

This document is intended to provide practical guidance on safety measures to minimise exposure to COVID-19, to protect the health and safety of our employees, agency workers, consultants, self-employed contractors, visitors and clients / customers during the COVID-19 pandemic. All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety, and that of others, observe applicable safety rules and follow instructions.

**These are exceptional circumstances and the industry must always comply with the latest Government advice on Coronavirus.**

Notwithstanding anything contained in this document, all personnel must comply with the latest Scottish and UK Government advice or direction on the prevention and spread of Coronavirus at all times. The health and safety requirements of any construction activity, which require the implementation of Safe Systems of Work established through Risk Assessments, must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel or supporting resources required to provide a safe system of work, it should not take place.

Personnel who feel at risk at any time are entitled to invoke the 'Work safe' procedure, stop work and report their concerns to their supervisor / manager. Furthermore, if any of the control measures identified within this procedure and risk assessment are not in place, work must stop immediately.

### Potential Infection

#### **Self-Isolation**

Anyone who meets one of the following criteria should not come to site:

The main symptoms of coronavirus are:

- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Extremely vulnerable (those who are "shielded" and who have received a letter from NHS notifying them as such) and those who are of the same household as those classed as extremely vulnerable shall not attend site and shall inform line management.

Note: 'Extremely vulnerable' as defined by a letter from the NHS is someone at risk of severe illness if they catch COVID-19.

People at 'Increased Risk' shall let their line manager know they are more at risk and the line manager shall accommodate social distancing methodology i.e. maintaining the social



distancing guidance of 2 metres or providing a suitable barrier. A person who is at increased risk is someone who by virtue of their age, underlying health condition, clinical condition or is pregnant.

### **Procedure if Someone Falls Ill**

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

- a) Return home immediately
- b) Avoid touching anything
- c) 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.
- d) **If you've developed symptoms (however mild) in the last 7 days, stay at home for 7 days from the start of your symptoms and [arrange to be tested](#). Do not go to your GP, pharmacy or hospital.**

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

### **Preventative Measures**

#### **Travel to Site**

Wherever possible workers should travel to site alone, using their own transport.

When using transport, the following applies:

- Cars – single person occupancy (unless you are travelling with a member of your own household)
- Where possible physical barriers have been installed in company vehicles
- Pickups –single cab (with physical barriers) – 1 driver and 1 passenger
- Pickups – dual cab (with physical barriers) - 1 driver and 3 passengers
- Welfare van (with physical barriers) – 1 driver and 1 passenger in front, 1 passenger in rear
- Pickups single cab – single person occupancy
- Pickups – dual cab – 1 driver and one passenger in back (situated as far from driver as possible e.g. diagonally, FFP2 or surgical masks to be worn for the journey).
- Welfare vans - 1 driver and one passenger in back
- All touch points both inside and outside of company vehicles to be cleaned down both pre and post shift (as per social distancing handbook) – cleaning materials supplied in vehicles.



## General Principles

- Standard PPE Gloves Glasses, etc. should continue to be utilised
- Physical work that requires close contact (less than two metres) between workers should be avoided where possible
- Work requiring skin to skin contact should not be carried out
- Works will be planned to minimise contact between workers, where possible
- Re-usable PPE must not be shared among workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- When working within two metres of another person to carry out a task we must work though and be able to demonstrate all other reasonable options have been assessed as we would with any other site-based activity
- Please avoid sharing paperwork/pens etc. Photograph paperwork (timesheets, site briefings) and email to relevant person at CK

Following the health and safety hierarchy of controls in the first instance we will look to eliminate/remove the risk and therefore the need to carry out work within two metres of another person. If this is not possible, we will then aim to reduce the exposure to that risk by cutting down on exposure times as much as possible by reducing the amount of time working within two metres of another person. We then need to consider if we can isolate those working within two metres of each other via the use of physical barriers or other similar methods to prevent aerosols from directly contacting another person from a cough or a sneeze. Finally, we need to consider the use of additional PPE.

The recommended use of additional PPE to wear is.

- Face mask FFP3, FFP2 or surgical masks are suitable PPE – this is to prevent droplets from entering the mouth or nasal passage directly or prevent droplets from leaving the mouth from a cough or a sneeze
- Disposable gloves i.e. nitrile – Can be worn overprotective gloves or in lieu of gloves depending on the task specific risk assessment
- Protective glasses

When using this PPE training will be given on its use, removal and disposal. Please read the guides in the final section of this document.

You will be provided with appropriate PPE and are required to wear it as directed.

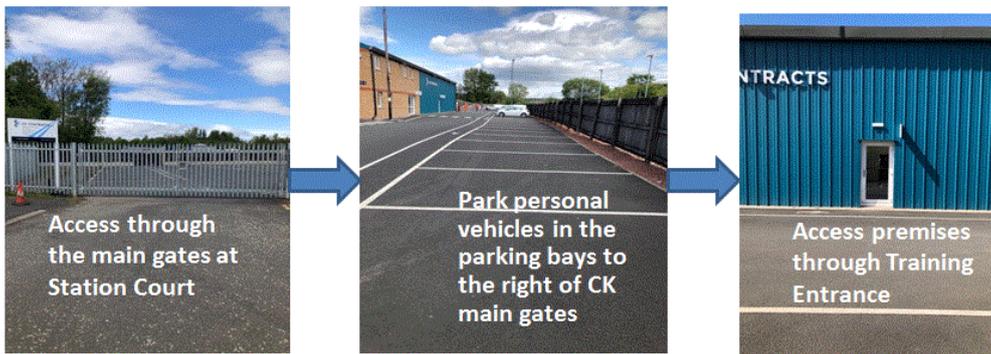
If you travel to and/or from work on public transport, you should wear a mask to do so. Please notify us accordingly so that we can ensure that you are provided with a mask.



Site specific instructions regarding meeting points and site operating procedures will be issued separately as we phase our return to work.

### Access to Offices/Yard – Site based staff

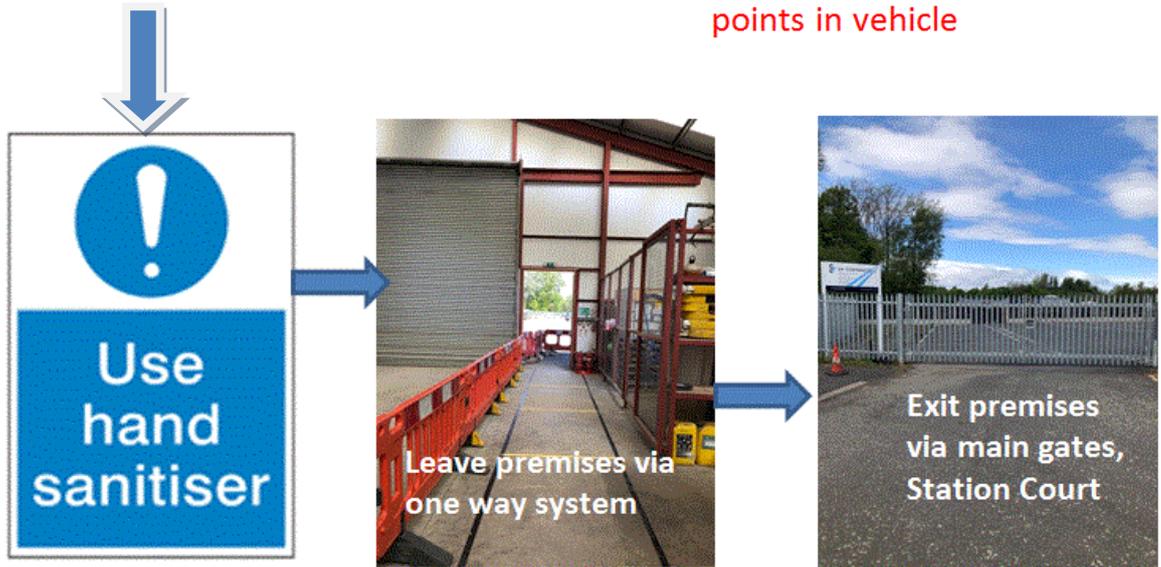
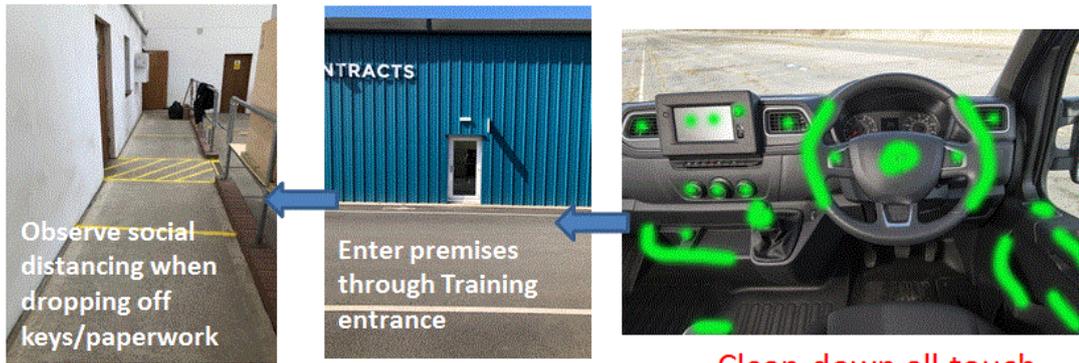
When arriving pre-shift to pick up vans/paperwork, everyone must observe the new one-way system, as detailed: Staff will enter the premises one at a time, but where there is more than one person in the yard we must maintain 2m social distancing, which is clearly marked on the floors throughout the premises.





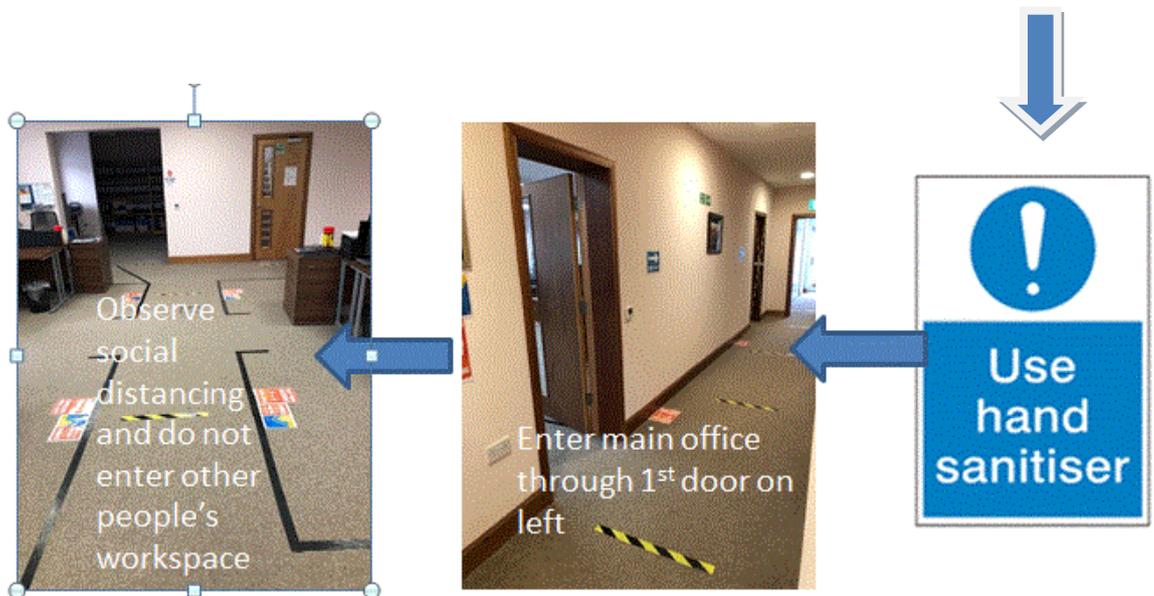
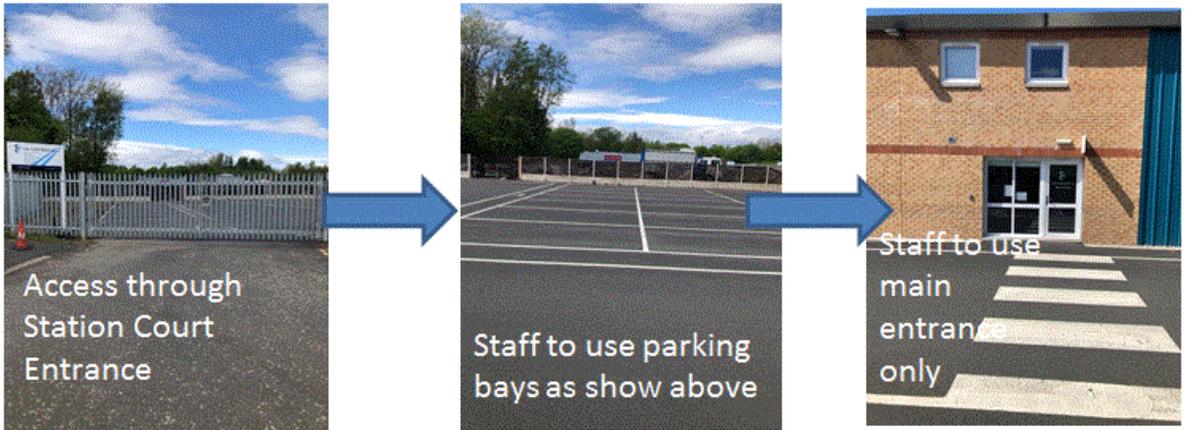
When arriving at the yard, post-shift, to drop off vehicles and paperwork, please observe the one-way system detailed.

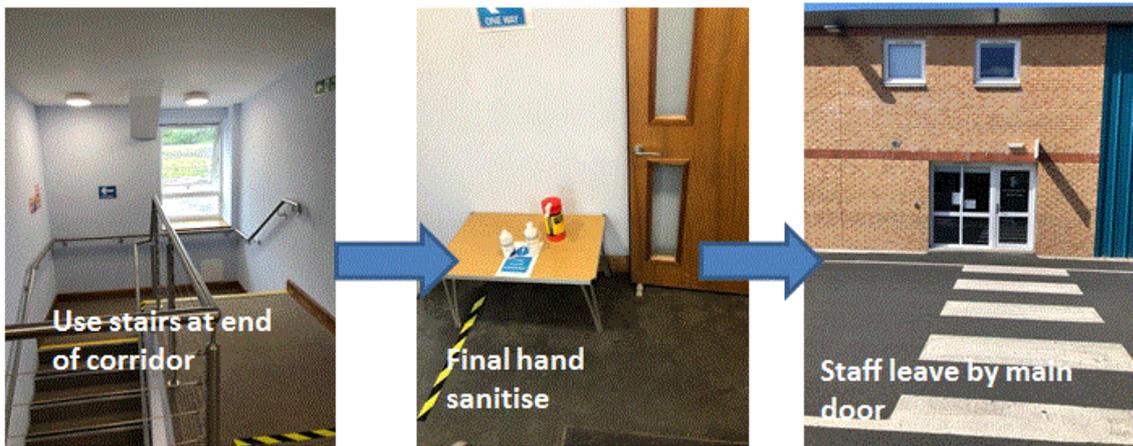






## Access to Offices/Yard – Office based staff



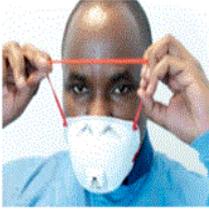


**After use of any additional PPE prescribed in a risk assessment it is crucial to wash hands thoroughly in line with current NHS instructions.**



### **Face Mask Use and Removal**

#### **Application:**



- Place lower strap behind neck
- Place top strap above ears
- Adjust straps and mask to fit securely
- Pinch nose piece

#### **Removal:**



- Remove by taking straps over head
- Care to be taken not to touch face or the inside of the mask

**Waste PPE items to be double bagged left outside in waste containers for a minimum of 72 hours.**

**Wash hands after use following NHS guidance.**

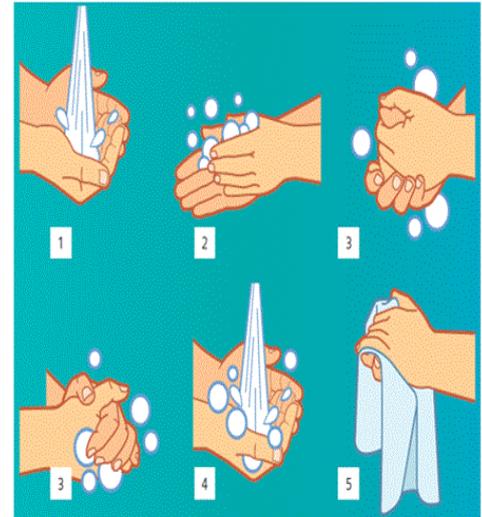




## Hand washing

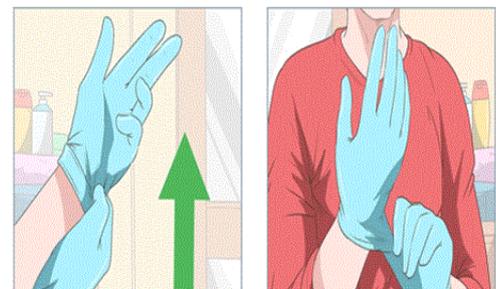
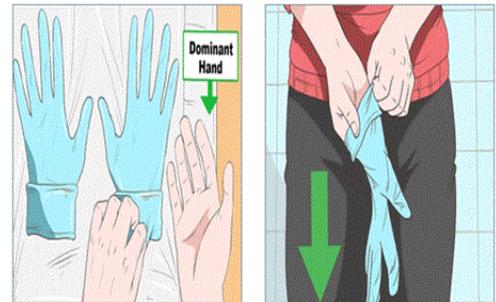
It is important that you wash your hands immediately **before** you touch and put on PPE for close proximity working and also wash your hands immediately **after** removing it:

- Remove any rings and your watch.
- Following NHS guidance - you should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds)
- Dry your hands completely with a disposable towel.
- Avoid letting your hands fall below your waistline. Holding them above this level can minimize the risk of contaminating them.
- Follow the guidance for putting on your PPE



## Putting on Surgical Gloves

- Inspect for rips, dis-colouring, or dampness. Discard if the gloves are compromised.
- Using your non-dominant hand, grab the glove for your dominant hand. Touch only the inside of the glove cuff
- Let the glove hang with the fingers pointing downward.
- Slide your dominant hand into the glove with your palm facing up and fingers open.
- Put the fingers of your gloved hand into the folded cuff of the other glove and lift it up. Keeping your second hand flat and palm facing up, place the glove over your fingers. Then pull the second glove over your hand.
- Once both gloves are on, you can adjust them. Check the gloves for rips or tears.



## Taking Off Surgical Gloves

- Pinch the glove on the outside, peel the glove off half way, pulling it inside out. Don't touch your bare skin.
- Pinch and hold the fully gloved hand between the palm and wrist, peel the glove away from the wrist until it turns inside out and covers the fingers.
- Remove the glove from one hand completely by grabbing the inside part of the glove and peeling it away from the hand, and do the same for the remaining half-gloved hand using the non-gloved hand, while always grabbing the inside part of the glove.

**Waste PPE items to be double bagged left outside in waste containers for a minimum of 72 hours.**

**Wash hands after use following NHS guidance.**

