

COVID-19 Site Specific Safe Operating Procedure

Pollock Auctions – Omagh Machinery Sales

3 Gillygooley Road, Omagh, BT78 5PN



Revision Schedule

Revision No	Date	Comments	Author
00	29/7/2020	First Issue	A Pollock



Doc Ref No: OMS/C19SOP/001

Process Objective: To outline and clarify the measures to be implemented to allow the safe recommencement and continuation of operations to protect the workforce and the public from COVID-19

Process Owner: Auction Manager

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1.0 Introduction

A number of changes have been implemented to our operation to ensure the health, safety and wellbeing of our workforce and customers, minimise the risk of spreading coronavirus and ensure a minimum standard at our Auctions during the coronavirus outbreak.

These management arrangements and measures have been detailed within the following Site Specific Safe Operating Procedure (SOP).

All workforce and customers should familiarise themselves with the content of this SOP

This SOP has been developed from on the Government's current recommendations contained in Working safely during COVID-19.

The health and safety requirements of all activities must not be compromised. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or without appropriate control measures, it must not take place.

This document is to be shared with our employees, supply chain partners and customers prior to them attending site, as it has been developed to protect them, their colleagues and their families.

Auction Staff should remind the Customers and Visitors at every opportunity of these Site Operating Procedures.

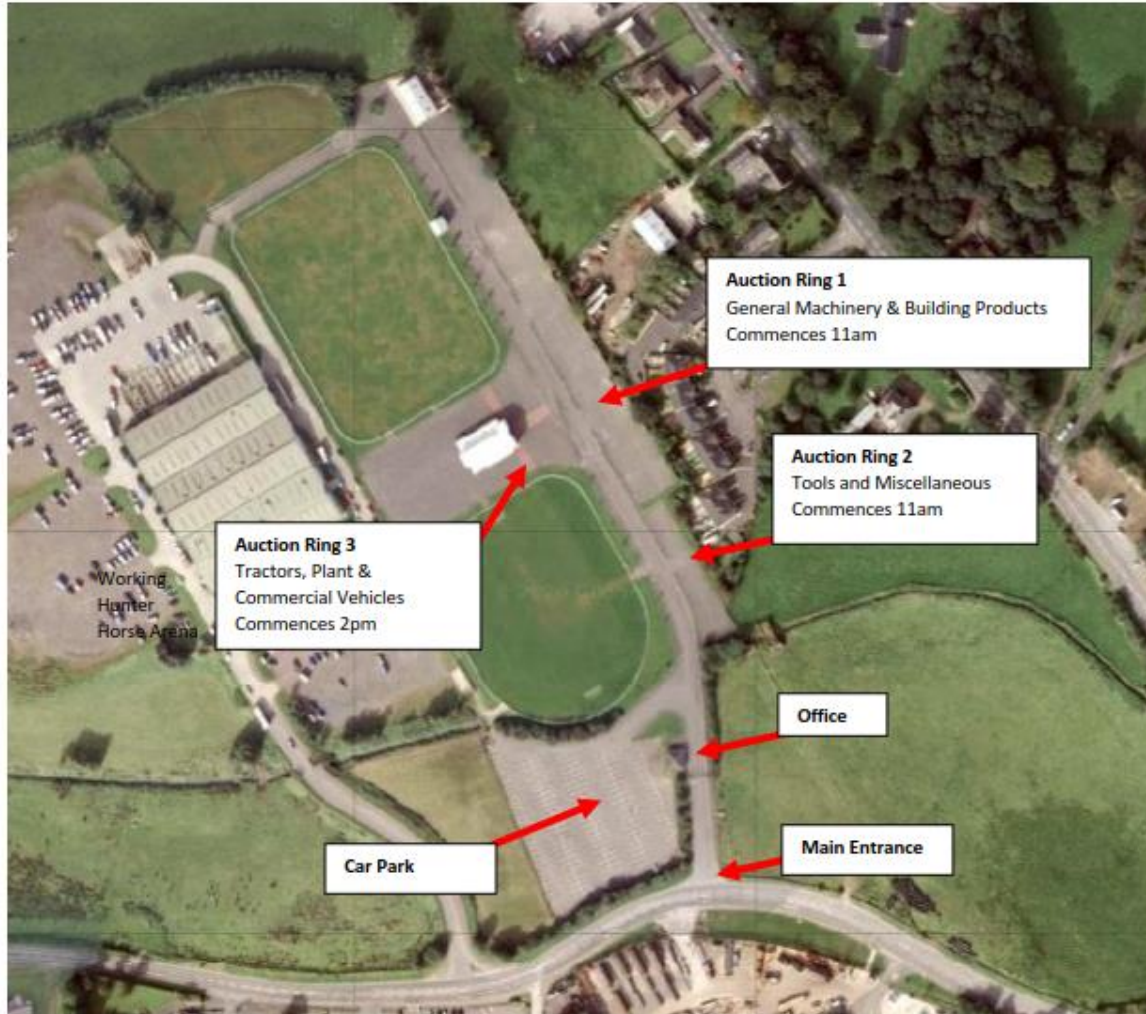
Planning for the minimum number of people needed for the Auction to function safely and effectively is required. For example those on site should be limited to workers and customers who are either selling or intending to purchase.

In order to minimise the number of Buyers attending site, Pollock Auctions have developed an Online Platform where Lots can be viewed and bidding can take place without the need to attend the Auction Site.

2.0 Site Layout

Changes have been implemented to our Auction Site. The site layout has been adjusted as described below to maximise the use of space and ensure social distancing can be practised and achieved during the Auction.

Omagh Machinery Sales – COVID 19 Layout and Parking Plan



Additional hand cleaning facilities / sanitiser at the entrance and exit top the Auction Rings.
All persons arriving and leaving site must exercise good hygiene and use this facility.

The following additional measures have been introduced on site:

- Only Buyers and Sellers will be permitted on site.
- The Auction rings will be monitored to ensure Social Distancing is being adhered to.
- An assessment has been carried out to establish that the Auction area can facilitate a maximum of 1000 customers at any one time.
- A security operative will be provided at the entrance to the Auction area to ensure the maximum capacity is not exceeded.
- In the event that the maximum capacity is reached. A queuing system, maintain 2m spacing, will be established. Customers will only be permitted to enter the Auction Area once another Customer leaves.

3.0 Entering Lots for Sale and Viewing

The following procedure should be adhered to for entering Lots:

- Customers should remain within their vehicle until called forward by the Clerk and directed where to off load their Lot.
- The auction clerk will either be located within their vehicle or wearing a visor when talking details and payment.
- Details should be exchanged promptly and payment made.
- If use of the loading facilities are required, the Customer should wait within their vehicle until the Loader Operator requests them to get out. Disposal Gloves will be provided and should be used before touching the lifting equipment/chains.

When viewing lots the following should be adhered to:

- Where possible viewing should be carried out from inside the customers vehicle. The new layout of the Auction rings permit vehicles to follow the road to the bottom of the Showgrounds and then go around the roundabout and turn to come back up and exit.
- If it is necessary to look closer at a Lot care should be taken to maintain Social Distancing at all times from other Customers and the Workforce. Also avoid making contact with any surfaces.

4.0 Sale Day

The following changes have been implemented to the Auction Rings.

General Farm Machinery from 11am

- Farm machinery and building products will be located in a maximum of 2 rows within Auction Ring 1.
- Viewing of Lots is permitted prior to the Commencement of the Auction, whilst ensuring Social Distancing Measures are adhered to.
- During the Auction the Auctioneer will be located in the rear of a pickup. This will ensure the Auctioneer is sufficiently elevated to allow the Buyers to see him while maintaining Social Distancing and also protect the Auctioneer.
- The Clerk will remain within the vehicle for his protection. Buyers should clearly hold up their Buyer Number to allow the Clerk to note the number.
- Customers should take care to ensure minimum contact with surfaces at all times.
- Customers should maintain Social Distancing at all times.

Tractors, Plant, ATVs and Commercial Vehicles from 2pm

- Tractors, plant, ATVs and Commercial Vehicles will be located in Auction Ring 3 adjacent to the Main Omagh Show Building in the centre of the grounds.
- Tractors will be spaced out to ensure space is provided for Buyers to maintain Social Distancing during the Auction.
- During the Auction the Auctioneer will be located in the rear of a pickup. This will ensure the Auctioneer is sufficiently elevated to allow the Buyers to see him while maintaining Social Distancing and also protect the Auctioneer.
- The Clerk will remain within the vehicle for his protection. Buyers should clearly hold up their Buyer Number to allow the Clerk to note the number.
- Customers should take care to ensure minimum contact with surfaces at all times.
- Customers should maintain Social Distancing at all times.

Miscellaneous from 11am

- Miscellaneous tools and equipment will be located within Auction Ring 2. This larger area enables Social Distancing to be practised.
- Items will be displayed in the centre of the area.
- Barriers will be provided around all items during the Auction.
- Customers will be allowed to view items inside the barriers before the Auction commence, whilst ensuring Social Distancing Measures are adhered to.
- No Customers are permitted inside the barriers at any time while the Auction is taking place. The Auctioneer and Clerk will be the only persons permitted within the barriers.
- Customers should stand outside the barriers maintaining Social Distancing. As a guide a barrier is approx. 2m, therefore one person should stand behind each barrier with a second row 2m back and so on.
- Customers should take care to ensure minimum contact with surfaces at all times.
- When a purchase is made, the Buyer should clearly hold up their Buyer Number to allow the Clerk to note the number.

Customer Car Parking

- The Customer car park has been relocated to the old Auction area used for previous sales.

5.0 Office

The following measures have been implemented in the office:

- The workforce have been provided with face masks for use.
- Protection screens have been provided within the office to segregate the workforce from the customers.
- Customers should remain behind the screens at all times.
- Only 2 Customers are permitted within the office at any one time.
- Social distances markers have been placed outside the office to ensure 2m distances between those queuing.

6.0 Loading Facilities

The following measures have been implemented for the loading facilities:

- All Customers should remain in their vehicle until required to load.
- Once out of the vehicle, Customers should maintain Social Distancing from both the loader Operator and other Customers.
- Disposal Gloves will be provided and should be used before touching the lifting equipment/chains.
- The hand sanitiser stations should be used.

7.0 Hand Washing & Toilet Facilities

Hand washing facilities are provided within the Customer toilets. All personnel must wash their hands before entering or leaving site.

- Soap and fresh water is readily available and kept topped up at all times.
- Hand sanitiser is provided where required.
- Sufficient bins for hand towels have been provided, with regular removal and disposal of rubbish.
- Additional sanitising stations have been placed at:
 - The office.
 - The entrance to the Auction area.
 - Between the Auction Rings.

The following control measures have been implemented in the toilet and hand washing areas:

- Restrictions on the number of people using toilet facilities at any one time, to ensure social distancing maintained. Only one person should use the gents urinal at any one time, only one gents cubicle should be used at any one time, and only one ladies cubicle should be used at any one time.
- All personnel must wash hands before and after using the facilities.
- External doors should remain propped open to minimise the requirement for contact.
- Social distances markers have been placed outside the toilets to ensure 2m distances between those queuing.
- Enhanced cleaning regimes for toilet facilities, particularly door handles, locks, sinks and the toilet flush.
- Chemical toilets (Portaloos) are not permitted on site.
- A Welfare Attendant has been appointed to deal with any queries and ensure these measures are adhered to.

8.0 Canteen Facilities

The following control measures have been implemented:

- A Hot Food Van will be provided, however it will be located outside the main Tyrone Farming Society Building in the centre of the Auction Site. This will ensure adequate space around the Hot Food Van.
- Social distances markers have been placed outside the Hot Food Van to ensure 2m distances between those queuing.
- Hand washing/sanitising is available adjacent to the Hot Food Van.
- Only disposable crockery, eating utensils, cups etc. are to be used.
- All rubbish is to be put straight in the bin and not left for someone else to clear up.

9.0 Cleaning

The enhanced cleaning procedures will be maintained across the site, particularly in communal areas and at touch points will be cleaned daily including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles.
- Hand rails.
- Machinery and equipment controls.
- 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.
- Frequent cleaning of objects and surfaces that are touched regularly.

10.0 Procedure if Someone Falls Ill

If a worker or customer develops a high temperature or a persistent cough while at the Auction, they will be required to:

- Notify a member of the Auction Team.
- 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.
- If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.
- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

11.0 Self-Isolation

Anyone who meets one of the following criteria must **not** attend site:-

- Has a high temperature, a new persistent cough or a loss of, or change in, their normal sense of taste or smell (anosmia) - follow the guidance on self-isolation;
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant);
- Is living with someone in self-isolation;
- Is within 14 days of the day when the first member of their household showed symptoms of Coronavirus;
- Has been advised by a notification that, in accordance with that guidance they need to follow rigorously shielding measures?
- Has travelled into the UK within the past 14 days and has been informed to self-isolate as per the requirements for each region as below;

England & NI - <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

Scotland - <https://www.gov.scot/news/quarantine-rule-ends-for-travellers-arriving-from-lower-risk-countries-and-territories/>

12.0 Avoid Close Working

Where possible everyone is to follow social distancing and stay 2 metres (6ft) apart from other people. Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, consideration should be given to whether that activity needs to continue and, if so, take all the mitigating actions possible to reduce the risk of transmission.

General Principles

- Minimise the frequency and time workers and customers are within 2 metres of each other.
- Customers should also wash their hands frequently using soap and water for 20 seconds.

13.0 Risk Assessments

Personal Protective Equipment

Unless you are in a situation where the risk of COVID-19 transmission is very high, risk assessment shows the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

PPE in the form of visor and face mask has been assessed to be beneficial for the Clerk entering Lots.

PPE in the form of screens and face masks have been assessed to be beneficial to the Office staff.

Risk assessments must be shared with the workforce, they should be consulted throughout the risk assessment process and informed of the control measures required.

Face Coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Wearing a face covering is optional and is not required by law, but we strongly recommended that they are worn within the Auction site. It is important to use face coverings properly and wash their hands before putting them on and taking them off.

14.0 Auction Briefings and Toolbox Talks

- The Auctioneer will carry out a briefing at the commencement of the Auction, referencing the SOP.
- Regular reminders will be given during the Auction to ensure Social Distancing practises are being adhered to.

15.0 Accidents & Emergency Arrangements

In an emergency, for example, an accident or fire people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

First Aid

First Aiders should always be aware of the risks to themselves and others. When approaching a casualty there is always a risk of cross contamination especially when the first aider may have to get close to the casualty to assess what is wrong or to check their breathing.

It is always important to be aware of the risks of how this cross contamination has occurred.

All first aiders in line with government advice, should make sure they wash their hands or use an alcohol gel, before and after treating a casualty, also ensure that they don't cough or sneeze over a casualty when they are treating them.

First aiders should not lose sight of other cross contamination that could occur that isn't related to COVID-19, they should:-

- Wear a fluid-repellent surgical mask, disposable gloves, eye protection and disposable apron;
- Cover cuts and grazes on their hands with waterproof dressing;
- Dispose of all waste safely;
- Do not touch a wound with their bare hand, and;
- Do not touch any part of a dressing that will come in contact with a wound.

The vast majority of incidents will not involve getting close to a casualty where a first aider would come into contact with cough droplets. Sensible precautions will ensure first aiders are able to treat a casualty effectively.

How to do CPR on an adult COVID-19 update

1. If someone is unconscious and not breathing normally, do not put your face near to theirs
2. Call for an ambulance
3. Use a towel or piece of clothing and lay it over the mouth and nose
4. Do not do mouth to mouth
5. Start chest compressions to the tempo of "Staying Alive"
6. Use a Public Access Defibrillator if available.



Source: Resuscitation Council UK

Find out how St John are supporting the NHS with the COVID-19 outbreak at [sja.org.uk/COVID-19](https://www.sja.org.uk/COVID-19)





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First aiders should try to assist at a safe distance from the casualty as much as they can, they should direct the casualty to do things where possible and minimise the time they share the breathing zone. Treating the casualty properly should be their first concern, and they should remember the 3P model – preserve life, prevent worsening, promote recovery.

If required, first aiders should only deliver CPR by chest compressions and by use a defibrillator – they should not perform any rescue breaths.