


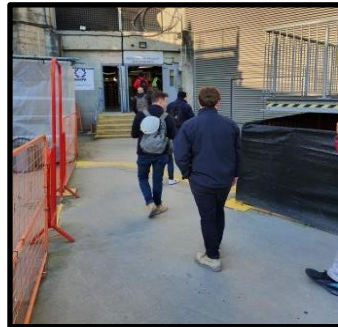
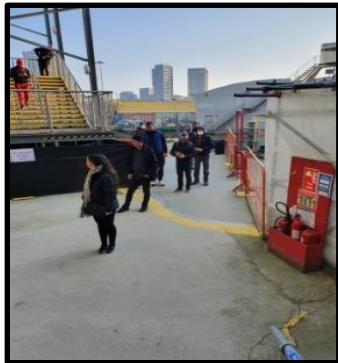


Item Number	Topic	Controls Required	Actions Taken	Photo
1	Information to the workforce	Regular communication and updates regarding current situation.	<p>Updates and information are issued via numerous site emails and reiterated in the weekly health &amp; safety meeting minutes which are issued even though meetings have been cancelled</p> <p>Communications have been distributed to the all trades from site Director.</p> <p>Further communications are also passed out as TBT's or information notices.</p>	
2	When to Travel to Work	<p><b>Social distancing:</b></p> <p>Workers in the construction industry should follow the guidance on Staying at home and away from others (social distancing). 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><b>Self-isolation:</b></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</p>	<p>All trade contractors are reminded to ensure they comply with the latest government guidelines.</p> <p>Any person showing signs identified by themselves or by colleagues will be required to go home</p> <p>They can use their own transport or request for a household family member to collect them.</p> <p>Alternatively, we have a purposely hired van with a separate compartment to the</p>	

		<p>come to site but must follow the guidance on self-isolation.</p> <p><b>Person at increased risk:</b></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><b>Persons defined on medical grounds as extremely vulnerable:</b></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><b>Living with a person in one of the above groups:</b></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><b>If someone falls ill:</b></p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed</li> <li>• Return home immediately</li> </ul>	<p>rear if personnel do not have their own transport available.</p> <p>The individual's desk space where applicable will be deep cleaned along with desk either side.</p> <p>Individual will self-isolate for a minimum of 2 weeks and relevant persons will be informed.</p> <p>Any personnel who come under the categories listed are reminded to strictly follow the guidelines.</p>	
--	--	--	---	---

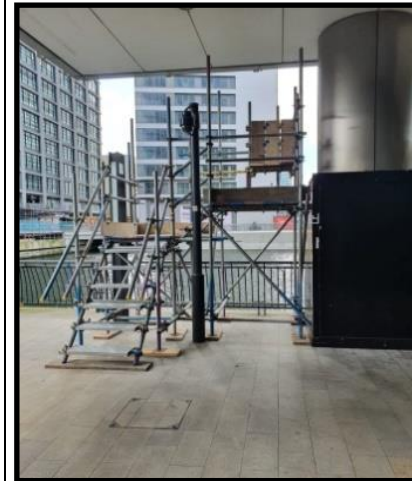
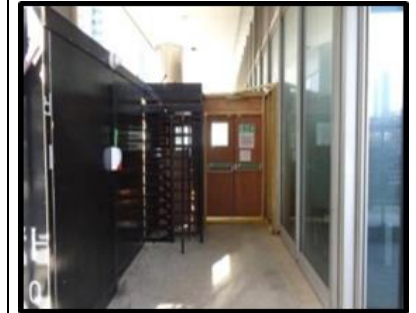
		<ul style="list-style-type: none"> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> </ul> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>		
3	Travel to Work	<p>Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:</p> <ul style="list-style-type: none"> <li>• Journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>• Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>• 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</li> </ul> <p><b>Sites should consider:</b></p> <ul style="list-style-type: none"> <li>• Parking arrangements for additional vehicles and bicycles</li> <li>• Other means of transport to avoid public transport e.g. cycling</li> <li>• 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</li> </ul>	<p>Trades have been offered free car/bicycle parking spaces in the area and several areas have also been made available on site.</p> <p>Operatives and staff are being stopped and ushered at street level into site.</p> <p>They are marshalled down the stairs by security and staff.</p> <p>Additional sanitisers have been installed at the bottom of the stairs and staff ensure that everybody sanitise their hands before allowing to go further. (Enter site building).</p> <p>Still monitoring and enforcing the 2m distance.</p> <p>Additional entrances have been opened to manage the social distancing; these are at Gate 1 and the</p>	 



- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
- Changing and staggering site hours to reduce congestion on public transport  
Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

old entrance with a high-level monitoring chair for security.

The double doors are secured open to allow access from the street, finger print scanner is not required in this location as 4 x in and out card scanners have been installed to prevent touching.

Security personnel are positioned on an elevated platform to afford confirmation that persons are swiping in using their cards. The screen also identifies the individual, extra security here to assist with social distancing.



			<p>A further changing room facility for 30 persons has been located close to gate 1 with a segregated walkway and card reader access point.</p> <p>This has been limited to only 9 persons per time to comply with social distancing.</p>  <p>Any person showing signs identified by themselves or by colleagues will be required to go home</p> <p>They can use their own transport or request for a household family member to collect them.</p> <p>Alternatively, we have a purposely hired van with separate compartment to the rear if personnel do not have their own transport available.</p> <p>We have issued staggered start times for various trade contractors on site.</p>	
--	--	--	--	---

4	<b>Driving at Work</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Share with the same individuals and with the minimum number of people at any one time</li> <li>• Wherever possible maintain a distance of two metres and avoid touching their faces</li> <li>• Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey</li> <li>• 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</li> <li>• 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.</li> </ul>	<p>We ask all trade contractors to follow the latest PHE and government guidelines with respect to driving at work.</p>	
5	<b>Site Access and Egress Points</b>	<ul style="list-style-type: none"> <li>• Stop all non-essential visitors</li> <li>• Consider introducing staggered start and finish times to reduce congestion and contact at all times</li> <li>• 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</li> <li>• Allow plenty of space between people waiting to enter site</li> <li>• Use signage:</li> </ul>	<p>Trades told not to bring non-essential visitors.</p> <p>Staggered start times have been implemented.</p> <p>Site access points are being monitored by personnel to ensure 2-meter social distancing is being implemented and operatives sanitise their hands prior to site entry even though cards are the methodology to gain access.</p> <p>Any personnel not sanitising their hands will not be given access to site.</p>	

		<ul style="list-style-type: none"> <li>○ Such as floor markings, to ensure 2 metre distance is maintained between people when queuing</li> <li>○ Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines</li> <li>• Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use</li> <li>• Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site</li> <li>• 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</li> <li>• Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li> <li>• 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</li> <li>• Consider arrangements for monitoring compliance.</li> </ul>	<p>Inductions have been limited to 25 personnel, social distancing in the room. New operatives are given a one-page induction prior to security &amp; issued a site access card.</p> <p>Fingerprint scanners have been replaced with card readers.</p> <p>Cleaning of common contact surfaces is being carried out.</p> <p>Trade contractors who have deliveries must ensure drivers adhere to the specific guidelines.</p>	
--	--	---	---	--



6

## 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

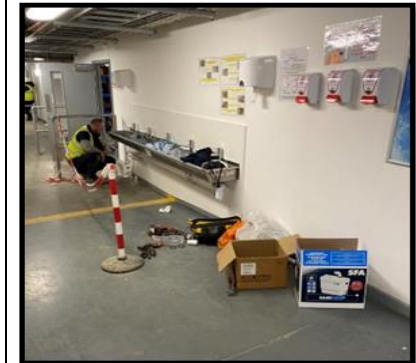
Additional hand washing facilities have been installed at the welfare entry point.

Numerous washing facilities are available throughout the site. Soap and sanitiser are being monitored and topped up constantly.



Hand sanitiser is placed at both sides of all turnstiles and in strategic areas throughout the project.




Suitable and sufficient waste receptacles are provided. And emptied regularly.

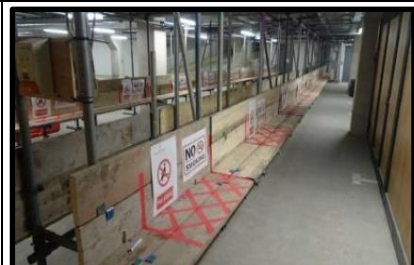


Facilities are cleaned throughout the day and at the end of shift and deep cleaned at weekends.

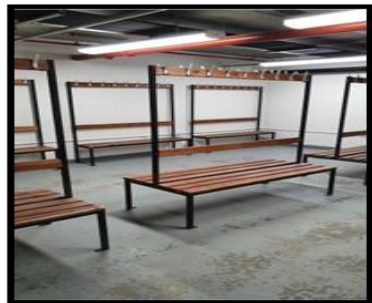




7	Toilet Facilities	<p>Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing</p> <ul style="list-style-type: none"> <li>• Wash or sanitise hands before and after using the facilities</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush</li> <li>• Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal</li> </ul>	<p>One-way system put in place in welfare building to minimise interactions between operatives. The toilet facilities provided are sufficient for the number of personnel on site.</p> <p>Signage has been placed in welfare areas in multiple languages to highlight the key concerns and control measures regarding coronavirus.</p> <p>There are a limited number of portable toilets and they are covered on cleaning scheme.</p> <p>Bins are provided where required and items disposed of in the correct fashion.</p>	
8	Canteens and Rest Areas	<p>Where possible, workers 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.</p> <ul style="list-style-type: none"> <li>• Consider increasing the number or size of facilities available on site if possible</li> <li>• 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</li> </ul>	<p>Canteen seating area is available, but the number of seats has been dramatically reduced to ensure sufficient social distancing.</p> <ul style="list-style-type: none"> <li>• 139 seats available in the welfare area. <ul style="list-style-type: none"> <li>○ 21 seats available in the satellite canteen adjacent to offices</li> </ul> </li> <li>• 6 more spaces outside on the benches.</li> <li>• 22 seats under the road box near muster point x</li> <li>• 16 seats on the ground floor of xx</li> <li>• 8 seats on the ground floor of xx</li> <li>• 11 seats on the ground floor of xx (retail/storage area)</li> </ul>	

		<ul style="list-style-type: none"> <li>• Break times should be staggered to reduce congestion and contact at all times</li> <li>• Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>• Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves</li> <li>• 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</li> <li>• A distance of 2 metres should be maintained between users, wherever possible</li> <li>• All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>• Tables should be cleaned between each use Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use</li> <li>• Payments should be taken by contactless card wherever possible</li> <li>• Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food</li> <li>• Canteen staff and workers may use rest areas if they apply the same social distancing measures</li> <li>• Consider arrangements for monitoring compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• 49 seats on xx basement level 1 (at the bottom of the car park ramp)</li> </ul> <p>During this period operatives are provided with free hot drinks and a small lunch bag along with further external seating areas that are sheltered from the rain.</p> <p>Hand sanitiser on entrance to canteens.</p> <p>Workforce is encouraged to bring food from home and store it on site.</p> <p>Water fountains are provided and cleaned regularly.</p> <p>Wireless card readers for any exchange of money.</p> <p>Plastic spoons and wooden stirring sticks only, all disposable.</p> <p>Cleaning regime has been upped to ensure regular cleaning between breaks, canteen staff available to clean and post 13:00 Logistics staff continue.</p> <p>Rubbish to be put straight into bins by operatives.</p> <p>All areas cleaned throughout day and at end of shift. Deep clean takes place every weekend.</p>	  
--	--	---	--	--

				 
9	<b>Changing Facilities, Showers and Drying Rooms</b>	<ul style="list-style-type: none"> <li>Consider increasing the number or size of facilities available on site if possible</li> <li>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</li> <li>Restrict the number of people using these facilities at any one time e.g. use a welfare attendant</li> <li>Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ul>	<p>Extra changing facilities are provided, segregation lines have been placed on floors for social distancing.</p> <p>Staggered start and finish times have started but will be monitored continually to improve where possible reducing the numbers.</p> <p>Cleaning frequency in these areas has been increased.</p> <p>Meeting rooms have been converted to changing rooms.</p> <p>Additional changing rooms located at gate one.</p>	

			Finger print scanner for clothing baskets have been replaced with card readers																																	
10	Work Planning to Avoid Close Working	<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, 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. 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 Site Operating Procedures.</p> <p><b>Hierarchy of Controls</b></p> <p>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 and against any sector-specific guidance:</p> <ul style="list-style-type: none"><li>• Eliminate</li><li>• Reduce</li><li>• Isolate</li><li>• Control</li><li>• PPE</li><li>• Behaviours</li></ul>	<p>All trades must ensure their works are carried out in line with PHE guidelines. Job Task analysis to be conducted prior to undertaking any task.</p> <p>Non-essential meetings cancelled use of skype /WebEx and zoom for teleconferencing.</p> <p>Any meetings that have to take place are minimal attendees in larger meeting rooms with all windows open and or outside.</p> <p>Capacity has been reduced in lifts and hoists and driver is wearing additional PPE.</p> <ul style="list-style-type: none"><li>• Trades have been asked to use stairs where possible.</li><li>• Stairs made one way where possible.</li><li>• Touchpads are being cleaned regularly in lifts.</li></ul> <p>Vehicle cabs are cleaned after change of shift or driver.</p>	<table><tr><th colspan="4">Job Task Analysis</th></tr><tr><th>JTA Question</th><th>Yes (please tick)</th><th>No (please tick)</th><th>Notes</th></tr><tr><td>1. Have you confirmed that the workforce is fit and well to undertake the task?</td><td></td><td></td><td>Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.</td></tr><tr><td>2. Has the task been rearranged to enable it to be done by one person and maintain 2m social distancing?</td><td></td><td></td><td>Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</td></tr><tr><td>3. Has the RAMS been amended to take into account the rearranged task?</td><td></td><td></td><td>If No, Activity is not allowed to proceed until amended RAMS in place.</td></tr><tr><td>4. Are there activities where social distancing of 2 metres cannot be applied</td><td></td><td></td><td>Where the social distancing measures (2 metres) cannot be applied:<ul style="list-style-type: none"><li>• Minimise the frequency and time workers are within 2 metres of each other.</li><li>• Minimise the number of workers involved in these tasks.</li><li>• Workers should work side by side, or facing away from each other, rather than face to face.</li><li>• Increase ventilation in enclosed spaces</li><li>• Workers should wash their hands before and after using any equipment</li></ul>Please note a specific RAMS needs to be developed for this activity</td></tr><tr><td>5. Are there groups of workers that have to work within 2 metres?</td><td></td><td></td><td>Keep groups of workers that have to work within 2 metres:<ul style="list-style-type: none"><li>• Together in teams e.g. (do not change workers within teams).</li><li>• As small as possible.</li><li>• Away from other workers where possible.</li></ul>Please note a specific RAMS needs to be developed for this activity</td></tr><tr><td>6. Are there activities where face to face working is essential to carry out a task when working within 2 metres?</td><td></td><td></td><td>Where face to face working is essential to carry out a task when working within 2 metres:<ul style="list-style-type: none"><li>• Keep this to 15 minutes or less where possible</li><li>• Provide additional supervision to monitor and manage compliance</li><li>• Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (PPE) are the last resort in the hierarchy</li></ul>Please note a specific RAMS needs to be developed for this activity</td></tr></table>	Job Task Analysis				JTA Question	Yes (please tick)	No (please tick)	Notes	1. Have you confirmed that the workforce is fit and well to undertake the task?			Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.	2. Has the task been rearranged to enable it to be done by one person and maintain 2m social distancing?			Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)	3. Has the RAMS been amended to take into account the rearranged task?			If No, Activity is not allowed to proceed until amended RAMS in place.	4. Are there activities where social distancing of 2 metres cannot be applied			Where the social distancing measures (2 metres) cannot be applied: <ul style="list-style-type: none"><li>• Minimise the frequency and time workers are within 2 metres of each other.</li><li>• Minimise the number of workers involved in these tasks.</li><li>• Workers should work side by side, or facing away from each other, rather than face to face.</li><li>• Increase ventilation in enclosed spaces</li><li>• Workers should wash their hands before and after using any equipment</li></ul> Please note a specific RAMS needs to be developed for this activity	5. Are there groups of workers that have to work within 2 metres?			Keep groups of workers that have to work within 2 metres: <ul style="list-style-type: none"><li>• Together in teams e.g. (do not change workers within teams).</li><li>• As small as possible.</li><li>• Away from other workers where possible.</li></ul> Please note a specific RAMS needs to be developed for this activity	6. Are there activities where face to face working is essential to carry out a task when working within 2 metres?			Where face to face working is essential to carry out a task when working within 2 metres: <ul style="list-style-type: none"><li>• Keep this to 15 minutes or less where possible</li><li>• Provide additional supervision to monitor and manage compliance</li><li>• Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (PPE) are the last resort in the hierarchy</li></ul> Please note a specific RAMS needs to be developed for this activity
Job Task Analysis																																				
JTA Question	Yes (please tick)	No (please tick)	Notes																																	
1. Have you confirmed that the workforce is fit and well to undertake the task?			Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.																																	
2. Has the task been rearranged to enable it to be done by one person and maintain 2m social distancing?			Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)																																	
3. Has the RAMS been amended to take into account the rearranged task?			If No, Activity is not allowed to proceed until amended RAMS in place.																																	
4. Are there activities where social distancing of 2 metres cannot be applied			Where the social distancing measures (2 metres) cannot be applied: <ul style="list-style-type: none"><li>• Minimise the frequency and time workers are within 2 metres of each other.</li><li>• Minimise the number of workers involved in these tasks.</li><li>• Workers should work side by side, or facing away from each other, rather than face to face.</li><li>• Increase ventilation in enclosed spaces</li><li>• Workers should wash their hands before and after using any equipment</li></ul> Please note a specific RAMS needs to be developed for this activity																																	
5. Are there groups of workers that have to work within 2 metres?			Keep groups of workers that have to work within 2 metres: <ul style="list-style-type: none"><li>• Together in teams e.g. (do not change workers within teams).</li><li>• As small as possible.</li><li>• Away from other workers where possible.</li></ul> Please note a specific RAMS needs to be developed for this activity																																	
6. Are there activities where face to face working is essential to carry out a task when working within 2 metres?			Where face to face working is essential to carry out a task when working within 2 metres: <ul style="list-style-type: none"><li>• Keep this to 15 minutes or less where possible</li><li>• Provide additional supervision to monitor and manage compliance</li><li>• Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (PPE) are the last resort in the hierarchy</li></ul> Please note a specific RAMS needs to be developed for this activity																																	

11	<b>First Aid and Emergency Service Response</b>	<p>The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.</p> <ul style="list-style-type: none"> <li>• When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site</li> <li>• Emergency plans including contact details should be kept up to date</li> <li>• Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources</li> <li>• Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.</li> </ul>	<p>All trades have been asked to complete a coronavirus compliance audit part of this will require an updated First aid risk assessment to be done.</p> <p>Fire and emergency plan have been updated and this can be found on online.</p>	
12	<b>Cleaning</b>	<p>Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> <li>• Taps and washing facilities</li> <li>• Toilet flush and seats</li> <li>• Door handles and push plates</li> <li>• Hand rails on staircases and corridors</li> <li>• Lift and hoist controls</li> <li>• Machinery and equipment controls</li> <li>• 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.</li> <li>• Telephone equipment</li> <li>• Key boards, photocopiers and other office equipment</li> <li>• Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</li> </ul>	<p>Areas cleaned regularly throughout the day and a deeper clean at the end of shift.</p> <p>Disinfectant misting is completed by competent cleaning contractor each weekend.</p> <p>Cleaners are working constantly through an area and back around to provide a more rigorous and regular clean.</p> <p>Weekend works suspended to support this.</p>	

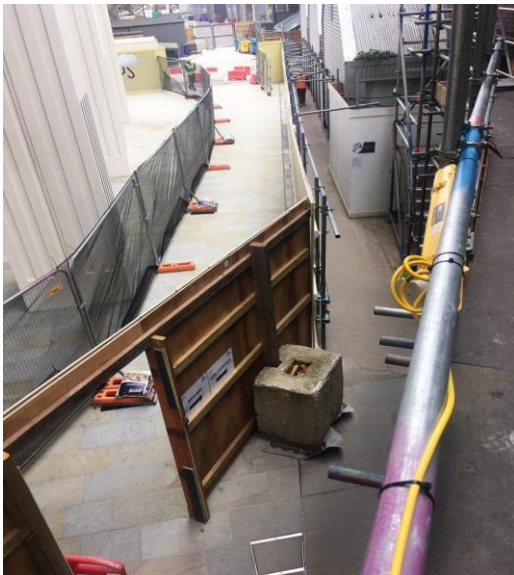


## COVID19 PROJECT RESPONSE

We have stopped using the hand scanners on the turnstiles and have installed a clocking station which only requires to touch the card



A one way system has been put in place for access and egress from the turnstiles to the welfare area, with the solid hoarding as a barrier.



## COVID19 PROJECT RESPONSE

A break schedule has been put in place/ company which was sent out to all trades and which is also displayed at the site entrance and canteen. Only 1 person / table is allowed in the canteen.

Breaks Schedule											
1st Break	2nd Break	1st Break	2nd Break	1st Break	2nd Break	1st Break	2nd Break	1st Break	2nd Break	1st Break	2nd Break
08:00	12:00	09:30	12:30	10:00	13:00	10:30	13:30	11:00	14:00	11:30	14:30
Alfordale	Alfordale	Alfordale	Alfordale	Alfordale	Alfordale	Alfordale	Alfordale	Alfordale	Alfordale	Alfordale	Alfordale
MFG	Eneco	Ruddy	Lucas	Harbury	LEC	CIE					
Ventur	Kern	NS Bailey	StomachComet	Connelly	Prophet	BSM					
Proter	Comet	SAUTER	McMullen	Global	Loughran	Unimul					

Break Time - 30 mins

**One person per table**



an outside seating area available ( same rule apply, only one person / table).





## COVID19 PROJECT RESPONSE

An area was created with red barriers from the door to the canteen counter and the floor was marked up every 2M . Security officers are in attendance to control the area.



Smoking area was extended, benches were set every 2M allowing only 1 person / bench, this is also controlled by a security officer

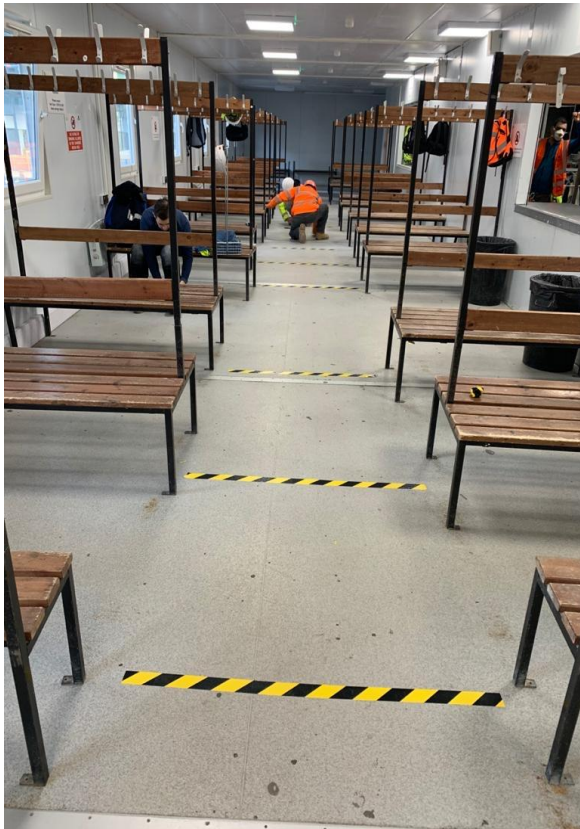


## COVID19 PROJECT RESPONSE

1; Changing room floor is also marked up every 2M allowing only a few operatives in at the time – security officer also in attendance

2; Lift lobbies have been marked up every 2M for operatives that are waiting for the lifts and signage is in place. 2 operatives and the lift driver allowed in the lift at the time. One security officer in each lift lobby, access routes also marked up.

1



2



2





## COVID19 PROJECT RESPONSE

Signage has been put in place in the toilets ( hand washing procedures, COVID19 information etc.)



## COVID19 PROJECT RESPONSE

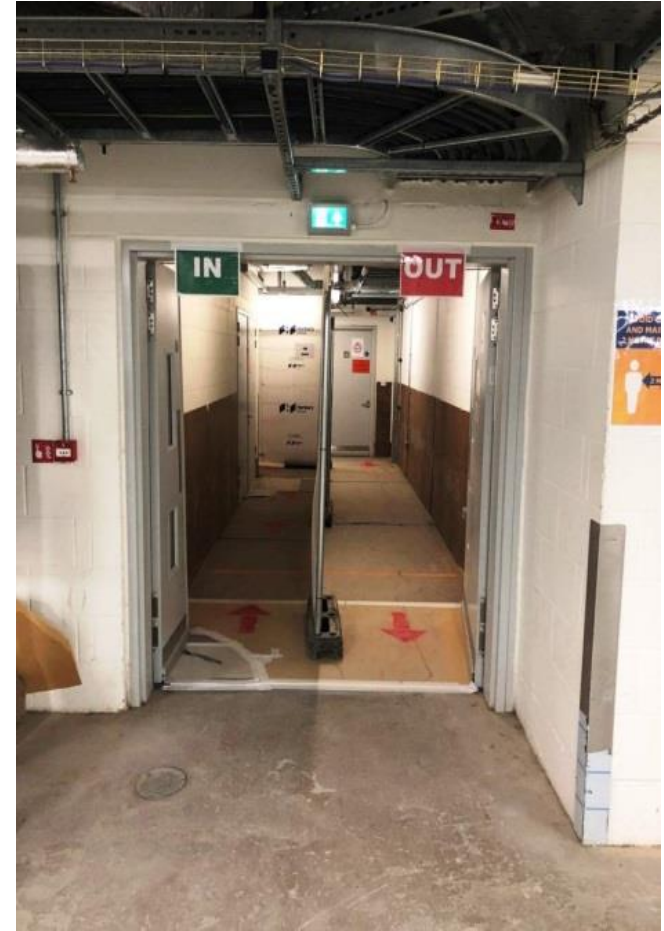
Hand sanitizer dispensers & signage have been increased ( site entrance, canteen, changing room)





## COVID19 PROJECT RESPONSE

Access to lift lobby has In/Out segregation, 2m markings on the floor and security in attendance



## COVID19 PROJECT RESPONSE

Access to site entrance has In/Out segregation, and security in attendance



# COVID19 Site Operating Procedures

## Site Access Points:

- Site Reception area is a one way system and permanently monitor by security to ensure the social distancing is maintained at all times
- Security is managing the access into the reception area at peak times to limit the number of people in the area
- The access control system (hand scanners) have been disabled and replaced by a clocking in station that requires only tapping the site cards
- A “one way system” has been put in place for access and egress to and from site, with a solid hoarding as a barrier, to allow the social distancing to be maintained.
- Site reception is being cleaned regularly throughout the day. Deep cleaning taking place every weekend.
- Additional hand sanitisers have been placed at the reception area
- Signage with information regarding social distancing and COVID19 have been displayed in various languages

## Canteen and Eating Arrangements:

- A break schedule has been strictly implemented to limit the numbers using the canteen. This is displayed by the canteen.
- To maintain social distancing, occupation is limited to 1 person per table at any time
- An outside seating area has been installed outside the canteen, same rules apply
- Access to the canteen counter is segregated with barriers and the floor marked up every 2M to implement the social distancing.
- Tables are being clean throughout the day and bins emptied regularly. Deep cleaning is taking place every weekend.
- Hand sanitiser available at the entrance in the canteen and signage with information regarding social distancing and COVID19 are displayed in various languages
- This area is strictly controlled by security.

## Changing Room and Toilet Facilities:

- Benches in the changing room have been reorganise, allowing the social distancing
- Based on the size of the changing room a number of 10 operatives are allowed at a time, 1 person per bench. The floor has been also marked up every 2M in support of this.
- This area is strictly controlled by security
- Signage with social distancing and COVID19 information is displayed in various languages
- Toilets are being cleaned throughout the day, ensuring soap is always available, hand washing facilities are clean and bins emptied regularly
- Addition signage with hand washing procedures are displayed as well as social distancing signage and COVID19
- Deep cleaning is being done every weekend



# COVID19 Site Operating Procedures

## **Access to Buildings:**

- Staircases are now a PPE free area which allows access to TC new office on level -2. Signage has been put in place, with social distancing
- A “one way system” has been put in place for Staircase 2&3 of B5 (staircase 2 being the way in and staircase 3 way out) for operatives to use as access and egress and be able to maintain the social distancing.

## **Lifts:**

- All lifts are limited to 2 passengers at a time plus lift driver
- Egress should be by stairs, unless carrying tools/ materials.
- In all lift lobbies lines have been painted on the floor to assist with keeping the distance and also signage is in place
- Lift lobby of B3 on level -2, has a solid barrier to create a one way system
- Carpark area can be used if necessary when queuing for lifts
- Security is in attendance in each lift lobby to make sure the social distancing is maintained at all times.

## **Travel to site:**

- Parking arrangements for cars, motorbikes and pushbikes are provided for operatives.
- TC have changed their working hours to avoid public transport during peak times.

## **Avoiding Close Working:**

- Site operations have dropped by 50% to allow the increase of social distancing
- All TC's have reviewed their risk assessments for their place of work
- Staff on site has been reduced to allow trades to work within the buildings while maintaining the 2M distance rule
- Management on site has been reduced to a rota to help reducing the numbers on site