

Health & Safety Policy & Arrangements

LM Installations Ltd

Revisions & Reviews

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Health and Safety Statement of Intent

LM Installations Ltd Ltd

It is the Policy of LM Installations Ltd to take all necessary measures to ensure the health, safety and welfare of all employees and others who may be affected by the Company's activities. LM Installations Ltd shall provide adequate funds & resources in order to continually improve the health & safety performance of the company and to employ competent persons to meet this commitment.

All levels of management will actively promote and support this Health & Safety Policy to ensure effective organisation and arrangements for its implementation.

LM Installations Ltd recognises the responsibilities as an employer to undertake all that is reasonably practicable in order to:-

- Provide and maintain a safe working environment.
- Seek to keep accidents to a minimum and take all necessary means to prevent accidents and ill health to all persons who may be affected by the work activities.
- Provide a framework for setting and reviewing Occupational Health and Safety objectives in line with company activities.
- Ensure the co-operation and co-ordination with other employees, occupiers, contractors and the self-employed.
- Provide adequate safety information, instruction, training & supervision.
- Monitor and regularly review the performance of activities against the Policy.
- Appoint employees accounting for their capabilities when carrying out the work.
- Consult with employees on health, safety and welfare matters.
- Employ external Health & Safety advice, to enable the Company to comply with statutory legislation and other requirements.
- Review the effectiveness of this Policy at least every 12 months, or when new legislation or other requirements has to be taken into account.

Signature  _____

Date 13/04/2022

Name: David Huntley

Introduction

This policy contains the current health, safety and welfare arrangements relating to LM Installations Ltd.

LM Installations Ltd recognises and accepts our legal and moral responsibilities towards our employees and others who may be affected by our activities.

Individual Responsibilities

Senior Contracts Manager

David Huntley as Senior Contract Manager, has overall responsibility for Health and Safety for LM Installations Ltd. The responsibilities include:

- David Huntley has ultimate responsible for ensuring that the policy and arrangements are followed and maintained and that all works are undertaken with due consideration for all legal and other requirements.
- The policy is effectively implemented, monitored, developed and communicated to all staff and that any necessary alterations are made to the policy to reflect changes in legislation or company development.
- Suitable & sufficient funds, people & equipment are made available to meet the requirements of the health & safety policy.
- The appropriate insurance cover is provided & maintained.
- Procedures are put in place to ensure that all equipment is in good condition, adequately maintained & guarded, is suitable for purpose & has any required certificates of inspection or examination.
- All levels of management & employees understand their responsibilities for health & safety placed upon them by this policy.
- An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
- The company recognises its role in providing health & safety leadership and to engage the participation of workers in improving health & safety through continual improvement.
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for tasks involving potential hazards.
- Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
- Health & safety objectives are set, and their achievement is measured and reported in an annual report.
- Where necessary, health & safety rules are developed.
- All accidents / incidents, work related ill health, dangerous occurrences and other issues concerning safety are recorded and investigated in order for effective controls to be implemented to help prevent them re-occurring

Supervisors

The Supervisors health & safety responsibilities are to ensure that:-

- They understand the Company's Health & Safety Policy and understand their responsibilities.
- They actively lead the implementation of the health & safety policy.
- Adequate welfare facilities are provided and maintained in a satisfactory condition.
- They communicate & consult with staff on issues of health & safety and encourage staff to report hazards and raise any health & safety concerns.
- Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and to implement suitable risk controls.
- All site rules are followed.
- All plant & equipment within the workplace is maintained in a safe condition, guarded in line with legislation and has the statutory certificates of inspection or examination.
- Adequate supervision of staff is provided to ensure that work is carried out safely.
- Increased supervision is in place for young persons (under 18 years old).
- All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
- All accidents, incidents, ill health, dangerous occurrences and other issues concerning health & safety at work are recorded & investigated in order for effective control measures may be developed to help prevent re-occurrence.
- Safety training requirements are identified for all members of staff under their control to ensure that they are competent their work in a safe manner.
- They set a good personal example by using the appropriate protective equipment whilst on site.
- Their line manager is informed of any change in their state of health that may affect their ability to carry out any task.

Operatives

The operatives' health & safety responsibilities are to ensure they:

- Understand the Company's Health & Safety Policy and understand their responsibilities and comply with the requirements
- Use the correct tools & equipment for the task.
- Use the personal protective equipment provided.
- Only use tools that are in good condition and designed for the given task.
- Report all defects in tools, plant, equipment & materials or any obvious health or safety hazards.
- Take reasonable care of their own health & safety and that of others who may be affected by their acts or omissions.
- Warn new employees of known hazards.
- Refrain from horseplay and follow all health & safety rules.
- Do not misuse or abuse anything provided under a statutory or other requirement in the interests of health & safety.
- Co-operate with the company on all aspects of health, safety & welfare.
- Do not operate any machinery or equipment unless they have been fully trained and instructed in its use or operation
- Report all accidents & incidents so that action can be taken to prevent a recurrence.
- Their Line Manager/Supervisor is informed of any change in their state of health that may affect their ability to carry out any task.

Administration staff

The administration staff's health & safety responsibilities are to ensure they:-

- Understand the Company's Health & Safety Policy and understand their responsibilities and comply with the requirements
- Use the correct equipment for the task.
- Only use equipment that is in good condition and designed for the given task.
- Report all defects in equipment or any obvious health or safety hazards.
- Take reasonable care of their own health & safety and that of others who may be affected by their acts or omissions.
- Warn new employees of known hazards.
- Refrain from horseplay and follow all health & safety rules.
- Do not misuse or abuse anything provided under a statutory or other requirement in the interests of health & safety.
- Co-operate with the company on all aspects of health, safety & welfare.
- Do not operate any equipment unless they have been fully trained and instructed in its use or operation
- Report all accidents & incidents so that action can be taken to prevent a recurrence.
- Their Line Manager is informed of any change in their state of health that may affect their ability to carry out any task.

General Arrangements

The general arrangements contained within this section will be monitored by the management team structure with the assistance of the health & safety advisors as necessary. Any shortfalls identified will be discussed and corrective actions taken as necessary.

Staff Selection

LM Installations Ltd operates an equal opportunities policy. Staff are selected on their ability to carry out different tasks and functions competently and safely. Recruitment and placement procedures ensure that staff members have the mental and physical attributes, or will achieve them through training and experience.

Training

- Employees joining LM Installations Ltd are required to undergo safety induction training appropriate to their position and duties on their first day of employment. Induction training includes familiarisation with the health & safety policy including the arrangements contained within.
- Staff will undergo basic health & safety training as soon as is practical to do so in line with the company training plan including:-
 - ❖ Work at height,
 - ❖ Asbestos awareness,
 - ❖ Manual handling,
 - ❖ Fire safety
 - ❖ Accident/incident reporting procedures.
- All operatives will undergo site familiarisation training on their first day on site.
- All training undertaken by employees is recorded with records placed on employee's personnel file which is held within the Company's office.
- Additional training requirements shall be identified through staff appraisal meetings with training courses planned in line with the company training plan.
- Tool box talks will be held at monthly intervals unless a particular incident requires immediate notice being given.

Risk Assessments

- Risk assessments will be undertaken by the contract manager with assistance from the health & safety advisors, using the company risk assessment system.
- The findings of risk assessments and any control measures employed to reduce the risk to an acceptable level will be recorded and communicated to all persons involved with the task(s). The completed risk assessments shall be kept at an appropriate location.

Accident/Incident Reporting

- LM Installations Ltd shall report any notifiable event in line with legislative requirements under the RIDDOR Regulations.
- An accident book is kept at head office, accessible to all personnel. All accidents/incidents or near misses will be reported to the appropriate person, investigated and recorded. Additional accident books shall be provided at work sites as necessary. The location of the accident book shall be given to all personnel at company or site inductions.
- The Site Supervisor shall report all injuries or damage resulting from accidents however minor. The Contract Manager shall be informed of all accidents/incidents and ensure that the investigation is undertaken at a level appropriate to the seriousness of the incident. The Senior Contracts Manager shall ensure that any notifiable event shall be reported to the enforcing authority with assistance from the health & safety advisors as necessary.
- LM Installations Ltd operates a blame free culture, all staff are actively encouraged to report all incidents and every effort is made to achieve this objective.

First Aid

- Suitable and sufficient first aid equipment and trained personnel shall be made available at all workplaces (So Far as is Reasonably Practicable). The location of equipment and the names of qualified first aid providers shall be given to personnel at induction and site safety briefings.
- Joint discussions will take place at sites occupied by multiple contractors in order to identify the possibility of sharing facilities and trained personnel.
- The Senior Contracts Manager or nominated person is responsible for checking and maintaining all first aid boxes or equipment in all work locations.

Fire

- The company shall ensure that procedures to be followed in the event of fire are in place at all work locations. Key personnel shall be identified, trained and shall act as fire marshals where required to do so.
- All firefighting equipment shall be provided, serviced and maintained in line with current legislative requirements.
- Site supervisors are responsible for ensuring that fire procedures, signage and equipment are in place and in sufficient quantities on all work sites.
- The discharging of any extinguisher shall be treated as an incident and shall be investigated in line with company procedures.
- The fire risk assessment at head office shall be reviewed at intervals not exceeding 1 year.

Emergency Arrangements

- On site emergency arrangements shall be noted within all Method Statements.
- No persons including visitors will be allowed onto sites unless they have signed in and undergone the site-specific safety briefing, or are accompanied at all times by a person who has undertaken the briefing.
- It is the responsibility of the site supervisor to ensure that all staff, contractors and visitors to site are aware of these arrangements and what actions to take in the event of an emergency.
- The arrangements within the office environment shall be the responsibility of the office manager who will ensure that all visitors are aware of the arrangements in place.

Health Hazards (including COSHH)

- No substance or process that could be classified as hazardous to health will be either allowed onto site or undertaken until a suitable and sufficient COSHH assessment has been completed and the findings of the assessment briefed to all persons concerned.
- It is the responsibility of the site supervisor to ensure that assessments are available for relevant products used on site.
- The contract manager shall be responsible for ensuring that assessments are available for all relevant products used on site. Where appropriate, generic assessments will be undertaken and then localised for each site location.
- The assessment shall contain storage, handling and use of substance as well as identifying control measures and emergency procedures required in connection with particular substance
- The elimination of harmful substances is considered a priority, if this is not possible, substitution to a less harmful substance will be considered, as a final control measure, personal protective equipment will be considered.
- Whilst working on sites involving other companies, we will ensure that our COSHH assessments are available to all persons who may be affected by the use of substances.

Welfare

- Welfare facilities shall be provided or shall be in place in line with the requirements laid out in the HSE Construction information sheet No. 59 "*Provision of Welfare Facilities During Construction Work*"
- The provision of welfare facilities shall be planned prior to putting in place to ensure that the following are taken into consideration:
 - The number of people who will use the facilities
 - The distance workers will need to travel to reach them.
 - The duration of the works
 - The cleaning and maintenance of the facilities.
 - Whether they need to be relocated during works.
- For details of further requirements including toilet and washing facilities etc. please refer to the named document.

Asbestos

- All staff are made aware of the health hazards resulting from exposure to fibres released from asbestos containing materials. Training in asbestos awareness is a priority for all operational employees who shall also be given hand outs and regular tool box talks on the subject.
- Any member of staff who suspects that their activity may or may have disturbed asbestos will cease work immediately and report their concerns to their immediate superior who will cordon off the area and report the incident or area of concern to senior management for further advice.

Noise

Exposure to excessive noise levels can result in noise induced hearing loss and tinnitus. Areas where there is concern over noise levels will be assessed and if appropriate a detailed noise assessment shall be arranged. Persons working in the area of concern will be made aware of the noise assessment findings and any requirement to wear appropriate hearing protection.

Dust

Prior to the commencement of any work that may result in dust being generated; an assessment will be carried out with suitable control measures put in place as required.

The assessment shall evaluate the use of damping down works at source as well as dust collection methods and natural or local exhaust ventilation. PPE will be considered as a last resort although dust masks may be required as a precaution. All persons who may be affected by the works shall be informed of the findings and control measures noted within the assessment.

Work at Height

Work at Height should be avoided where possible. Where this is not possible a suitable and sufficient risk assessment must be undertaken and a safe system of work developed. All work at height needs to be properly planned in advance of the work activity, appropriately supervised and carried out in a safe manner. Careful Consideration should be given to the selection and use of work equipment.

LM Installations Ltd shall;

- Ensure that every effort is made to avoid working at height and that where it cannot be avoided a suitable and sufficient assessment of the risks to health and safety is completed before the work is carried out.
- The risk assessment should be based upon specific guidance in assessing the hazards associated with work at height.
- Provide suitable work equipment or other measures, such as guard-rails, to prevent falls where work at height cannot be avoided and ensure that all equipment used while work at height is being carried out is properly inspected and maintained.
- Areas where regular access is required for maintenance etc. should be protected as far as is reasonably practicable.
- Except for the simplest jobs where the necessary precautions are straightforward and can easily be repeated, ensure that prior to working at height a method statement including emergency procedures, and rescue procedures where fall arrest harnesses are used, has been developed.
- Ensure where a 'Permit to work' is raised; it is issued and communicated to those undertaking work.
- Ensure that all staff who work at height and those who issue 'permits to work' have appropriate information, instruction, training and supervision to ensure their competence.
- Ensure that contractors do not start any work at height without having provided a suitable risk assessment and method statement.
- Ensure that, where appropriate, all contractors employed are competent to work at height and are appropriately supervised when on site.

Plant and Equipment

- The use of plant and equipment presents additional hazards and risks to the work site.
- In compliance with regulations and other requirements, all plant and equipment will only be purchased if it complies with relevant standards, is suitable for the task and operatives are suitably trained to use it.
- Plant and equipment will be entered onto a plant and equipment inventory and is subject to regular and where applicable, statutory inspections.
- It is the responsibility of the site supervisor to ensure that all plant and equipment used on site remains in a safe condition and remains compliant with legal or company requirements.
- The use of powered plant is only permitted by persons who have demonstrated their competency to use the plant by means of training and qualification where necessary. No person under the age of 18 years is allowed to use powered work equipment.
- Training will be undertaken by suitably qualified managers, consultants or manufacturers' representatives.
- Plant or equipment that is hired will only be accepted following examination of test or maintenance certificates and appropriate documentation.
- Any plant or equipment found to be or is suspected of being defective shall be taken out of use immediately and returned to the issuer.

Electrical Equipment

- The use of electrical equipment on site introduces hazards from electrical shock, fire and possible tripping hazards.
- All electrical tools will be 110v or battery powered so far as reasonably practicable. Where this is not possible, 230v equipment shall be run through a protected circuit or a RCD.
- All electrical equipment is placed on an inventory and subject to regular inspection and testing. Portable appliance testing will be carried out by a qualified electrician and monitored by the contract manager; records of testing are maintained at head office. Extension leads are subject to the same test procedures identified for portable equipment.
- It is the operative's responsibility to visually check and examine each item of equipment provided to them for use. Upon discovering any item of electrical equipment, suspected of being defective, the operative is required to take it out of service and return it to the company.

Working with electricity

- Any work associated with an electrical system must be undertaken in strict accordance with The Electricity at Work Regulations 1989.
- It is the Company's policy to operate site electrical services for portable tools and lighting at 110 volts "so far as is practically possible".
- Where special equipment requires a voltage greater than 110 volts then additional protective measures put in place such as RCD's.
- All temporary distribution cables, plugs, sockets and equipment installed to serve small tools, hand lamps etc. must conform to the requirements of the current IEE Regulations. Fuses of the correct type and capacity must be used at all times. All electricity cables and equipment being used must be regularly inspected and results recorded to ensure that any defective equipment is taken out of service until repaired or replaced.
- Users of electrical equipment must carry out a visual check of the equipment prior to use. Look for loose or frayed flexes, wiring showing, loose connections and damaged or faulty casings or plugs. If a fault is found report it immediately to your supervisor
- Electricity cables shall be routed in a safe manner avoiding transport routes and areas where water might accumulate with further protection as appropriate.
- Particular attention must be given at the planning stage to ensure that temporary cables and leads do not restrict working areas, access and evacuation routes.

Personal Protective Equipment

- The use of personal protective equipment (PPE) is mandatory for certain items with additional requirements noted in relevant risk assessments. The use of additional PPE shall take into account the task, individual requirements, suitability and ensuring that it does not impose additional hazards.
- Individuals issued with PPE are made aware of their requirements to ensure that it is not misused, damaged, altered or defective; additionally they must ensure that it is stored and maintained in a serviceable condition and that a regular inspection of PPE is undertaken by managers to ensure that all legal, company & other requirements are being adhered to.
- The issue and training in the correct use of PPE is recorded on personnel files which are maintained at head office.
- Any visitor to site is expected to provide their own PPE and wear it as directed by the site supervisor.

Consultation and Communication

- Staff are encouraged to raise matters of concern regarding health and safety to their immediate line manager.
- LM Installations Ltd recognises the importance of consultation and communication as a means of motivating staff and dealing with issues as they arise.
- Consultation with staff takes place at regular formal and informal meetings such as safety meetings, site briefings and tool box talks etc.

The agenda will consist of:

- Accident records and subsequent investigation findings
- Legislation and other requirements updates
- Training
- Resources
- Initiatives
- Any other business

Health and safety issues will be communicated to the workforce by the following means:

- Health and safety information sheets
- Personal contact with managers
- Information on notice boards
- Memos
- Meeting minutes
- Tool box talks

Manual Handling

LM Installations Ltd recognises that manual handling is one of the most common causes of absence through injury at the workplace. Monitoring of accident statistics has shown that a significant proportion of injuries are caused by manual handling activities. The company shall promote good practice in all lifting, handling and carrying operations.

Manual handling is defined as:- *"The transporting or supporting of a load by hand or bodily force"*.

In order to reduce the risk of injury from manual handling operations LM Installations Ltd SC will:

- Eliminate hazardous manual handling activities, so far as is reasonably practicable.
- Assess the risks associated with those manual handling activities that cannot be avoided.

The object of the risk assessment will be to reduce the risk of injury to the lowest level that is reasonably practicable taking into account:-

- The task
- The load
- The individual
- The working environment

Employees should ensure that they:-

- Comply with any instruction and training provided in safe manual handling techniques
- Do not put their own health and safety or that of others at risk by carrying out an unsafe manual handling activity
- Use appropriate equipment provided to eliminate or reduce manual handling
- Report problems including physical and medical conditions (e.g. pregnancy) which may affect their ability to undertake manual handling activities to their line manager.

Display Screen Equipment

LM Installations Ltd shall ensure that the provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of employees.

LM Installations Ltd will take all reasonable steps to secure the health and safety of employees who work with display screen equipment. In particular arrangements will be made to:-

- Identify all "users" of display screen equipment in accordance with the regulations and other requirements and maintain records of the same.
- Make arrangements for the assessment of each workstation taking into account the display screen equipment, the furniture, the working environment and the worker.
- Take appropriate control measures in respect of risks identified as a result of the assessment process.
- Examine work patterns and incorporate changes of task within the working day to prevent intensive periods of display screen equipment use.
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- Ensure that eye and eyesight tests are available for users and other employees about to become users of display screen equipment.
- Ensure the supply of any corrective appliances (glasses or contact lenses) where required specifically for use with display screen equipment.
- Advise existing employees and all persons applying for work with display screen equipment of the risks to health and how these are to be avoided.

Where a problem arises in the use of display screen equipment, the employee must adopt the following procedures:-

- Inform the supervisor/line manager immediately.
- In the case of an adverse health or medical condition, inform their own general practitioner.

Where an employee raises a matter related to health and safety in the use of Display Screen Equipment, LM Installations Ltd will;

- Take all reasonable steps to investigate the circumstances.
- Take corrective measures where appropriate
- Advise the employee of actions taken.

The Company will give sufficient information, instruction, and training as is necessary to ensure the health and safety of workers who use display screen equipment.

This provision will also apply to persons not in direct employment such as temporary staff and contractors.

Disciplinary Code

LM Installations Ltd recognises the importance of good communication and co-operation of all staff. In the unlikely event of staff breaching certain established codes of conduct, including failure to comply with this policy and general health and safety matters, disciplinary action will be considered.

The company will not tolerate any indiscretions in the following areas:

- Racial or sexual harassment or discrimination
- Use of foul or abusive language
- Breaches of any health and safety duties or responsibilities
- Misuse of or being under the influence of drink or drugs in the workplace.

Monitoring Arrangements

In addition to the monitoring procedures under individual responsibilities, the following will apply.

- Site managers/supervisors are to ensure that health and safety standards are maintained on sites under their control; their involvement is a key part of the overall health and safety strategy.
- Health and safety inspections will be undertaken as required along with the results of inspections will be communicated to all concerned with corrective actions necessary given priority. If required by Client, inspection will be carried out by health & safety advisors,
- Meetings will be held on a regular basis to discuss health and safety issues at all workplaces.
- In addition to site inspections, the company documentation will be formally reviewed on an annual basis in order to take into account any new statutory requirements and to ensure that the company remains compliant in all areas.
- Details of accidents and near misses are examined and data collected in order to detect any developing trends and to ensure that any measures necessary are applied to prevent recurrence.

Health Surveillance (As appropriate)

Where this becomes necessary, employees shall be assessed for health, employees who require screening will be examined at regular intervals with records held in line with statutory requirements.

Contractors and Visitors

- All contractors, self-employed persons and visitors to a site that is controlled by LM Installations Ltd will be expected to comply with this policy and the health and safety plan for the site work.
- Prior to any appointments being made, the contract manager will carry out evaluation of contractor's health and safety policy, arrangements and resources. Contractors will also be asked to submit details of their accident rate and any legal action taken against them.
- All work will be undertaken in line with all statutory and other requirements, taking into account the safety of others who may be affected by the work activity.
- Any substance brought to site must be accompanied by the relevant information including an up to date COSHH assessment form and stored in accordance with legislative, site and other requirements.
- All plant and equipment brought to site by contractors must be safe and in good condition complete with any necessary documentation.
- All visitors to site must abide by site rules including the wearing of necessary PPE. They must be accompanied at all times by a member of staff who has undergone the full site induction.

Protection of the Public

LM Installations Ltd will not undertake any duty unless sufficient systems and procedures are in place to protect the general public from operations.

Duties undertaken by our company may involve working on sites where members of the public including residents require access. Safe systems of work will be established in conjunction with the project team to ensure that risks are kept to a minimum at all times.

Consultation with the emergency services may be required to ensure that access is maintained at all times to emergency service personnel and vehicles.

Health hazards associated with our operations including noise or dust etc. will be kept to a minimum and residents informed beforehand of our proposals.

COVID19 Safe working practice Manual

L M Installations

H&S/Policy/012

Site Operating Procedures

Protecting employees during Coronavirus (Covid-19)

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COVID19

Safe working practice Manual

Introduction

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

These Site Operating Procedures (SOP) are based on Government guidance on working safely during coronavirus (Covid-19) - Construction and other outdoor work.

The HSE is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not consistently implementing the measures set out by the Government, it may be subject to enforcement action.

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

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.

Government guidance for employers in England states "where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff".

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.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites 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.

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When to Travel to Work

For the foreseeable future, employees should continue to work from home rather than their normal physical workplace, wherever possible. All workers who cannot work from home should travel to work if their workplace is open.

Sectors of the economy that are allowed to be open should be open, this includes construction, manufacturing, logistics and distribution.

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

Social distancing Workers in the construction industry should follow the guidance on Staying Alert and Safe (Social Distancing). Where they cannot work from home, they must follow guidance on Staying Safe outside your Home while travelling to and from work and while at work.

Self-isolation Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation.

Person at increased risk - anyone who is clinically vulnerable to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household..

Persons defined on medical grounds as extremely vulnerable, anyone identified as extremely clinically extremely vulnerable will be advised by their, health authority and must follow the guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19.

Living with a person in one of the above groups - anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.

If someone falls ill or an employee develops a high temperature or a persistent cough while at work, they should:-

- Ensure their manager or supervisor is informed
- Return home immediately
- Avoid touching anything

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Safe working practice Manual

- 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.

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

Travel to Work

Wherever possible employees should travel to site alone using their own transport, if employees have no option but to share transport:

- Journeys should be shared with the same individuals 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
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

Sites should consider:-

- Parking arrangements for additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - o Changing and staggering site hours to reduce congestion on public transport
 - o Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

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Driving at Work

When travelling at work or between site locations, employees should travel alone. If an employee has 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 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.

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - o such as floor markings, to ensure 2 metre distance is maintained between people when queuing
 - o reminding employees not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines

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- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are clean between each individual use
- Require all employees to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, 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
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

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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 cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Where possible, employees should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

- Consider increasing the number or size of facilities available on site if possible
- 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
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- 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

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- A distance of 2 metres should be maintained between users wherever possible. Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

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Work Planning to Avoid Close Working

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

Hierarchy of Controls

If you are not able to work whilst maintaining a two metre distance, 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 results of risk assessments should be shared with the workforce and this poster displayed in the workplace.

Eliminate • Employees 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 measures (2 metres)
- 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

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Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be at least two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible

Reduce :- Where the social distancing measures (2 metres) cannot be applied:-

- Minimise the frequency and time workers are within 2 metres of each other
- Minimise the number of workers involved in these tasks
- Employees should work side by side, or facing away from each other, rather than face to face
- Lower the employee 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

Isolate - Keep groups of employees:

- Together in teams e.g. do not change workers within teams
- As small as possible
- Away from other workers where possible

Control • Consider introducing an enhanced authorisation process

- Provide additional supervision to monitor and manage compliance

PPE Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

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- Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE
- Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).

The Government has provided information on Face Coverings in section 6.1 of its guidance Working safely during coronavirus (Covid-19) - Construction and other outdoor work.

Behaviours The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.

Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

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 must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

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Cleaning

Enhanced cleaning procedures should 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
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- 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.

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