance issued in relation to COVID control measures (Issued with room booking).	Directors carrying out spot checks and taking appropriate action where necessary for non-conformance.	Directors	Ongoing

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
through not cleaning effectively	Visitors	<ul style="list-style-type: none"> - Limit numbers in meetings to those required - Anyone who can attend via remote means should do so - Clean the space before and after using cleaning products/antibacterial wipes - Clean hands before and after attending meeting - Clean down any touch points - If social distancing cannot be met then other measures are to be implemented including face coverings, opening windows and doors. <p>On arrival to work area a full clean down of the work station must be carried out on a daily basis.</p> <p>Contract cleaner appointed to clean office on a daily basis and to focus on high traffic touch points during clean.</p> <p>Employees empowered to speak up when they see non-compliance.</p>	Administrative support to regularly check the levels of sanitiser, cleaner and antibacterial wipes for all employees.	Admin	Ongoing
Anxiety and other mental health issues during COVID pandemic	Employees	<p>Regular contact from line manager in relation to wellbeing during the pandemic.</p> <p>Clear signposting as to who to speak to within the organisation that can signpost the individual to professional services.</p>	Regular check in with employees on wellbeing throughout pandemic.	Line Managers	Ongoing

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
		<p>Regular information provided on professional services available to support wellbeing during the pandemic.</p> <p>Consultation with employees and discussing any concerns.</p> <p>Review workload regularly, ensure employees are taking breaks during the day and agree working hours.</p> <p>Signposting to professional services to help during the pandemic.</p>			
Potential to contract or spread COVID by not social distancing	<p>Employees</p> <p>Contractors</p> <p>Visitors</p>	<p>Signage in place throughout and information and guidance provided on maintaining a 2m social distance or 1m + other measures if 2m is not possible.</p> <p>Changed layout of the open plan office to reduce face to face working on 'pods' to side to side working.</p> <p>Restricted numbers in heavy traffic areas identified with signage.</p> <p>Markers on the open plan office to promote distance.</p> <p>Checks on signing in to confirm individuals will maintain social distance.</p>	Directors carrying out spot checks and taking appropriate action where necessary for non-conformance.	Directors	Ongoing

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
		Employees empowered to speak up when distancing is not happening in practice.			
Increased risk of infection to vulnerable workers	Employees Contractors Visitors	Identify vulnerable workers in consultation with employees. Carry out discussions and agree working methods with the individual and line manager. Any concerns to be raised with vulnerable individual's line manager. Line managers to speak to individuals on their circumstances to establish if they are vulnerable workers or are living with someone shielding.			
Exposure to workplace hazards through lack of availability of PPE	Employees Visitors	Stock of PPE available as standard. Stock of PPE reviewed on a regular basis by administrative support. Monitoring of the issue of PPE and the requirements. Activity specific risk assessments to be carried out by trained and competent individuals to identify the need for PPE.	Ongoing review	Managers	Ongoing
Spreading COVID by attending work symptomatic or positive or living with/exposed to	Employees Contractors Visitors	Employees are made aware of the requirement to isolate in line with government guidelines. - you have any symptoms of coronavirus (a high temperature, a			

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
<p>someone symptomatic or positive.</p>		<p>new, continuous cough or a loss or change to your sense of smell or taste)</p> <ul style="list-style-type: none"> - you've tested positive for coronavirus - someone you live with has symptoms or tested positive - someone in your support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started - someone in your support bubble tested positive and you've been in close contact with them since they had the test or in the 48 hours before their test - you've been told you've been in contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app - you arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK <p>If someone is already in work and potentially identified as positive, potential positive or exposed, send home by senior manager and take further action.</p> <p>Ongoing asymptomatic testing of employees.</p>			

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
Potential exposure to COVID through emergency situation	<p>Employees</p> <p>Contractors</p> <p>Visitors</p>	<p>First Aid</p> <ul style="list-style-type: none"> - Wash hands before administering first aid with soap and water/antibacterial sanitiser. - Move to an isolated area where possible. - Keep numbers present to a minimum. - Wear PPE (Face Fit Test, gloves, goggles) - Do not give mouth to mouth, give chest compressions only if CPR is required. - Responsibly dispose/clean of PPE following event <p>First Aiders issued with the first aid during COVID risk assessment.</p> <p>Evacuation</p> <ul style="list-style-type: none"> - Constant prompts from fire marshals on the need to remain socially distance or wear face coverings during evacuation and register - Avoid touching surfaces where possible - Use sanitiser when returning to building <p>First Aid during COVID risk assessment to be issued to first aiders.</p>			

Hazard(s)	Who might be harmed and how?	Controls in Place	Further action to be taken	By who	When By
		<p>Regular fire drill to be carried out in line with usual standards.</p> <p>Fire marshals to be briefed on responsibilities on evacuation during COVID.</p> <p>Establish first aiders and who requires RPE face fit testing.</p>			

COVID Risk Assessment – Company Wide (Review 23rd February 2021)

To be read in conjunction with the most recent Longworth Site Operating Procedures.

Employee confirmation of receipt and understanding of the COVID risk assessment:

Employee Name

Employee Signature

Manager Name

Manager Signature

Date