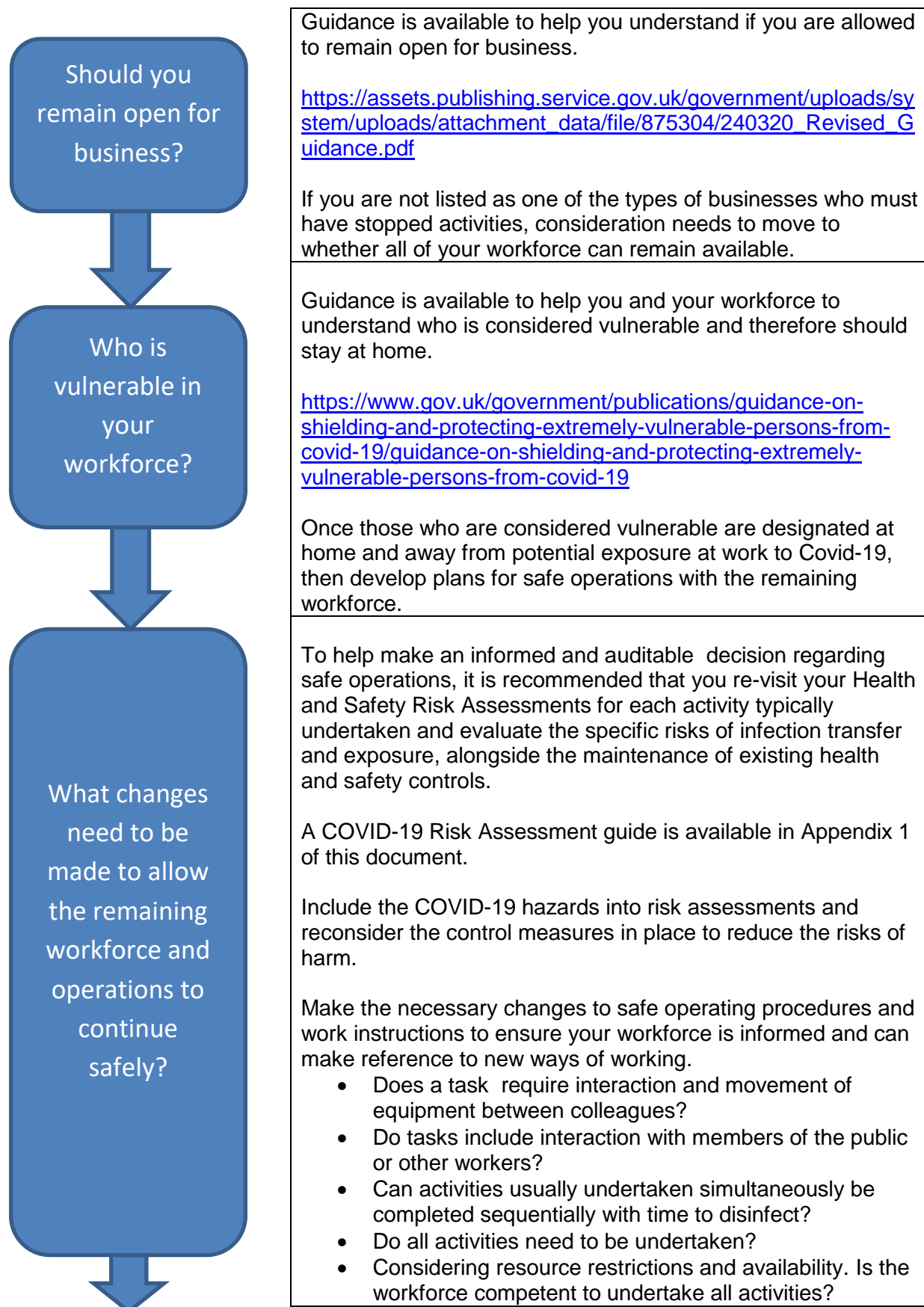


Health and safety decision process





Compliance to new working arrangements will only be effective if clearly communicated and understood by all of the remaining workforce.

Communications will need to be in multiple formats to help comprehension e.g Verbally delivered and in writing.

Signage and prompts around working locations will help compliance and awareness.

Communication should be two way, thus ensuring your workforce can provide feedback, raise concerns and seek clarity. This needs to widely available, again via different formats.

Provision needs to be made for briefing those returning to work following episodes of isolation e.g return to work inductions.

The pandemic information is changing rapidly and therefore regular monitoring of guidance should become the daily responsibility of a competent person within the business.

Compliance to new safe operating procedures and work instructions need to be monitored by supervisors and managers within the business.

Contingency plans should be made considering limited availability of supervisors or key roles/competencies, therefore more regular management meetings (via call) should be scheduled.

If changes include employees working from home or lone working ensure wellbeing checks are included to prevent isolation and mental health decline.

Suggested controls:

For management consideration:

- Have you effectively communicated with your customers to advise of any changes in your procedures and points of interaction e.g. delivery procedures?
- Do you have a communication system in place to quickly and effectively alert all employees and contractors of changes to operating procedures or in the event of further work restrictions?
- Do you have deep clean arrangements on stand-by?
- Do you have a record of where all your employees have been, who they have interacted with by date?
- Do you have a notification ready for exposure alerts and instructions i.e one employee reports symptoms and goes into isolation; are you ready to inform those they have worked with?

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- If you have distributed additional PPE have you considered and instructed correct use? All re-useable PPE such as respiratory protective equipment is allocated to individuals and is under no circumstances shared.
- Are there any existing site rules e.g. no eating at desks or in vehicles that need to be relaxed in order to allow for infection controls to be more effective?
- Have existing emergency plans been updated considering reduced workforce or to take account of the exposure and subsequent isolation procedures. Ensure alternative people are named and aware of evacuation procedures and other essential health and safety routines to ensure sites remain compliant to regulations during this period of disruption.
- Can working hours be reduced or staggered? To allow employees time to go shopping for essentials, being they are likely the only member of their household coming out of isolation.
- Is enough personal storage available on site where personal cups, crockery and cutlery and changes of clothes can be stored?
- Have provisions been made for regular communication with employees who are working from home? The transition to homeworking and the anxiety generated from the pandemic may have a negative psychological impact on employee's wellbeing. Effective interventions may include increased communication via video and audio technology, flexi-time arrangements and allocating buddies between colleagues.

For all workers

- Wash hands before and after use of communal facilities
- Use welfare or other communal facilities one at a time or in significantly reduced numbers and clean between use, this may require breaks to be staggered and pre-existing food and drink consumption rules to be relaxed e.g. taking breaks in safely parked vehicles can be allowed.
- Do not make or carry anyone else's drinks or food
- Stay 2 metres apart at **all** times, this will require repositioning of equipment and new safe operating procedures
- Restrict vehicle sharing
- Do not share equipment, without strict compliance with disinfectant procedure.
- Empty waste disposal points daily with appropriate personal protective equipment
- Where possible vehicle parking should be separated by at least 2 metres
- Take breaks in private vehicles or in the open air rather than communal facilities
- Use an electronic procedure to sign in and out of site e.g. email or text
- Pre-existing health conditions to be reported to line managers

For mobile workers

- New safe operating procedures are required to limit interaction and restrict infection transfer e.g. delivery procedures should include remote notification of delivery and no direct contact. Consider if delivery notes be 'virtually' signed, or emailed on to customers.
- Ensure that any shared/pool vehicles are thoroughly disinfected after use and before the next driver uses them. Consider antiseptic wipes for steering wheel, gearstick, handbrake and all items/surfaces in the vehicle which you may have touched.
- Where possible vehicles should not be shared.

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- Hand sanitiser should be carried in the vehicle and used on exit and entry if disposable gloves are not in use
- Disposable gloves are to be worn when fuelling and disposed of before entering the cab
- Disposable gloves are single use only

Contact Newmac for further advice:

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For further information consider:

Symptoms of coronavirus (a high temperature or a new, continuous cough), use the [111 coronavirus service](#) to find out what to do.

<https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others>

<https://www.constructionnews.co.uk/health-and-safety/covid-19-construction-briefing-24-march-24-03-2020/>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

Appendix 1 – COVID-19 Risk Assessment Guide

<p>General hazard</p>	<p>All the hazards listed may result in the COVID 19 virus infecting employees and members of their household resulting in temperature, dry cough and in some cases respiratory difficulties and if not treated correctly, death.</p>
<p>Specific hazards</p>	<p>Example control measures</p>
<p>Infection being brought into business or on site by an employee or contractor</p>	<ul style="list-style-type: none"> • Sign in and out procedure is electronic only via text or email. All sign in books to be removed and information collated from electronic method by one team member. • Establish and communicate essential 3rd party visitor list and advise none essential 3rd parties that rearrangements will be made. • Where possible staggered start and finish times introduced to prevent high traffic at entrances and exits. • Maintain a record of where people are working on site if flexible and who is within their direct proximity, to be able to identify and notify correct team members if there is an exposure incident. • Established symptom reporting method, exposure notification and isolation instruction method. Make provision for this to be undertaken remotely from site or business immediate closure would be necessary. • Ensure evacuation procedure is established ready for implementation if exposure is reported or considering reduced staffing, if other emergency incidents occur. • Maintain a deep clean back up arrangement to be triggered in the event of a symptom report.
<p>Infection being transferred into business or on site by a visitor or member of the public</p>	<ul style="list-style-type: none"> • Implement new visitor and client interaction rules restricting members of the public and visitors from attending site or business during COVID-19 restrictions. Implement physical restrictions i.e Locked doors, locked site gates etc.

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	<ul style="list-style-type: none"> • Alternative remote access or communication methods established and communicated. • Safe operating procedures amended to include the infection control measures necessary to prevent public to staff or vice versa transfer. Such as delivery procedures. • Remote (via conference call or video call) toolbox talk to ensure understanding of changing procedures. • Assessment of PPE requirements completed and where appropriate additional items issued and clear instructions for use implemented. • Maintain a deep clean back up arrangement to be triggered in the event of a symptom report.
<p>Infection being transferred through shared facilities such as kitchens, break areas, toilets or changing rooms</p>	<ul style="list-style-type: none"> • Handwashing before and after communal area use. • Stagger breaks introduced to reduce consecutive usage to a minimum. • Remove or adjust break areas to allow 2 metre distancing and single person use. Do not allow group dining. • Do not make or carry food or drink for colleagues. Facilities to be used for personal consumption only. • Additional cleaning to be arranged for before and after use of shared equipment and areas.
<p>Infection being transferred via vehicle use</p>	<ul style="list-style-type: none"> • Introduce separate travel and work clothes rule, thus not transferring the virus from the site to their personal vehicle and vice versa. This may be work overalls removed before travel and stored on site. • Employees use private transport and not share transport unless from the same household. • Car parking provision to be adjusted to account for the 2 metre separation between vehicles where space allows. Alternatively staggered start and finish times reduces the carpark interactions.
<p>Infection being transferred via mobile</p>	<ul style="list-style-type: none"> • Where possible equipment should not be

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<p>equipment and plant</p>	<p>shared during shifts. If necessary a sanitisation process should be followed to clean the equipment and make safe for the next user.</p> <ul style="list-style-type: none"> • Cleaning procedure undertaken for all equipment at the end of each shift. • Safe working procedures reviewed and amended to incorporate limited interaction and new safe approaches. • Where activities are essential and interaction is required, additional PPE and/or a handwashing steps is introduced to the procedure before and after activities.
<p>Infection being transferred via high traffic areas such site entrance and exit points, doorways, light switches, sign in and out sheets & shared workstations or control panels</p>	<ul style="list-style-type: none"> • Additional cleaning to be arranged for before and after use of shared equipment and areas. Ensure not to introduce other risks caused by lack of training or understanding or exposure to hazardous substances. • Where possible staggered start and finish times introduced to prevent high traffic at entrances and exits.

Each hazard should be added to existing risk assessments for activities typically undertaken and new risk ratings calculated accordingly, which will result in new control measures to mitigate risks including new safe working procedures, new site rules, competency evaluations and upskilling, contingency emergency plans (this is not an exhaustive list and should be business specific).

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Appendix 2 – Helpful signage

What should I do to prevent catching and spreading the virus?

	Wash hands frequently with soap and water or use a sanitiser gel		Catch coughs and sneezes with disposable tissues
	Throw away used tissues (then wash hands)		If you don't have a tissue use your sleeve
	Avoid touching your eyes, nose and mouth with unwashed hands		Avoid close contact with people who are unwell

Source: NHS BBC

Advice for people who think they may have coronavirus

- Step 1**  Do not go to a GP surgery, pharmacy or hospital
- Step 2**  Those with a 'new, continuous' cough or a high temperature should self-isolate for seven days
- Step 3**  If symptoms persist or worsen, in England go online to 111.nhs.uk, in other parts of the UK call 111
- Step 4**  A medical professional will give you advice on what to do next
- Step 5**  You may then be tested for the virus

Source: NHS England/Public Health England BBC