

## **HMH Civils COVID 19 Safe Operating Procedure.**

EVERYONE must protect themselves and others by inhibiting the spread of COVID-19. (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

Where HMH Civils are Principle Contractor we will ensure the following facilities and controls are in place. Where HMH Civils are required to work on a site ran by our customers we will request that the following controls are adhered too, where we do not feel there are adequate controls in place or the controls are not being managed efficiently we may request a review of the Safe Operating Procedure before works can continue.

### *Contents:*

- 1. Introduction.*
- 2. Self-isolation.*
- 3. Travel to Site.*
- 4. Site Access.*
- 5. Hand Washing.*
- 6. Toilet Facilities.*
- 7. Canteens and Eating Arrangements.*
- 8. Changing Facilities/Drying Rooms.*
- 9. Avoiding Close Working.*
- 10. HMH Civils specific measures.*
- 11. Customer Care*

## 1- 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 guidance is intended to introduce consistent measures on all sites in line with the Government's Guidelines on social distancing.

The country is dealing with the current pandemic and HMH Civils do not want to add any additional strain to our NHS, we must also be aware that our emergency services are under great pressure and may not be in a position to respond as quickly as usual. These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

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.

All operatives must be reminded daily of the following rules:

- Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.
- If a site is not consistently implementing the measures set out below, it may be required to shut down.
- Any cases or suspected cases of COVID 19 onsite must be reported to the HSE under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

## Self-Isolation:

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough or high temperature) or someone else in their household has symptoms.

If you develop symptoms whilst on site, YOU MUST Return home immediately, avoid touching anything, Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow. HMH Civils Site Managers and supervisors reserve the right to ask anyone to leave site if they believe they are showing symptoms. They will be allowed to return after following the isolation time frame detailed in the Government guidelines.

## Travel to Site:

Wherever possible workers should travel to site alone using their own transport, consideration must be made by the site for:

- Parking arrangements for additional cars and bicycles. Car share will need to stop.
- 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 water is not available.
- 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.

**If workers 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.
- Avoid touching surfaces when traversing the site.
- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave.

**Access to site:**

- Stop all non-essential visitors.
- Introduce staggered start and finish times to reduce congestion and contact at all times.
- Monitor site access 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.
- Require all workers to wash or clean their hands before entering or leaving the site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak times.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Allow plenty of space between people waiting to enter site
- Use signage: such as floor markings, to ensure 2 metre distance is maintained between people. Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines

### **Hand Washing:**

- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where handwashing facilities are unavailable.
- Regularly clean the handwashing facilities and check soap and sanitiser levels.  
(Nominated person)
- 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.
- If the required hygiene equipment is not available all operatives must leave site until it becomes available.

### **Toilet Facilities:**

All site facilities must be fully cleaned before they are reopened.

- Restrict the number of people using toilet facilities at any one time e.g. Place signs on the door one person at a time only.
- Wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

### **Canteens and Eating Arrangements:**

All site facilities must be fully cleaned before they are reopened.

- With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.
- Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use. Individuals can bring flasks in to work for hot drinks.
- The workforce should also be required to stay on site once they have entered it and not use local shops.
- Dedicated eating areas will be identified on site to reduce food waste and contamination.
- Break times will be staggered to reduce congestion and contact at all times.

- place open and closed times on the canteen door.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of the canteen areas.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home. Please place signs in the canteen stating this.
- Workers will sit 2 metres apart from each other whilst eating and avoid all contact.
- Crockery, eating utensils, cups etc. need to be brought from home and taken home at the end of the day.
- Drinking water should be provided with enhanced cleaning measures- water dispenser need to be cleaned.
- Tables should be cleaned between each use. Ensure cleaning takes place.
- 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.

### **Changing Facilities & Drying Rooms:**

All site facilities must be fully cleaned before they are reopened.

- Introduce staggered start and finish times to reduce congestion and contact at all times. The site manager is required to manage and monitor this.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- 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. Please ensure signs are in place noting this.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
- Where possible the operatives are requested to take their PPE with them and leave it in their vehicles. This may not always be possible.

## **Avoiding Close Working:**

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. Work Planning to Avoid Close Working 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. Sites should remind the workforce (e.g. at daily briefings) of the specific PHE and HSE 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.

- Avoid skin to skin and face to face contact.
- Consider alternative or additional mechanical aids to reduce worker interface.
- 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 the congestion and contact at all times.
- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.
- Sign in via email/ text message/ phone call to the Site Manager
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class masks, goggles or safety glasses with side covers and/ or gloves. This MUST be worn for work activities where a 1 metre distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Single use PPE should be disposed of so that it cannot be reused

**You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre social distancing guidelines are met. RPE is also the last resort in the hierarchy.**

*Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.*

## **HMH Civils specific measures:**

- HMH Civils have Adopt a single operator per machine policy. This applies to all plant and equipment; each operator is responsible for cleaning there equipment daily.
- If you have to change machine operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc. this is a last resort, the site should be supplied with sufficient equipment.
- Arrange works so you can remain 2 metres apart.
- If you cannot remain 2 meters apart i.e. when connecting pipe/laying curbs carry out a dynamic risk assessment as per the guidance above. This has been done initially and where possible the activities will be avoided.
- If you need to enter a container, ensure that no other personnel are present within, and if so, wait till they have left before proceeding.
- RAMS have been amended to assist with social distancing measures.
- Should any operative have a concern regarding the requirements on site they should contact their Contracts Manager of the H&S Manager
- Sign in via email/ text message/ phone call to the Site Manager.

## **Customer Care**

### **Working within an occupied property:**

- HMH Civils are not required to work inside occupied properties. Should this change it will be assessed on a case by case basis.

### **External customer care works:**

Where HMH Civils are required to work external to occupied properties the following Safe System of work will be used.

- The required social distancing of 2m is always to be maintained.
- The route to the work area is kept clear, unobstructed and with doors open where possible.
- The homeowner or other household members will be contacted by our customer care department and a suitable appointment time will be made.
- HMH Civils site operative will attend the property at the agreed time.
- They will knock on the customer door and make themselves know.
- They will advise the property occupier of the estimated length of time to complete the customer care work and requires that where possible the customer avoids the area, they are not able to avoid the area completely they must maintain 2 meters apart at all times.

- When the customer care work is complete the operative will knock to advise the customer.
- It is the responsibility of the operatives onsite to regularly wash their hands and wipe down any surfaces that they have encountered.
- Tools will not be shared
- All waste and workers belongings will be removed from the work area when the work is complete and / or at the end of the working day.
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These measures are in place to protect HMH Civils operatives, the public and the NHS during the COVID 19 pandemic, we expect that these will be adhered to at all times and anyone who is not abiding by the above guidelines will be asked to leave site immediately.

Gerard May

A handwritten signature in black ink that reads "G. May". The signature is written in a cursive style with a large initial 'G'.

Group Managing Director

HMH Civils Ltd