



Covid-19 construction site operation procedures

Contents

Introduction	2
When travelling to work	2
Travel to Work	3
Driving at Work	3
Site access and egress	4
Hand Washing	4
Toilet Facilities	5
Canteens	5
Drying Rooms & Changing Facilities.....	6
Work Planning to Avoid Close Working	7
Operating Plant.....	10
First Aid and emergency Service Response	10
Cleaning.....	11
Site Inductions, Toolbox Talks and Training.....	12
Monitoring and Supervision.....	12

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Introduction

Measures have been implemented in line with the most up to date Construction Leadership Council (CLC) guidance, outlining control measures during the Covid-19 pandemic in compliance with the government guidelines. CLC site operations procedure (SOP) guidance is also based on Public Health England (PHE) guidance to which the Health and Safety Executive (HSE) will be enforcing accordingly. Failure to implement the measure set out by PHE may result in enforcement action taken by the HSE.

This document will be supplemented to Eurogold Groundwork & Civil Engineering Contractors construction phase plan to enable site to implement and adhere to SOP and controls for travelling to and from site.

If the guidance contained cannot be applied to any site activity, it must not take place. Site activities must only be carried out where the contained guidance can be followed, enabling site activities to be carried out safely. Failure to adhere to this will result in being asked to leave site.

When travelling to work

The Secretary of State for Business, Energy and Industrial Strategy advised in a letter to the UK construction industry on 31 March 2020:

“that wherever possible, people should work at home. However, we know that for many people working in construction their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer’s advice”.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social Distancing	Workers in the construction industry should follow the guidance on Staying at home and away from others (social distancing) . Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation .
Person at increased risk	Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people .
Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from

	Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If someone falls ill	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything • 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. <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>

Travel to Work

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

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- 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

Sites should consider:

- Parking arrangements to accommodate additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres and avoid touching their faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle

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- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

Site access and egress

Typically at the beginning and the end of the working day is when site is at higher risk of congestion. This can be managed by staggering start and finish times to reduce congestion. If required, changing the number of access points will help reduce congestion however if this is implemented, it shall be monitored effectively.

When entering/leaving site:

- Ensure provisions are in place to ensure 2 meter distance can be maintained between people when queueing such as allowing adequate space for queueing and using floor markings.
- People must not individually sign themselves in and out. One person is to be nominated on site for signing all site operatives and visitors. in and out.
- Require everyone to wash their hands for 20 seconds using soap and water or alternatively use hand sanitiser if soap and water is not available, when entering and leaving site.

One way systems are to be introduced on site.

Site must consciously prohibit non-essential visitors from attending site.

Reduce the number of people in attendance at site inductions to enable 2 meter distancing to be maintained. If possible, hold inductions outdoors.

For deliveries, where possible drivers are to stay in their vehicles for loading and offloading arrangements. However, where drivers are required to leave their vehicles, they must wash or sanitise their hands prior to handling any materials.

Hand Washing

Hand hygiene is important to prevent the spread of Covid-19 therefore the following control measures are to be implemented:

- Require everyone to wash their hands for 20 seconds using soap and water or alternatively use hand sanitiser if soap and water is not available.
- Require people to wash their hands when entering and leaving site.

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- Allow regular breaks to wash hands.
- Provide additional hand washing facilities on site (i.e. hand wash stations) which are to be strategically located:
 - Site entrances/car parks – to enable people to wash their hands when entering and leaving site.
 - Areas where there are a significant number of site personnel on site.
- Hand sanitiser (minimum 60% alcohol based) is to be provided where hand washing facilities are unavailable.
- Supplies are to be regularly replenished i.e. soap, fresh water, hand towels and hand sanitiser.

Toilet Facilities

The number of people who are permitted to access the toilet facilities at any one time is to be restricted. Signage, such as floor markings is to be utilised to ensure 2 meter distancing is maintained and adequate space is to be provided when queueing.

Wash or sanitise hands before and after using the facilities.

Cleaning regimes are to be enhanced on the toilet facilities, especially high usage areas such as taps, door handles, locks and toilet flushers.

Portable toilets are to be avoided unless they can be monitored properly, cleaned regularly and emptied more frequently. 2 meter distancing must also be maintained when queueing and adequate space is to be provided when queueing.

A welfare attendant may be required to police the welfare requirements to mitigate the spread of Covid-19. The role of the welfare attendant will be to ensure 2 meter distancing is maintained in queues and welfare facilities and ensure cleaning regimes are maintained on the welfare facilities.

Canteens

Workers should be encouraged to bring their own food and they are where possible required to stay on site once they have entered it and avoid using local shops.

Break times should be staggered to reduce congestion to allow 2 meter distancing to be maintained.

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The number of people allowed into the canteen at one time should be clearly stated upon entering the facility. A welfare attendant may be required to police the welfare requirements to mitigate the spread of Covid-19. The role of the welfare attendant will be to ensure 2 meter distancing is maintained in queues and welfare facilities and ensure cleaning regimes are maintained on the welfare facilities.

Seating and tables should be reconfigured to reduce face to face interaction.

Increasing the number or size of the canteens available on site may need to be considered to effectively ensure that all operative are having breaks whilst ensure 2 meter distancing is constantly adhered.

Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.

When using the canteen people must ensure:

- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Tables are cleaned following using them. Cleaning facilities must be made available for this i.e. anti-bacterial spray and paper hand towels.
- Crockery, utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.
- Bags and personal belongings must not be left inside the canteen. Tables and chairs must remain clear and not be used for storage.

Surfaces are to be frequently touched which are touched regularly and appliances such as kettles, fridges and microwaves.

Drying Rooms & Changing Facilities

This number of people permitted to use the facilities at one time is to be restricted. This will be controlled by staggering start and finish times, to reduce congestion and contact at all times. In addition, based on the size of the facilities the number of people using the facilities at any one time whilst maintain a distance of 2 meters.

Increasing the number or size of drying rooms/changing facilities on site may need to be considered to effectively manage 2 meter social distancing.

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Enhanced cleaning of facilities is to be implemented throughout the day and also at the end of the day. Suitable and sufficient rubbish bins are to be provided within these areas with regular removal and disposal.

A welfare attendant may be required to police the welfare requirements to mitigate the spread of Covid-19. The role of the welfare attendant will be to ensure 2 meter distancing is maintained in queues and welfare facilities and ensure cleaning regimes are maintained on the welfare facilities.

Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

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

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

Hierarchy of Controls

If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

Eliminate	<ul style="list-style-type: none">• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)• Avoid skin to skin and face to face contact• Stairs should be used in preference to lifts or hoists and consider one ways systems• Consider alternative or additional mechanical aids to reduce worker interface Site Meetings
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	<ul style="list-style-type: none"> • Only absolutely necessary meeting participants should attend • Attendees should be at least two metres apart from each other • Rooms should be well ventilated / windows opened to allow fresh air circulation • Consider holding meetings in open areas where possible
Reduce	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> • 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 congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment
Isolate	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible
Control	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance
PPE	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy • Workplaces should not encourage precautionary use of extra PPE to protect against Coronavirus (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. • Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p>

	Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.
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Working within 2 meters of others

Where it is deemed not possible to maintain 2 meters for a specific task, the task must be carried out for 15 minutes or less, where possible. Authorisation is to be sought and approved by Eurogold Foreman prior to carrying out the task. RPE should only be utilised as the last line of control.

PPE

PPE must be worn in line with Personal Protective Equipment at Work Regulation, 1992 and Control of Substances Hazardous to Health Regulations, 2002 (COSHH).

RPE must provide adequate protection for the individual wearers as required in the COSHH Regulations, 2002 which required face fit testing to be carried out when using a tight-fitting face piece. A face fit test should be carried out on the wearer to ensure is providing adequate protection for the wearer.

Face fit testing

To minimise the risk of transmission of Covid-19 when face fit testing the following control measures must be implemented:

- Face fit testers should follow [government advice on social distancing](#), as they can make observations from a distance and give instructions verbally
- Those being fitted should keep their respirators on if closer observation is required to minimise risk to testers.
- Both the fit tester and those being fit tested should wash their hands before and after the test in accordance with the [NHS guidelines](#).
- Those being fit tested with non-disposable masks should clean the masks themselves before and immediately after the test using a suitable cleaning wipe (consult manufacturer's instructions to avoid damaging the mask.)
- Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.
- Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc and ensure they [remove gloves using the correct procedure](#).
- Immediately dispose of used gloves, disposable masks, cleaning wipes etc in a waste bin.

Operating Plant

Machine drivers are not permitted to drive any other machines other than their own, they are to operate their designated machine only.

Dumpers and rollers are only to be individually operated by a designated driver. All designated operators must obtain a valid NPORS/CPCS card for operating the specified plant.

Plant operatives must regularly clean the plant; in particular the manual driving controls. This is solely the designated plant drivers responsibility.

First Aid and emergency Service Response

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

- *When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site*
- *Emergency plans including contact details should be kept up to date*
- *Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources*
- *Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.'*

The governments guidance is to be followed on symptoms of Covid-19.

Should any operatives contract Covid-19, they must follow the government guidelines regarding self-isolation.

If Covid-19 symptoms are identified on site, the operative is to leave site immediately whilst wearing an FFP3 face mask. They must go straight home and not go to a hospital, doctors or the pharmacy. They must follow the updated government guidance upon returning home.

First aiders must ensure they have the following minimum equipment available, so they remain protected whilst administering first aid:

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- Disposable FFP3 face mask.
- Disposable nitrile gloves.
- Disposable plastic apron.
- Eye protection that has be thoroughly cleaned before and after use.

In the event of CPR being required on site, the Resuscitation Council UK have provided the following advice for resuscitation, whilst possible the victim has Covid-19:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

Cleaning

Thorough cleaning measures are to be implemented in view to reduce the risk of contracting Covid-19.

Enhanced cleaning measures will be implemented throughout the day within welfare areas. A welfare attendant may be required to police the welfare requirements to mitigate the spread of Covid-19. The role of the welfare attendant will be to ensure 2 meter distancing is maintained in queues and welfare facilities and ensure cleaning regimes are maintained on the welfare facilities.

All welfare facilities must undergo a thorough clean at the end of the day.

Regular cleaning must also be implemented on plant such as dumpers, rollers and excavators. In particular operating controls and hand rails.

Other areas which require regular contact also requires regular cleaning such as office equipment, telephone equipment, notice boards, small plant i.e. whacker plates and cut off saw, hand rails on staircases and storage facilities.

Site Inductions, Toolbox Talks and Training

Prior to re-commencing works on site all site personnel will require re-inducting, as will essential visitors.

Inductions, training and toolbox talks are to be carried out in smaller groups where it is manageable to maintain 2 meter distancing. Where possible this will be undertaken outside as opposed to indoors.

“Staying Covid-19 Secure in 2020” should be displayed in Eurogold site office and all site personnel must be familiar with the controls.

To avoid cross contamination the individual carrying out the briefing/training will sign the name of the individual if to confirm attendance and understanding of the information conveyed.

Monitoring and Supervision

Eurogold have a duty as Principal Contractor under Construction and Design Management Regulations, 2015 (CDM) to ensure, so far as is reasonably practicable, the controls are applied to construction works on site, during the Covid-19 pandemic. Eurogold will require all contractors as well as their own operatives to work in line with the most recent CLC guidance and their RAMS are to be revised to reflect this. It is also the duty of the contractors under CDM, 2015 to ensure, so far as is reasonably practicable that they ensure the controls detailed within their RAMS are adhered.