



# **COVID-19 (CORONAVIRUS) POLICY**

**Aspect Group Services**

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## VERSION INFORMATION AND CHANGES

Any changes, edits and updates made to the COVID-19 policy will be recorded in here.

It is the responsibility of the Health and Safety representative to ensure all existing copies of the COVID-19 policy are up to date. Whenever there is an update to the COVID-19 policy, Aspect Group Services require that the version number to be updated to indicate this.

NAME	ROLE	DATE	VERSION	NOTES
COVID-19 Team	COVID-19 Team	27 <sup>th</sup> April 2020	Rev A	Initial Draft
COVID-19 Team	COVID-19 Team	16 <sup>th</sup> June 2020	Rev B	Added Anosmia
COVID-19 Team	COVID-19 Team	23 <sup>rd</sup> Sept 2020	Rev C	Added Isolation requirements, Track & Trace, Removal of Shielding.
COVID-19 Team	COVID-19 Team	20 <sup>th</sup> November 2020	Rev D	Updated CLC Guidance to V6, added requirements for site canteens / rest areas.
COVID-19 Team	COVID-19 Team	19 <sup>th</sup> January 2021	Rev E	Updated CLC Guidance to V7, added new strains of virus, updated isolation requirements. Change of notification rules.
COVID-19 Team	COVID-19 Team	4 <sup>th</sup> May 2021	Rev F	Updated requirement for staff to notify of any positive results, and notification of case by business.
COVID-19 Team	COVID-19 Team	19 <sup>th</sup> July 2021	Rev G	Updated requirements in line with Step 4 easements for England.

## SECTION 1 – INTRODUCTION

COVID-19 also known as coronavirus has disrupted everyone's life for a significant period of time. The virus continues to be a risk within both personal and work life, however the vaccination programme has seen a significant reduction in the numbers of infected persons being admitted to hospital and the risk of mortality from the currently known variants. The virus has been shown to be able to mutate into several variants over time, this remains a serious concern as potentially a mutation could render the vaccination programme ineffective.

Throughout the COVID-19 pandemic, the Government's objective has been to protect lives and livelihoods across the United Kingdom. This remains the Government's priority as the UK eases restrictions.

The Government has introduced new regulations and guidance to control the spread of the virus which has evolved over the course of the pandemic, and now at stage 4 significant, reductions in the legal requirements are being introduced, however personal responsibility is being strongly encouraged and the requirement for businesses to assess the risk from Covid-19 remains.

Aspect Group have implemented arrangements to limit the spread of Coronavirus within the organisation. The company has specific responsibilities under the Health and Safety at Work etc. Act 1974. Our employees may also be subject to action by the authorities arising from Government-issued guidance and legislation in respect of Coronavirus.

The Government recognises that the workplace could be a potential place where Covid-19 could be spread, work can continue providing that sites can implement a Covid Safe workplace as detailed in the working safely during coronavirus guidance. The requirement to "work from home" where possible has now been removed.

This policy is for every Aspect Group workplace, and its contents should be followed to ensure that all our operations are carried out in a safe way, in line with Government guidance.

This policy covers the following topics:

**Section 2** – Those that are at an increased risk of COVID-19 Coronavirus

**Section 3** – Site operations

**Section 4** – Office operations

Any action by an Employee or Contractor Employee/ Sub-Contractor found to be contravening this policy or other government guidance, may result in dismissal from site and in the case of our Employees, disciplinary action being taken.

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus).

**EVERYONE** needs to follow the well-published and communicated advice from the Government and Public Health England.

To assist with government requirements, we need to ensure all employment records are up to date, staff are requested to notify any change in contact details as soon as possible.

### **Wellbeing**

Aspect Group are committed to our staff wellbeing and mental health, let people know when you need assistance or support. The SMT, your line manager, colleagues and you are part of a team and should be supporting each other. If at any point you become overwhelmed in the current situation then please contact your Line Manager at the earliest opportunity.

## 1.1 ISOLATION REQUIREMENTS

**EVERYONE MUST** follow the guidance on self-isolation if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia or high temperature) or someone else in their household has symptoms, if they have been contacted by NHS Test & Trace (including via the app) or other authority and asked to self Isolate and also when returning from a destination where isolation is a requirement.

**If you've tested positive, been contacted by Test and Trace or a local authority, or if you must quarantine**

Anyone who develops COVID-19 symptoms should stay at home and self-isolate immediately. Anyone who is due to work outside of the place where they are isolating during the self-isolation period must inform their employer if they've:

- tested positive
- been contacted by NHS Test and Trace or their local authority
- returned from abroad and are required to quarantine

The employee will be required to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive to the organisation

Guidance on isolation can be found at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

### Payment during isolation

Should you be required to self-isolate in line with the above guidance, and cannot work from home, you may be entitled to SSP as set out by the guidance which can be found at <https://www.gov.uk/statutory-sick-pay>

If someone develop symptoms while at work, they **MUST**

- Report this to their Supervisor (preferably by remote communication e.g. mobile phone)
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of their elbow
- Avoid touching anything
- Return home immediately
- Get a Coronavirus COVID-19 PCR Test (not lateral flow)

<https://www.gov.uk/get-coronavirus-test>

- They must then follow the guidance on self-isolation and not return to work until they have received a negative test result or, in the event of a positive test result, until their period of self-isolation has been completed.

## Travelling Abroad

Before you travel abroad:

Check the rules for the country or territory you're going to.

Find out what you need to do when you return Home.

Book any tests or quarantine hotel packages you need.

Before you return:

Countries and territories are listed as either red, amber or green. The rules for testing and quarantine when you return Home are different for each list.

England: <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

Wales: <https://gov.wales/rules-foreign-travel-and-wales-coronavirus-covid-19-html>

The rules you must follow depend on which countries or territories you've been in or travelled through in the 10 days before you arrive Home, as well as the one you're travelling from.

For example, if you travel from an amber list country but have been in a red list country in the 10 days before you arrive in Home, you must follow the rules for red list countries.

**You should not travel to countries or territories on the red list.**

## NHS Test & Trace

Aspect Group asks all of its staff to fully co-operate with the NHS Test & Trace service, and follow any requests or requirements received. The Organisation will also assist wherever requested. Aspect Group encourages all staff to download and use the NHS Covid-19 Test & Trace app.

<https://www.covid19.nhs.uk/help-downloading.html>

## 1.2 COVID-19 Outbreak Plan

Aspect Group have introduced a plan for if COVID-19 is detected within the workplace/workforce. The Organisation's single point of contact (SPOC) who will be responsible for the lead on contacting local Public Health teams and initiating the requirements of the plan is Astrid Hazlewood.

The responsible person (SPOC) will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of the organisation's workers have tested positive.

We will be required to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the

To assist with the Test & Trace service, we will keep temporary records of all staff shift patterns and locations visited, this will also extend to recording where visitors have attended our premises. (excludes short duration visits such as delivery/collection drivers etc.)

## **SECTION 2 - THOSE THAT ARE AT INCREASED RISK FROM COVID-19 (CORONAVIRUS)**

The government advice for persons at increased risk has been updated, where anyone is classed as clinically extremely vulnerable or not yet double vaccinated. The advice is to use your own judgement in considering the risks from close contact with others, continue to wash hands regularly.

Aspect Group will remain responsive to workers' needs, particularly during this period when not every adult will have been offered 2 vaccine doses. We will adopt practices that help to reduce the risks to individuals in the workplace.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Aspect Group will give extra consideration to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield. We will aim to continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians. We will be providing support for workers around mental health and wellbeing. This could include advice or telephone support.

## **SECTION 3 – RETURN TO WORK FOR EMPLOYEES**

The government is no longer instructing people to work from home if they can, so employers can start to plan a return to workplaces. During this period of high prevalence, the government expects and recommends a gradual return over the summer. We will discuss a return to the workplace with workers, and workers representatives to make working arrangements that meet both business and individual needs.

We recognise that ways of working have shifted through the pandemic, and some employers are looking at future hybrid models which include an element of home working. Whatever model we choose to follow for the longer term, we will discuss it with those who might be affected and also with employee representatives. We will discuss the timing and, where applicable, phasing of any return with workers. To help them to feel safe returning to work and consult with them on any health and safety measures we have put in place and are maintaining to reduce the risk of COVID-19 spreading.

When we consider that workers should come into their place of work, we will reflect this in the workplace risk assessment

## SECTION 4 – OPERATIONS

### 3.1 COVID-19 Safe Operating Procedures (SOPs)

All personnel should follow the relevant industry specific SOPs and other site rules communicated by the Site Management team. The COVID-19 G acknowledgement form (Appendix 1) must be completed and returned. If the role of the worker is not covered by a industry specific SOP then they must follow the Site Personnel SOP (including Site Managers) – see below:

All persons entering site must be free from symptoms of coronavirus, hands must be washed or sanitiser used on entry. All persons are advised to maintain social distancing when meeting persons with whom they would not normally have close contact wherever possible whilst on the premises or undertaking work on behalf of the company.

Aspect Group strongly encourages all members of staff to use the free NHS lateral flow tests on a regular basis.

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Aspect Group encourages all staff to download and use the NHS Covid-19 Test & Trace app.

<https://www.covid19.nhs.uk/help-downloading.html>

We also encourage uptake of the vaccine by staff.

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/>

### 3.2 Enforcement of COVID-19 SOPs and Site Rules

Aspect Group will be conducting COVID-19 inspections. They will also carry out spot checks of the register and the COVID-19 acknowledgement forms.

As of the 19<sup>th</sup> July, in England these requirements are non longer a legal requirement, however we ask all staff and visitors to our sites to take some personal responsibility in maintaining sensible covid precautions, especially when interacting with persons you would not normally be in close contact with.



## 4.1 Risk Assessment and Site Measures

Aspect Group operations are covered by the Risk Assessment.

The Risk Assessment must be updated when necessary and when new guidance is issued by government, other agencies and H&S Advisors.

This guidance policy has been prepared in line with the current government guidance and the CLC Covid safe operating guidance (V7) and other identified possible practical measures. Although the current legal requirement does not enforce the adoption of these control measures, it is anticipated that there would be benefit in maintaining the general procedures for the time being.

### Travel

- If possible, travel to your place of work on your own.
- If it is not possible to travel to work on your own, then your journeys should be shared with the same individuals. Try not to change the occupants that share the vehicle and avoid using public transport if practicable.
- Ensure everyone has cleaned their hands with hand sanitiser (minimum 60% alcohol based) prior to getting into the vehicle.
- Maintain as much ventilation as possible whilst traveling by opening the windows.
- Have disposable gloves or hand sanitiser (minimum 60% alcohol based) available in the vehicle to protect/clean your hands in case you need to fill up with fuel during your journey.
- Do not make any unnecessary stops during your journey, ensure that you and your occupants travel to work with what they need.
- Clean the inside of your vehicle cab including door handles, steering wheel, gear stick and indicator stalk on a regular basis, especially if the vehicle is a shared vehicle.
- If you need to utilise public transport to get to your place of work, travel at off peak times and follow requirements for wearing face coverings as implemented locally.

### Site Access and Egress Points

- Unnecessary visitors should be discouraged, where visitors are accepted to attend, it is recommended that they are asked to supply a negative test result prior to arrival.
- Consider introducing staggered start and finish times to reduce congestion around the site office and welfare facilities, if a particularly busy site.
- Plan site access and egress points to allow social distancing.
- Use signage to remind workers not to attend site if they have symptoms of the virus and to follow the guidelines.
- Require all workers to wash their hands for minimum 20 seconds using soap and water when entering and leaving the site.
- Regularly clean common contact surfaces.
- Carry out inductions and daily briefings in the open air wherever possible and maintain sufficient ventilation around the work area.

Deliveries to site, driver should be asked to remain in their vehicle, if the load allows. Where the drivers are required to exit their vehicle, they should wash or sanitise their hands before handling material. Drivers must be allowed to use welfare facilities when attending site if they so wish.

**Hand Washing**

- Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough and after eating or handling food) and again when you leave site.
- Allow regular breaks to wash hands.
- Consider providing additional handwashing facilities to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators.
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.
- Provide hand sanitiser (minimum 60% alcohol based) where handwashing facilities are unavailable.
- Regularly clean the hand washing facilities.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal for disposal.

**Toilet Facilities**

- Remind all workers to wash or sanitise hands before and after using the facilities.
- Enhance the cleaning regime for toilets, particularly door handles locks and toilet flush. Consider providing regular cleaning products and direct all operatives to clean the facilities after use.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

**Canteen and Rest Areas (where available)**

- Workers should be encouraged to bring their own food and refillable drinking bottles. Do not share items, i.e. cups, plates and cutlery unless they can be suitably cleaned between uses. They should also be encouraged to stay on site and avoid using local shops.
- Consider staggering break times or having a rota. Alternatives to using the canteen may be possible, e.g. outside seating area, breaks taken in own cars alone etc.
- Enhance the cleaning regime for contact points, for example water taps, kettles etc. Consider providing regular cleaning products and direct all operatives to clean these contact points after use. Have hand cleaning facilities or hand sanitizer available at the entrance to any room where people eat, and workers directed to use when entering and leaving the area.
- All rubbish should be put straight in the bin and not left for someone else to clean up.
- Tables should be cleaned between each use.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.

**Work Planning to Avoid Close Working**

In line with Government guidance, close contact between workers should be managed to reduce the risk of spread of Covid-19 within the workforce. Where possible “fixed teams” or “cohorting” will be encouraged to minimise unnecessary contacts.

**First Aid and Emergency Services Response**

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- Consider your first aid resources and ensure they are adequate.
- Have an emergency plan, considering that there may be potential for delays in emergency services response time due to pressure on resources.
- Ensure you have contact details of a person who should be contacted in the event of an emergency involving a worker.

**Cleaning**

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and touch points including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- Lifts and hoist controls.
- Machinery and equipment controls.
- All areas used for eating, which must be thoroughly cleaned at the end of each break and shift, including chairs and door handles.
- Telephone equipment.
- Keyboards, photocopiers and other office equipment.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
- Have a documented site cleaning regime, give a designated person this task on a daily basis.

**PPE**

The use of face coverings as a requirement to entry to premises / use of transport has been removed in all but a few circumstances. We support any employees who wish to continue to wear face coverings whilst undertaking work activities, and encourage their continued use when meeting persons who you would not normally be in contact with.

The use of face coverings or PPE (FFP rated masks) is not required in response to coronavirus in offices or whilst carrying out construction activities and the Government guidance on Working safely during coronavirus (COVID-19) states that: Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

- Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE

Remember:

- Re-useable coverings should be thoroughly cleaned after use and not shared between workers.
- Single use coverings should be disposed of so that they cannot be reused.

Where work has been identified as requiring RPE for the task being undertaken (e.g. dusts, fumes etc..) then the RPE must be worn as usual.

If you require assistance with the planning of any work activity, then please do not hesitate to call your local H&S Advisor.

## SECTION 4 - OFFICE OPERATIONS

The Government has issued further guidance for businesses and set out a number of working safely protocols that are advised to be followed by all staff.

The paramount principles being that staff should be continually reminded:

- Follow all isolation requirements.
- Not attend work if they have symptoms of COVID-19 and MUST follow isolation requirements.
- Wash their hands regularly using soap and water for 20 seconds and particularly after blowing their nose, sneezing or coughing. Where facilities to wash hands are not available, hand sanitizer should be used.
- Cover any coughs or sneezes with a tissue, then dispose in a bin and immediately wash their hands.

After consideration of these principles we ask that staff going to our offices are encouraged to:

- Ensure adequate ventilation of work areas is maintained.
- Essential face-to-face contact with persons you do not normally meet should be kept to 15 minutes or less.
- Where visitors attend site, request proof of a negative Covid-19 test result before entry.
- Undertake Free lateral flow tests on a periodic basis.
- Download and use the NHS Covid-19 App
- Get themselves vaccinated.
- Bring their own food to the office which does not require preparation in communal kitchens, i.e. sandwiches/ prepared salads in cool bags.
- Limit the use of kettles/ hot taps for the preparation of hot drinks, and after use clean handles etc.
- Frequently clean and disinfect surfaces that are touched regularly, using standard cleaning products.
- Use any other sensible measures to limit contact with others/ surfaces they touch.

Enhanced cleaning procedures should be in place across the office, particularly in communal areas and touch points including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- All areas used for eating.
- Telephone equipment.
- Keyboards, photocopiers and other office equipment.

A documented office cleaning regime has been implemented, giving a designated person the task of monitoring the cleaning arrangements.

The Risk assessment must be updated when necessary and when new guidance is issued by government, other agencies or H&S Advisors.

## APPENDIX 1

### COVID-19 G ACKNOWLEDGEMENT FORM

<b>NAME</b>	
<b>TRADE/JOB TITLE</b>	
<b>OPERATING BUSINESS</b>	
<b>EMPLOYER</b>	
<b>SOP ISSUED</b>	

Aspect Group Services **DIRECT EMPLOYEES**  
I confirm that I have read and understood the:

- COVID-19 Policy
- RAMS/SOP

#### **EMPLOYEES/ SUB-CONTRACTORS OF CONTRACTORS**

I confirm that I have read and understood the:

- COVID-19 Policy
- RAMS/ SOP

**Signature:**

**Date:**

(electronic signature will be accepted)

# TOOLBOX TALKS

## MENTAL HEALTH AWARENESS

### INTRODUCTION

**We all have mental health** - and our levels of mental health and wellbeing change throughout our lives as we are faced with different **stressors** (things that put stress on us) and **pressures** and as we learn to manage our mental health.

Good mental health is described as *‘a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.’*

Mental ill health conditions range from more common conditions, such as **stress, depression, and anxiety** - through to conditions such as bipolar and schizophrenia.



Statistics show that one in four people are suffering from a mental health condition in the UK, with **one in six workers** suffering from mental ill health. However, as these statistics come from those conditions that have been **reported** – the figure is most likely much higher, as many mental health conditions go unreported.

### YOUR WELLBEING

You might be worried about coronavirus (COVID-19) and how it could affect your life. The changes we're facing might feel difficult or stressful. There are lots of things you can try that will help your wellbeing and build your resilience.

#### What is resilience?

- Resilience is the ability to literally bounce back or adapt to difficulties, problems or trauma in life.
- Everybody has resilience, but some people bounce back more easily than others.
- You can pro-actively build your resilience.



#### When do we need resilience?

Dealing with too much stress...

- Through the release of hormones such as adrenaline, cortisol and norepinephrine, we gain a rush of energy, which enables us to focus our attention and can motivate us.
- Optimum stress or in positive psychology terms, “flow” is when we are engaged in juggling just enough balls and doing something which is stretching but we are relatively confident we can do/we have the right support in place.
- Too much stress can be the result of a lack of support, too many things to do.
- Everyone has a different capacity for stress.
- Building resilience enables us to relate to things to do in a more positive, more confident way which builds our capacity to do more.





## LOOKING AFTER YOURSELF AND YOUR COLLEAGUES:

**Sleep** - Many studies show that the most important factor in physical and mental wellbeing is sleep. Getting enough quality sleep gives our minds sufficient time to rest and recover, processing the day and resetting for tomorrow. On average adults should get between 7-9 hours of sleep each night. Shift workers and those people continually crossing international time zones need to be very mindful as to how much sleep they are getting, and if they feel safe on their commutes and at work. Any concerns should be raised immediately.

**Diet and exercise** - What we fuel our bodies with, is also what we are fuelling our minds with. Making simple positive improvements to our lifestyle can have a huge impact on our wellbeing. Consider how much caffeine (a stimulant) and alcohol (a depressant) you are consuming – and look at how you can change your snacks for healthier options, manage your portion sizes, and squeeze regular exercise (even if it's just a brisk walk) into your daily routine.

**Meaning and purpose** - Finding meaning in everyday things, even negative things, can give us more value in what we do each day.

**Being aware** - Living mindfully, switching off autopilot and being aware of ourselves and our environments, has been proven to be very beneficial to our wellbeing. So put down your phone, look out of the window, and take a moment to just breathe!

**Having goals and direction** - Looking forwards positively with realistic aims is key to wellbeing. Consider pushing yourself to try something new.

**Recognising the link between your thoughts, feelings and actions** - Making that cycle more positive. By changing the way, we think – we can change the way we feel and behave.

**Acceptance** - Accepting things, we can change and impact, and things that we cannot is good for letting go of negative energy we could be putting into something more useful. For example, worrying about the traffic or the weather is not as useful as putting that time and effort into thinking about who we spend our time with, if we are going to exercise today and how we are going to choose to think about the day ahead.

**Making time for yourself** - Finding a hobby or simply taking a break is great for our wellbeing.

**Talking** - Talking things through with friends, family, colleagues and managers – and seeking further help when needed.

## RESOURCES

There are lots of resources for help, support, or in the event of crisis. Don't try to face your problems alone we are in this together.

**Some organisations who can help are:**

- [Mind](#)
- [Young Minds](#)
- [Action for Happiness](#)
- [Mental Health Foundation](#)
- [Samaritans](#)
- [SANEline](#)

## HANDOUT

Please read the handout carefully. Answer the following questions and give this page back to the person providing the toolbox talk.

**Q: Name three things I can do for selfcare during COVID-19 pandemic?**

**A:** .....

**Q: Name three things we can all do to help towards better mental wellbeing?**

**A:** .....

**Q: Who is responsible for our mental health?**

**A:** .....

I have read and understood the information set out above:

Name: .....

Signature: .....

Date: .....

### Disclaimer

Toolbox Talks are provided by KGS for general guidance on matters of interest. In making these documents available to a general and diverse audience it is not possible to anticipate the requirements or the hazards of any particular subscriber's business. Users are therefore advised to carefully evaluate the contents and adapt the Toolbox Talks to suit the requirements of each situation or activity. KGS does not accept any liability whatsoever for injury, damage or other losses which may arise from reliance on this information and the use of these documents.

# COVID-19 SAFE OPERATING PROCEDURES FOR BRICKLAYERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

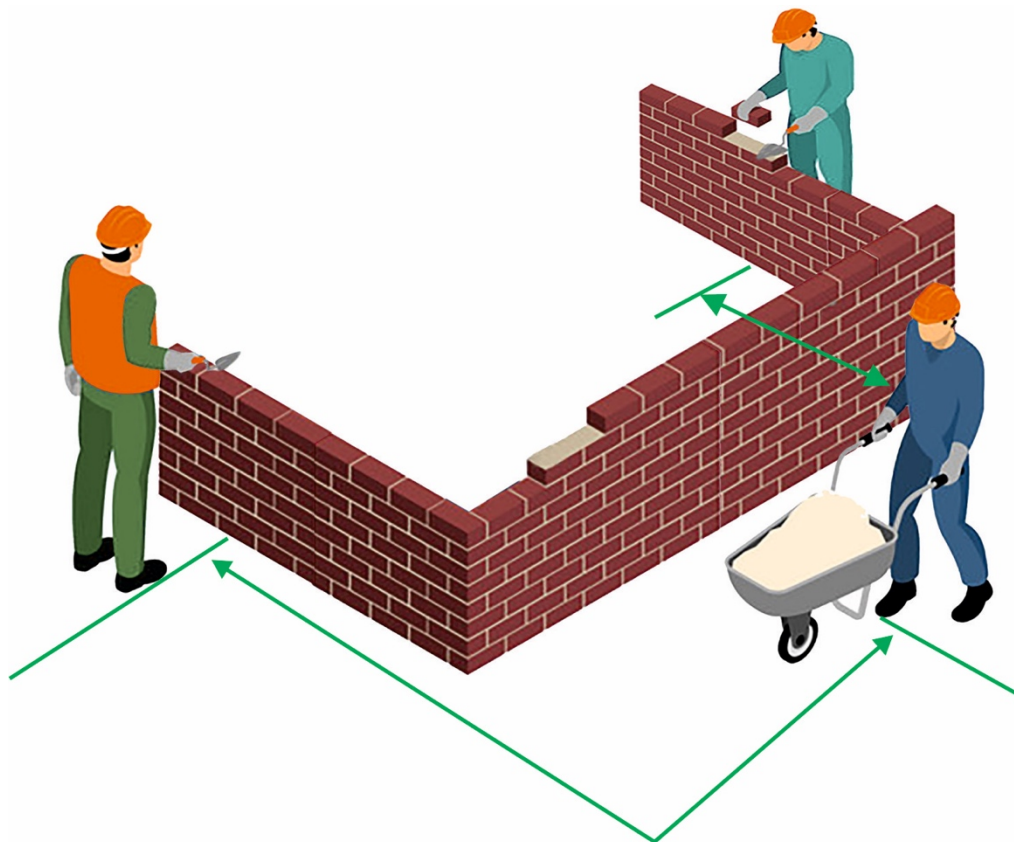
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class masks, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- Do not share hand or power tools such as trowels, shovels etc. before adequately cleaning them.
- When working outdoors maintain a minimum 2 metres apart.
- Plan work activities within individual gangs to ensure, where possible, one bricklayer only per building face. For example, one works on the front of the property whilst another works on the gable end etc.
- When pointing up, only one person to undertake the task on a single side of the plot.
- When working on scaffolds, agree a system to walk around scaffold before commencing work.
- One man only to work on “table lifts” on the peaks at gable ends.
- “Give Way” to labourers delivering materials and mortar around the scaffold, maintaining a minimum 2 metres distance
- Avoid congregating at key points such as ladder access points and loading bays.
- If piecing up internally is required, one man only to undertake the task.
- When working internally, keep windows and doors open, if fitted, to maintain good ventilation.
- Plan your movements on site to avoid passing closely to another worker. For example, walk the long way around to gain access to a doorway, etc.



**STAY APART 2 METRES**

# COVID-19 SAFE OPERATING PROCEDURES FOR ELECTRICIANS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms.

If you develop symptoms whilst on site, **YOU MUST:**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.



## TRADE SPECIFIC MEASURES

- Plan work activities to ensure where possible one person per plot when working in internal structures for 1<sup>st</sup> and 2<sup>nd</sup> fix electrical works.
- Where this cannot be achieved work on separate floors and avoid passing close to each other at doorways and stairwells.
- Keep windows and doors wherever possible, open to improve ventilation within properties.
- If you need to pass another operative then ask them to move into another room while you pass, ensuring that you observe the 2-metre rule at all times.
- No more than 1 person in a single room at any time.
- If you must enter a container for materials, ensure that no one else is in there.
- If there is a person present, wait and allow them to leave to avoid breaching the physical distancing measures.



**Work on  
different floors**

**Stay apart  
2 metres**



# COVID-19 SAFE OPERATING PROCEDURES FOR GROUNDWORKERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

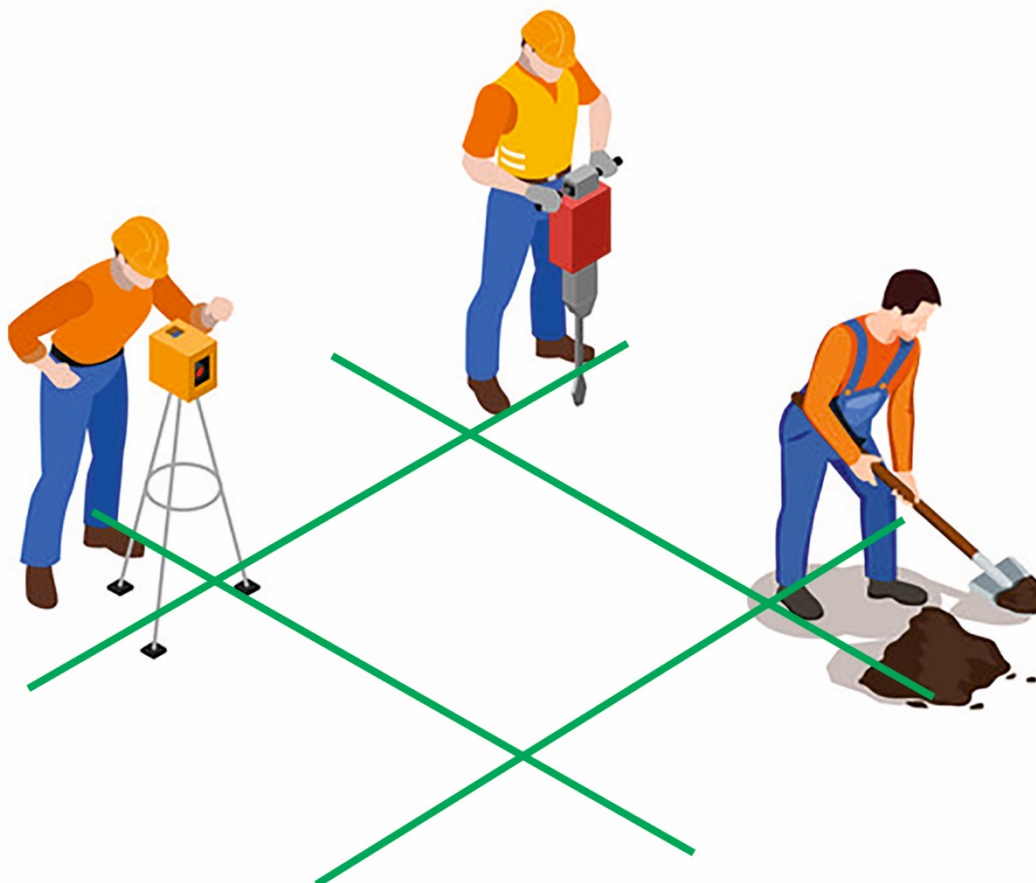
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- Adopt a single operator per machine policy.
- If you have to change machine operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc.
- Arrange works so you can remain 2 metres apart.
- If you cannot remain 2 metres apart i.e. when connecting pipe/laying curbs carry out a dynamic risk assessment as per the guidance above.
- If you need to enter a container, ensure that no other personnel are present within, and if so, wait till they have left before proceeding.
- When laying trench blocks below DPC, arrange works so that one person only works on a side of the plot under construction.
- When laying block and beam floors, use mechanical means as much as possible.
- Use mechanical means to fit reinforcing mesh and complete the task with one Groundworker.
- One man only to fit insulation.
- Remain at opposite sides of the plot when screeding/ tampering.



# STAY APART 2 METRES

# COVID-19 SAFE OPERATING PROCEDURES FOR JOINERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- Plan work activities to ensure where possible one person per plot when working in internal structures. Where this cannot be achieved work on separate floors and avoid passing close to each other.
- When fitting joists, remain at opposite ends of the joist/opposite sides of the scaffold.
- Arrange the fitting of flooring by lifting the board from opposite ends, onto the joists with one joiner sliding the board across the joist to his partner.
- Fit trusses from opposite sides of the scaffold:
- When working on scaffolds, maintain the 2 metre physical distancing rule and be prepared to “move and make way” for personnel who may want to pass.
- Plan to fit low level roofs as a one man operation.
- When fitting stairs, two men will required to lift into place. Carry out a dynamic risk assessment (guidance above) and wash your hands afterwards.
- Once this operation is completed, plan all 1<sup>st</sup>, 2<sup>nd</sup> and final fixing to be undertaken by one operative only.
- If this is not possible, communicate with your colleague to ascertain areas of responsibility should you require the need to work within the same plot such as work on separate floors and be prepared to “move and make way” for personnel who may want to pass at the stairs or doorways.
- Keep windows and doors wherever possible, open to improve ventilation within properties.

# COVID-19 SAFE OPERATING PROCEDURES FOR LABOURERS & HOD CARRIERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.



- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

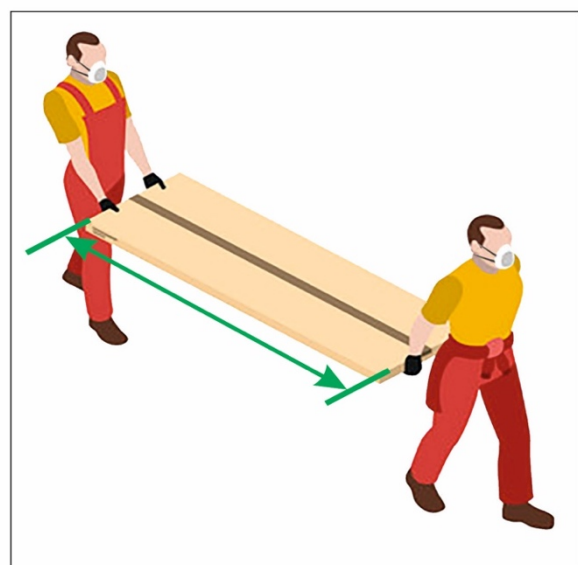
You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.



## TRADE SPECIFIC MEASURES

- Do not share hand or power tools such as trowels, shovels etc. before adequately cleaning them.
- When working outdoors ensure you maintain a minimum 2 metres apart from other operatives/bricklayers.
- Plan work activities to ensure that you do not encroach into other operatives work area.
- Try to set down materials that prevents other operatives from stopping work and having to move. For example set materials down on the floor below, another un-occupied room etc.
- Avoid congregating at choke points such as loading bays, ladder access points, stairways and doorways.
- Be prepared to make way to allow personnel to pass.
- If requested to undertake pointing, maintain 2 metre physical distancing measures at all times.
- If working internally, maintain the “one person per plot rule.”
- If this is not possible work on separate floors and never work alongside another operative in one room.
- Keep windows and doors open to improve ventilation when working within properties.
- Plan your movements on site to avoid passing closely to another worker. For example, walk the long way around to gain access to a doorways, etc.
- If you have to enter a container for materials, ensure that no one else is in there.
- If there is a person present, wait and allow them to leave to avoid breaching the physical distancing measures.



**STAY APART 2 METRES**

# COVID-19 SAFE OPERATING PROCEDURES FOR PAINTERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- Maintain the 2 metre safe distancing rule throughout your time on site.
- Plan work activities to ensure where possible only one person per plot when working in internal structures.
- Where this cannot be achieved work on separate floors and avoid passing close to each other at doorways and stairwells.
- Never work in the same room as another work colleague.
- Keep windows and doors open wherever possible to improve ventilation within properties.
- If you need to pass another operative then ask them to move into another room while you pass, at choke points such as doorways and stairways.
- If you have to enter a container for materials, ensure that no one else is in there.
- If there is a person present, wait and allow them to leave to avoid breaching the physical distancing measures.



**Work on  
different floors**

**Stay apart  
2 metres**

# COVID-19 SAFE OPERATING PROCEDURES FOR PLASTERERS / DRY LINERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.



## TRADE SPECIFIC MEASURES

- Plan work activities to ensure, where possible, one person per plot when working in internal structures.
- Where this cannot be achieved, plan to work on separate floors.
- Keep windows and doors wherever possible, open to improve ventilation within properties.
- Avoid passing close to each other especially around doorways and stairwells.
- If you need to pass another operative then ask them to move into another room while you pass, ensuring that you observe the 2 metre rule at all times.
- When manual handling boards, ensure you carry out a dynamic risk assessment to reduce the risk to as low as possible and carry the boards with an operative at either end, as per the guidance above.
- Utilise the use of a “letterbox” to pass plasterboard between floors.
- Using mechanical means, wherever possible to support boards prior to fixing for ceilings.
- No more than 1 person in a single room at any time.
- “Make way” for labourer’s dropping off materials, wet plaster, etc.



**Work on  
different floors**

**Stay apart  
2 metres**

# COVID-19 SAFE OPERATING PROCEDURES FOR PLUMBERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.



- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- Plan work activities to ensure where possible one person per plot when working in internal structures for 1<sup>st</sup> and 2<sup>nd</sup> fix plumbing works.
- Where this cannot be achieved work on separate floors and avoid passing close to each other at doorways and stairwells.
- Keep windows and doors wherever possible, open to improve ventilation within properties.
- If you need to pass another operative then ask them to move into another room while you pass, ensuring that you observe the 2 metre rule at all times.
- No more than 1 person in a single room at any time.
- If you have to enter a container for materials, ensure that no one else is in there. If there is a person present, wait and allow them to leave to avoid breaching the physical distancing measures.
- When you require a Hot Works Permit, although this is limited, ensure that all measures are in place and call the site manager who will complete it for you, do not enter his office. Once the hot works is complete, and the 1-hour fire watch has been observed, call the Site Manager and he will close it.



**Work on  
different floors**

**Stay apart  
2 metres**

# COVID-19 SAFE OPERATING PROCEDURES FOR RENDER/ ROUGHCASTERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

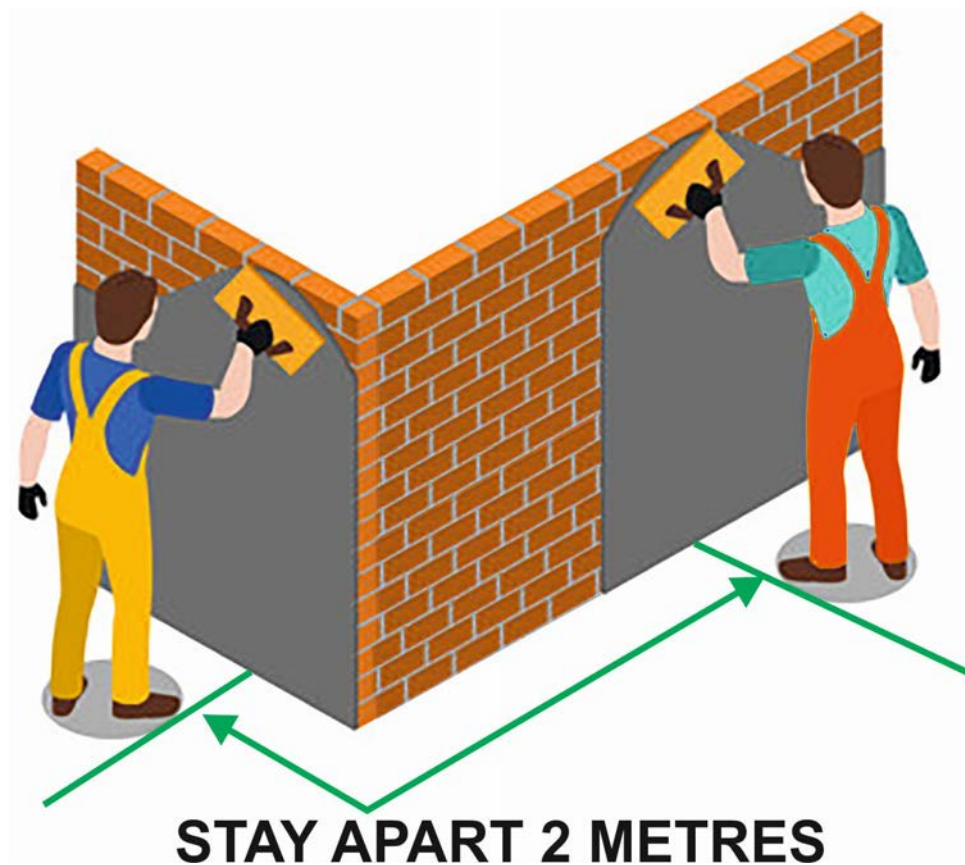
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- Do not share hand or power tools such as trowels or hand mixers before adequately cleaning them.
- Plan work activities to ensure where possible one person per plot particularly on scaffolds. Where this cannot be achieved work on separate levels and avoid passing close to each other.
- Agree a system to walk around scaffold before commencing work – “one-way system” etc.
- When working outdoors maintain a minimum 2 metres apart.
- Where possible, work on separate elevations of the building or on multiple lift scaffolds, work different levels.
- “Give Way” to labourers delivering mixed render around the scaffold – Ensure a minimum 2 metres distance
- If wearing normal task related PPE (mask, eye protection, gloves etc.), these will need cleaned or disposed of appropriately to prevent cross contamination



# COVID-19 SAFE OPERATING PROCEDURES FOR ROOFERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST:**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE**

### **Practice good hygiene:**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others:**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.



- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

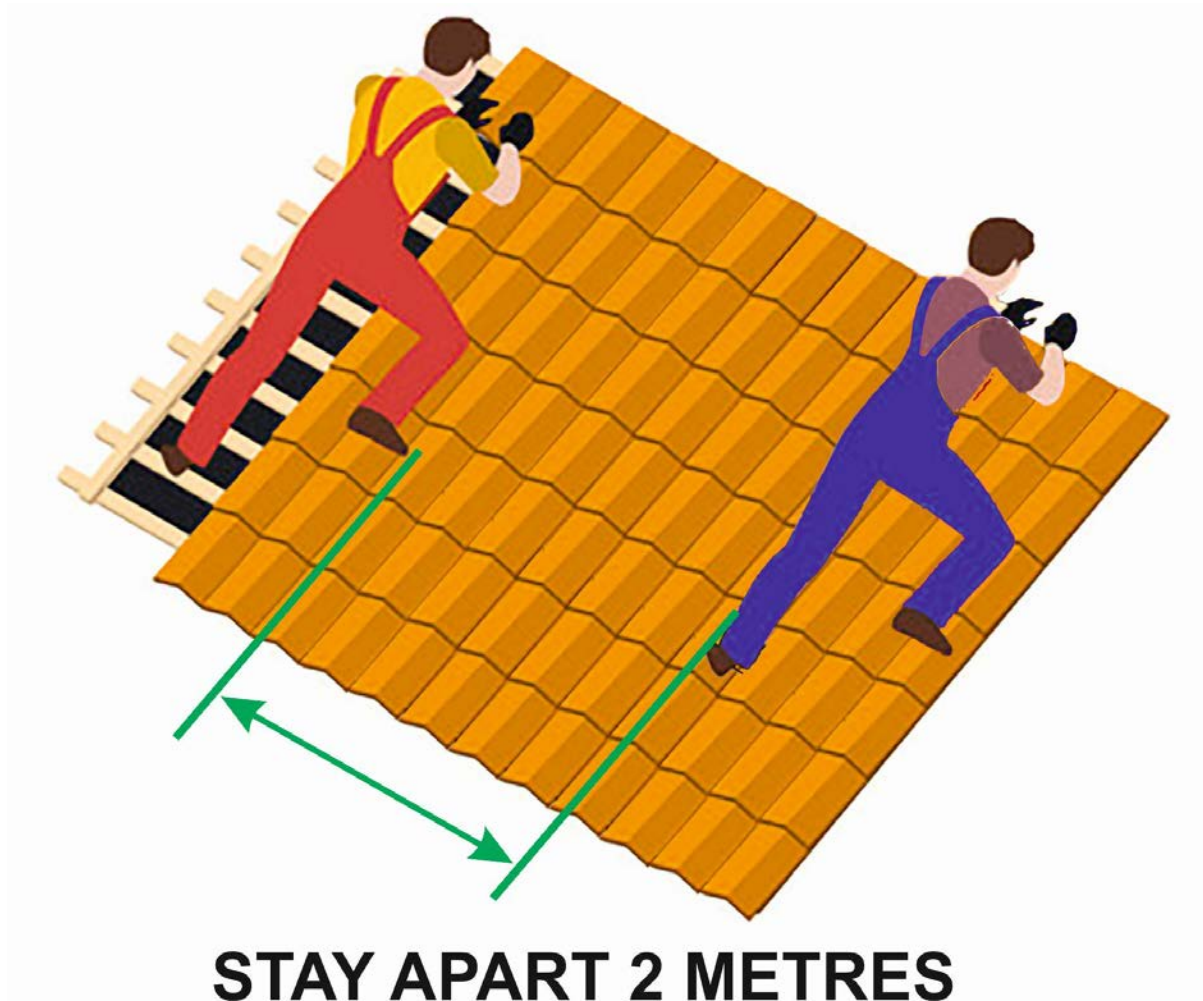
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- Plan work activities to ensure that physical distancing measures of keeping 2 metres apart can be maintained.
- Load out logically whilst observing the 2 metre distancing guideline.
- When working on scaffolds, maintain the 2 metre physical distancing rule and be prepared to “move and make way” for personnel who may want to pass.
- Where possible, work on opposite sides of the roof.
- If required, arrange dedicated walking routes on the scaffold, for example, the person working on the rear of the property from the loading bay walks to the left of the scaffold only and his colleague walks only on the right hand side. This will need to be plot specific dependent on positions of ladder access points and loading bays.
- One operative only to complete the ridge tiles etc.
- Where the verges are to be completed, one operative to carry out the work activity at opposite gable ends.
- One roofer only to complete low-level roofs.
- Leadwork to be completed by a single roofer.





# COVID-19 SAFE OPERATING PROCEDURES FOR SCAFFOLDERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST:**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE**

### **Practice good hygiene:**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others:**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

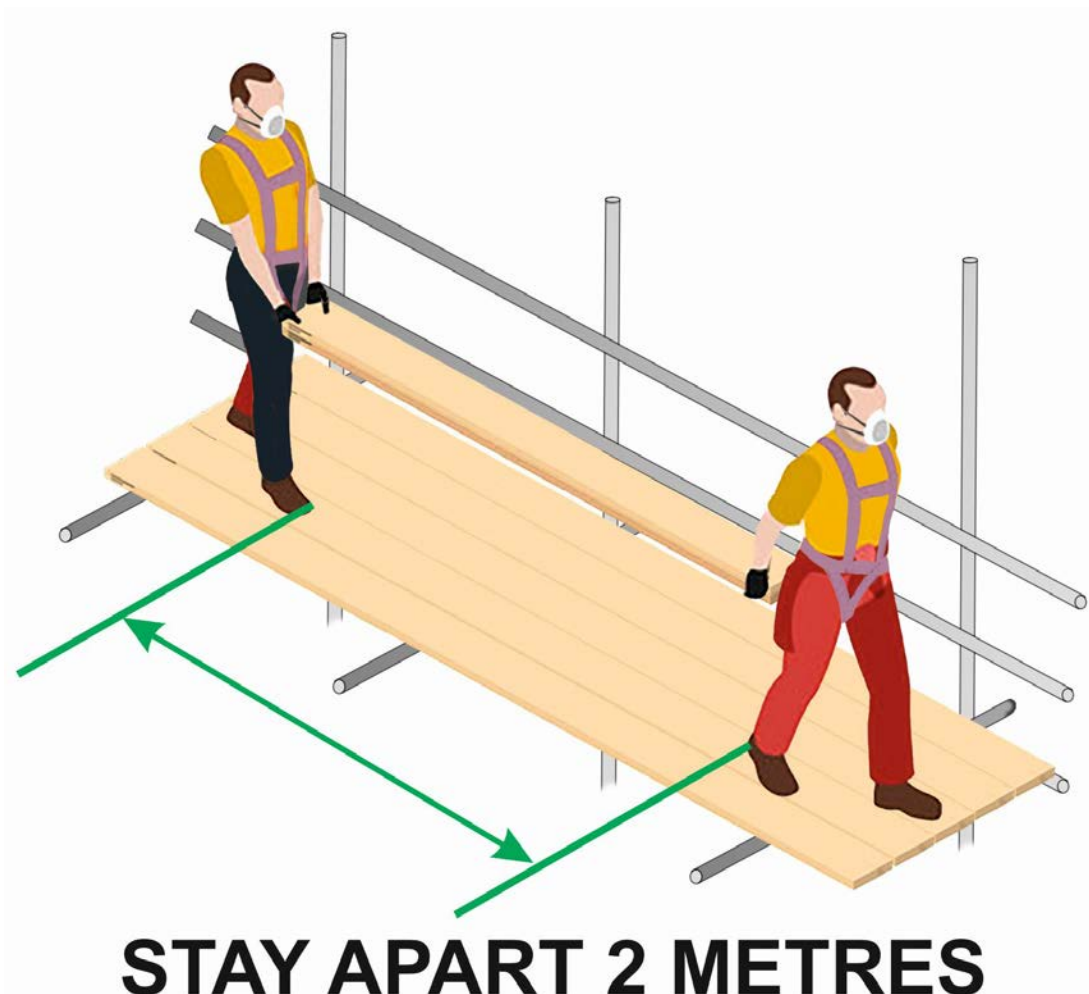
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class masks, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- Plan the task to ensure that the 2 metre physical distancing measures can be adhered to.
- This may mean only one person on any lift at one time, i.e, one below passing materials up to the other on the scaffold lift.
- Communicate with your scaffolding colleague to ascertain areas of responsibility should you require the need to work on the same level.
- If you have to work on a scaffold with a colleague, arrange your movements on the scaffold to avoid passing others etc. and be prepared to “make way and move” if required.
- Whilst erecting or dismantling scaffold, always ensure you remain a minimum of 2 metres away from each other. Particular care should also be taken when raising or lowering materials to ensure distancing can be achieved.
- Set scaffolds out with a view to easing issues for future trades, such as keeping ladder access points and loading bays on separate sides



# COVID-19 SAFE OPERATING PROCEDURES FOR SITE PERSONNEL

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST:**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

# COVID-19 SAFE OPERATING PROCEDURES FOR WINDOW FITTERS

## **YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, anosmia, or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST:**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow.

## **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

## **MEASURES YOU MUST ADOPT WHILST ON SITE:**

### **Practice good hygiene**

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

### **Avoid close working/ contact with others**

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.



- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

## WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

### Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

### Reduce

- Minimise the frequency and time workers are within 2 metres 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 the 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 using any equipment.

### Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

### Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

### PPE

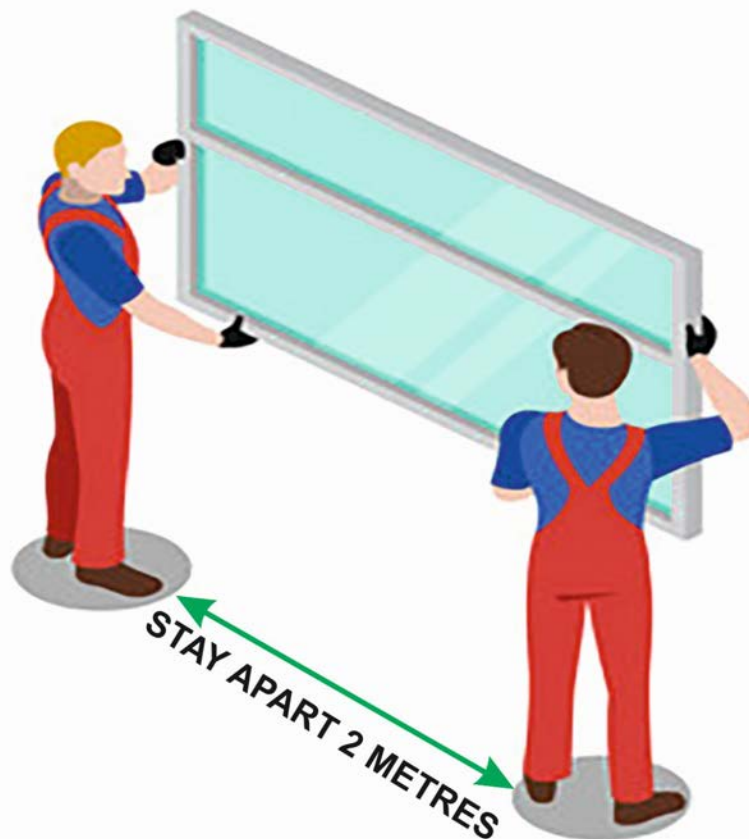
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable 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.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

## TRADE SPECIFIC MEASURES

- All windows should be unloaded from the bed of the delivery vehicle by mechanical means i.e. forklift.
- Plan work activities to ensure where possible one person per plot when working in internal structures.
- Where this cannot be achieved work on separate floors, where possible, and avoid passing close to each other.
- Do not share hand or power tools such as screw drivers, drills etc. before adequately cleaning them.
- When manually handling windows during the fitting process, ensure you carry out a dynamic risk assessment to reduce the risk to as low as possible (as per the guidance above).
- Endeavor to keep the 2 metre physical distance at all times.





# TOOLBOX TALKS – SITE BASED WORKING DURING THE CORONAVIRUS OUTBREAK

## WHAT IS CORONAVIRUS?

Coronavirus is an illness that can affect the lungs and airways. It's caused by a virus called COVID-19. Respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. This toolbox talk covers the ways to maintain your health while working on construction sites.

## SELF-ISOLATION

If you have any one of the following criteria, do not come to site:

- A high temperature, new persistent cough or anosmia (change in sense of smell or taste).
- Are a vulnerable person—by virtue of age, underlying health condition, clinical condition or pregnancy.
- Living with someone in self-isolation or with a vulnerable person.

## GETTING TO WORK

- If possible, travel to your place of work on your own.
- If it is not possible to travel to work on your own, then your journeys should be shared with the same individuals. Do not change the occupants that share the vehicle.
- Ensure everyone has cleaned their hands with hand sanitiser (minimum 60% alcohol based) prior to getting into the vehicle.
- Do not fill the vehicle; leave space in the vehicle so that distance between occupants can be maintained.
- Maintain as much ventilation as possible whilst traveling by opening the windows.
- Have disposable gloves or hand sanitiser (minimum 60% alcohol based) available in the vehicle to protect/clean your hands in case you need to fill up with fuel during your journey.
- Do not make any unnecessary stops during your journey, ensure that you and your occupants travel to work with what they need.
- When arriving at site, ensure that you and all the occupants of the vehicle wash their hands for 20 seconds using hand sanitiser

(minimum 60% alcohol based) before getting out of the vehicle.

- Clean the inside of your vehicle cab including door handles, steering wheel, gear stick and indicator stalk.
- If you need to utilise public transport to get to your place of work, travel at off peak times. Ensure government guidance on face coverings is followed.

## ON SITE

- Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough and after eating or handling food) and again when you leave site.
- Where possible, maintain at least two metres away from other workers. This includes while you are working and during breaks and mealtimes - staggered breaks will help achieve this.
- Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups).
- Only hold meetings and briefings that are absolutely necessary. Ideally, these should take place outdoors, with the minimum number of people and those people should be kept at least two metres apart.
- Hand tools should not be shared between operatives if possible.
- If you are using plant on site if possible dedicate one operative per piece of plant to undertake the daily/weekly checks and to operate the machine ensuring that they clean all touch points at the start of each day, at the end of an operation and at the end of the day.

## CLOSE WORKING

**Close working should be avoided where possible:**

- Work requiring skin to skin contact should not be carried out.
- Where possible rearrange your tasks to maintain social distancing measures (2 m).
- Stairs should be used in preference to ladders and other multi-contact point access equipment; also consider implementing a one-way system.

- Use mechanical lifting aids such as sack barrows, to reduce interface with other
- Where the social distancing measures (2 m) cannot be applied:**
- Minimise the frequency and time you are within two metres of each other.
- Minimise the number of people involved in these tasks;
- Work side by side, or facing away from each other, rather than face to face.
- Regularly clean common touchpoints such as ladders, doors, handles, vehicle cabs, tools, shared tools and equipment.
- Ensure you wash or clean your hands before using and after using any equipment.

**Keep teams that have to work within 2 m:**

- Together (do not change workers within teams).
- As small as possible.
- Away from other workers where possible.

**Where face to face working is essential to carry out a task when working within two metres:**

- Keep this to an absolute minimum.
- Ensure additional supervision to monitor and manage compliance.

## CLEANING

**Extra cleaning should be carried out on site, particularly in the following areas:**

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- Ladders and access equipment.
- Lift and hoist controls.
- Machinery and equipment controls.
- Food preparation and eating surfaces.

## WHAT TO DO IF YOU THINK YOU ARE ILL

**If you develop a high temperature or a persistent cough while at work, you should:**

- Report this to your supervisor.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.
- Return home immediately.
- You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.



**Note:**

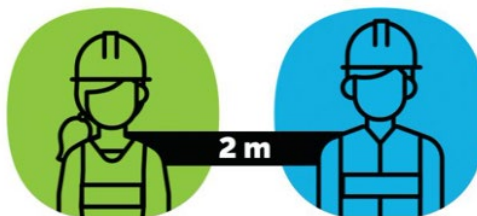
These measures are necessary to minimise the risk of spread of the infection and rely on all the workforce to take responsibility of their actions and behaviours.



**Further guidance**

[www.keygroupservices.com/](http://www.keygroupservices.com/) and  
<https://www.nhs.uk/conditions/coronavirus-covid-19/> or  
<https://www.gov.uk/coronavirus>

## Protect against COVID-19



Published by Key Group Services 18<sup>th</sup> May 2020

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# TOOLBOX TALKS – OFFICE BASED WORKING DURING THE CORONAVIRUS OUTBREAK

## WHAT IS CORONAVIRUS?

Coronavirus is an illness that can affect the lungs and airways. It's caused by a virus called COVID-19. Respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. This toolbox talk covers the ways to maintain your health while working on construction sites.

## SELF-ISOLATION

If you have any one of the following criteria, do not come to site:

- A high temperature, a new persistent cough or anosmia (a change in sense of smell or taste).
- Are a vulnerable person—by virtue of age, underlying health condition, clinical condition or pregnancy.
- Living with someone in self-isolation or with a vulnerable person.

## GETTING TO WORK

- If possible, travel to your place of work on your own.
- If it is not possible to travel to work on your own, then your journeys should be shared with the same individuals. Do not change the occupants that share the vehicle.
- Ensure everyone has cleaned their hands with hand sanitiser (minimum 60% alcohol based) prior to getting into the vehicle.
- Do not fill the vehicle; leave space in the vehicle so that distance between occupants can be maintained.
- Maintain as much ventilation as possible whilst traveling by opening the windows.
- Have disposable gloves or hand sanitiser (minimum 60% alcohol based) available in the vehicle to protect/clean your hands in case you need to fill up with fuel during your journey.
- Do not make any unnecessary stops during your journey, ensure that you and your occupants travel to work with what they need.
- When arriving at site, ensure that you and all the occupants of the vehicle wash their hands for 20 seconds using hand sanitiser (minimum 60% alcohol based) before getting out of the vehicle.

- Clean the inside of your vehicle cab including door handles, steering wheel, gear stick and indicator stalk.
- If you need to utilise public transport to get to your place of work, travel at off peak times. Follow government guidance on facecoverings.

## ON SITE

- Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough and after eating or handling food) and again when you leave site.
- Where possible, maintain at least two metres away from other workers. This includes while you are working and during breaks and mealtimes - staggered breaks will help achieve this.
- Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups).
- Only hold meetings and briefings that are absolutely necessary. Ideally, these should take place outdoors, with the minimum number of people and those people should be kept at least two metres apart.
- Only hold meetings and briefings that are absolutely necessary. Ideally, these should take place outdoors, with the minimum number of people and those people should be kept at least two metres apart.
- Equipment where possible should not be shared between staff if possible.

## CLOSE WORKING

**Close working should be avoided where possible:**

- Work requiring skin to skin contact should not be carried out.
- Where possible rearrange your tasks to maintain social distancing measures (2 m).
- Stairs should be used in preference to ladders and other multi-contact point access equipment; also consider implementing a one-way system.
- Use mechanical lifting aids such as sack barrows, to reduce interface with other workers;

**Where the social distancing measures (2 m) cannot be applied:**

- Minimise the frequency and time you are within two metres of each other.
- Minimise the number of people involved in these tasks;
- Work side by side, or facing away from each other, rather than face to face.
- Regularly clean common touchpoints such as as handrails, doors, handles, fridge, telephones, photocopiers etc.
- Ensure you wash or clean your hands before using and after using any equipment.

**Keep teams that have to work within 2 m:**

- Together (do not change workers within teams).
- As small as possible.
- Away from other workers where possible.

**Where face to face working is essential to carry out a task when working within two metres:**

- Keep this to an absolute minimum.
- Ensure additional supervision to monitor and manage compliance.

## CLEANING

**Extra cleaning should be carried out on site, particularly in the following areas:**

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- Shared equipment, light switches, photo copiers.
- Lifts, where possible avoid the use of a lift.
- Machinery and equipment controls.
- Food preparation and eating surfaces.

## WHAT TO DO IF YOU THINK YOU ARE ILL

**If you develop a high temperature or a persistent cough while at work, you should:**

- Report this to your supervisor.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.
- Return home immediately.
- You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.



**Note:**

These measures are necessary to minimise the risk of spread of the infection and rely on all the workforce to take responsibility of their actions and behaviours.



**Further guidance**

[www.keygroupservices.com/](http://www.keygroupservices.com/) and  
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Published by Key Group Services 24<sup>th</sup> April 2020

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<b>The Organisation</b>	Aspect Group Services	<b>Risk Assessment Type</b>	COVID-19	<b>Review:</b>	<b>As Circumstances Change</b>
<b>Scope</b>	This assessment covers all activities in relation to the undertakings at Units 11 & 15 Chestnut Drive and on site where works are being undertaken. It focuses on the required control measures to prevent the spread of Coronavirus (Covid-19).	<b>Risk Assessment Reference</b>	AGS-C19-V14	<b>Date:</b>	19/07/2021

Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
1	Travelling to work via public transport	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, vulnerable groups, anyone who physically comes in contact with you in relation to the activities	Staff are encouraged to avoid public transport where possible. Where use of public transport cannot be avoided the use of face coverings will be advised.	2	5	10 Med	No further controls Necessary					
2	Travelling to work	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff.	So far as is possible, individuals will be encouraged to use their own vehicles and travel alone, in regular cohort groups, or go on foot or by bicycle.	1	5	5 Low	No further controls Necessary					
3	Travelling to work in shared vehicle	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, other vehicle occupants	If workers have no option but to share transport, journeys will be shared with the same individuals and with the minimum number of people possible.	2	5	10 Med	No further controls Necessary					
4	Travelling to work, increase risk of catching the virus being in close proximity in vehicle	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, other vehicle occupants	Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Avoiding the use of recirculating AC.	3	5	15 High	Communication of controls to employees.	2	5	10 Med	AGS July 2021	
5	Travelling to work in shared vehicles, potential to transmit the virus via surfaces	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff.	The vehicle should be cleaned regularly using gloves and standard cleaning products adherence to, with particular emphasis on handles and other areas where persons may touch surfaces.	2	5	10 Med	No further controls Necessary					

Probability				Severity			
1	Improbable – Unlikely	X	1	Negligible – remote possibility of harm	1-6	=	Low priority
2	Remote – May occur	X	2	Marginal – first aid injury possible	8-12	=	Medium priority
3	Possible – Likely to occur	X	3	Slightly dangerous – minor injury possible	15-25	=	High priority
4	Probable – Very likely to occur	X	4	Dangerous – major injury			
5	Very probable – very likely to occur soon	X	5	Very dangerous – could cause death			

Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
6	Working from home in an office with no controls	Lack of communication or support	Staff	Communication structures are in place to encourage regular communication between employees. Employees are being encouraged to return to the office.	1	5	5	No further controls Necessary					
							Low						
7	Working from home - workstation	RSI, neck, shoulders, backs, arms, wrists and hands, as well as fatigue and eye strain. Musculoskeletal and eye strain, visual fatigue, mental stress.	Staff	Workstation assessments to be carried out for long term home workers.	3	5	15	Where home working becomes a long term solution, undertake home working assessments.	2	5	10	AGS May 2021	
							High				Med		
8	Working from home - workstation	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff	Where staff need to work from home all necessary equipment is provided to home workers to allow them to carry out their roles.	2	5	10	No further controls Necessary					
							Med						
9	Working from home - mental health	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff	Management maintain regular contact with those working from home. Employees are being encouraged to return to the office.	2	5	10	No further controls Necessary					
							Med						
10	Site access and egress - pinch points on arrival/ leaving site	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors	Start and finish times are staggered where possible to reduce congestion.	3	5	15						
							High						

Probability	
1	Improbable – Unlikely
2	Remote – May occur
3	Possible – Likely to occur
4	Probable – Very likely to occur
5	Very probable – very likely to occur soon

X  
X  
X  
X  
X

1  
2  
3  
4  
5

Severity	
1	Negligible – remote possibility of harm
2	Marginal – first aid injury possible
3	Slightly dangerous – minor injury possible
4	Dangerous – major injury
5	Very dangerous – could cause death

1-6  
8-12  
15-25

=  
=  
=

Low priority  
Medium priority  
High priority



Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
11	Site access and egress where staff would previously travel on public transport	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff	Site has adequate parking space to allow parking of extra vehicles and or cycles to allow staff to travel to work using alternative transport	1	5	5	No further controls Necessary					
							Low						
12	Site access and egress - unannounced visitors	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Visitors, Staff, vulnerable groups, anyone else who physically comes in contact with you	Where visitors are anticipated, they will be encourage to provide a negative test result prior to entry, work areas will remain well ventilated.	2	5	10	No further controls Necessary					
							Med						
13	Site access and egress - potential to carry the virus into the workplace	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors, contractors vulnerable groups, anyone else who physically comes in contact with you	Hand sanitising stations are provided at each access point. Where water is not available hand sanitiser to be provided. Workers are reminded to wash their hands for 20 seconds or use sanitiser on arrival and departure from site.	3	5	15	No further controls Necessary					
							High						
14	Workstations / work areas - risk of transmission of virus working in close proximity	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitor	Staff are reminded of the need to maintain ventilation of all work areas.	2	5	10	No further controls Necessary					
							Med						
15	Workstations / work areas - risk of transmission of virus working in close proximity	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitor	Hot desking is only permitted where unavoidable, work areas will be suitably cleaned between users.	2	5	10	No further controls Necessary					
							Med						

Probability			Severity		
1	Improbable – Unlikely	X	1	Negligible – remote possibility of harm	1-6 = Low priority
2	Remote – May occur	X	2	Marginal – first aid injury possible	8-12 = Medium priority
3	Possible – Likely to occur	X	3	Slightly dangerous – minor injury possible	15-25 = High priority
4	Probable – Very likely to occur	X	4	Dangerous – major injury	
5	Very probable – very likely to occur soon	X	5	Very dangerous – could cause death	



Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
16	Workstations work areas / equipment - potential for virus to be dormant on surfaces and items we touch	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitor, contractors	Thorough cleaning of the work area is carried out at the end of each day. High touch items (handles, handrails, work equipment) are cleaned throughout the day	2	5	10	No further controls Necessary					
							Med						
17	Deliveries or Collections to site.	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, drivers	Driver asked to remain in the vehicle where possible or at least to maintain a safe distance while (un)loading.	2	5	10	No further controls Necessary					
							Med						
18	Deliveries or Collections to site.	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, drivers	Staff advised to wash or sanitise their hands before and after a delivery or collection.	1	5	5	No further controls Necessary					
							Low						
19	Deliveries or Collections to site.	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, drivers	Request that the driver signs for items to minimise the need for passing paperwork. Delivery documentation added to pallets to reduce contact.	1	5	5	No further controls Necessary					
							Low						
20	Moving around the site - increase risk of traffic increases risk of transmission of the virus	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors.	Tasks to be pre-planned to minimise the need for moving around site. E.g. ensure all <b>materials required for your days'</b> work are at your work area.	2	5	10	No further controls Necessary					
							Med						

Probability			Severity		
1	Improbable – Unlikely	X	1	Negligible – remote possibility of harm	1-6 = Low priority
2	Remote – May occur	X	2	Marginal – first aid injury possible	8-12 = Medium priority
3	Possible – Likely to occur	X	3	Slightly dangerous – minor injury possible	15-25 = High priority
4	Probable – Very likely to occur	X	4	Dangerous – major injury	
5	Very probable – very likely to occur soon	X	5	Very dangerous – could cause death	

Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
21	Toilet facilities - spread of the virus in the workplace	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors	Staff reminded to wash or sanitise hands before and after using the facilities. Visual signs in the work area	2	5	10	No further controls Necessary					
							Med						
22	Toilet facilities - spread of the virus, multi touch points	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors	Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.	2	5	10	No further controls Necessary					
							Med						
23	Lone working (possible increased lone working due to distancing measures)	Risk of lone workers becoming ill, or incapacitated and not getting attention	Staff	Lone worker assessments in place	2	5	10	No further controls Necessary					
							Med						
24	Canteen and rest areas - increase risk of bringing the virus into the workplace	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors, vulnerable groups, anyone else who physically comes in contact with you	Workers are asked not to leave site during their shift for food / drinks and should avoid using local shops. Workers should bring their own food where possible.	2	5	10	No further controls Necessary					
							Med						
25	Deliveries and collections - potential risk of transmission of virus working on surfaces	COVID-19 virus spreads on surfaces (approx. 72 hrs)	Staff, others	Where possible, delivered or collected items that have had human contact will be stored for 72 hours before being distributed.	2	5	10	No further controls Necessary					
							Med						

Probability	
1	Improbable – Unlikely
2	Remote – May occur
3	Possible – Likely to occur
4	Probable – Very likely to occur
5	Very probable – very likely to occur soon

X  
X  
X  
X  
X

1  
2  
3  
4  
5

Severity	
1	Negligible – remote possibility of harm
2	Marginal – first aid injury possible
3	Slightly dangerous – minor injury possible
4	Dangerous – major injury
5	Very dangerous – could cause death

1-6  
8-12  
15-25

=  
=  
=

Low priority  
Medium priority  
High priority

Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
21	First aid and emergency response	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, vulnerable groups, anyone who physically comes in contact with you in relation to the activities	Consideration will be given to preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.	2	5	10	No further controls Necessary					
							Med						
22	First Aid - reduced staff levels due to furlough leave or staff working from home.	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors, contractors vulnerable groups, anyone else who physically comes in contact with you	Adequate first aid cover is provided whilst staff numbers are reduced	2	5	10	No further controls Necessary					
							Med						
23	First aid and emergency response	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, vulnerable groups, anyone who physically comes in contact with you in relation to the activities	Consideration must be given to potential delays in emergency services response, due to the increased pressure on NHS/ Ambulance resources.	2	5	10	No further controls Necessary					
							Med						
24	First aid and emergency response (risk to first aiders)	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	First Aid Staff	First aid staff will follow the current guidance on safely administering first aid during Covid-19	2	5	10	No further controls Necessary					
							Med						

Probability			Severity		
1	Improbable – Unlikely	X	1	Negligible – remote possibility of harm	1-6 = Low priority
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Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
25	Illness and suspected COVID-19 cases	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors	If a worker develops a high temperature or a persistent cough, loss of taste or smell while at work, they are to: a)ensure their manager or supervisor is informed immediately (preferably by phone) b)where possible inform their manager of all other staff they have come into contact with c)return home immediately d)avoid touching anything e)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. Follow government isolation rules and book a PCR test.	3	5	15	No further controls Necessary					
							High						
26	Illness and suspected COVID-19 cases	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors	Any area where a worker has been when falling ill will be thoroughly cleaned using standard cleaning products or placed off limits for at least 72 hours before it can be re-occupied.	2	5	10	No further controls Necessary					
							Med						
27	Illness and suspected COVID-19 cases	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff	Workers must self-isolate in line with Government guidelines if they or someone in their household is showing symptoms. All members of staff must co operate with the NHS track and trace system.	2	5	10	No further controls Necessary					
							Med						
28	Illness and suspected COVID-19 cases	COVID-19 virus spread	Operators, Cleaner, Driver, Contractors, anyone else who physically comes into contact with you	All vehicles to be cleaned if a person has used the vehicle and is suspected of having Covid-19. Particular attention to be paid to touch points, such as steering wheels, gearstick, handbrake, controls, door handles, etc.	3	5	15	No further controls Necessary					
							High						

Probability			Severity		
1	Improbable – Unlikely	X	1	Negligible – remote possibility of harm	1-6 = Low priority
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Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
30	Illness and suspected COVID-19 cases	COVID-19 virus spread	Operators, Cleaner, Driver, Contractors, anyone else who physically comes into contact with you	Tools and equipment to be cleaned after each use.	3	5	15	No further controls Necessary					
							High						
31	Confirmed positive Covid-19 test	COVID-19 virus spread	All staff, visitors.	Staff are required to report any positive test result to the organisation, they MUST isolate for the required period as stated by the NHS.	4	5	20	No further controls Necessary					
							High						
32	Decrease in social distancing over time, more social contact.	Potential for staff to carry the Covid 19 virus without being symptomatic	Staff, visitors, contractors vulnerable groups, anyone else who physically comes in contact with you	The organisation will undertake to raise staff awareness of the regular rapid testing programme and positively encourage its staff to obtain and undertake the free lateral flow testing provided through the NHS on a regular basis.	2	4	8	No further controls Necessary					
							Med						
33	Lack of vaccine uptake	Increased risk from Covid 19	Staff, visitors, contractors vulnerable groups, anyone else who physically comes in contact with you	The organisation will undertake to raise staff awareness of the vaccination programme and positively encourage its staff to get vaccinated.	1	4	4	No further controls Necessary					
							Low						
34	Vulnerable groups - pregnant workers, those with existing underlying health conditions, persons who have not received both vaccinations.	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, vulnerable groups, anyone who physically comes in contact with you in relation to the activities	Measures should be put in place to allow vulnerable workers to follow social distancing measures stringently,	2	5	10	No further controls Necessary					
							Med						

Probability			Severity		
1	Improbable – Unlikely	X	1	Negligible – remote possibility of harm	1-6 = Low priority
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Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
35	PPE/RPE	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, vulnerable groups, anyone who physically comes in contact with you in relation to the activities	Re-usable PPE will be thoroughly cleaned after use and not shared between workers.	2	5	10	No further controls Necessary					
							Med						
36	PPE/RPE	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, vulnerable groups, anyone who physically comes in contact with you in relation to the activities	Single use PPE will be disposed of so that it cannot be reused.	2	5	10	No further controls Necessary					
							Med						
37	Meeting - increase spread of virus in closed room and reduced ventilation.	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, visitors	Meetings undertaken in fresh air or rooms are well ventilated/windows opened to allow fresh air circulation.	3	5	15	No further controls Necessary					
							High						
38	Training	COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs)	Staff, vulnerable groups, anyone who physically comes in contact with you in relation to the activities	Toolbox talks / staff briefing should take place, detailing the contents of this risk assessment and any safe systems of work.	3	5	15	No further controls Necessary					
							High						

Probability				Severity			
1	Improbable – Unlikely	X	1	Negligible – remote possibility of harm	1-6	=	Low priority
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Hazard		Risk	Persons affected	Current Control Measure	Pb	Sv	RPN	Further Control Measure	Pb	Sv	RPN	Responsibility By Date	Complete
39	Fire arrangements - potential increased risk with personnel on furlough and site unattended for a period of time	COVID-19 virus spread	Staff, premises	Fire safety is not greatly affected as systems are still in place and assembly area is large enough to space out.	2	5	10	No further controls Necessary					
							Med						
40	Communication that measures are in place to reduce the risk of Coronavirus spread.	COVID-19 virus spread	Staff, Visitors	Communicate control measures to staff. Display the government 5 steps poster.	2	5	10	No further controls Necessary					
							Med						
41	Persons travelling abroad	Introduction of variants of concern	Everyone	Staff MUST adhere to the government requirements for travel to other countries / territories. Including all testing and isolation requirements.	2	5	10	No further controls Necessary					
							Med						
42													
43													

Probability			Severity					
1	Improbable – Unlikely	X	1	Negligible – remote possibility of harm	1-6	=	Low priority	
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	Ref. 1	Ref. 2	Ref. 3	Ref. 4	Ref. 5	Ref. 6	Ref. 7
Photographs							

Risk Assessment carried out by:	Signature	Date
D Green (KGS)		19 <sup>th</sup> July 2021

Client: Responsible Person	Signature	Date

<b>Comments:</b>

**This document is subject to periodic review to ensure it remains suitable and sufficient, which is recorded on the master review register. It is the responsibility to the appointed responsible person to communicate this risk assessment to the personnel undertaking the activity.**

Probability			Severity				
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Hazard		Risk	Persons affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN	Responsibility By Date	Complete
1	Driving for work	Various risks	Surveyor	3	4	12 MED	Ensure surveyor has read and signed the driving for work risk assessment and been issued with relevant documents.	2	4	8 Med	Aspect Ongoing	
2	Lone working	Incident or illness may result in delayed access to help	Surveyor	3	5	15 HIGH	Surveyors are supplied with a company mobile phone and keep in constant contact with the office, contact should be made before and after any higher risk undertakings to ensure they are safe e.g. access at height	2	5	10 Med	Aspect Ongoing	
3	All working at height issues (using ladders to access loft) carried out by unauthorised and inexperienced office staff leading to possible falling from height	Possible severe bodily injury	Surveyor	3	4	12 MED	Ensure all working at height issues are performed by competent staff. Any access equipment must be fit for purpose and subject to pre use visual check and Periodic inspection.	3	4	12 Med	Aspect Ongoing	
4	All manual handling issues (carrying ladders / survey equipment) undertaken by unauthorised, untrained office staff	Possible back or muscular injuries	Surveyor	3	4	12 MED	Staff are subject to manual handling training, mechanical handling will be undertaken where practicable to reduce manual handling.	3	4	12 Med	Aspect Ongoing	

Probability			Severity		
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Hazard		Risk	Persons affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN	Responsibility By Date	Complete
5	Access to potential Confined Spaces (lofts)	Inadequate ventilation, leaking Flue pipes, access over ceilings.	Surveyor	3	5	15  High	Loft spaces should only be accessed where absolutely necessary, where a flue pipe is present then a carbon monoxide check should be undertaken before entering any loft space. Staff must check suitability of any structure before walking on it.	1	5	5  Low	Aspect  Ongoing	
6	Presence of domestic animals	Dog bites etc	Surveyor	2	3	6  Low	Surveyor should ask occupier if there are any animals that may be of risk in the property, if so they should request they are confined away from any areas that need to be accessed.	1	3	3  Low	Aspect  Ongoing	
7	Presence of non domestic animals / insects etc	Potential for wasps nests, Pidgeon and mouse /rat excretions.	Surveyor	2	3	6  Low	Surveyor should be aware of potential risk of being stung or bacterial /viral exposure. Hygiene standards must be in place to clean hands after entering a property / loft	1	3	3  Low	Aspect  Ongoing	

Probability			Severity					
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Hazard		Risk	Persons affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN	Responsibility By Date	Complete
8	Potentially difficult occupants	Violence, aggression.	Surveyor	3	4	12 Med	Booking team to pass on any known issues / history with client prior to visit. Surveyor to keep phone charged to call for help.	2	4	8 Med	Aspect Ongoing	
9	Slips, Trips, Falls due to wet or contaminated flooring either within or outside the property.	Risk of injury due to slipping, tripping or falling	Surveyor	3	4	12 MED	Surveyor to wear safety footwear and take care during inclement weather.	2	4	8 Med	Aspect Ongoing	
10	Covid 19 - General precautions	Contracting or spreading Covid 19	Surveyor, other staff, others.	3	5	15 High	All the requirements of the Covid 19 assessment should be followed, physical distancing, isolation and hand hygiene.	2	5	10 Med	Aspect Ongoing	
11	Covid 19 - Risk from occupants of property	Contracting or spreading Covid 19	Surveyor, other staff, others.	3	5	15 High	The occupants must be contacted immediately prior to the visit to confirm there is nobody isolating within the premises. If so no visit will be undertaken. The occupant must also be asked to contact Aspect if within the following 14 days anyone in the household is confirmed to have contracted Covid 19	2	5	10 Med	Aspect Ongoing	


Probability			Severity					
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Hazard	Risk	Persons affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN	Responsibility By Date	Complete
1 2 Covid 19 - Risk to occupants Shielding	Contracting or spreading Covid 19	Persons Shielding	3	5	15 High	The occupants are to be contacted prior to the visit and asked if anyone is shielding - if so no visit will be undertaken.	1	5	5 Low	Aspect Ongoing	
1 3 Covid 19 - Entering occupied premises	Contracting or spreading Covid 19	Surveyor, other staff, others.	3	5	15 High	Where premises are entered surveyors are to ask for all doors and windows to be opened to allow good ventilation prior to entering. Physical distancing measures must be maintained between the surveyor and any occupants at all times. Contact with any surfaces must be minimised. Hands must be washed for 20 seconds or suitable alcohol gel applied before entering and on leaving the premises.	1	5	5 Low	Aspect Ongoing	
1 4 Covid 19 - Vehicle use	Contracting or spreading Covid 19	Surveyor	2	5	10 Med	The surveyor will have a dedicated personal vehicle for undertaking work. No other persons will be travelling in the same vehicle. Vehicle contact points are to be regularly cleaned.	1	5	5 Low	Aspect Ongoing	

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Hazard	Risk	Persons affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN	Responsibility By Date	Complete
1 5 Covid 19 - Surveying equipment	Contracting or spreading Covid 19	Surveyor, other staff, others.	3	5	15 High	Equipment will be issued as dedicated to the individual surveyor and not used by anyone else. Equipment will be cleaned on a regular basis	1	5	5 Low	Aspect Ongoing	

CURRENT CONTROL MEASURES	<p>All staff are fully inducted and trained in all safe procedures before being deemed competent</p> <p>All staff are aware of all health and safety issues specific to safe working in the office and out with clients.</p> <p>Staff are supplied with relevant PPE, Hi Viz and safety footwear.</p> <p>Access equipment is suitable for the task, Class 1 / EN131 and visually inspected before use, periodic inspections are recorded.</p> <p>Driving on work business is subject to company driving procedures.</p>
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Risk Assessment carried out by	Signature	Date
David Green (KGS)		5 <sup>th</sup> May 2020

Probability			Severity		
1	Improbable - Unlikely	X 1	Negligible - remote possibility of harm	1-6	= Low priority
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