



DIRECTORS
N. E. COOPER
J. C. COOPER

Wally Mayo (Contractors) Ltd

ELECTRICAL INSTALLATION
ENGINEERS & CONTRACTORS

Unit 6,
Hamburg Technology Park
Hamburg Road
Sutton Fields Industrial Estate
Hull HU7 0WD
Telephone (01482) 324077
Fax: (01482) 589596

Coronavirus Policy

Site Operating Procedures – Protecting our Workforce

Introduction

As a Construction site operating during the Coronavirus COVID-19 pandemic we need to ensure that we are protecting our workforce and minimising the risk of spread of infection.

We are committed to implementing consistent measures on this site in line with the Government's recommendations on social distancing (Working safely during COVID-19 in construction and other outdoor work) and the SOP issued on 31 March 2020.

The health and safety requirements of our construction activities must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it will not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Site Managers will remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If our site is not consistently implementing the measures set out below, we may be required to shut the site down.

Self-Isolation

Self-Isolation

Anyone who meets one of the following criteria should not come to work, if a worker is known, observed or identified as having these symptoms on-site they will be asked to self-isolate:

- A high temperature, a new persistent cough or a loss or change to your sense of taste or smell – follow the guidance on self-isolation
- Is living with someone who is self-isolating with the above symptoms
- Is designated as clinically **extremely** vulnerable, having received a shielding letter from the NHS.

Vulnerable employees & their families

If an employee is:

- clinically vulnerable (by virtue of their age, underlying health condition, clinical condition or is pregnant);
- living with someone who is designated as clinically **extremely** vulnerable, having received a shielding letter from the NHS; or
- is living with someone who is clinically vulnerable

discussions will be held with these individuals about whether or not it is safe for them to return to work

Procedure if Someone Falls Ill

If a worker develops a high temperature, a persistent cough or a loss or change to their sense of taste or smell while at work, they should:

- 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 testing and not return to work until their period of self- isolation has been completed.

See the emergency procedure for information relating to the test and trace system.

Travel to Site

Wherever possible workers should travel to site alone using their own transport and we will provide advice and guidance on parking where possible.

We will, where possible provide:

- Parking arrangements for additional cars and bicycles
- Provide hand cleaning facilities at entrances and exits. This will be soap and water wherever possible or hand sanitiser if water is not available
- Advice on travelling home if ill or showing symptoms

Work Related Travel

- Passengers in corporate vehicles will be limited, for example, work minibuses. This could include leaving seats empty.
- Occupancy of vehicles used for onsite travel will be reduced, for example shuttle buses, and when needed, social distancing measures will be followed within the vehicles.
- Cleaning procedures are in place for the parts of shared equipment touched after each use, thinking about equipment, tools and vehicles.
- Non-essential travel will be minimised, and remote options will be considered first.
- The number of people travelling together in any one vehicle will be minimised with fixed travel partners. Ventilation will be increased where possible and employees will avoid sitting face to face.
- Shared vehicles will be cleaned between shifts or handover.
- Where workers are required to stay away from their home, the stay will be logged, and the company will ensure any accommodation meets the social distancing guidelines.
- Procedures will be put in place to minimise person to person contact during deliveries to other sites.
- Contact will be minimised during payments and exchange of documentation by using electronic payment methods and electronically signed and exchanged documents.

Site Access Points

We will:

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing and make adjustments based on reducing congestion and monitoring capability.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Plan and allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Request that drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing

We will:

- Provide additional hand washing facilities to the usual welfare facilities and keep these topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

We will:

- Restrict the number of people using toilet facilities at any one time
- Encourage all on site to wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements

Our canteen and welfare facilities cannot operate as normal.

Whilst there is a requirement for our construction site to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. these must be removed from use.

- The workforce is also required to stay on site once entered and not use local shops.
- Dedicated eating areas will be identified on site to reduce food waste and contamination
- Break times will be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- Our workforce will be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers will need to sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
- Payments should be taken by contactless card wherever possible
- Crockery, eating utensils, cups etc. should not be used
- Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables will be cleaned between each use
- All rubbish will be put straight in the bin and not left for someone else to clear up
- All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Changing Facilities, Showers and Drying Rooms

We will:

- 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
- Consider increasing the number or size of facilities available on site if possible
- Determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Avoiding Close Working

Social distancing will be carried out where possible but there will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

General Principles

- Non-essential physical work that requires close contact between workers will not be carried out
- Work requiring skin to skin contact will not be carried out
- We will along with contractors plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE will be disposed of so that it cannot be reused
- Clearly defining walkways and introducing one way systems for pedestrian to avoid unnecessary contact.

- Stairs will be used in preference to lifts or hoists
- Where lifts or hoists must be used:
 - Lower their capacity to reduce congestion and contact at all times
 - We will regularly clean touchpoints, doors, buttons
 - We will increase ventilation in enclosed spaces
 - We will regularly clean the inside of vehicle cabs and between use by different operators

Where social distancing is not possible the following will be carried out:

- Activity time involved will be kept as short as possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Using back-to-back or side-to-side working (rather than face to-face)
- Whenever possible.
- Using screens or barriers to separate people from each other if possible.
- Increasing hand washing and surface cleaning
- While not normally necessary face coverings may be worn as per government guidance if necessary.

Site Meetings

- Will be conducted using media platforms where possible
- Where face to face only essential attendees maintaining 2m distancing with windows and doors opened
- Will be held outdoors where possible

Cleaning

Enhanced cleaning procedures will be in place across the site, particularly in common areas and any touch points:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and in corridors
- Lifts and hoists
- Machinery and controls
- Food areas and food preparation equipment
- Telephones and radios
- Keyboards and office equipment
- Storage points and rubbish collection areas