



COVID-19

Back to work information pack April 2020



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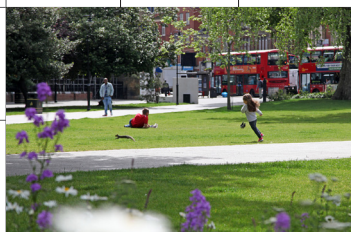


Introduction

The Department for Business , Energy & Industrial Strategy has written a letter to everyone working in the UK construction sector paying tribute to all those involved in the industry. The Government has also advised people to work from home where ever possible but acknowledges that many people in the construction industry need to travel to their place of work and continues to confirm the same message . The letter goes onto explain that they have been working with the Construction Leadership Council to develop “ Site Operating Procedures” (SOP) which is to be adopted on site.

The Construction industry is currently in a situation where works on UK sites ranges between total shutdown through partial activity to near normal working with the latter being the exception, sites and construction from major new builds to minor maintenance are all affected and have different issues.

Baily Garner (Health & Safety) Ltd have been supporting our clients with the best available advice based on current guidance to enable a safe shut down or a continuation of works to proceed safely.



As we enter another phase of this situation we are finding that more of our clients are now feeling confident enough to consider a return to work, albeit in a reduced form.

In reaction to this we have put together an information pack based on current guidance and some of the best approaches throughout the industry, obviously this information will change as guidance and the situation evolves and we will keep you updated as and when this occurs.

The Challenge for construction and other industries will be to change and keep it going, this will involve analysing all aspects of our working lives, putting in measures to control the new risks and monitoring them to ensure they continue to be effective.

We feel confident a return to near full working is only a few weeks away and would like to share some of the links and examples we have gathered from our colleagues in the Industry. We would like to thank all those who have contributed to this document with a special thanks to The Portman Estate, GD Construction, Durkan and Hyde Housing.

We hope the following information will provide you with the tools to develop and implement safe working practices to ensure the well being of all employees and help minimise the risk and exposure to COVID – 19 and the wider community.

COVID -19 Self Assessment & Scoring Document

Overleaf is a self assessment and scoring document to help you assess your operatives and employees personal risk in relation to COVID-19, the first section should be filled as part of your new induction (all operatives returning to work should be re inducted) and then you can with confidence score the second form and obtain a risk rating.





Coronavirus Self-Assessment

Name				
Date of birth			Age	
How do you travel to work? (please circle)	Car	Cycle	Public Transport	Walk
Do you have any of the following? (Please tick)	<ul style="list-style-type: none"> Moderate to severe asthma (received steroid treatment in last 6 months) 			
	<ul style="list-style-type: none"> Cardiovascular disease 			
	<ul style="list-style-type: none"> Diabetes 			
	<ul style="list-style-type: none"> Chronic respiratory disease or COPD/emphysema 			
	<ul style="list-style-type: none"> Hypertension 			
	<ul style="list-style-type: none"> Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed 			
	<ul style="list-style-type: none"> Chronic liver disease 			
	<ul style="list-style-type: none"> Chronic neurological conditions, such as Parkinson's disease, motor neuron disease, multiple sclerosis (MS), a learning disability or cerebral palsy BMI over 40 			
	<ul style="list-style-type: none"> A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy 			
	<ul style="list-style-type: none"> Undergoing or recently had cancer treatment 			
<ul style="list-style-type: none"> Are you pregnant (Over 27 weeks) 				
How many people do you live with? (please circle)	<div>1 person 2-3 People 4-5 People 6+ People</div>			
If you live with people, are any over the age of 70? (Please tick)	Yes		No	

If you live with people, do any of them have the following? (please tick)	<ul style="list-style-type: none"> • Moderate to severe asthma (received steroid treatment in last 6 months) 	
	<ul style="list-style-type: none"> • Cardiovascular disease 	
	<ul style="list-style-type: none"> • Diabetes 	
	<ul style="list-style-type: none"> • Chronic respiratory disease or COPD/emphysema 	
	<ul style="list-style-type: none"> • Hypertension 	
	<ul style="list-style-type: none"> • Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed 	
	<ul style="list-style-type: none"> • Chronic liver disease 	
	<ul style="list-style-type: none"> • Chronic neurological conditions, such as Parkinson's disease, motor neuron disease, multiple sclerosis (MS), a learning disability or cerebral palsy BMI over 40 	
	<ul style="list-style-type: none"> • A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy 	
	<ul style="list-style-type: none"> • Undergoing or recently had cancer treatment 	
<ul style="list-style-type: none"> • Are pregnant (Over 27 weeks) 		
Have you been in contact with anyone that has shown symptoms or has since	If you answer Yes, You must follow Covid-19 self-isolation advice	

Operatives to pass back to internal head office to complete the below:

Head office use only		Risk Score for Individual
Name		



Coronavirus Self-Assessment Scoring Criteria

Internal Head Office Use Only

Is the operative over 65?	Yes = 5 Points No = 0 Points			
How do you travel to work?	Car	Cycle	Public Transport	Walk
	Minus 1point	0 points	Plus 2 points	Plus 1 point
Does the operative have any underlying health conditions?	Yes = Plus 5 Points No = 0 Point			
How many people do They live with?	1 person		0	
	2 – 3 People		+1 Point	
	4 – 5 People		+2 Points	
	6+ People		+3 Points	
If you live with people, Are any over the age of 70?	Yes = Plus 2 points No = 0 Points			
If you live with people, do any of them have the following?	Yes = 2 Points No = 0 Points			
Have you been in contact with anyone that has shown symptoms or has since become unwell in the last 14 days?	Yes = 11 Points - Must follow Covid-19 self-isolation advice			
Final Score				
Low risk	0-7			
Medium risk	7-10			
High Risk	11 +			

COVID-19 Small Site Risk Assessment

We have put together a simple risk assessment as a guide to help you work safely on site and comply with the current guidance, we have added some of the

common construction hazards associated with COVID 19 and you need to identify who is at risk and then add in adequate control measures, the probability and severity with final risk rating are after you have added the controls so if they are adequate the risk should be acceptable.





COVID -19 Risk Assessment for working on site

Date	
Prepared By	

Hazard Description	Persons at Risk	Control Procedures	Probability of incident occurring after controls			Severity of Hazard after controls			Risk Overall Ranking
			Rating			Rating			
			High	Medium	Low	High	Medium	Low	
Avoiding public transport is adequate parking available on site	Operatives members of public								
Entrance to site - are there handwashing facilities available?	Operatives								
Has the site stopped all non-essential visitors ?	Operatives and visitors								
Has the site introduced staggered start and finish times to reduce contact and congestion?	All persons on site								

Hazard Description	Persons at Risk	Control Procedures	Probability of incident occurring after controls			Severity of Hazard after controls			Risk Overall Ranking
			Rating			Rating			
			High	Medium	Low	High	Medium	Low	
Have signing in Systems been sanitized?	All persons on site								
Are site access points being monitored to ensure social distancing?	Operatives and visitors								
Is the 2m social distancing rule being adhered to at all times wherever possible and if not have you considered if the activity needs to continue and if it does has it been risk assessed?									
Does the site regularly clean common contact surfaces in office areas e.g. screens, telephone handsets?									
Has the site reduced the number of people in attendance at site inductions holding them outdoors wherever possible?									
Are delivery drivers remaining in their vehicles? If not are they able to wash hands before unloading?									

Hazard Description	Persons at Risk	Control Procedures	Probability of incident occurring after controls			Severity of Hazard after controls			Risk Overall Ranking
			Rating			Rating			
			High	Medium	Low	High	Medium	Low	
Is soap and hot water readily available and kept topped up at all times?									
Is there a monitoring system in place for hand washing facilities to ensure regular cleaning and supplies?									
Are there enough rubbish bins for hand towels?									
Have all microwaves, kettles and small appliances been removed from use unless they can be constantly cleaned in between use?									
Has the number of operatives been calculated to use the rest areas and keep 2m apart and have break times been staggered?									
Are hand sanitizers available at the entrance to any room where people eat?									
Have the workforce been asked to prepare meals and refillable drinking bottles from home?									
Where water is provided is there an enhanced cleaning measurement in place for the taps?									
Are all tables cleaned in between use?									

Hazard Description	Persons at Risk	Control Procedures	Probability of incident occurring after controls			Severity of Hazard after controls			Risk Overall Ranking
			Rating			Rating			
			High	Medium	Low	High	Medium	Low	
Is rubbish put straight into bin and not left for others to clear up?									
Is there any physical work taking place that requires contact between operatives?									
Is reusable PPE being cleaned at the end of the day?									
Is the cleaning regime documented and does it take into account taps and washing facilities, door handles and push plates, toilet flush and seats, handrails on staircases?									
Has works been planned to reduce the contact between operatives?									
Are smoking areas within site available with sanitizing and or handwashing as it is no longer acceptable to smoke on a public road outside of the site due to social distancing?									

Probability Rating		Hazard Severity	
1	Very unlikely	1	No injury
2	Unlikely	2	Minor injury
3	Likely	3	Reportable injury
4	Often	4	Major injury
5	Certain	5	Fatality

Probability x Hazard Severity	
0-1	Very low
2-6	Low
8-12	Medium
15-20	High
25	Very High

Personal Protective Equipment



Ear protection zone
ear protectors must
be worn



Only trained operators to use this equipment

RA029 – SIGN OFF SHEET

I have read and understood the contents of this Risk Assessment

Anything I did not understand has been explained to me to my satisfaction

I agree to follow the Risk assessment and understand that any control procedures are provided for my safety and the safety of others

PRINT NAME	SIGNED	DATE

Appendicies

Social Distancing signage examples

CITB Toolbox Talk

Further Information



Social Distancing Signage Examples



Social Distancing Signage Examples



Social Distancing Signage Examples





**TOGETHER
WE CAN
HELP SAVE
THE **NHS****



Coronavirus – A toolbox talk for construction workers

Reason	Coronavirus is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.
Outline	This talk covers the ways to maintain your health while working on construction sites.

Getting to work

1. Wherever possible travel to site alone, using your own transport (for example, a car or bicycle).
2. Avoid public transport.

On site

1. Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough and after eating or handling food) and again when you leave site.
2. Always keep at least 2 metres away from other workers. This includes while you are working and during breaks and mealtimes – staggered breaks will help achieve this.
3. Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups).
4. Only hold meetings that are absolutely necessary. Ideally, these should take place outdoors, with the minimum number of people and those people should be kept at least 2 metres apart.

Close work

Close working should be avoided.

1. Non-essential physical work that requires close contact between workers should not be carried out.
2. Work requiring skin-to-skin contact should not be carried out.
3. All other work should be planned to minimise contact between workers.
4. Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
5. Single use PPE should be disposed of so that it cannot be reused.
6. Stairs should be used in preference to lifts or hoists.

Cleaning

Extra cleaning should be carried out on site, particularly in the following areas.

1. Taps and washing facilities.
2. Toilet flush and seats.
3. Door handles and push plates.
4. Handrails on staircases and corridors.
5. Lift and hoist controls.
6. Machinery and equipment controls.
7. Food preparation and eating surfaces.
8. Telephone equipment.
9. Keyboards, photocopiers and other office equipment.

What to do if you think you are ill

If you develop a high temperature or a persistent cough while at work, you should:

1. Report this to your supervisor.
2. Avoid touching anything.
3. Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.
4. Return home immediately.
5. You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

Self-isolation

If you have any one of the following criteria, do not come to site.

1. A high temperature or a new persistent cough – follow the guidance on self-isolation (see: <https://bit.ly/3dH6GOw>)
2. Are a vulnerable person by virtue of age, underlying health condition, clinical condition or pregnancy (see: <https://bit.ly/2xyzEje>)
3. Living with someone in self-isolation or with a vulnerable person.

Site policy

Now inform your workers of the site specific policy on coronavirus.

Follow the 2 metre rule at all times.

Further guidance

Poster-based PDFs are available at the end of this document to print and display in your workplace.

1. Coronavirus hand washing.
2. Catch it bin it kill it.
3. Cleaning and disinfection.

The Construction Leadership Council has issued site operating procedures (see: <https://bit.ly/39oPwSw>) aimed at introducing consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

Note: *this is a rapidly developing situation – please ensure that you follow the latest Government guidance as it is published.*

Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.

CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**



HM Government



CATCH IT.



BIN IT.



KILL IT.

Cleaning and disinfection guidance

Common symptoms of coronavirus (COVID-19)



new and
continuous cough

or



high
temperature

If **you have symptoms** of coronavirus, you need to **self-isolate for 7 days**

If **you live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

Stop the spread of coronavirus



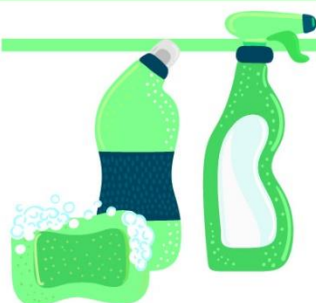
Wash your hands more often and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Cleaning an area with regular household disinfectant after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people

The amount of virus living on surfaces will reduce significantly after

72 hours

If an area can be kept closed and secure, wait until this time has passed before cleaning



Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished



Using a disposable cloth, first clean hard surfaces with warm soapy water

Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to **frequently touched areas and surfaces**, such as bathrooms, grab-rails in corridors and stairwells and door handles



If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, **consider using protection for the eyes, mouth and nose** as well as gloves and apron

Wash hands regularly with soap and water, **and after removing** gloves, aprons and other protection used whilst cleaning

Further Information /Links

- GOV.UK - COVID-19 Letter to the construction sector
- GOV.UK - Joint pledge to continue vital building safety work during pandemic
- Construction Leadership Council - Updated Site Operating Procedures
- <https://www.uksafetystore.com/coronavirus-safety.html>