
CORONAVIRUS POLICY

Artic Head Office (Dartford)

INTRODUCTION

The first issue of our policy was developed in preparation for the risk of a large-scale epidemic and the impact this would have on our staff, customers and business. The focus was on arrangements to support the prevention of infection, continuity of services, planning of our emergency preparedness and response, the instruction of requirements to our staff, and external communication to our key stakeholders.

Following the development of the virus into a worldwide pandemic, and a period of lockdown in the UK to slow the spread and protect the NHS from being overwhelmed, this updated policy now focuses on our arrangements for the safe return to work, and the ongoing adjustments that will be necessary for the foreseeable future in line with government guidance.

This document covers arrangements for our **Head Office, Residential Site Offices and On-Site/Mobile Engineers**. Additional policies and assessments will be applicable for our Construction Project Sites and Larger Contracts where there are specific risks and arrangements to consider.

During this phased return, it is still the first and safest option to work from home where this is practicable, and management will continue to review suitable roles/individuals to which this will apply. Where this cannot be operationally implemented, strict measures are required to eliminate or significantly reduce the residual risk level.

The next update is expected to be later in the year when the relaxation of restrictions and return to 'normal' operations will hopefully be possible. Any suggestions or feedback on our arrangements in the meantime is encouraged and should be directed to the Managing Director for review.

TRAINING & AWARENESS

It is expected that everyone will now have a good understanding of the virus with the large amount of media coverage and bulletins over the past months.

The following e-learning title remains available as a refresher for all staff to access:

<https://www.ihasco.co.uk/free-coronavirus-awareness-video>

Additional 'toolbox talks' will be undertaken on an ongoing basis as directed by head office.

For reference, links to official sources of information utilised in the preparation of this document are listed below:

- <https://www.gov.uk/coronavirus>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.who.int/health-topics/coronavirus>
- <https://www.cipd.co.uk/knowledge/fundamentals/emp-law/employees/workplace-guide-returning-after-coronavirus>

Posters are to remain displayed in the workplace for ongoing communication and reminder of precautionary requirements (e.g. <https://www.bbc.co.uk/news/uk-51914645>).

The following Government issued poster is to be displayed in all offices...

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

For further information please contact your Manager or escalate directly to our

Health & Safety Representatives via email to:
healthandsafety@articbuildingservices.com



**Health & Safety
Advisors**
support@admac.co.uk
0800 389 5363



**Health & Safety
Executive**
www.hse.gov.uk
0300 003 1647

SELF-ISOLATION

If you have symptoms of Coronavirus, which include:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

...**you must stay at home!** Contact the NHS 111 Online Coronavirus Service for further information and testing where available/necessary.

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

The office should be notified without delay by telephone if you have commenced a period of self-isolation.

You must self-isolate for at least 7 days. If you still have a high temperature after 7 days, keep self-isolating until your temperature returns to normal. Once feeling well contact your manager again to discuss return to work.

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

Do not ask colleagues to come to your home and discuss work matters – this should be done remotely.

CLINICALLY VULNERABLE WORKERS

Workers who are over 70 years old or have pre-existing conditions which may place them at higher risk are requested to notify management. This may include individuals who have received a government communication due to historical/current medical conditions including: Weakened Immune System, Organ Transplants, Cancer Treatment, COPD/Severe Asthma, Pregnancy etc.

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

Any worker who is considered to be at higher risk will be considered for extended exclusion from office/site working, client meetings, event attendance and travel where practicable.

TIME OFF FOR DEPENDANTS

Please refer to the Employee Handbook for existing arrangements.

PREVENTION & HYGIENE

As general guidance, to protect yourself and others:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work
- Use hand sanitiser gel if soap and water are not available
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards
- Try to avoid close contact with people who are unwell
- Do not touch your eyes, nose or mouth if your hands are not clean

Specific arrangements to support this in the office and on site are outlined later in this document.

RETURNING TRAVELLERS

Following the worldwide spread of the virus, the return from infected areas is now less relevant. Should you be planning to travel abroad in the near future please ensure that official advice is reviewed, and you are not placing yourself at increased risk. Travel plans should be discussed with your manager for assessment of the risk on your planned return to work. If you are returning from an at-risk country, you may be required to self-isolate for 14 days.

BUSINESS CONTINUITY

Before and during the lockdown our continuity processes and remote working capability was reviewed and enhanced. To ensure preparedness for ongoing, and any future requirements, the following arrangements are to remain in place:

- Staff contact details to be regularly reviewed and verified as current
- Remote access/VPN capacity to be monitored, to support additional workers at home
- Laptop computers to be ready to support working at home (in line with existing Information Security policy requirements)
- Telephone diversion capability to be maintained/tested

Post may need to be diverted/delayed, and the Director's will be responsible for reviewing and managing this requirement during this time. All contacts are to be advised to use email as the preferred option.

Should we be unable to deliver our contractual obligations due to quarantine requirements outside of our control, this will be documented with each client in writing, and an individual action plan created. Where this may result in a breach of legal requirements for our customers, or create other health and safety risks, these activities will be prioritised.

HOME WORKING

This will be on a strictly authorised only basis from your line manager. It will also encompass a review of the cyber risk associated to your home working and associated firewalls.

While working from home it is important to maintain an appropriate work environment. Our professional standards should not drop during this time.

The HSE have published updated guidance for employers which is useful to reference:

<https://www.hse.gov.uk/toolbox/workers/home.htm>

When establishing your workstation a DSE checklist should be utilised to verify suitability, and any remedial actions required: <https://www.hse.gov.uk/pubns/ck1.pdf>

Should you require additional equipment to enable a safe workstation please contact your manager.

Technology (e.g. Web Chat) will be utilised to maintain contact on a regular basis and ensure the ongoing welfare and communication tools to work effectively.

Web Meetings - Code of Conduct

Core Principles:

- Be seen and heard – Ensure other attendees can see and hear you clearly
- Be considerate - You are mindful of not speaking over other people, you champion the experience for remote attendees, and you arrive on time
- Be present - You are not distracted by your devices, other work, or your surroundings. You are giving the attendees, and meeting, your full attention

Prep before the call:

- Attend 2 minutes early so you're ready to start the call promptly
- Make sure you have a headset that limits background noise or you're in a quiet place
- If you're in a room with other people, use a conference microphone instead of relying on a laptop microphone (and ensure this is set up in advance of the meeting start)
- Snooze/mute system notifications before you join a call
- Remove the temptation to do other work by minimising your other screens
- Make sure you are sat somewhere that is quiet enough for you to hear and contribute to the meeting
- Test all technology (including camera/video, Wi-Fi, and screen sharing) before the meeting

On the call:

- Wherever possible share your video
- If you use multiple monitors, put your open call on the monitor with your camera so you can give eye contact
- Mute when you're not speaking
- Ensure you are on a suitable view so that you can see the face of everyone in the meeting
- Do not use your phone during a meeting and make sure it's on silent
- Do not do work while on a meeting. You think it's not obvious, but it is! Feel free to call people out if you think this is happening in a meeting you're in
- If someone is doing a screen share presentation and you wish to speak, use the available system features such as 'raise hand' so the speaker knows to pause
- Don't interrupt people whilst they're speaking

OFFICE REOCCUPATION ARRANGEMENTS

To enable the safe re-occupation of our offices following reduced/suspended operations during lockdown there are a number of preparatory and ongoing precautionary measures to assess and implement.

Our key priority is the health and wellbeing of our staff, and the best practice guidance from the government, public health agencies and industry bodies has been referenced to plan our return.

Key areas that need to be assessed have been identified as:

- Ensuring staff awareness of policy and arrangements
- Maintaining 2m social distancing, so far as is reasonably practicable
- Controlling access and shared/public areas
- Controlling deliveries and collections to minimising contact
- Reviewing desk layout and hot-desking arrangements
- Staggering and limiting the use of kitchen/rest facilities
- Providing suitable welfare facilities
- Installing hand sanitiser at strategic locations
- Reviewing/enhancing site cleaning arrangements
- Ensuring maintenance/serviceability of site equipment
- Ensuring emergency arrangements remain effective

A checklist assessment is to be utilised to record and communicate considerations/actions taken at each site. This is to be subject to regular review to ensure ongoing suitability.

Where our residential site-based offices are located within shared facilities, the local manager is to liaise with the Client to ensure suitable arrangements are in place across the site.

Business Meetings

External visitors and company meetings are to remain restricted to what is strictly necessary. Where possible these meetings are to be undertaken remotely or postponed until restrictions are fully lifted.

Meeting rooms are to be modified to promote social distancing.

The attendance at conferences and larger public gatherings is to be avoided until further notice.

Kitchen Access

Rules are to be established for use of the onsite facilities:

- Strictly one-person access at a time to sink/kettle areas
- Clean everything you contact before and after use, using provided products/wipes
- Use your own cup and cutlery throughout the day, do not leave dirty dishes
- Prepare food at home to avoid needing to use kitchen areas or leaving site to visit local shops

Office Etiquette

When working in the office maintain 2 metres distance throughout the day and avoid contact further with these simple practices:

- Avoid sharing stationery and equipment
- Do not offer to make rounds of drinks
- Use your own telephone
- Wipe devices after use e.g. handsets, keypads, printers, franking machine
- Observe good hygiene practices

Deliveries & Collections

A secure area for contactless drop-off and collection is to be defined

Gloves and masks are available in the office and recommended for use where distancing is unavoidable. Request that a courier signs on your behalf (most have implemented this practice by default).

Wash/Sanitise hands after any contact with parcels/post.

Visiting Contractors

Any contractors wishing to work in our facility must present a Social Distancing Risk Assessment in advance for review and approval. This must include the actions intended to ensure hygiene and cleanliness during and after the work.

Client Meetings

Where office employees are required to visit customer's premises this is to be undertaken via web/telephone conference as the first choice where possible. If it is necessary to visit site (e.g. for physical surveying) then the following precautions are to be observed:

- Verify site rules and arrangements are suitable in advance (e.g. the client's risk assessment)
- Maintain social distance of 2m when working on site.
- Masks are to be carried to each site and used as deemed appropriate for the task.
- Driving alone is to be the first choice of travel. Use public transport in line with government guidance if unavoidable.
- Politely avoid shaking hands with clients.
- All company site documents are to move to email e-signature as the first choice, or be signed on behalf of a client if required.

Wellbeing

During this challenging time in which we find ourselves, the mental health of our team remains a top priority. If you are struggling to cope with isolation, illness, bereavement, anxiety, stress or any other condition/situation you are not alone, and the management team and our external advisors are available to support impartially and confidentiality. Please make contact without delay to start the conversation and we will make an action plan together.

OFFICE REOCCUPATION CHECKLIST

Location	Artic Head Office - Dartford		
Date	21/05/2020	Assessor	Colin Trowell (MD) and Lizzie Lowe (Compliance Supervisor)

ID	Consideration	Comments / Actions	Close d
1.0	Communication		(✓)
1.1	Has the policy been issued to and acknowledged by all workers?	Yes – via email, company website and company Dropbox account.	✓
1.2	Does the policy need to be translated for any non-English speaking workers?	No.	✓
1.3	Are awareness posters displayed in key locations around the office/welfare areas?	Yes – throughout each floor and area.	✓
2.0	Housekeeping		
2.1	Have there been any security or maintenance/housekeeping issues during lockdown that need addressing?	No – the office has remained open.	✓
2.2	Have the office/welfare areas been cleaned as normal arrangements? Does a deep-clean need to be arranged?	Yes – regular cleaning has continued and specialist deep clean planned for 30 th May 2020.	✓
2.3	Do ongoing cleaning arrangements need enhancing? e.g. daily cleaning of shared facilities, handles, switches, keypads etc. Are products in stock?	The office will continue to be cleaned every evening by professional contractors – additional PPE in stock.	✓

ID	Consideration	Comments / Actions	Closed
2.4	Have there been any areas where known cases of infected persons have been recently present? e.g. disinfection required	No.	✓
3.0 Access			
3.1	Is the entrance secured/controlled to prevent visitors congregating? Can shared entrances be avoided?	Yes – each floor has its own designated access and egress. Reception is controlled by access control system and dedicated front of house person.	✓
3.2	Are shared/communal areas controlled? Are joint agreements with neighbours necessary?	N/A – Artic own the building and are the only occupier.	✓
3.3	Is hand sanitiser available by all entrances?	Yes.	✓
3.4	Are there shared access control, sign-in or clocking-in systems used? e.g. shared keypads, pens or fingerprint scanners to consider	No.	✓
3.5	Can Perspex screens be fitted to reception / public-facing service desks? Are masks necessary to be worn for exposure to public?	Yes – Perspex screen at reception installed. Masks available for all employees.	✓
3.6	Do employees using public transport for commuting have access to face masks?	Yes and stock is available at the head office.	✓
3.7	Can deliveries/collections be left in a secure area for 'contactless handover'?	Yes – 2 metre controlled environment created within our stores area.	✓
3.8	Is it reasonable/practicable to undertake screening? e.g. temperature checks	To be monitored by management. Thermal temperature device purchased.	✓

ID	Consideration	Comments / Actions	Close d
3.9	Are company vehicles shared?	Only if 2 metre ruling is adhered to.	✓
3.10	Can shift times be changed if necessary? e.g. to avoid use of public transport at peak times	Under continual review by management.	✓
4.0	Layout		
4.1	Can desks be moved to increase spacing to the recommended 2m?	Yes – workstations and floor layout changed to adhere to 2 metre protocol.	✓
4.2	Do any desks need to be removed from service?	No – these will be hazard taped and left unoccupied.	✓
4.3	Does hot-desking need to be reviewed?	No more hot desking allowed.	✓
4.4	Do meeting areas need modification?	Meeting rooms – modified to adhere to 2 metre rule.	✓
4.5	Do walkways, stairways, lifts need restrictions?	Not practical – stairways split via each floor.	✓
5.0	Maintenance		
5.1	Have legionella controls been maintained during lockdown? e.g. flushing/chlorination/descaling	Yes.	✓
5.2	Does mechanical ventilation require consideration? e.g. deactivation or filter changes	Will be deep cleaned in line with the office specialist clean at the end of May and then cleaned monthly thereafter.	✓
5.3	Have Passenger/Goods lifts been serviced and examined in line with manufacturers and LOLER requirements?	N/A.	✓
5.4	Has gas safety been maintained? e.g. boiler servicing	N/A.	✓

ID	Consideration	Comments / Actions	Closed
5.5	Has fixed electrical wiring been maintained? e.g. 5 yearly FWT	Yes	✓
5.6	Have portable appliances and other work equipment been inspected prior to use?	Yes.	✓
6.0 Emergency Preparedness			
6.1	Is the fire alarm and emergency lighting etc. operational? Has testing/servicing been maintained?	Yes and full maintenance contract in place.	✓
6.2	Are extinguishers in place? Do they require annual servicing?	Yes – up to date and full maintenance contract in place.	✓
6.3	Are escape routes and fire exits clear and unlocked?	Yes.	✓
6.4	Will an adequate number of trained Fire Marshals be on site, taking remote working and sickness/furlough leave into consideration?	Yes.	✓
6.5	Will an adequate number of trained First Aiders be on site, taking remote working and sickness/furlough leave into consideration?	Yes.	✓
6.6	Are first aid kits stocked and in-date? Are any AEDs ready-to-go if applicable?	Yes.	✓

ID	Consideration	Comments / Actions	Closed
7.0	Training / Documentation		
7.1	Have any key policies or risk assessments etc. passed the planned review date? e.g. H&S Policy, Fire Risk Assessment, COSHH Assessments	No – all up to date.	✓
7.2	Have any critical training refreshers been missed?	No.	✓
7.3	Have any operational licences expired?	No.	✓
7.4	Have Covid-19 Policies/RAMS been requested and reviewed from key sub-contractors?	Yes.	✓
8.0	Other Site-Specific Considerations		
8.1		N/A.	✓

SITE-BASED ENGINEER ACTIVITY ARRANGEMENTS

All sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

These operating procedures have been prepared to support our ongoing/restarting site activities and are based on best practice guidance from the Government, Public Health England, and the Construction Leadership Council.

For larger construction project sites, where we are likely to have more control over boundaries and work locations, a separate policy is applicable. This document covers arrangements for our site-based and mobile engineers, who will be regularly working alone or in small teams within client's commercial premises, which could also involve potential contact with residents and also members of the public using the site.

This document is to be read in conjunction with the existing site-specific and core RAMS and extends on those requirements to introduce a minimum standard of protection across all our work locations.

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place!

Duty Holder Responsibilities

Contract Managers are responsible for leading the communication with Clients to discuss and agree that mutually acceptable arrangements are in place in advance of attending sites.

Engineers are responsible for undertaking a point-of-works (1 minute) risk assessment on arrival for each job, to verify that the minimum standards have been implemented and that they will be able to undertake the job safely.

Sub-Contractors

Any Sub-Contractor under our control visiting site must have a formal review of their policy and RAMS for coronavirus undertaken for approval prior to attending site, to verify that arrangements are in line with standard guidance and our policy as a minimum.

Where working on a labour-only basis, an agreement may be made to sign on and follow our issued arrangements.

The Contract Manager and Site Supervisor/Lead Engineer is to liaise with Clients on an ongoing basis to verify that any client-direct appointed contractors working alongside our team have been subject to the same level of verification.

Travel to Site

Wherever possible you should travel to site alone using your own transport as the safest option

If you have no option but to share a vehicle:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (e.g. 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 emphasis on handles and other areas where passengers may touch surfaces

If you need to use public transport to get to work:

- The Contract Manager is to review start/finish times on site to assist in avoiding travel during peak times, although this may not be possible due to site/operational requirements
- Consider other means of transport to avoid close contact on shorter journeys (e.g. walking or cycling)
- Wear a face mask in line with Government guidance

Site Access and Egress

- Report to reception/security on arrival as normal but ensure 2m distancing is maintained. Do not shake hands and carry your own pen if it is mandatory to complete any documents.
- If you are required to complete a site induction for briefing of critical H&S information, then this requirement must remain. However, if a site/client has not put suitable arrangements in place to ensure social distancing measures then this must be immediately escalated to the Contract Manager.
- Wash your hands for 20 seconds using soap and water, or hand sanitiser if not available, when entering and leaving the site each time.
- Personal supplies of hand sanitiser are to be issued to Engineers from head office.
- Our policy for obtaining Client's signatures on completion of works has already been updated to reduce contact

Point-of-Works (1-minute) Risk Assessment

In addition to standard requirements, all Engineers must also verify that Covid-19 arrangements for the site are in place and it is safe to proceed. The following should be considered for each site

1. Have I washed/sanitised my hands upon arrival?
2. Can my work areas be cleared of residents for the duration? If not, will it be possible to use barriers/signage/verbal communication to maintain 2m social distancing from others on site? If not, can the activity be rescheduled if non-urgent or do I need to wear RPE throughout?
3. Are there site-specific arrangements to observe? (e.g. restricted areas / mandated PPE)
4. Are there clinically vulnerable persons on site to protect? (e.g. care homes)
5. Do I have access to suitable welfare facilities?

Social Distancing

While working on site it is important to maintain social distancing of 2m so far as is reasonably practicable, and limit contact to only what is necessary. The following arrangements are to be implemented to support this:

- Some tasks may be undertaken remotely using technology, for example meetings, to limit site attendance to what is physically necessary
- Site meetings should be undertaken in areas with sufficient space and good ventilation, this could be outdoors
- Use stairways in preference to lifts and avoid crossing paths with others.
- Tasks are to be reviewed each day and planned to minimise the frequency and time workers need to be within 2m of each other
- Work side-by-side, or facing away from each other, rather than face-to-face
- Keep face-to-face tasks to short duration (e.g. <15 minutes) where possible
- When working in teams, keep the group small, and stay together - avoid changing workers within the team
- In public areas, or occupied premises, use barriers and signage as necessary to segregate and isolate the work area, without creating additional hazards

Contact Tracking

Should you come down with symptoms it is a moral duty to try and inform those with whom you have been in close contact within the past week, to possibly prevent the further spread of infection. We should all be keeping a daily record of those we have been working with (e.g. within 2 metres where unavoidable or when sharing vehicles). Should the Government approve the use of Smartphone Apps installation of this is to be reviewed by Head Office for roll out to the team.

Work Equipment

To reduce transmission risk when sharing plant and tools on site:

- Wash your hands before and after using equipment
- Common touchpoints should be regularly cleaned (e.g. buttons, handles, vehicle cabs)
- Equipment within site offices is to be subject to the same hygiene controls
- Avoid sharing of any PPE, sufficient stocks are to be available on site

Deliveries to Site

- 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
- Maintain social distancing by utilising a secure segregated area for drop-off of materials, and wait for drivers to depart before collecting
- Wash hands after physically signing for any goods (most couriers have suspended this requirement)

Hand Hygiene

- Regular breaks are permitted to wash your hands
- Clients are expected to have made suitable provision on their sites, but where this cannot be fully relied upon all Engineers are to be issued and carry at all times personal hand sanitiser (minimum 60% alcohol based) to supplement on-site hand washing facilities.

COSHH

Alcohol based hand sanitiser is typically Flammable and Irritant:

- Monitor your skin on an ongoing basis and report any symptoms of dermatitis including redness, itching or flaking:
<https://www.hse.gov.uk/skin/posters/skindermatitis.pdf>
- Cover any cuts or grazes with a plaster/dressing
- Do not smoke while using hand sanitiser, avoid heat/sparks/flames, and allow to fully dry before touching any surfaces or work equipment (static discharge risk)
- In case of eye contact, immediately flush eyes with plenty of water for at least 15 minutes. If worn and easy to do, remove contact lens - seek medical attention
- If inhaled or swallowed, move to fresh air, rinse mouth with water, do not induce vomiting, seek medical attention if any symptoms persist
- Store in original container
- For bulk storage on site a metal cabinet is to be used for flammable segregation with suitable extinguishers nearby and warning signage displayed

Personal Protective Equipment

In addition to standard site rules, the following requirements are to also be implemented:

- Sufficient stocks of PPE are to be held/issued so that Site Operatives do not need to share any equipment. Secure storage is available for each engineer in vans.
- Unless it is a risk to the activity, disposable nitrile/latex/vinyl gloves should be worn when safety gloves are not worn.
Doffing Guidance: <https://www.hse.gov.uk/skin/posters/singleusegloves.pdf>
- Hygiene should be enhanced, with regular self-cleaning/disinfection of safety glasses/goggles and safety helmet etc.
- Additional company uniform has been procured and issued to support the regular daily washing
- Branded PPE with Social Distancing Reminders has been procured and will be issued

Respiratory Protective Equipment

The general wearing of 'RPE' outside a clinical/suspected contaminated setting is not currently recommended to be necessary or enforced by the Government. As such standard site rules and RAMS requirements should be followed.

'Face Masks/Coverings' which may help stop transmission of the virus are however recommended to be used in the following scenarios:

- When social distancing is challenged on site, e.g. for team lifts/installations
- When encountering members of the public, e.g. for works within occupied premises/homes
- When generally working in a healthcare setting, e.g. NHS premises, care homes
- When a client's site rules require this, or it is specifically requested of you

Additionally, where use of public transport cannot be avoided to commute to work, it is recommended that masks are worn, and these will be made available by request to your Supervisor/Manager (the employer).

'RPE' should be reserved for necessary use due to national supply shortages. 'FFP3/FFP2' standard is the first choice to give maximum protection against coronavirus transmission and should be worn along with other PPE where there is a higher risk of exposure. Disposable masks will need to be changed regularly.

Refresher guidance on how to use RPE: <https://www.hse.gov.uk/pubns/disposable-respirators.pdf>

Be aware of fatigue from tight-fitting respirators and ensure suitable breaks are taken (e.g. hourly).

The procedure for fit testing of tight-fitting respirators is to be updated in line with guidance from the HSE:

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

Individual extensions to standard 3-yearly retesting may be given at this time to reduce risks from shared test equipment.

Toilet and Changing Facilities

Clients are expected to have risk assessed their own existing facilities and put arrangements in place for the safe use of communal washrooms, but where this cannot be fully relied upon for sites outside of our immediate control Site Engineers are to verify in arrival during the point-of-works assessment and escalate any concerns to the Contract Manager.

Wash or sanitise your hands before and after using the facilities. Shared bars of soap and towels are to be avoided. As always, leave the facilities in a condition you would expect to find them in.

Catering and Rest Areas

Workers should aim to prepare and bring their own food to site each day, avoiding the need to share food preparation areas or leaving site to visit local shops. Site canteens should be providing a takeaway service, with pre-prepared and wrapped food only.

Upon arrival, Engineers are to verify suitable arrangements are in place for catering and rest facilities, maintaining hygiene and social distancing. Should this not be the case within the facility, then company vans are to be utilised.

General guidance for catering facilities:

- Break times should be staggered to reduce congestion and contact at all times.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- 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
- A distance of 2 metres should be maintained between users, wherever possible
- All rubbish should be put straight in the bin and not left for someone else to clear up
- 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

- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use rest areas if they apply the same social distancing measures

EMERGENCY ARRANGEMENTS

Should anyone develop symptoms of Covid-19 while on site:

- Alert the Site Manager/Supervisor immediately, via mobile phone if available or strictly maintaining a safe social distance, and advise the areas you have been working in and equipment you have been using
- Isolation is to be arranged, away from all other persons, preferably in a room with natural ventilation
- A face mask is to be worn, and the individual instructed to avoid touching anything further
- The individual should call NHS 111 to discuss their symptoms and the next steps
- Leave the premises as advised, wearing a face mask/covering to aid in containing the virus
- Follow the Government's guidance on self-isolation and do not return to work until fit to do so

The Site Manager is to arrange for cleaning/disinfection of the work area/equipment and other higher risk areas such as welfare facilities in line with Government guidance:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

MONITORING

Ongoing monitoring for adherence to site rules is to be undertaken and breaches reported without delay. The Contract Manager is responsible for determining the level of monitoring/supervision required for a project if a full-time dedicated Site Supervisor is not justified. As a minimum requirement for smaller teams a competent Lead Engineer/Operative should be appointed with supervisory duties, with the Contract Manger liaising daily, and visiting at regular intervals. Video tours and remote auditing may be utilised as practicable at this time to reduce travel/contact, where it is deemed an effective means of maintaining standards.

We are all responsible for leading by example with our behaviours to build a positive safety culture, and a collaborative approach is encouraged where issues can be openly discussed and addressed.

ESCALATION

Our engineers and representatives are all individually authorised to cease works and raise any concerns should they feel their own or others health and safety is being placed at risk. Please contact senior management immediately should this be encountered on site.

