

JPC SAFE WORKING PROCEDURE (COVID-19)

Subject: Safe Working Procedures / COVID-19

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This is a live working document that will be updated in line with the Construction Leadership Council. All updates and version control will be listed below.

Section Update	Version	Date
Toilets, working	5	18-9-20
Self-isolation, Procedure for someone falling ill, Travel to site, Site access points	6	29-10-20
Self-Isolation, Procedure for someone falling ill, Avoiding Close Working (PPE)	7	11-01-20

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Introduction

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 method statement is intended to introduce consistent measures on our sites in line with the Government's recommendations on social distancing.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

Sites should remind the workforce at every opportunity of this method statement which is aimed at protecting them, their colleagues, their families and the UK population.

- a. **Site managers will be required to communicate the information below to the workforce, via toolbox talk. The Toolbox talk should be repeated on site WEEKLY and recorded, with the document being reviewed with subcontractor input.**
- b. **All subcontractors and site operatives will be required to read and sign the master copy of this document on return to site, with the master copy stored in the site managers' files.**
- c. **This document will be reviewed at site inductions.**
- d. **Individual subcontractors are also expected to take responsibility for ensuring the measures set out are adhered to.**
- e. **Copies of this document will be displayed on site in visible locations.**
- f. **Gloves are now a required PPE item for all trades and personnel on site.**
- g. **Where a trade requires to work within 2m for a specific operation (e.g., a heavy lift), the CLOSE WORKING permit should be completed by the subcontractor.**
- h. **The site managers assistant on site will be responsible for carrying out the cleaning and wiping down regime as detailed within this document (p11)**
- i. **If a site is unable to implement the measures set out below, it may be required to close.**

Self-Isolation

Anyone who meets one of the following criteria should not come to site:

- Has a high temperature, a new persistent cough, a loss or change to your sense of smell or taste – please follow the government guidance on self-isolation in the link below <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> - Updated 11-01-21
- Has received a positive Coronavirus (Covid-19) test result - Updated 11-01-21
- Has a member of their household or support bubble that are showing symptoms of Coronavirus (Covid-19) or has a positive test result - Updated 11-01-21
- Has returned from a country that is not on the travel corridor list - Updated 11-01-21
- Has been contacted by the NHS Test & Trace Service - Updated 11-01-21

We request that we are notified of any person(s) who have been to site and has subsequently been required to self-isolate for any reason. This information will also be communicated to the relevant project team. Updated 11-01-21

Procedure if someone falls ill on site

If a worker develops a high temperature, a persistent cough, or loss of taste or smell while at work, they should: **Updated 29-10-20**

- Report to the site manager that they have symptoms
- Return home immediately
- Avoid touching anything on site
- 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 should get a Coronavirus (Covid-19) test - **Updated 11-01-21**
- They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell - **Updated 11-01-21**

Sites that identify five or more cases within 14 days will need to contact their local Public Health England protection team - Updated 11-01-21

Travel to Site

Although it cannot be enforced by JPC, wherever possible workers should travel to site alone using their own transport.

- Where this cannot be adhered to, operatives should space apart as far as is practicable while travelling. Ventilation should be provided in vehicles by means of openable windows. Groups of people sharing vehicles should be kept the same where possible, and face coverings should be worn. Touch points should also be cleaned between journeys - Updated 29-10-20
- Sites should ensure they have adequate parking facilities for a possible increase in vehicles due to social distancing

Site Access Points

Controls should be introduced at the site access point to minimise social contact and congregation

- Hand cleaning facilities to be provided at the site signing in point. Operatives to use this on signing in / out. This should be done using soap and water wherever possible or hand sanitiser if water is not available
- Where possible, the site manager will sign operatives in and out of site, to reduce the amount of people needing to enter the site office and handle the communal signing in book.
- Stop all non-essential visitors
- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in offices, toilets, canteens. Door handles especially.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. If this is not possible then 2m distancing should be maintained, or masks worn within 2m. - Updated 29-10-20
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Hand Washing

Introduce additional handwashing facilities to site

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time. To be implemented with signage on toilets confirming 1 person to use at a time. - Updated 18-9-20
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush as per other sections above
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements

Whilst a canteen facility must still be provided in order to comply with the appropriate CDM regulations, additional measures must be undertaken as below:

- Operatives are asked to take breaks in their vehicles if possible
- Break times should be staggered to reduce congestion and contact where possible
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- Workers should sit 2 metres apart from each other whilst eating and preparing food and avoid face to face contact.
- Communal crockery, eating utensils, cups etc. should not be used
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles etc.

Avoiding Close Working

Workers should observe the government advice of distancing by 2 metres as much as is reasonably practicable, **or 1 metre with additional mitigation. Updated 18-9-20**

- **Gloves should be worn by ALL operatives whilst working on site**

If you are not able to work whilst maintaining a two-metre distance, or 1 metre with additional mitigation, 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. A **JPC Permit for Close Working** will be available on site and must be completed at the start of each shift by any subcontractor who needs to work within 2 metres.

Eliminate	<ul style="list-style-type: none"> • Workers 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 or 1 metre with mitigation) • 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
Site Meetings	<ul style="list-style-type: none"> • 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	<p>Where the social distancing measures (2 metres) cannot be applied, risk mitigation for working within one metre should include the below. Updated 18-9-20</p> <ul style="list-style-type: none"> • Wearing of a face covering (NOT an FFP PPE mask) • 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 • Lower the worker 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	<p>Keep groups of workers that have to work within 2 metres:</p> <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	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <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
PPE	<ul style="list-style-type: none"> • 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) – Updated 11-01-21

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points. Each site has a JPC operative / assistant on site who can fulfil the cleaning regime as required.

Wiping down should occur at the start, middle, and end of each shift:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls (by individual machine operators)
- Food preparation and eating surfaces, kettle handles, microwave handles etc.

RISK AND METHOD STATEMENT ACKNOWLEDGEMENT FORM

All recipients must complete the form below in full to identify that they have both received and understood method statements and risk assessment for their tasks.

Company	Name	Signature	Date

