



## COVID 19 POLICY

### 1.0 INTRODUCTION.

It is the policy of the organisation to protect all members of staff, contractors, visitors and members of the public from contracting the COVID 19 virus through the implementation of the control measures as detailed in Government Guidelines which it is understood are subject to change and the requirements of health and safety legislation through the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the COSHH Regulations 1998.

It will be ensured that measures are implemented and communicated to all relevant personnel.

Should any person contract the virus with the probable source being the employees then this will be reported under the requirements of the RIDDOR Regulations 2013 and all necessary deep cleaning measures will be taken.

Since its availability it has been the Company Policy to encourage employees to undertake the vaccination and take the Rapid Flow Test as often as possible. Where necessary employees will be given time to go and get tested. Where practicable employees will be encouraged to take a drive-in test following a booking.

Employees should also download the NHS test and trace onto their mobile telephone in order to be able to receive messages from PHE in the event of a contact.

The following control measures have been put in place

## **2.0 CONTROL MEASURES**

### **2.1 Driving to and for work.**

Employees will be advised to drive to work alone and park in designated areas but away from other vehicles.

If it is unavoidable to share a vehicle then this must be limited to a maximum of two persons, windows should be open for the duration of the journey and the passenger should sit in the back of the car on the passenger side of the vehicle. The vehicle should be cleaned on a regular basis.

In vehicles with no rear seats, two occupants only with social distancing as far as is practicable. Both occupants should wear FFP2 masks or face coverings. Windows should be open. Where two persons are travelling together this will be risk assessed.

Employees are advised to avoid using public transport

Vehicle cleaning regimes will be carried out.

### **2.2 Vehicle Parking.**

When parking vehicles employees should be mindful of social distancing when exiting and entering their vehicles.

### **3.0 Working on site.**

#### **3.1 DISTANCING**

The rule of keeping a 2-metre distance will be adhered to at all times. This will include no hand shaking or hugging

All employees in the workplace will be separated by at least two metres, more where this is practicable.

Within internal areas the rule of only one person in any one discrete area working a minimum of two metres apart will be adhered to at all times. The work surfaces will be kept clean ( see details in procedure)

When outside the 2-metre separation rule will be adhered to at all times.

#### **3.2 Site Office.**

Social distancing and sanitising measures will be applied in the site office.

#### **3.3 Eating Facilities.**

Workers are encouraged to bring their own food to site as they will not be able to leave site once they are clocked in.

Operatives are strongly advised to take their meals in their own vehicles where they should sit on their own. They will wash their hands prior to and after their meal.

Where it is necessary to use eating facilities the 2-metre social distancing rule will apply. Tables and chairs will be disinfected before and after use and disposable crockery and cutlery only will be used.

#### **3.4 Toilet Facilities.**

Will be available only one in and one out basis. They will be cleaned before and after use. Hand washing must take place before and after use. This applies to Portable toilets also.

#### **3.5 Deliveries.**

When dealing with delivery drivers then the two metre social distancing rules will apply.

#### **3.6 Tools and Equipment.**

Tools and equipment will under no circumstances be shared with any other persons. Operatives are advised to wipe them down with disinfectant at the end of the working day.

**3.7 Plant:** where practicable plant should be used by only one person. A cleaning regime is to be maintained and recorded

#### **4.0 PERSONAL HYGIENE**

Operatives are reminded to take note of the catch it, bin it kill it posters on display and any other posters with Covid 19 related information. Hand washing regimes as per PHE / NHS regimes will be followed.

#### **5.0 INDUCTION**

If a site induction has to be attended, then there will be ensured that the two-metre separation rule is maintained at all times.

#### **6.0 PERSONAL PROTECTIVE EQUIPMENT**

All disposable PPE will be placed in rubbish bins at the end of the working day. All regularly used PPE such as Hard hats will be disinfected at the end of each working day. Safety gloves must be worn at all times.

#### **7.0 HAND WASHING**

All employees will wash their hands when they arrive at work, before and after every break, before and after eating food and before and after going to the toilet. This must be using soap and hot water for 20 seconds. The facilities must be cleaned after use.

Site management must be informed if the welfare facilities are not clean or are lacking any equipment etc.

Operatives are instructed to wash their hands when they get home after work.

Operatives will be generally reminded not to touch their faces

#### **8.0 EMPLOYEES SHOWING SYMPTOMS.**

Must immediately inform the Site management.

Anyone showing symptoms must go home immediately and follow the site procedures. These will to the letter follow the current Government guidelines.

Any person who is too ill to or unable to drive home will be isolated and instructed to call the NHS 111 helpline for assistance and information.

They will also be instructed not to touch anything, cough or sneeze into a tissue and put in a bin which will be disposed of.

They will not be allowed to return to work until their self-isolation has been completed.

## **9.0 WORKERS RETURNING HOME**

When arriving at home employees are advised to remove their work clothing immediately and place it in the washing machine.

Hands should then be washed using the NHS protocols and the washing machine wiped with disinfectant.

## **10.0 TESTING**

Employees who are asymptomatic are encouraged to undertake Rapid Flow Tests as frequently as practicable. Posters will be displayed showing where they can be taken.