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You must work to the following guidelines at all times.



Everyone has a duty to protect themselves and others by inhibiting the spread of COVID 19 (Coronavirus).



You must stay at home and isolate for 7 days (If living alone) or 14 days (If co-habiting) if you have any of the following symptoms:

- New Persistent Cough
- A High Temperature above 37.6 Degrees



If you do have any of the above symptoms YOU MUST:

- Return Home Immediately
- Avoid Touching Anything
- Cough or Sneeze into a tissue and throw it in the bin immediately or into the crook of your elbow



If you have any concerns please raise these with your Site Supervisor, Contract Manager or SHEQ Advisor in the first instance.

SAFE WORKING COVID 19 14



SAFETY

Hand Washing Facilities
Hand Sanitiser
Cleaning Products
Eye Protection
RPE (Press to Check Face Mask)



PLANT

Mechanical Kerb Lifters



PEOPLE

Site Manager
Site Supervisor

Groundworks Operative
Cleaner (PC to provide)



PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED



SIGNIFICANT SHEQ REQUIREMENTS

- The health and safety requirements of any 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 should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.
- This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

IF IN
DOUBT. STOP
WORKS AND SEEK
ADVICE FROM YOUR
HEALTH & SAFETY
ADVISOR

SEE IT
SORT IT
REPORT IT

CALL 0800 374 199
VISIT wrs.expolink.co.uk/Tithegrove
DOWNLOAD 'SpeakingUp' App
Access Code: Tithegrove



STEP BY STEP

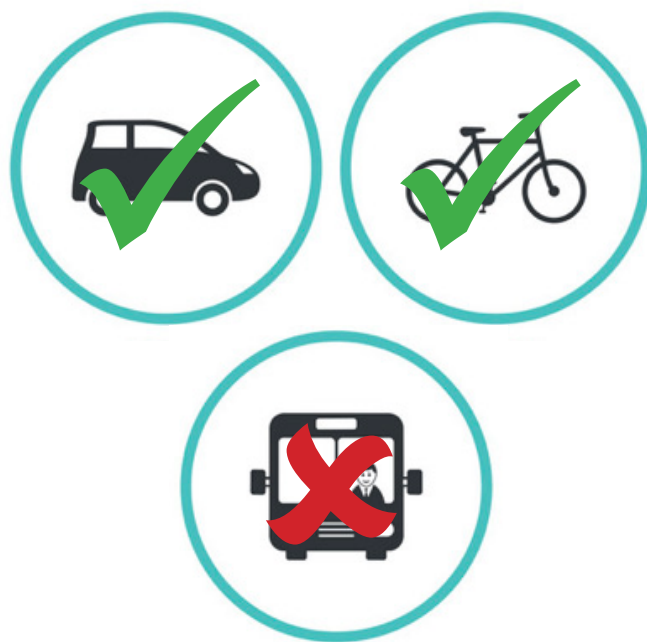
1 TRAVELLING TO WORK

Wherever possible you should travel to and from site on your own using your own transport such as Bicycles, or Cars. Avoid Public Transport.

If workers have no option but to share transport:

- Journeys should be shared with the same individual: and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- Regularly clean the vehicle using standard cleaning products, with particular emphasis on handles (both internal and external) and other surfaces which may be touched during the journey.

The Client will provide hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser.



2 TRAVELLING AT WORK

When travelling at work or between site locations, 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 a distance of two metres and avoid touching your faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash your 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 standard cleaning products, with particular emphasis on handles (both internal and external) and other surfaces which may be touched during the journey.



3 STAY AT HOME AND ISOLATE IF

- You are Vulnerable or over 70
- You have an underlying health condition
- You have a chronic health condition
- You are Pregnant
- You live with someone who is self isolating
- Have a high temperature (Above 37.6 Degrees)
- You have a new persistent cough



4 SITE ACCESS AND EGRESS

- Stop all non-essential visitors.
- Start and Finish times should be staggered. This will reduce contact and congestion at the site entrance and the car park.
- Wash your hands for at least 20 seconds using the guidance detailed later in this document.
- Inductions should be held outdoors at all times.
- Signing in and out to be done by text message or phone call to the Principal Contractors Site Manager.



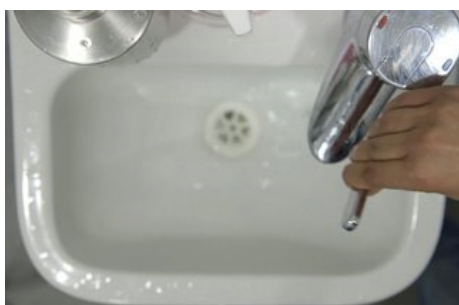
NO VISITORS

5 WASH YOUR HANDS

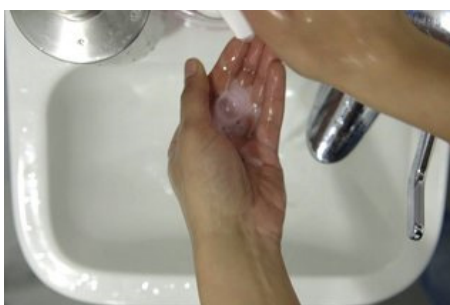
Wash your hands at the following times:

- When getting in or out of a vehicle
- On Access/Egress to the site
- Before and after eating
- When sharing tools or equipment
- On returning home

If no hand wash facilities are available you must use hand sanitiser.



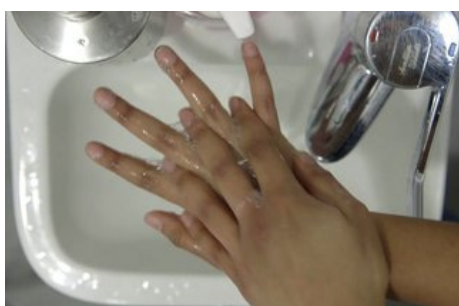
1. Wet your hands with Water



2. Apply enough soap to cover your hands.



3. Rub your hands together



4. Use 1 hand to rub the back of the other hand and clean in-between the fingers. Do the same with the other hand.



5. Rub your hands together and clean in between your fingers.



6. Rub the back of your fingers against your palms.



7. Rub your thumb using your other hand. Do the same with the other thumb



8. Rub the tips of your fingers on the palm of your other hand. Do the same with the other hand.



9. Rinse your hands with water.



10. Dry your hands completely with a disposable towel.



11. Use the disposable towel to turn off the tap.

6 TOILET FACILITIES

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.



7 CANTEENS AND REST AREAS

You will be required to bring your own food. Once you enter site you will not be able to leave until the end of the day. All staff should be discouraged from using local shops to purchase food.



8 CANTEENS AND REST AREAS

- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- A distance of 2 metres should be maintained between users, wherever possible
- All rubbish should be put straight in the bin and not left for someone else to clear up



9 SOCIAL DISTANCING

When working you must maintain at least 2 metres social distance at all times. If you cannot carry out your work without being closer than 2 metres you need to **STOP** and inform your contracts manager and SHEQ Advisor. A new safe system of work will then be developed.

When walking around site:

- Use the passing places if provided
- Don't stop to chat
- Maintain at least 2 metres social distancing at all times.



10 ONE PERSON ONE MACHINE

360 Excavators, Dumpers and Rollers should be operated by the same person. This will prevent the spread of COVID 19 and prevent cleaning the vehicle after every use.

In the event a machine needs to be shared it must:

- Cleaned after every use with disinfectant spray
- All surfaces wiped down



11 KERB LIFTING

Until further notice all kerbs must be transported by excavator and placed using a kerb lifting. This will ensure the 2 metre social distancing rules remain in place.



12 DELIVERIES

The following must take place when materials are being delivered to site:

- Delivery drivers should remain in the vehicle if the load allows it
- Drivers should wash hands both before and after the loading operation.
- If drivers need to get out ensure they are given the same social distancing (minimum 2 metres) as any other worker.
- The ticket will be signed by the delivery driver and sent to the Tithegrove office electronically.



13 TOOLBOX TALKS AND BRIEFINGS

Toolbox talks and briefings should only be attended if absolutely necessary. If they are needed then the following must take place:

- Meetings/Toolbox Talks should be held outside
- Attendees should remain 2 metres apart at all times



14 STORAGE AREAS

If you need to enter a container or material storage area, ensure no other personnel are present within, and if so wait until they have left before entering.

15 GROUNDWORKS SPECIFIC

- Use mechanical means as much as possible (2 man operation) 1 in the machine and 1 acting as the banksman/slinger.
- One man to fit insulation per plot
- When tamping a floor remain at either sides of the plot.
- You do not work where other trades may come within 2 metres of yourselves for example next to a plot with scaffolders.

16



REMEMBER, COVID 19 IS NOT AN EXCUSE TO NOT FOLLOW YOUR METHOD STATEMENTS, IF YOU CANNOT DO THE JOB SAFELY THEN STOP AND REPORT TO YOUR CONTRACTS MANAGER OR SHEQ ADVISOR.

