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COVID19 - Site(s) Operating Procedure

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1.0 INTRODUCTION

- (1) **These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.**
- (2) **At times, there may be direction from the UK Government and Scottish Government on the same issue. If in doubt as to what directive to take, please contact M2 Safety for guidance and clarity.**
- (3) **These Site Operating Procedures (SOP) are based on the [Scottish Government’s Construction Sector Guidance](#).**
- (4) **Where workers enter people’s homes they should follow the British Government’s guidance on [Tradespeople and working in people’s homes](#) (UK Government advice).**
- (5) **The [HSE](#) is the relevant enforcing authority and if a site is not consistently implementing the measures set out, it may be subject to enforcement action.**
- (6) **For more general information about COVID-19 please refer to M2S-HR-PSHR-0027-COVID19Guidance. If you do not have this document, contact M2 Safety who will provide you with it.**
- (7) **Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.**
- (8) **This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government’s recommendations on social distancing and ensure employers and individuals make every effort to comply.**
- (9) **The Scottish Government guidance for construction:**
As such we would advise all business premises, sites and attractions to close now unless:
 - *essential to the health and welfare of the country during this crisis (as defined below); or*
 - *supporting (or being repurposed to support) essential services; or*
 - *wider public health, health and safety or other considerations apply and require a facility or service to continue to operate for a specific period of time for a safe shutdown process to be completed; and*
 - *apart from in exceptional circumstances critical to lives and safety, capable of working in a way which is fully consistent with established social distancing advice.*
- (10) **The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.**

- (11) Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.
- (12) Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

2.0 ROLES & RESPONSIBILITIES

Note: the below positions may not be relevant to James Penman Plant Hire Ltd and only the positions which are applicable to the business will be adhered to.

2.1 Managing Director

- (1) The Managing Director has overall responsibility for the health and safety management on all James Penman Plant Hire Ltd sites and should ensure that this procedure is fully implemented within the company.

2.2 Construction Director / Construction Manager

- (1) The Operations Director / Contracts Manager should ensure that adequate resources are available to carry out the requirements of this procedure and review the performance of each site on an ongoing basis and at regular Management Meetings against the documented procedural requirements, making changes to methods and reallocate resources, as appropriate. The Operations Director / Contracts Manager will ensure this procedure is made available to every site and integrate it into all site plans and working operations.

2.3 Senior Site Managers / Site Managers / Foreman / Site Supervisors

- (1) The Site Manager/ site management team should understand the contents and requirements set out within this procedure and ensure that it is brought to the notice of all employees and site operatives. They should monitor the day-to-day site activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the COVID-19 virus and ensure that all work carried out on site is done so in accordance with the guidance requirements, bringing to the notice of the Operations Director / Contracts Manager any improvements or additions which may be required.

2.4 H&S Consultants – M2 Safety Consultants

- (1) M2 Safety Consultants (M2 Safety) will provide support to the site teams and senior management, whilst ensuring that this procedure meets both Government guidelines and all other legislative requirements, and that these are effective to the current requirements of the site and work activities being undertaken.

3.0 PRE-MOBILISATION OF SITE(S)

3.1 Pre-Assessment of Site Suitability

- (1) Each James Penman Plant Hire Ltd project should be individually assessed in the same manner and should be categorised by number of operatives, access and egress restrictions, provision of welfare facilities, suitability of pedestrian access routes while paying particular attention to areas of “pinch points”, such as scaffold stair accesses and stairwell and landing areas.
- (2) The site-specific assessment should be carried out by the Operations Director / Contracts Manager and Site Manager/ Site Supervisor for each project, and be ratified by both the Managing Director and M2 Safety prior to any control measures being implemented. These assessments should be detailed and undertaken in conjunction with the Scottish Governments and HSE advice/ guidance as well as this procedure.
- (3) On completion of the site-specific assessments, the Operation Director should then prepare an updated prelim schedule for each project, highlighting any additional COVID-19 compliance resource, covering all aspects including any additional cleaning, Access Controller/ Gateman (if one required) and other site supervision or labour, as well as any potential hire costs for additional cleaning facilities and welfare.
- (4) James Penman Plant Hire Ltd site management team(s) will be brought back to work prior to any planned recommencement of site works in order to fully establishing the control measures required.
- (5) There may be a requirement for the groundworker sub-contractor to provide a resource during this period ahead of the site reopening to other trades in order to implement the changes required to pedestrian routes etc, with regards to passing points to assist with social distancing on site (if relevant to your site(s)).
- (6) A copy of this procedure should be issued across to clients, project design team, sub-contractors and James Penman Plant Hire Ltd’s own site operational teams, ahead of the sites reopening, in order to fully communicate the revised processes to all.
- (7) The Construction Director / Construction Manager / Site Managers / Site Supervisor will be required to undertake a signed off inspection of the re-configured sites prior to them reopening to ensure all control measures identified have been fully implemented.

3.2 Checks Prior to Re-Mobilising Site

- (1) James Penman Plant Hire Ltd site management team(s) are to check site supplies to ensure appropriate levels of toilet rolls, disposable gloves, general use gloves, disposable facemasks, hand soap, hand sanitiser, paper towels, disinfectant and cloths. Any shortages will be ordered through suppliers with delivery dates to be agreed. Assessment to be made of permitted number of persons on site to ensure adequate hygiene facilities on site.
- (2) Site cleaner to be requested to attend site for two days prior to planned site commencement to carry out a full clean to all site offices, meeting rooms, welfare facilities and WC units.

- (3) James Penman Plant Hire Ltd site management team(s) to ensure washing / hand-sanitising stations are set up within the Induction Room and WC unit, with prominent COVID-19 specific signage being displayed within at each prominent location and within the welfare facilities.
- (4) James Penman Plant Hire Ltd site management team(s) to arrange for the site telehandler operative and banksman to be on site in order to clear materials as necessary to allow for adequate pedestrian access routes, removing any "pinch" points (if applicable).
- (5) James Penman Plant Hire Ltd Access Controller/ Gateman (if applicable) to be briefed on the procedures for signing-in and signing-out, control measures for ensuring social distancing, as well as being provided with own provisions for hand cleaning and disposable facemask protection.
- (6) Sub-contractors to be contacted prior to recommencement of site works to confirm their willingness to recommence. Only those sub-contractors who are willing will be selected as part of the safe start.
- (7) Sub-contractors that opt to return to work must have amended their risk assessments and method statements to include additional control measures to assist in reducing the likelihood of transmission of Covid-19 to those on site. These can be reviewed by the Contracts Manager and/or M2 Safety – see section 3.4.

3.3 Re-Induction on Site

- (1) All operatives returning to work will require to be re-inducted, including the site-specific control measures being introduced to reduce the potential risk of COVID-19. All operatives being briefed should be asked to resign the revised RAMS documents noting the COVID-19 risk and the necessary new control measures.
- (2) The revised induction will contain information in relation to social distancing, hand cleaning and personal hygiene, as well as information on self-isolation should operatives become ill.
- (3) Inductions will be undertaken in a room while observing social distancing or if possible, outside in an open area while observing social distancing.
- (4) Emergency contact details and next of kin will be provided again by each employee.
- (5) Operatives will be requested to sign the operative Induction and Emergency Contact Details sheet and Covid-19 Site Rules sheet prior to being allowed to recommence works, agreeing to adhere to the revised control measures being introduced and implemented on site.

3.4 Risk Assessments and Site Documentation

- (1) James Penman Plant Hire Ltd site management team(s) shall request revised RAMS to be provided by all Sub-Contractors, noting the additional control measures that they intend to take to reduce the potential risk against COVID-19.
- (2) These RAMS should be amended with detailed and project / task specific criteria on COVID-19 protection measures for all relevant aspects of the Sub-Contractors remit.
- (3) All existing "live" site documentation will need to be revised and updated to reflect the revised working conditions, including the following:

- James Penman Plant Hire Ltd Construction Phase Health and Safety Plans,
- James Penman Plant Hire Ltd Site Fire Plans and Fire Risk Assessments
- James Penman Plant Hire Ltd Site Traffic Management Plan documentation
- James Penman Plant Hire Ltd RAMS documentation

- (4) M2 Safety will be available to assist the James Penman Plant Hire Ltd site management teams as necessary to accommodate any revisions or additions to existing “live” site documents.

4.0 WHEN TO TRAVEL TO WORK

- (1) The Scottish Government have issued guidance on what business should remain open and which should close, [click here for more information](#).
- (2) For those business that remain open, the Scottish Government has provided information regarding the travel to and from the work place. The have issued a clear message of:

All individuals and businesses that are not being specifically required to close should consider a key set of questions– and at all times work on the precautionary basis:

- *is what you do essential or material to the effort against the virus or to the wellbeing of society?*
- *if so, can your staff work from home?*
- *if not, can you practise safe social distancing and comply with ALL other standard health and safety requirements?*
- *If the answer to none of the above questions is yes, our advice on a precautionary basis is to close.*

- (3) For more information, please [click here](#).
- (4) The following is guidance for workers for when they should and should not travel to work:

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, and are working on a site allowed to operate by the Scottish Government, they must follow the same principles of social distancing while travelling to and from work and while at work.
Self-isolation	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 .
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>

5.0 TRAVEL TO WORK

- (1) Wherever possible workers should travel to site alone using their own transport.
- (2) 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.
 - Everyone within the vehicle to wear a face mask (FPP2 grade mask would suffice for travel, but not for work activities such as cutting etc.), unless everyone travelling together is from the same household e.g. father and son.

5.1 Considerations

- Parking arrangements for additional vehicles and bicycles. Ensuring adequate space between vehicles or if limited space, allowing one vehicle into the car park then the driver alights from the vehicle, moves away, then the next vehicle enters etc.
 - 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 – see section 13.1.
- (3) 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).

- Taking cognisance that there may be a reduced public transport timetable.

6.0 DRIVING AT WORK

- (1) 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.
 - 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.
 - Everyone within the vehicle to wear a face mask (FPP2 grade mask would suffice for travel, but not for work activities such as cutting etc.), unless everyone travelling together is from the same household e.g. father and son.

7.0 SITE ACCESS AND EGRESS POINTS

- (1) Sites should consider and try to adopt the following:
 - Stop all non-essential visitors.
 - Consider only having one access/ egress point to the site which is controlled by a Access Controller/ Gateman who will record those entering/ leaving the site. They will also manage deliveries to the site and can be fulfilled by a Labourer.
 - Consider introducing staggered start and finish times to reduce congestion and contact at all times.
 - Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.
 - Allow plenty of space between people waiting to enter site.
 - Use signage:
 - ◆ such as floor markings, to ensure 2 metre distance is maintained between people when queuing.
 - ◆ reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.
 - Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use with an alcohol based cleaner.
 - Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site.
 - Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.
 - Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible maintaining 2 metres between each person.
 - Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
 - Consider arrangements for monitoring compliance such as regular site inspections.

8.0 SITE DELIVERIES

- (1) Out-with the main compound gate the main delivery gates should be locked and controlled an appointed person. This will be of particular importance to control unsolicited operative access to the site.
- (2) A strict delivery protocol should be adopted whereby delivery drivers call the site in advance to confirm approximate times for deliveries.
- (3) An external hold point, if space is available, can be agreed where vehicles can wait to be let onto site if another delivery is in the process of being offloaded. If no space is available then the vehicle may have to safely in a public area such as a street etc.
- (4) In order to minimise contact on site, consider instructing all suppliers that when deliveries are made to site, the suppliers should send the office, via email, the delivery ticket which will then be forwarded to site for confirmation that we have received the goods and we will be able to use this confirmation in place of a signed document.

9.0 SIGNAGE

- (1) Consideration should be given with regards the following site signage to be displayed.
 - Revised traffic management plan and pedestrian walkway plans, clearly detailing revised access and egress routes, one-way routes or passing places to be prominently displayed at site entrance and within site compound and welfare areas.
 - Visible and prominent COVID-19 signage should be displayed around the main site entrance, throughout the welfare areas and across the site, detailing the UK Government guidelines on personal hygiene and social distancing rules, with the onus being on individuals taking responsibility for their own actions.
 - Site wide posters, information and alerts to be displayed prior to the recommencement of works, including within the site welfare areas, located on additional site notice boards and across the site in prominent locations, reminding all persons of the importance of washing hands and observing social distancing.
 - The information should include information of COVID-19 symptoms (including what to do if you feel unwell), personal hygiene measures, social distancing and contact numbers for advice including NHS 24.

10.0 HAND WASHING

- Allow regular breaks to wash hands.
- Provide additional hand washing facilities (e.g. pop ups) 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 hand washing facilities are unavailable.
- Regularly clean the hand washing facilities.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and appropriate disposal (incinerate).

11.0 TOILET FACILITIES

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.
- Wash or sanitise hands before and after using the facilities.

- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush are done on a regular basis.
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

12.0 CANTEENS AND REST AREAS

- (1) Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.
- (2) Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.
 - Consider increasing the number or size of facilities available on site if possible.
 - The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures.
 - Break times should be staggered to reduce congestion and contact at all times.
 - Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
 - Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.
 - Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.
 - A distance of 2 metres should be maintained between users, wherever possible.
 - All rubbish should be put straight in the bin and not left for someone else to clear 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.
 - Payments should be taken by contactless card wherever possible.
 - Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food.
 - Canteen staff and workers may use rest areas if they apply the same social distancing measures.
 - Consider arrangements for monitoring compliance.
- (3) If there are limited canteen space, and no availability to 'up size' it may mean encouraging workers to take their breaks in their own vehicles alone.

13.0 SITE OFFICE(S) & MEETING ROOMS

- (1) The site management team can be particularly vulnerable to unsolicited operatives visiting the site office for information throughout the day. Any more than one operative at a time coming into the office can make the recommended social distancing control measure particularly difficult. Site teams should operate a "locked door" policy when using the site office and ideally have a sign on the door stating this.
- (2) Where operatives require assistance or information, they should call the site team and arrange to meet on site if necessary, observing the social distancing guidelines.

- (3) Where site meetings are deemed to be “essential”, they should be limited to 4no. people in attendance at any given time with strict distancing protocol measures in place.
- (4) All onsite discussions should be made with a minimum distance of 2m between persons, or to be made over the phone whenever possible to avoid the need for operatives to visit the site office.
- (5) The use of telephone or video-conferencing for any operational communications (both internal and external) that can be satisfactorily dealt with in this way is now to be undertaken in order to avoid any unnecessary face to face meetings.
- (6) Non-essential meetings should be cancelled, to assist in reducing the number of visitors to our sites and offices.
- (7) The site cleaner should undertake a full clean once a day with two other ‘smaller’ cleans to wipe surfaces, handles, toilet flush and taps etc., throughout.

14.0 SMOKING & VAPING SHELTERS

- (1) Maintain 2m separation at all times from operatives or passing pedestrians while smoking or vaping. All operatives to be closely managed and monitored by the James Penman Plant Hire Ltd site management team.
- (2) All operatives to ensure that the cigarette butt is placed within disposal receptacle.
- (3) After smoking and vaping all site operatives to wash hands.

15.0 CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

- Consider increasing the number or size of facilities available on site if possible.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant.
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

16.0 PPE

16.1 General Controls

- (1) It is the duty of the EMPLOYER to provide suitable and sufficient PPE to their EMPLOYEES
- (2) Sub-Contractors therefore have a duty to provide all their operatives with the PPE required in order to carry out their work operations safely.
- (3) All PPE required for work tasks and site operations must be risk assessed and noted within the appropriate RAMS document.
- (4) All James Penman Plant Hire Ltd operatives will have been face-fit tested for the wearing of the disposable facemasks supplied on site.

- (5) Eye protection, disposable facemasks and disposable gloves will be required for all two (or more) person manual handling operations, as this will reduce the risk of person to person droplet transmission – refer to section on social distancing within this document.
- (6) Disposable facemasks and disposable gloves to be disposed of each day in the bins provided with new facemasks and gloves being provided at the start of each day, with hands being washed thoroughly immediately after doing so.

16.2 Respiratory Protective Equipment (RPE) Protocol

- (1) Face-fit testing will be required for all mask types noted below James Penman Plant Hire Ltd will arrange M2 Safety to visit all James Penman Plant Hire Ltd sites prior to the recommencement of works to undertake testing on each James Penman Plant Hire Ltd employees with the appropriate mask if they have not had a face fit test in the last 3 years.

Note: The following guidance should be followed by James Penman Plant Hire Ltd Site Teams when issuing out Respiratory Protective Equipment (RPE) to James Penman Plant Hire Ltd employees:

16.3 RPE for Construction Work Operations

(RPE types subject to availability)

P3, Non-Disposable, Half-Face Type

- (1) These are the best option for construction operations and can be used long term, with the filters being changed periodically as per the manufacturer's recommendations.
- (2) Operatives will be shown how to change the filters at the time of the face-fit test, as internal valves and fixings of reusable respirators can become damaged, lost and replaced incorrectly (ie., the wrong way around) when operatives change the filters unless they are careful, which will result in the RPE not working effectively;
- (3) The HSE's Guide to RPE at Work ([HSG53](#)) requires that recorded monthly maintenance checks are completed for reusable respirators and that records of such checks should be maintained.

P3, Monthly-Disposable, Half-Face Type

- (1) These are the next best option after the P3, non-disposable for construction operations and are designed to last for a period of month before being replaced. These masks must be formally issued to the operatives, signed and dated with a change of mask being issued each month as required thereafter.
- (2) Daily maintenance and visual checks by the operatives of this type of mask is straightforward as the mask is completely integrated and does not have removable parts.

FFP3, Disposable Type

- (1) These must only be as previous RAMS documentation, issued for construction work use, to protect the operative against the risk of construction dusts and fumes. These facemasks are designed to be used for a maximum of one shift and replaced daily.

16.4 RPE For COVID-19 Close Working Operations

(RPE types subject to availability)

3-Ply Disposable Type, FFP2 Disposable Type or KN95 Disposable Surgical Type

- (1) These masks will be issued to operatives on a daily basis who are requiring to under work operations in close proximity working with other operatives, manual handling for instance.
- (2) The RPE listed above for construction work operations may be used where the close proximity working RPE is currently unavailable.

16.5 Additional PPE

- (1) Consideration may be given to the following additional PPE to be supplied following risk assessing the activity employees will engage in:
 - RPE / facemasks be worn when working within 2m of any other person.
 - Disposable gloves
 - Protective glasses / face shields
- (2) Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- (3) Single use PPE should be disposed of so that it cannot be re-used.

17.0 FIRST AID AND EMERGENCY SERVICE RESPONSE

- (1) 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.

17.1 Considerations

- First Aid provision on site with at least 1 full first aider on site.
- First aid provisions and equipment to be located within the site office.
- First aider must ensure only injured person and themselves are in close proximity.
- First aider must be wearing eye protection, disposable facemask and disposable gloves when attending to injured person, ensuring that they thoroughly clean their hands prior to attending to the IP and immediately after
- Should the IP require hospital treatment, the James Penman Plant Hire Ltd or Sub-Contractor supervisor may drive the IP to hospital, ensuring that they wear disposable facemask and disposable gloves during the journey and the vehicle cleaned thereafter.
- If requiring an ambulance to be in attendance, then phone call and then follow the usual procedures allowing for access of emergency services.

17.2 Persons Developing Symptoms Whilst at Work

- (1) Should any employee or Sub-Contractor start to show [symptoms](#) of COVID-19 whilst at work, site management should immediately take steps to remove the individual from the workplace.
- (2) The infected person, with assistance by the site management team, should make arrangements to make their way home, preferably being collected via someone from their own household and without using public transport in order to avoid the potential spread of COVID-19 to the wider general public environment.

- (3) If they feel well enough, they may wish to drive themselves home and those living with them should be contacted by the employee to let them know they are returning home.
- (4) If the employee drives themselves home, they may have taken a further employee with them and you may wish to send them home also as a precaution.
- (5) All emergency contact details for each operative should be recorded at the time of their induction on their induction record.
- (6) The cleaning of the area used for the purposes of isolation must then be cleaned in accordance with the requirements stipulated in section 14 or contact your sub-contract cleaners to attend to carry out the work.

18.0 FIRE AND EMERGENCY EVACUATIONS

- (1) Follow the evacuation procedure, ensuring that all personnel assembled at the muster point continue to observe the 2m social distancing guidelines.

It is paramount that everyone, in the event of a fire, evacuate the site as quickly and as safely as possible. This may mean in the haste to leave site the 2-metre social distancing rule is not observed which is understandable. However, as per the above point, once everyone is safe and at the muster point the 2-metre social distancing rule should be enforced.

19.0 CLEANING

- (1) More stringent site cleaning will be required to ensure that all high-risk areas where staff and trade operatives will be active, including the canteens, drying rooms, toilet blocks, site office and meeting rooms and the smoking and vaping areas are fully cleaned throughout the day and last thing prior to the site closing.
- (2) Site cleaners may be required to work more hours weekly, however this may be set around the controlled canteen opening and closing times as noted.
- (3) Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities.
 - Toilet flush and seats.
 - Door handles and push plates.
 - Hand rails on staircases and corridors.
 - Lift and hoist controls.
 - Machinery and equipment controls.
 - All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
 - Telephone equipment.
 - Key boards, photocopiers and other office equipment.
 - Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
 - All floors and surfaces within all compound units
 - All door handles, doors surfaces, push plates and light switches
 - Furniture, including office and meeting room tables, desks, chairs and filing cabinets and the tables and chairs within the canteen

- (4) You may need to review your facility cleaning providers risk assessments to ensure they comply with this procedure.

19.1 Cleaning operative(s) PPE

- (1) PPE to be issued to the cleaning operatives (see section 15 on PPE).
- Long-sleeved garment covering arms.
 - Facemasks must be worn when working within 2m of any other person.
 - Eye protection Glasses or Goggles.
 - Protective over garment to protect cloths, disposable aprons etc.

19.2 Supervision of cleaning

- (1) James Penman Plant Hire Ltd Site Manager / Site Supervisor must inspect daily all areas, ensuring the check sheets are signed, timed and dated.

19.3 Cleaning products to be used

- (1) Disinfectant and/or bleaches
- (2) All surfaces should be cleaned free of grime and dust pre-application.

19.4 Storage of materials

- (1) Storage of cleaning products and cleaning apparatus, mops, cloths should be stored in one location agreed by the Site Manager and securely locked away when not in use.

19.5 Cleaning and disposal of cloths, gloves etc.

- (1) Cleaning equipment such as mops and cloths should be regularly and thoroughly cleaned out using bleach to ensure the spread of any germs do not occur.
- (2) Disposal of cloths, gloves disposable PPE to be placed in a sealed bin, securely locked away for further disposal off site, as Special Waste.

20.0 SOCIAL DISTANCING

20.1 Close Working – The “2 Metre” Rule

- (1) Operatives working near one another is one of the main areas which may be very problematic to control, such as operatives manually handling materials to and from work areas. Close working is where a two-person lift is required, such as to lift plasterboard sheets, installation of boilers, material deliveries and loading of materials.
- (2) Close working needs to be risk assessed and kept to a minimum prior to being permitted on site. Mechanical lifting aids, such as trolleys for moving materials etc., should be procured wherever possible to remove the need for two people to work near one another.

20.2 ‘2-metre’ rule CANNOT be achieved

- (1) Job specific risk assessments must be produced within which the following points should be considered.
- Are the works essential? Could they be delayed without impacting on the overall progress of the project. If they are not essential, they should not be carried out.
 - Determine whether mechanical aids could be used to replace an operative or negate the requirement for operatives to be within 2m to carry out the same task.
 - If the activity requires skin to skin contact it **MUST NOT** be carried out.

- Where is the activity taking place, does it involve working within enclosed or confined spaces?
 - Where it is unavoidable, and the works must proceed, the following additional precautions should be observed together with additional PPE as listed below:
 - ◆ Advise operatives to maintain a minimum distance of 2 metres apart as much as possible.
 - ◆ Plan the work to minimise contact between workers and avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
 - ◆ Where permissible, keep groups of workers working together in teams that are as small as possible that do not change from day to day.
 - ◆ Operatives should follow the UK Government's hygiene advice, ensuring that they wash their hands frequently using soap and water for a minimum of 20 seconds.
- (2) To assist with this on site, sites should consider providing additional pop-up handwashing stations including soap and water. If this is not possible hand sanitiser should be used as a minimum.
- (3) Wherever possible increase natural ventilation by opening windows and doors.
- (4) Distancing demarcation signage / painted lines to be prominently provided at all areas where controlled access and egress are required.

21.0 WORK PLANNING TO AVOID CLOSE WORKING

- (1) Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following the Scottish Government and HSE guidance and the advice within these Site Operating Procedures.
- (2) 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.

21.1 Hierarchy of Controls

- (1) 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 <p><u>Site Meetings</u></p> <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.
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	<ul style="list-style-type: none"> 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. Workers to wear face masks (FPP2) when working close to each other.
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. Keep those from the same household/ travel together as a group.
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"> Keep this to 15 minutes or less where possible. Consider introducing an enhanced authorisation process for these activities. Provide additional supervision to monitor and manage compliance. Keep those from the same household/ travel together as a group. Workers to wear face masks (FPP2) when working close to each other.
PPE	<ul style="list-style-type: none"> Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met. Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy. Re-usable PPE should be thoroughly cleaned after use and not shared between Workers. Single use PPE should be disposed of so that it cannot be reused. 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	<ul style="list-style-type: none"> The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.

- Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

22.0 ENFORCEMENT & DISCIPLINARY PROCEDURE

- (1) The James Penman Plant Hire Ltd site management team will have the final say on who does or does not enter any James Penman Plant Hire Ltd site. Where anyone is attempting to be forceful to enter site (for financial issues, ie., those who are self-employed) the site teams will have the authority to dismiss anyone who fails to adhere to the site team decision / site rules, hence banning from future work on all James Penman Plant Hire Ltd sites.
- (2) A “Zero Tolerance” policy will be enforced on operatives who are not observing the additional control measures implemented on site welfare or wearing the required PPE for COVID-19 related breaches, with the potential for immediate dismissal from site being applied.



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