SITE SPECIFIC PLANS ARE MANDATORY

Site Operating Procedures (SOP) version 3 in excel format for use in updating the ‘Continue to Work’ Plans. The excel document also contains a site specific column.

The original will be uploaded on Union Square file 16.20.07.

REMIND THE WORKFORCE

at every opportunity of the Site Operating Procedures which are aimed at protecting them.

CHALLENGE

Challenge yourself, your team and the workforce ‘What Does GOOD Look Like.’
Sites will need extra supplies of soap hand sanitiser, paper towels and toilet rolls and these should be securely stored and issued and replaced by the welfare attendant.

**Deliveries and Site Access**

- Staff and operatives working on site need to be registered when entering or leaving the site. This can be completed easily if there is a gateman on site. The gateman can ask for people’s names and record them on the signing in sheet whilst maintaining the 2m rule.
- If the site doesn’t have a gateman, then the site management must carry out recording operatives and staff in the same manner.
- For site deliveries a record of the delivery can be made in the same way as would if you were recording a site operative in the signing in book.
- Gatemen / Security must read the visiting driver induction to the vehicle driver.
- Delivery drivers are allowed to use the welfare facilities as long as the site social distancing rules are adhered to. Where drivers exit their vehicles, they should wash or sanitise their hands.
- Where not required to facilitate the offloading (lorry loader crane, tail lift vehicles, etc.), drivers should only exit their cabs to release their loads and then get back into their cabs (if safe to be in cab during offloading) and wait to be unloaded. Where drivers are required to exit their vehicle they should wash or sanitise their hands before handling any materials.
- When sites are running multiple loads of muck away, in or out of the site then a simple tally record will suffice.
- Any documentation can be issued electronically to the office at a later date. The main point of these controls is to reduce the possible contacts with people and spreading the virus.

**Things to remember:**

Don’t share writing equipment.
Don’t pass paper between people.
Maintain the 2m rule.

**Further actions to consider:**

- Handwash and sanitiser stations across the site, at car park to site access and egress points and site entrances. Same with signage.
- Additional waste disposal bins and PPE disposal bins if required
- Tie or wedge open doors during the working day - where safe to do so i.e. some projects may have fire doors required to be closed e.g. Multiroom
- Briefings outside at the hazard board
- Signage and posters in all areas - put up neatly, square, not ragged and if necessary, neatly cut tape
- Widen walkways to allow social distancing if not one way

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*winvic\nDOING IT RIGHT.*
BELOW ARE A SERIES OF PHOTOS OF GOOD PRACTICE OBSERVED ON SITE

Winvic Hi Vis
Car-parking arranged with one empty space between vehicles

One-way pedestrian routes to assist in social distancing
Walkways
On site separated hand washing stations
Hand sanitising stations
Canteen – seating spaced to maintain social distancing

Canteen cleaning rota
Toilets

Toilets - closing off sinks/urinals to maintain social distancing
SOCIAL DISTANCING

WHAT CAN I DO?
Follow the rules / if you become unwell, report it straight away

HOW CAN I DO IT?
Work safely / think about if there's a safer way of doing your job

WILL YOU KEEP DOING IT?
Make sure you maintain hygiene and distance

2m

CORONAVIRUS COVID-19

SYMPTOMS:
- Fever (High Temperature)
- A cough
- Shortness of breath

If you have fever and/or cough you should stay at home regardless of your travel or contact history.

If you have travelled from an area that is subject to travel restrictions due to COVID-19 you should self-isolate for 14 days.

HOW TO PREVENT

STOP
- Stop touching your face
- Stop shaking hands

DISTANCE
- Stand 2m apart

WASH
- Wash hands frequently

COVER
- Cover your mouth and nose when you cough or sneeze

AVOID
- Avoid close contact

CLEAN
- Regularly clean and sanitise surfaces

ALL PEOPLE ARE ADVISED TO:
- Follow local instructions
- Keep a distance of 2m between you and other people
- Do not shake hands or make close contact where possible

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DOING IT RIGHT.
COVID-19 Stop the spread
STAND 2M APART
VCC.21D-600x200
Printed on 3mm rigid plastic so this signs can be hung from the ceiling or fitted to a wall

VCC.21E-300x100
Available in Self-adhesive stickers or 1mm rigid plastic. Pack of 5

KEEP SAFE
STAND 2M APART
VCC.22D-600x200
Printed on 3mm rigid plastic so this signs can be hung from the ceiling or fitted to a wall

VCC.22E-300x100
Available in Self-adhesive stickers or 1mm rigid plastic. Pack of 5

Metres

Please keep your distance
For your safety and the safety of all workers

2

STG.912 50x 50 stickers
These are ideal for helmets on construction sites

STG.913 50x 50 stickers
These are ideal for helmets on construction sites
Daily Supervisor Briefings – keeping 2m apart

Overflow Seating Areas