

Site Operating Procedures

Protecting The Workforce During Coronavirus (Covid-19)

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Introduction

These are exceptional circumstances and the marquee industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Government guidance on Working safely during coronavirus (Covid-19) - Construction and other outdoor work; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

The HSE is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not consistently implementing the measures set out by the Government, it may be subject to enforcement action.

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.

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.

Government guidance for employers in England states *"where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff"*.

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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 should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

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.

When to Travel to Work

For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible.

All workers who cannot work from home should travel to work if their workplace is open.

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 Alert and Safe (Social Distancing). Where they cannot work from home, they must follow guidance on Staying Safe outside your Home 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 clinically vulnerable to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household.

Persons defined on medical grounds as extremely vulnerable

Anyone identified as extremely clinically extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 .

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

If a worker develops a high temperature or a persistent cough while at work, they should:

- 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.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.



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

Working sites should consider:

- Parking arrangements for 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, Relocatable will consider:
 1. Changing and staggering site hours to reduce congestion on public transport

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

Site Access and Egress Points

- Relocatable has stopped all non-essential visitors to their site.
- We have considered introducing staggered start and finish times to reduce congestion and contact at all times

- Planed site access and egress points to enable social distancing
- Introduced one-way systems where necessary
- Allow plenty of space between people waiting to enter site
- Use signage:
 1. such as floor markings, to ensure 2 metre distance is maintained between people when queuing
 2. remind 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
- All workers are required 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
- 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
- Have arrangements in place for monitoring compliance.

Hand Washing

- Relocatable allow regular breaks to wash hands
- We provide hand washing facilities and would look to additional handwashing facilities particularly on a large site or where there are significant numbers of personnel on site
- We ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- We provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- We regularly clean the hand washing facilities
- We provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.



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Public Health
England

Best Practice: How to hand wash step by step images

Steps 3-8 should take at least 15 seconds.



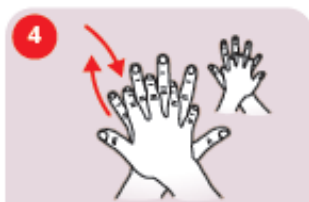
Wet hands with water.



Apply enough soap to cover all
hand surfaces.



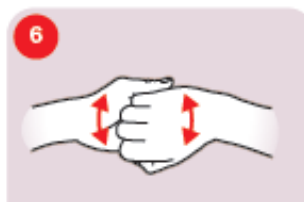
Rub hands palm to palm.



Right palm over the back of the
other hand with interlaced fingers
and vice versa.



Palm to palm with fingers
interlaced.



Backs of fingers to opposing
palms with fingers interlocked.



Rotational rubbing of left thumb
clasped in right palm and vice
versa.



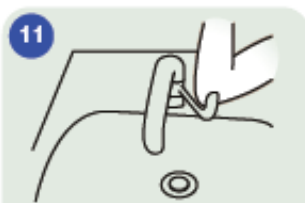
Rotational rubbing, backwards and
forwards with clasped fingers of right
hand in left palm and vice versa.



Rinse hands with water.



Dry thoroughly with towel.



Use elbow to turn off tap.



Steps 3-8 should take
at least 15 seconds.

... and your hands are safe*.

Toilet Facilities

- We 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
- Staff must wash or sanitise hands before and after using the facilities
- Regular cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- We provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Where possible, Relocatable workers will be encouraged to bring their own food and drink. They will be required to stay on site once they have entered it and avoid using local shops.

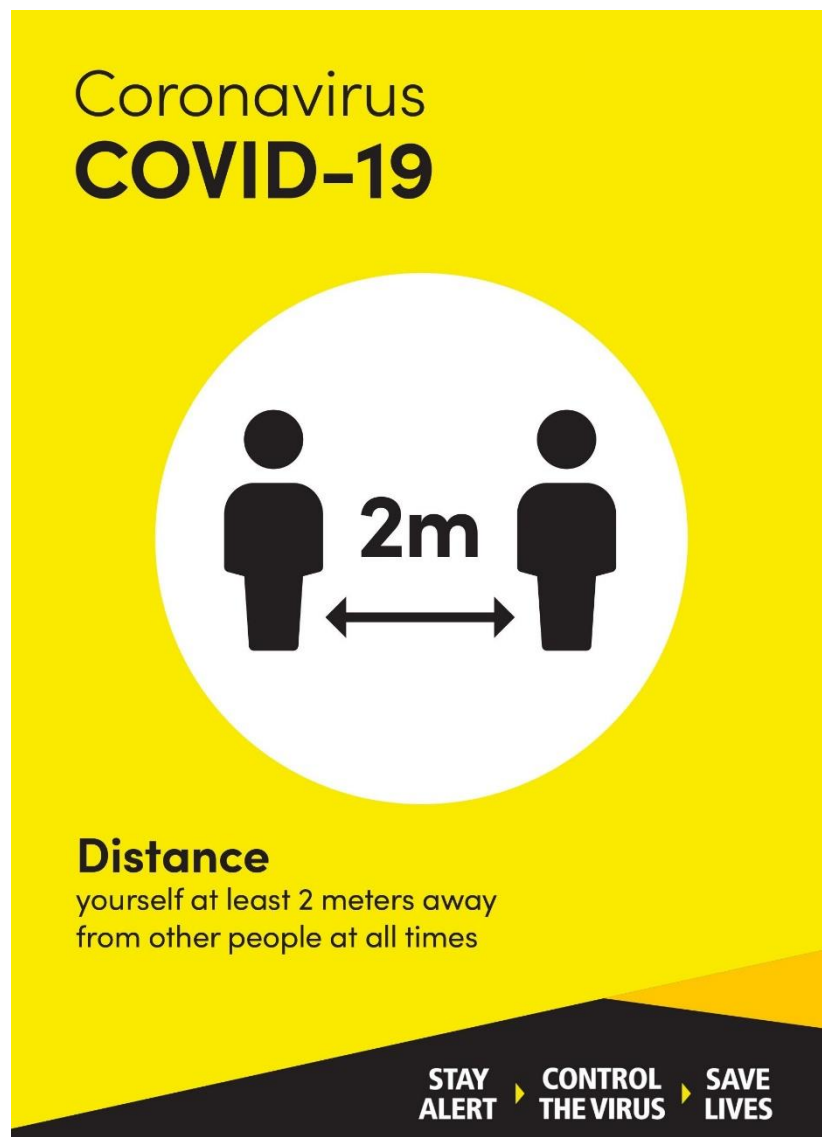
Our workplace facilities will remain open to provide a fridge, hot water and microwave with appropriate adjustments for social distancing.

- The capacity of the area will be clearly identified at the entry to each facility, to comply with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water is provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently cleaning of surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser are available at the facilities 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 washed and dried between use
- Staff should wash their hands often with soap and water for at least 20 seconds before and after handling food

Work Planning to Avoid Close Working

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

- Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government 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 we are not able to work whilst maintaining a two metre distance, we will consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace
- We will rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)
- Plan the work to avoid skin to skin and face to face contact
- Stairs should be used in preference to lifts with a one ways system
- Alternative or additional mechanical aids to reduce worker interface

Site Meetings

- 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
- Holding meetings in open areas where possible
-

Where the social distancing measures (2 metres) cannot be applied Relocatable will:

- 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
- Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment

Relocatable will keep groups of workers:

- Together in teams e.g. do not change workers within teams
- As small as possible
- Away from other workers where possible
- Provide additional supervision to monitor and manage compliance

PPE

- Sites should not use PPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.
- Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE
- Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).
- Wearing a face covering is optional and is not required by law, including in the workplace. If staff choose to wear one, it is important to use face coverings properly and wash hands before putting them on and taking them off. Staff should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.



**PPE must not
be shared or reused
between visitors or
site teams**

Workers who decide to wear a face mask must:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you have touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practise social distancing wherever possible

The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours.

Relocatable encourage an open and collaborative approach between ourselves and our employees on site where any issues can be openly discussed and addressed.

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.

- 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.

Cleaning

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
- 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.





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COVID-19 Coronavirus - LET'S TACKLE IT TOGETHER Protect Yourself And Others Against Infection



Wash your hands regularly please



Prevent The Spread



CATCH IT

Cover your nose and mouth with a tissue when you cough or sneeze or use the fold of your elbow in emergencies.



BIN IT

Germs can live for several hours on tissues. Dispose of used tissue in the nearest bin.



KILL IT

Hands can transfer germs to every surface you touch. Wash your hands frequently and avoid touching your face at all times.

Please Keep Your Distance



At all times maintain at least 2 metres (6 feet) distance when communicating with others, particularly if they are coughing or sneezing.

Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

Keep Hard Surfaces Clean

Clean and disinfect frequently touched objects and surfaces in the home and work environment. Avoid touching your eyes, nose, and mouth with unwashed hands.

Some studies on other coronaviruses, including SARS and MERS, found they can survive on metal, glass and plastic for as long as nine days, unless they are properly disinfected.



Greeting People

Please avoid handshakes - there are new and safer ways to greet each other without touching them; bumping elbows or fists, tapping feet or simply waving hi.



PROSOL

Useful Links

UK Government: Coronavirus (*COVID-19*): What you need to do
<https://www.gov.uk/coronavirus>

NHS: Advice for everyone (*Coronavirus (COVID-19)*)
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

World Health Organization: Coronavirus Disease (*COVID-19*) Pandemic
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Health & Safety Executive: Coronavirus (*COVID-19*): Latest Information & Advice
https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=covid-landing&utm_content=home-page-popular

British Safety Council: Coronavirus Free Resources: Homeworking Mental Health Tips
<https://www.britsafe.org/search?term=Coronavirus+Free+Resources%3A+Homeworking+Mental+Health+Tips>

Mates in Mind: Supporting Remote Working Check List
<https://www.britsafe.org/media/7432/supporting-remote-working-checklist.png>

British Safety Council: Remote Working
<https://www.britsafe.org/about-us/remote-workers-health-safety-and-welfare-course/>

British Safety Council: Managing Stress Within your Team
<https://www.britsafe.org/about-us/managing-stress-within-your-team-free-download/>