



# **Site Operating Procedures (SOP)**

## **(Covid-19)**

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## **Pennyfarthing Construction – Site Operating Procedures (SOP) to Protect our workforce during Coronavirus (Covid-19)**

Pennyfarthing Construction sites operating during the Coronavirus (Covid-19) pandemic need to be arranged to ensure that they are protecting our workforce and minimising the risk of the spread of infection. This includes arrangements for how personnel travel to and from site.

These procedures are intended to introduce consistent measures across all of our construction sites in line with the Government's recommendations on social distancing and ensure subcontractors, employees and individuals make every effort to comply.

Public Health England (PHE) guidance for construction states "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".

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.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This has been taken into consideration in the planning of work activities, first aid, fire and emergency responses.

We must have in place effective arrangements for monitoring and reviewing our 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.

A copy of this Covid-19 SOP which contains additional site rules will be distributed to every operative and a signed declaration of receipt and understanding obtained prior to commencing activities on site.

Online training will be provided via a link which will be e-mailed to all PFC staff and subcontractors who will be responsible for ensuring that all of their operatives undertake the training prior to commencing activities on site. Instructions of how to access and complete the training will be contained within the e-mail provided.

## When to Travel 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.

<b>Social distancing</b>	Workers in the construction industry should follow the guidance on <a href="#">Staying at home and away from others (social distancing)</a> . 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.
<b>Self-isolation</b>	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 <a href="#">self- isolation</a> .
<b>Person at increased risk</b>	Anyone who is at <a href="#">increased risk of severe illness</a> from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.
<b>Persons defined on medical grounds as extremely vulnerable</b>	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on <a href="#">shielding and protecting extremely vulnerable people</a> .
<b>Living with a person in one of the above groups</b>	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is <a href="#">shielding</a> from Coronavirus (Covid-19), should stringently follow the guidance on <a href="#">social distancing</a> and minimise contact outside the home.
<b>If someone falls ill</b>	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• 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.</li> </ul> <p>They must then follow the guidance on <a href="#">self-isolation</a> 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
- Pennyfarthing Construction will provide hand cleaning facilities at site entrances and exits. This will be a remote hand sanitizing station with additional soap and water being available in the toilets and or mess hut
- If anyone is taken ill whilst at work and cannot drive then a member of their immediate family will be contacted to arrange collection from site
- Public transport should be avoided wherever possible and if used avoid peak times i.e. 6.00-7.30 and 16.00 -17.00

## **Site Access and Egress Points**

- Non-essential site visitors will not be allowed to access the site. All suppliers and subcontractors will be informed that whilst these procedures are in place no representative visits will be allowed
- No operatives / visitors are to enter the site office and if Site Staff are needed they should be contacted on the numbers provided on the signage and wait either outside the door or at the bottom of the access stairs for the site staff to appear
- Signing in procedures will continue with the signing in sheets being in the canteen unit which will have a dedicated queuing lane with marked intervals of 2m to maintain social distancing (SD)
- The canteen unit will operate on a one in one out basis, during signing in / out and this will be monitored by PFC staff
- Operatives are encouraged to bring their own pens to avoid unnecessary touch points
- The surfaces surrounding the signing in station will be regularly cleaned by PFC staff
- Once operatives have signed in they should wash their hands for 20 seconds using the soap and water provided within the toilets.
- Again, a dedicated queuing lane will be established and marked with a one in one out arrangement in place which is also to be monitored at the start and end of each shift
- All new site inductions will be undertaken outdoors within the compound / car park. Where this cannot be done numbers are to be limited so that 2m SD rules can be applied within meeting rooms
- Where loading and offloading arrangements allow, delivery drivers are to remain in their vehicles at all times. Where this is not possible, drivers should wash their hands before handling materials

## **Hand Washing Facilities**

- Regular breaks will be allowed to enable operatives to wash their hands during the working day
- Hand wash facilities will be provided in the toilet facilities and / or canteen unit
- PFC will ensure that adequate supplies of soap and water are available and will replenish supplies as and when necessary
- On PFC larger sites mobile hand wash stations will be provided and will comprise of pump supplied hand sanitiser with a minimum 60% alcohol base
- The hand wash facilities will be regularly cleaned by PFC staff and in addition wipes will be available for use on taps etc prior to and after use. Please dispose of the wipes and paper towels in the bins provided

## **Toilet Facilities**

- Toilets will operate on a one in one out basis with dedicated queuing lane with marked intervals of 2m
- These arrangements will be regularly monitored by PFC staff during each and every shift
- Operatives are to wash their hands before and after using the facilities
- Toilet facilities will be regularly cleaned by PFC staff and in addition wipes will be available for use on taps etc prior to and after use. Please dispose of the wipes and paper towels in the bins provided
- During regular cleaning all touch points such as taps, door handles, toilet flushes etc will be thoroughly cleaned using disinfectant spray

## **Canteen and Rest Areas**

- Means of preparing and warming food and drinks will be removed from the canteens to encourage operatives to bring in their own pre-prepared food
- Operatives should also bring to site refillable drinks containers that can be filled from the water supply / cooler in the canteen
- Operatives should refrain from using local shops and remain on site once they have entered
- Operatives should use their own vehicles when taking breaks if single occupancy and / or the plots they are working in. If the plots are used social distancing guidance must be followed i.e. minimum 2m separation distance
- If the plots are used please dispose of any rubbish in the bins provided
- Break times will be staggered to avoid congestion
- Operatives should use the hand washing facilities provided before and after breaks
- The canteen facilities will be regularly cleaned by PFC staff and in addition wipes will be available for use on taps etc prior to and after use. Please dispose of the wipes and paper towels in the bins provided

## **Drying Rooms**

- Drying rooms will operate a one in one out policy with monitored queuing arrangements as identified above at the start and end of each shift
- Drying Rooms will be regularly cleaned by PFC staff during the working day

## **Work Planning to Avoid Close Working**

Pennyfarthing Construction will adopt the following procedures on all sites to minimise / avoid close working

- All plots will operate a “one trade / person only” regime, with any trade gangs being kept to the minimum number possible and no mixing of staff within the gangs
- For apartment buildings, entrances and communal corridors will operate a “one trade / person only” regime, with any trade gangs being kept to the minimum number possible and no mixing of staff within the gangs
- On entering a plot / apartment entrance the operative is to install the “No entry – Operative working” sign on the front door that will be provided
- Once in the plot / apartment entrance the operative will lock the front door leaving the key in the door to prevent unauthorised entry but allowing exit in the event of an emergency
- Once in the plot the operative will open all windows to ensure adequate ventilation is maintained at all times
- On completion of the work / shift operative to close all windows secure the plot on exit and return the key and sign to the PFC Site Staff
- Wherever practical all plant should be single operator use throughout the shift.
- Cleaning wipes will be provided in all cabs and operatives are to clean all controls, steering wheels, door handles etc prior to and after use
- If single operative use cannot be maintained, then the cleansing requirements above are to take place on each and every change of operator
- Storage facilities are to be opened secured and used during the day by single dedicated operatives. If materials are required from the storage facilities, then PFC Site Staff are to be informed and these will provided

In addition to the above and 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.

<p><b>Eliminate</b></p>	<ul style="list-style-type: none"> <li>• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li> <li>• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li> <li>• Avoid skin to skin and face to face contact</li> <li>• Stairs should be used in preference to lifts or hoists and consider one-way systems</li> <li>• Consider alternative or additional mechanical aids to reduce worker interface</li> </ul> <p><b>Site Meetings</b></p> <ul style="list-style-type: none"> <li>• Only absolutely necessary meeting participants should attend</li> <li>• Attendees should be at least two metres apart from each other</li> <li>• Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>• Consider holding meetings in open areas where possible</li> </ul>
<p><b>Reduce</b></p>	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <li>• Minimise the frequency and time workers are within 2 metres of each other</li> <li>• Minimise the number of workers involved in these tasks</li> <li>• Workers should work side by side, or facing away from each other, rather than face to face</li> <li>• Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li> <li>• Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</li> <li>• Increase ventilation in enclosed spaces</li> <li>• Workers should wash their hands before and after using any equipment</li> </ul>
<p><b>Isolate</b></p>	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> <li>• Together in teams e.g. (do not change workers within teams)</li> <li>• As small as possible</li> <li>• Away from other workers where possible</li> </ul>
<p><b>Control</b></p>	<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"> <li>• Keep this to 15 minutes or less where possible</li> <li>• Consider introducing an enhanced authorisation process for these activities</li> <li>• Provide additional supervision to monitor and manage compliance</li> </ul>
<p><b>PPE</b></p>	<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"> <li>• Where it is not possible to maintain a two metre distance each activity should be risk assessed using the hierarchy of controls and against and sector-specific guidance mindful that masks (RPE) are the last resort in the hierarchy</li> <li>• Re-usable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>• Single use PPE should be disposed of so that it cannot be reused</li> </ul>

**First Aid and Emergency Service Response**

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

PFC will ensure that adequate provision of first aid resources are maintained on site and consideration must be given to preventing or re-scheduling high risk activities or providing additional first aid resources

**Behaviours**

To ensure that the above measures minimise the risk of spread of infection everyone on all sites must take responsibility for their actions and behaviours. PFC will encourage a collaborative approach to all workers and subcontractors on site to ensure any issues can be openly discussed and addressed

**However, the above procedures will be rigorously monitored and any individuals not adhering to the above procedures will be immediately removed from site.**

**I have received read and understood the Pennyfarthing Covid-19 Site Operation Procedures and confirm that I will comply with the contents therein**

**Print Name**

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**Organisation**

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**Signature**

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**Date**

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