



Site Operating Procedures during Coronavirus Pandemic

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Understanding the Biology of Coronavirus

It is vitally important that we understand the biology of Coronavirus in order to make informed choices about how to properly control it. The Coronavirus that causes COVID-19 is most likely to be spread by close contact (within 2 metres) with an infected person. An infected person is likely to have a fever and cough.

COVID-19 is a highly infectious respiratory disease. Our knowledge on how the virus is transmitted is limited but it is thought to be similar to other viruses, therefore it is assumed that respiratory secretions from coughs or sneezes can spread the virus.

Close contact with an infected person could result in:

- inhaling infected respiratory secretions into your respiratory system;
- touching a person, surface or object contaminated by infected respiratory secretions and then touching your own eyes, nose or mouth, which will allow entry into your respiratory system.

Applying the Hierarchy of Control

In order to work on site during the Coronavirus Pandemic, and once it is deemed safe to return to 'normal life', we will still need to apply a number of control measures to stay safe. The Hankinson Group have taken a risk based approach to assess what control measures are required to ensure the safety of our employees, Clients and their customers.

This involves applying the Hierarchy of Control:

- ▶ Eliminate
- ▶ Reduce
- ▶ Isolate
- ▶ Control
- ▶ PPE
- ▶ Discipline

Development of Site Operating Procedures

- ▶ The Site Operating Procedures have been developed by completing our risk assessments for driving for work and site works.
- ▶ The Site Operating Procedures are based on Government guidance on Working safely during coronavirus (Covid-19) - Construction and other outdoor work (for England);



Prior to Works Commencing:

Control measures have been introduced to eliminate the risk of spreading or contracting the virus. We have given instructions to all employees stating that employees should not attend site if they meet the following criteria:

- ▶ If they should be self-isolating, or has someone in their household who is self-isolating;
- ▶ If they have Coronavirus symptoms - however mild;
- ▶ If they are at increased risk of severe illness;
- ▶ If they are deemed extremely vulnerable or shielding;
- ▶ If they live with someone who is at risk of severe illness, extremely vulnerable or shielding.

Any employee who becomes symptomatic at work will be sent home and required to self-isolate.

Prior to Works Commencing:

Operations Teams will make contact with the building user/resident of the property where works are to commence:

- ▶ 24 hours prior to arrival on site to check if any person on site has Coronavirus symptoms.
- ▶ On the day of commencement on site to ensure that the site is still symptom free.
- ▶ 'IF' a customer says that they have symptoms, or, are self-isolating then the works will be rescheduled until confirmation is received that the property has completed self-isolation.
- ▶ To discuss the works with clients/residents. If we are required to work inside the property, we need to ensure that they understand the works that will take place and the actions that we may require from them i.e. keeping a distance from the operatives, having internal doors left open, opening windows for ventilation etc.

Travelling to and from site

Wherever possible operatives will travel to site alone using their own transport.

If operatives have no option but to share transport:

- ▶ Journeys will be shared with the same individuals and with the minimum number of people at any one time;
- ▶ Good ventilation will be maintained (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission;
- ▶ Face masks are to be worn;
- ▶ Wherever possible, a distance of two metres will be maintained;
- ▶ Operatives will be advised to avoid touching their face and to wash/sanitise their hands before entering and after getting out of the vehicle.

The vehicles will be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

Respiratory Hygiene Requirements

Protect others from getting sick

When coughing and sneezing
cover mouth and nose with
flexed elbow or tissue



Throw tissue into closed bin
immediately after use

Clean hands with alcohol-based
hand rub or soap and water
after coughing or sneezing and
when caring for the sick



Operatives have been issued with information on the importance of good respiratory hygiene. This is regularly reinforced through briefings and tool-box talks.

Hand Hygiene Requirements

Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste

 World Health Organization

Operatives have been issued with information on the importance of good hand hygiene. This is regularly reinforced through briefings and tool-box talks.

Instructions to Operatives about Hand Hygiene



Upon arrival and completion at all sites:

Wash your hands using welfare facilities or use hand sanitisers.

Avoid touching your face during the working day and certainly avoid touching your face with unclean hands.

Use your assigned equipment and tools, avoid sharing. If you must share, wash your hands before and after using them and clean them before passing them on.



When working in people's homes:

Upon arrival, you should ask permission to use the hand washing facilities, ensure that you keep a minimum of 2 metres distance from the building occupants at all times.

On entry to the home you should wash your hands using soap and water for 20 seconds. You should wash your hands regularly, particularly after blowing your nose, sneezing or coughing, and when leaving the property. Ensure that you leave facilities clean and tidy. Clean any surfaces, handles or objects you have touched throughout your working day.

Where facilities to wash hands are not available, hand sanitiser should be used, and you should carry this with you at all times.



When you return home:

Wash your hands immediately before coming into contact with the people in your household.

Instructions to Operatives about PPE Use on Site

- ▶ Wear your PPE as per your project requirements i.e. the PPE you need to wear for the tasks you are completing.
- ▶ Re-usable PPE should be thoroughly cleaned after use and not shared between workers;
- ▶ Single use PPE should be disposed of so that it cannot be reused.
- ▶ Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met. Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls - masks (RPE) are the last resort in the hierarchy.

Social Distancing during the working day

Measures that we have introduced:

- ▶ Site meetings, inductions and briefings will be completed outside where possible with operatives standing at least 2 metres apart. Only people essential to site meetings should attend. A photograph will be taken of the attendees as a record of attendance, no pens or paperwork is to be shared or signed;
- ▶ A number of risk assessments and method statements have been drawn up specific to the COVID-19 controls required for the types of works being completed;
- ▶ Waste transfers will not include a physical signature for the time being, details should be provided to the waste carrier to allow identification of the person responsible for the waste transfer; the WTN or CN will then be posted through to the producer within 10 calendar days;
- ▶ Regular briefings on Social Distancing will be given;
- ▶ Increased supervision of tasks to ensure social distancing and enhanced authorisation processes for tasks if control is required;
- ▶ Weekly Site Operating Procedures checklist to be completed by Site Supervisor/Foreman.

Social Distancing during the working day

Operatives have been instructed to:

- ▶ Remain at least 2 metres away from clients, colleagues, other workers and customers if interaction is required;
- ▶ Avoid any skin to skin and face to face contact, minimize contact;
- ▶ Work side by side, or facing away from each other, rather than face to face;
- ▶ Increase ventilation in enclosed spaces.

Social Distancing during the working day

Tasks have been planned by Contract Managers to enable social distancing, such as:

- ▶ Rearrangement of tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres);
- ▶ Minimising contact between workers;
- ▶ Where the social distancing measures (2 metres) cannot be applied: the frequency and time workers are within 2 metres of each other will be minimised;
- ▶ Operative teams will be assigned and kept together throughout travel and work; Teams will be minimal in number and will be kept away from other workers where possible;
- ▶ Alternative or additional mechanical aids may be introduced where appropriate to reduce operative interface.

Additional Site Measures (where applicable)

Contracts Managers will plan additional measures for sites where applicable and where we are the Principal Contractor. This includes:

- ▶ Site layout considerations for one-way routes to minimize contact of personnel;
- ▶ Stairs will be used in preference to lifts or hoists;
- ▶ Where lifts or hoists must be used:
 - ▶ Their capacity will be lowered to reduce congestion and contact at all times;
 - ▶ There will be regular cleaning of touchpoints, doors, buttons etc.
- ▶ Enhanced cleaning regimes will be introduced for common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.

Control Measures for Social Housing Works

- ❑ No works are to be completed on any property where a symptomatic, vulnerable or shielding person is present. Prior communication with customers is essential to ensure that this can be correctly managed.
- ❑ Contact must be made via telephone/email to social housing customers to avoid potential face to face contact with someone in this category.

Maintain social distance from householders as far as possible:

- ❑ Avoid ringing a doorbell to notify your presence, telephone instead. If you have to ring the doorbell, stand back from the door to keep your 2m distance from the resident/client.
- ❑ Ask residents to keep internal doors open where possible to minimise your contact with handles and surfaces.
- ❑ Identify busy areas within the house, minimise your time within these areas i.e. staircases and corridors. If a return visit is required to the premises it should be the same operatives who attend.
- ❑ Avoid sharing pens or items with the residents.

Control Measures for Social Housing Works

Extra attention must be given to cleanliness when working inside someone's home:

- ▶ Practice regular thorough hand hygiene and good respiratory hygiene practices.
- ▶ Clean and disinfect any surfaces that you have touched, particularly in/at customers' homes/premises.
- ▶ Limit the number of operatives within any confined spaces and ventilate areas wherever possible.
- ▶ Use a fixed buddy system for assembly of items.
- ▶ Ensure all waste from the works or cleaning is bagged and stored in the company vehicle for disposal.

Welfare Arrangements

The services that we provide across a broad spectrum of environments means that our sites can be transient or fixed. Contract Managers will plan works to ensure that adequate and sufficient facilities are provided as required (in accordance with the Government guidance) and that additional measures are taken:

- ▶ Regular enhanced cleaning schedule is in place;
- ▶ Additional hand washing facilities on large sites;
- ▶ Additional breaks throughout the day for hand washing;
- ▶ Hand sanitisers will be made available on transient works and in addition to hand washing facilities on large sites;
- ▶ ‘One-In, One-Out’ management of toilet facilities where required with social distancing measures for queuing;
- ▶ Regular emptying of bins for paper towels etc.
- ▶ Portable toilets will be cleaned and emptied more frequently

Welfare Arrangements continued

- ▶ Lunch time and break times will be staggered to minimize the number of people in the rest facilities at once;
- ▶ Operatives will be asked to bring pre-prepared meals and refillable drinking bottles from home
- ▶ Hand cleaning facilities or hand sanitiser will be available and should be used by workers when entering and leaving the mess room/eating area.
- ▶ Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- ▶ All rubbish should be put straight in the bin and not left for someone else to clear up.



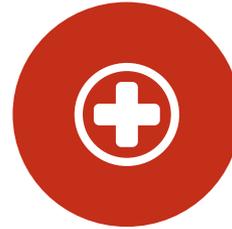
In an emergency, for example, an accident, fire, or break-in:



People do not have to stay 2m apart if it would be unsafe.



One-way systems can be ignored during evacuation of site/premises in order to allow a swift evacuation. All operatives should wash/sanitise their hands as soon as possible.



People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Emergency Arrangements

First Aid Arrangements



Contracts Managers complete a First Aid assessment for all contracts and are required to give due consideration to the stress that the NHS is currently under when making emergency arrangements for the sites.



In accordance with the risk assessments First Aiders will be assigned as appropriate to our sites.



All First Aiders have received information regarding the methods to be used to administer first aid throughout the Coronavirus pandemic. Additional briefings will be given on site.

Ongoing Arrangements

As our knowledge of the virus changes, so do the instructions for our safety from the Government.

Arrangements will change on site, working methods will be adapted and there may be additional measures to 'Stay Alert' required as the Government's restrictions are slowly lifted.

We are keeping up to date with daily communications throughout the Industry from the Painting & Decorating Association, Build UK and the Construction Leadership Council.

Our Site Operating Procedures may be amended and re-issued at any time.

More Information

The Hankinson Group Operations Team are happy to answer any queries that you may have.

Please do not hesitate to contact us on 0870 789 2020