



Site Operating Procedures (SOP's)

Protecting Our Workforce, Subcontractors & Supply Chain During Coronavirus (Covid-19)



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Introduction

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

The document is intended as an “add-on” to existing Pave Aways Ltd. and subcontractor site H&S paperwork. All appropriate trade specific RAMS still need to be adhered to irrespective of the guidance laid out here

Where conflicts occur, please consult with Pave Aways Ltd. management staff before proceeding.

Relevant Source Material

These Site Operating Procedures (SOP) are based on the Construction Leadership Council (CLC) document (V7) published 7th January 2021, and Public Health guidance.

<https://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-version-7-published/>

The CLC guidance is based on Government Guidance on ‘Working Safely during Coronavirus (Covid-19) – Construction and other outdoor work’.

[Construction and other outdoor work - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/construction-and-other-outdoor-work-working-safely-during-coronavirus-covid-19)

This SOP document also refers to guidance issued under the Health Protection (Coronavirus Restrictions) Regulations 2020 (the “Coronavirus Regulations”). It is aimed at any person who required by the Coronavirus Regulations to take all reasonable measures to ensure that social distancing requirements are maintained on work premises.

<http://www.legislation.gov.uk/wsi/2020/308/contents/made>

The requirements to take all reasonable measures to maintain physical distancing is only a legal obligation in Wales. The definition of “reasonable” is not always clearly defined, however for the purposes of this document we refer to:

<https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace-supplementary-guidance>

“In order to act reasonably you must ask yourself what other prudent (or careful) people would do if they were in your shoes.”

The approach in England, Scotland and Northern Ireland, as well as areas which are subject to localised lockdowns may be different although based on the same aim – maintaining social distancing and to undertake a Point of Work Risk Assessment if this is not possible.

Note : This SOP details Pave Aways Ltd’s general policy towards protecting our workforce. It is to be read in conjunction with the Site Specific SOP which details any diversion from this SOP. Please make sure that you read these two documents in conjunction with each other.

Continuation of 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”.

The health and safety requirements of our 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 will be taken into consideration in the planning of work activities by Pave Aways Ltd. and all subcontractors.

It is the aim of this document to outline Pave Aways Ltd. procedures for monitoring and reviewing compliance with Government and industry guidance on work sites. Management staff and subcontractors 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.

Social Distancing

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.

Construction can continue to operate; however; any additional local authority restrictions must be complied with.

National guidance on social distancing should be adhered to off-site.

Face Coverings

On Pave Aways Ltd's sites, face coverings are mandatory in the following situations;

- An enclosed space includes:
 - Site offices – when there are two people in the office. At no time can there be more than two people in a site office
 - Welfare Facilities
 - Shared travel
 - Any other areas detailed in the Site-Specific SOP
- Where social distancing isn't possible
- Where you come into contact with others you do not normally meet.

A face covering is made from fabric or cloth and covers the mouth and nose to protect others, not the user, from infection. They are not PPE as they do not protect people from work-related hazards and are not made to a recognized standard.

All workers can use their own face covering when they are required in an onsite situation, provided they do not interfere with any other risk assessment specifications.

Reusable face coverings should be cleaned regularly.

If a worker does not have a face covering one will be available on site should they be needed.

Main Symptoms of Coronavirus (Covid-19)

- A high temperature
- A new continuous cough
- A loss or change to your sense of smell or taste

1. When to Go to Work

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

<p>Social distancing</p>	<p>Workers in the construction industry should follow the guidance on Social Distancing. Where they cannot work from home, they must follow guidance on Meeting With Others Safely and Safer Travel while travelling to and from work and while at work.</p> <p>Anyone who is clinically extremely vulnerable to Coronavirus (Covid-19) should follow the latest guidance on shielding.</p>
<p>Self-isolation</p>	<p>Anyone who has:</p> <ul style="list-style-type: none"> • symptoms of Coronavirus (Covid-19); • received a positive Coronavirus (Covid-19) test result; • a member of their household or support bubble showing symptoms of Coronavirus (Covid-19) or with a positive test result; • returned from a country that is not on the travel corridor list; or • been contacted by the NHS Test & Trace Service; <p>must follow the guidance on self isolation and should not come to site.</p> <p>It is a legal requirement to self-isolate in the event of a positive test result or when told to do so by NHS Test & Trace</p> <p>You must notify Head Office as soon you are aware that you need to self isolate, for any of the reasons listed above.</p>
<p>If someone falls ill</p>	<p>If a worker develops symptoms of Coronavirus (Covid-19) whilst 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 should get a Coronavirus (Covid-19) test straight away.</p> <p>They must follow Stay at Home guidance and not return to site until they have received a negative test or, in the event of a positive test result, until they have completed their period of self isolation and are no longer unwell.</p> <p>Sites that identify five or more cases within 14 days will need to contact their local Public Health England Protection Team</p> <p>You must make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ul style="list-style-type: none"> • an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.

	<ul style="list-style-type: none"> • a worker has been diagnosed as having Coronavirus (Covid-19) and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. • a worker dies as a result of occupational exposure to Coronavirus (Covid-19) <p>A Flow chart showing what to do if an employee has Coronavirus (Covid-19) or symptoms is included in Appendix A of this Policy.</p>
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2. Travel Guidelines

Using Private and Company Vehicles to travel to work

Wherever possible workers should travel to site alone using their own transport or with their household or support bubble. If workers have no option but to share transport, they should try to:

- Share journeys with the same individuals and with the minimum number of people at any one time, face coverings are mandatory during travel.
- Create good ventilation (i.e. keeping the windows open), face away from each other (such as side by side or separate rows) and maximise distance as much as possible
- Clean the vehicle regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces
- Consider parking arrangements – continue to use the car park as before, however leave sufficient distance between vehicles to abide by the social distancing requirements. Be mindful of social distancing requirements when loading/unloading vehicles and walking to and from the site.

Using Public Transport to travel to work

Avoid public transport unless absolutely necessary. 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)
- Wear a face covering

Driving at Work

When travelling to work, 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 social distancing 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.
- Wear a face covering

If there is a need for workers to leave site during work hours for any reason or those that need to travel between sites. Then workers should reinforce the measures listed above in a conscious effort to reduce the risk of any possible cross contamination.

3. Site Induction, Morning Briefing and Signing in

- **A Declaration of Operative Health During Coronavirus (Covid-19) Outbreak letter will be sent out to all subcontractors and operatives prior to attending site.** This needs to be signed and returned by 3pm the working day before attending site as this will be part of the signing in process. No form returned will mean no work that day.
- All non-essential visitors will be asked to avoid site and arrange meetings via internet-based tools.
- All operatives and visitors are to wash their hands for 20 seconds using soap and water when entering or leaving the site. All visitor and operatives are required to have a non-contact temperature check before access to site. No access will be given to anyone with readings of 37.8°C or above.
- The site office is out of bounds for ALL subcontractors and other site operatives. This includes the staircase leading up to the site office.
- To sign in if the site agent is not present at the access point then call the phone number on the gate. If the number is engaged or no answer then operatives or visitors will need to wait at the entrance or in their vehicle until the site agent is available. **DO NOT** enter the construction site to look for the site agent **DO NOT** enter the site office. You **MUST** wait at the dedicated temperature check point once directed to enter the site.
- All operatives and essential visitors will be required to undertake an induction, regardless of whether they have been inducted prior to the shutdown. Pave Aways Ltd. request that all operatives bring their own pen for filling out induction forms.
- Weather permitting, inductions are to be held outside. In bad weather inductions may take place within the building.
- Site hours will be 07.30 to 16.30 Monday to Friday. **All staff must attend a morning briefing held at 07.45 each day**, the purpose of which will be to reiterate key safety principles and discuss the program works for the day.
- Operatives and visitors are to abide by the social distancing requirements during the site induction, morning briefing and signing in process.
- Pave Aways Ltd will have designated personnel who will open up gates and site access points at the start of each working day using clean gloves. Access points are to be kept open throughout the working day and only closed by the designated person.
- Site entrance gates will be closed throughout the day, access is only allowed via an instruction from the site manager, where you must wait in the designated area.
- Where loading and offloading of materials is necessary, 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
- Pave Aways Ltd. management staff will monitor compliance with these procedures on daily basis. Operatives or visitors that do not comply with this document will be asked to repeat the site induction. If noncompliant behavior persists then operatives will be asked to leave site and not return.
- Use of clear signage throughout site.

4. Hand Washing

- Regular breaks for hand washing are permitted.
- Wash hand stations will be provided so this is a compulsory rule for all operatives and visitors.
- Additional hand washing facilities will be available to all visitors and operatives.
- Pave Aways Ltd. will maintain stocks of soap and other necessary cleaning products for use onsite. Subcontractors and delivery drivers will be responsible for cleaning their own tools and vehicles.
- Hand washing facilities will be regularly cleaned, and rubbish bins will be available for disposal of hand towels.

5. Toilet Facilities

- Pave Aways Ltd will ensure that toilets/door handles/taps etc. are cleaned regularly throughout the working day. This will be recorded on a cleaning register.
- **All operatives are to wash or sanitise hands before and after using the facilities.**
- The toilet cabin will be made available for one person use at a time. Operatives queuing to enter need to abide by social distancing requirements.

6. Canteen Facilities

- Where possible, all visitors and operatives are encouraged to bring their own food from home each day. Pave Aways Ltd. request that they also stay on site once they have entered it and avoid using local shops.
- The canteen cabin will **not** be available for use until further notice. Pave Aways Ltd. request that operatives use their own vehicles during break times, maintaining the social distancing requirements where possible. There will be no access to a kettle or microwave, however this will be reviewed by Pave Aways Ltd. management.
- Break times will be staggered to avoid congestion. Time slots for each subcontractor will be agreed at the morning briefing.
- Pave Aways Ltd. ask that all site visitors and operatives bring their own drinking water to site each day. Drinking water will be available as a back-up and access to it will be with the site agent's permission.
- All rubbish should be put straight in the bin and not left for someone else to clear up.

7. RAMS & Planning to Avoid Close Working

In line with Construction Leadership Council guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, Pave Aways Ltd. will consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Only when a Point Of Work Risk Assessment is carried out by the H&S Manager, will any task continue where social distancing cannot be adhered to. If the H&S Manager deems that the risk is too high, the task will not go ahead until sufficient controls are in place. As stated previously, the requirements to take all reasonable measures to maintain physical distancing is a legal obligation in the UK.

Works will 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.

The 07:45 morning briefing is an essential part of maintaining site H&S. If subcontractor operatives are not able to attend this meeting then they need to inform the site agent or Pave Aways Ltd. management by 3pm the working day prior to the time they are due to arrive onsite. If they do not attend the briefing and have not notified Pave Aways Ltd, then subcontractors will not be allowed onto site until the next working day

It is the responsibility of all on-site to adhere to the procedures within this document. It also falls upon subcontractors to amend their own trade specific RAMS in accordance with guidance within this document and other relevant information. When undertaking risk assessment, consider the below hierarchy of controls for maintaining the social distancing requirements. It is also the responsibility of subcontractors to provide their own PPE should it be required by their RAMS.

Subcontractors are to submit amended RAMS prior to the recommencement of works.

Hierarchy of Controls

If you are not able to work whilst maintaining social distancing requirements, 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. The below will be displayed throughout the workplace.

<p>Eliminate</p>	<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 requirements • 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>Site Meetings</p> <ul style="list-style-type: none"> • Only absolutely necessary meeting participants should attend • Attendees should maintain social distance requirements • A maximum of two participants can be sited in the site office at any one time. Should there be two participants, both are required to where a face covering. • Consider holding meetings in open areas wherever possible
<p>Reduce</p>	<p>Where current social distancing requirements cannot be applied:</p> <ul style="list-style-type: none"> • Minimise the frequency and time workers are working together • 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
<p>Isolate</p>	<p>Keep groups of workers:</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
<p>Control</p>	<p>Where face to face working is essential to carry out a task exceeding social distancing requirements</p> <ul style="list-style-type: none"> • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance • Point Of Work Risk Assessment
<p>PPE</p>	<ul style="list-style-type: none"> • Sites should not use RPE for Coronavirus (Covid-19) where current social distancing measures are met Coronavirus (Covid-19) needs to be managed through social distancing, hygiene and the hierarchy of controls and not using PPE. • The use of precautionary extra PPE should not be encouraged. <p>Where it is not possible to maintain social distancing requirements, the activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance.</p> <ul style="list-style-type: none"> • 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

Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>An open and collaborative approach will be encouraged between all parties on site where any issues can be openly discussed and addressed.</p>
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8. Face Coverings

Definitions:

Face coverings are made from fabric or cloth and cover the mouth and nose to protect others, not the user, from infection. They are not PPE as they do not protect people from work-related hazards and are not made to a recognised standard.

Surgical face masks are designed and manufactured to be used in medical settings to limit the spread of infection and they are resistant to droplets of fluids and splashes. Whilst they are made to a recognised standard, they are not considered to be PPE.

Visors which are usually worn to protect the face and eyes, are classed as PPE and protect the user, not others, against droplets carrying infection.

Respirators which are used extensively in construction activities, are classed as PPE and protect people from work-related hazards that cannot be eliminated or reduced in any other way. They should be specific to the hazard identified and provided free of charge by employers.

9. Cleaning

Pave Aways Ltd will provide enhanced cleaning procedures will 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
- 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.

It will remain the responsibility of all subcontractors and individual operatives to clean their own tools, equipment, access equipment and materials. Pave Aways Ltd. will offer assistance when requested. It is important that operatives only touch or handle their own materials, tools and equipment.

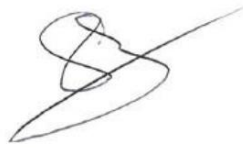
It is also important that all site personnel touch and handle as few static and removal objects and surfaces as possible, even when wearing gloves. PPE is a last resort; the recommended procedure is to wash hands as regularly as possible, and to not touch the face or head.

10. 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](#) will be agreed between the relevant parties on site
- Emergency plans including contact details will be kept up to date
- Consideration will also be given to potential delays in emergency services response, due to the current pressure on resources
- Pave Aways Ltd will consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Signed by Steven Owen, Managing Director

A handwritten signature in black ink, appearing to be 'S. Owen', written over a faint, light-colored signature line.

02/11/20. Review Date: 18/10/21

Appendix 1

WHAT TO DO IF A WORKER HAS COVID-19 OR HAS TO SELF-ISOLATE

5 January 2021

This information applies in England; other information may apply in Scotland, Wales and Northern Ireland

