

The Doors Group May 2020

Site Operating Procedures - Protecting The Workforce During Coronavirus (Covid-19)

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Introduction

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

These Site Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

Where workers enter people's homes they should follow the PHE guidance on Tradespeople; The HSE is the relevant enforcing authority for PHE guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.

Employers 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 in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply. PHE guidance states "where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission". The health and safety requirements of any activity must not be compromised at this time.

If an activity cannot be undertaken safely, it should not take place.

Managers are to remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to the business 	<p>Social distancing Workers should follow the guidance on Staying at home and away from others (social distancing).</p> <p>Self-isolation</p> <p>Person at increased risk</p> <p>Persons defined on medical grounds as extremely vulnerable</p> <p>Living with a person in one of the above groups</p>	<p>Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.</p> <p>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</p> <p>Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.</p> <p>Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.</p> <p>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</p>	<p>Directors</p> <p>All</p> <p>All</p> <p>All</p>		

			<ul style="list-style-type: none"> • 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 <p>Where public transport is the only option for workers, you should consider:</p> <ul style="list-style-type: none"> • Changing and staggering working hours to reduce congestion on public transport • Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30) <p>If workers have no option but to share a vehicle, then they should:</p> <ul style="list-style-type: none"> • 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 	All		
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		<p>Driving at Work When travelling at work or between site locations, workers should travel alone.</p> <p>Site Access and Egress Points</p>	<p>products, with particular emphasis on handles and other surfaces which may be touched during the journey.</p> <ul style="list-style-type: none"> • Share with the same individuals and with the minimum number of people at any one time - Cleansing and sanitiser to be sourced for all vehicles • Stop all non-essential visitors • Plan site access and egress points to enable social distancing – minimal ability to adjust • Allow plenty of space between people waiting to enter site • Use signage: <ul style="list-style-type: none"> • Floor markings at entrance to Lowfields Way, to ensure 2 metre distance is maintained between people when queuing • External notices, both sites reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines to be installed. • Entry system that require skin contact (e.g. key code) cleaned regular periods during the day. 	<p>Managers /Amos Luke</p> <p>Tony /Nick</p> <p>Directors / Managers</p> <p>Tony</p> <p>Tony</p> <p>Chris M</p> <p>All</p>	<p>Sanitiser ordered 14.05.2020</p> <p>19.05.2020</p> <p>18.05.2020</p> <p>18.05.2020</p>	
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		<p>Hand Washing Hand washing facilities with soap and water in place</p> <ul style="list-style-type: none"> Drying of hands with disposable paper towels. <p>Cleaning</p>	<ul style="list-style-type: none"> Require all workers to sanitize hands when entering and leaving the site <ul style="list-style-type: none"> Hand sanitizer to be installed at entrance Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. door handles, telephone handsets and desks, particularly during peak flow times Reduce the number of people in attendance at meeting 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 Introduction of staggered start and finish times to reduce congestion and contact at all times <ul style="list-style-type: none"> Allow regular breaks to wash hands Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times Source hand sanitiser (minimum 60% alcohol based) for : 	<p>Tony to Source</p> <p>Housekeeping</p> <p>All</p> <p>All</p> <p>Directors/Managers</p> <p>All</p> <p>Housekeeping</p>	<p>Ordered 14.05.2020</p> <p>18.05.2020</p> <p>Ordered 14.05.2020</p>	
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		<p>Daily cleaning of welfare facilities and weekly disinfecting objects and surfaces that are touched regularly particularly in areas</p> <p>Toilet Facilities</p> <p>Canteens and Rest Areas</p>	<p>Lowfields Way – top and bottom of stairs, entrance/exit Factory/Reception, Factory W/c Exit/Entry, entrance to Order Processing Office Gelderd Road – Canteen Entry/Exit, External Wall W.C's</p> <ul style="list-style-type: none"> • Regularly clean the hand washing facilities - Housekeeping • Source additional suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Gelderd Road - Restrict the number of people using urinals at any one time (1 only) and install signage on entrance. • Further signage advising need for 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: Lowfields Way – Housekeeping, Gelderd Road to delegate daily. <p>Where possible, workers to be encouraged to bring their own food and stay on site .</p> <p>The capacity of each canteen or rest area should be clearly identified at the entry to each facility</p>	<p>House-keeping</p> <p>Tony</p> <p>Tony</p> <p>House-keeping</p> <p>All</p> <p>Tony</p>	<p>19.05.2020</p> <p>18.05.2020</p> <p>18.05.2020</p> <p>18.05.2020</p>	
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		<p>Work Planning to Avoid Close Working</p> <p>In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity the business will consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.</p>	<p>Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these the Site Operating Procedures</p> <p>Transport – either no 77's or same teams in same vehicles?</p>			

		<p>Site Operating Procedures.</p> <p>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.</p> <p>Eliminate</p> <p>Isolate</p>	<p>All to be reminded (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.</p> <ul style="list-style-type: none"> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace Signage To be installed 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 Consider alternative or additional mechanical aids to reduce worker interface 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 	<p>Managers</p> <p>Directors/Managers</p> <p>Tony</p> <p>All</p> <p>All</p> <p>All</p> <p>Management</p> <p>All</p> <p>All</p> <p>All</p>	<p>19.05.2020</p> <p>18.05.2020</p>	
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			<ul style="list-style-type: none"> • 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 • Workers should work side by side, or facing away from each other, rather than face to face • 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 • Keep groups of workers that have to work within 2 metres: <ul style="list-style-type: none"> - Together in teams e.g. (do not change workers within teams) - As small as possible - Away from other workers where possible • Control Where face to face working is essential to carry out a task when working within 2 metres: <ul style="list-style-type: none"> - Keep this to 15 minutes or less where possible - Consider introducing an enhanced authorisation process for these activities - Provide additional supervision to monitor and manage compliance 	<p>All</p> <p>All</p> <p>Housekeeping</p> <p>Managers</p> <p>All</p> <p>All</p> <p>Managers</p> <p>Managers</p>	19.05.2020	
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		<p>Behaviours</p> <p>The measures necessary to minimise the risk of spread of infection rely on everyone in the business taking responsibility for their actions and behaviours.</p>	<p>We need to encourage an open and collaborative approach between all on site where any issues can be openly discussed and addressed.</p> <p>Staff to be advised to report any concerns to Tony Campbell who in-turn will address and discuss with relevant managers</p> <p>A Return To Work – Covid19 Training Sheet sign off to be installed and kept at reception</p>	<p>Tony</p> <p>Managers</p> <p>Tony</p>	18.05.2020	
			<p>When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site</p>	<p>All</p>		

