


SITE RULES DURING COVID 19	 Quality Construction Since 1877	
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1. OVERVIEW – WHAT THESE PROCEDURES COVER

WW Martin site rules have been written following the Government Guidelines to enable sites to run safely during the Pandemic. These site rules set **MUST** be adhered to at all times to ensure that all site personnel are working to the Site Operating Procedures to protect the workforce and their families.

2. IMMEDIATE ACTIONS TO MINIMISE RISK

- **Maintain social distancing of 2m apart at all times** - The site will be monitored by the Site Manager and Supervisors at all times. Failure to keep to the rules may result in individuals being sent off site
- **Continual washing or sanitising hands** in particular at access and egress points around the site
- **Do not touch your face**
- **Any signs of symptoms** e.g. high temperature or continuous dry cough **YOU MUST** advise your supervisor and WWM Site Manager and go home and isolate

3. ADAPTING WORKING PRACTICES


WW Martin site rules listed below **MUST** be adhered to at all times, failure to work to them will result in your removal from site.

Travelling to and From Site

- a) **Travelling to and from site** – Wherever possible workers should travel to site alone using their own transport.
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
- b) **Parking** – If walking from the car park to the site please avoid walking together unless you can walk safely 2m apart
- c) **Individuals moving regularly from Site to Site** – There are instances where operatives will need to work on more than one site over a short space of time or even during the course of a single day. This should be minimised, if possible. However, if this is unavoidable due to work levels, the operative moving across the sites must ensure that they wash/sanitise their hands upon leaving the site and when they arrive at the next site if in the same day. Replace Gloves at each site to avoid possible cross contamination.

Site Inductions

- a) These will be sent electronically to the companies together with the Medical Questionnaire and the site rules – these forms will require signatures or an email stating they have been read and understood. These are to be returned via email to the Site Manager prior to starting on site
- b) Suppliers to issue delivery drivers with a copy of our delivery driver induction prior to coming on to site for them to put in their cab
- c) CSCS Cards etc – These must be returned with the completed induction via email

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- d) Task based Risk Assessments - will be required from all contractors covering the COVID 19 preventions and use of equipment and manual handling
- e) Permits – these will be discussed between the individual carrying out the task and the Site Manager the permit will then be issued via email and returned signed by email
- f) All pens will be removed from site please have your own pen available for your own use
- g) Smoking will only be permitted in the designated area 1 person at a time. Do Not leave fag butts on floor
- h) Toolbox talks – these will be sent to your company electronically we will require you to read and send back the answers to the Site Manager electronically
- i) Daily task briefings – these will be issued via email at the close of play each day to enable communication to all site staff. Hazards will be displayed on the hazard board if the site has one.

Signing in and out

- a) A list of anticipated operatives will be required to be issued by the Contractor the day before their first day on site to enable the gateman/Site Manager to have a list that they can tick off the individuals when they arrive and leave
- b) The Gateman (if there is one) is to remain 2m away from the vehicle at all times behind demarcation line
- c) Temperatures will be taken each morning by the nominated person. When carrying out this task a mask will be worn by both parties
- d) People will be requested to stay on site for the duration of the day and encouraged not to visit the local shops to buy lunch etc.

PPE

- a) For the duration of the pandemic **4-piece PPE** will be enforced. Hat, Hi-Vis, Safety Boots and Gloves will be worn, masks and Safety Glasses will be worn where required if the 2m rule cannot be met.
- b) Face Fit masks – Some tasks that may not usually require the wearing of face fit masks could be enforced therefore there will be a requirement for facial hair to be removed to enable the mask to be worn properly especially if the task cannot avoid working within the 2m zone

Deliveries

- a) Contractors are to advise the day before what deliveries are coming in to enable the Site Manager to book them in with the gateman where applicable
- b) Suppliers & Sub Contractors to issue delivery drivers with a copy of our delivery driver induction prior to coming on to site for them to put in their cab
- c) Gateman to check the driver has induction in his cab
- d) If delivery driver is required to exit the cab, they must wash hands or sanitise them prior to unloading and again after
- e) If WWM are unloading request that the driver removes the curtain side or opens any doors to avoid any potential damage occurring to the vehicle
- f) Avoid the need to sign on tablet or paperwork by giving the driver your name and position

Site Office & Communications

- a) Access to the site Office will be limited to the Site Managers, entry will be permitted only within the designated area to all other Site Personnel – stay within the demarcation lines
- b) Communication – Wherever possible use technology to communicate with individuals to avoid face to face contact. This will include site meetings

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- c) **Contract Managers and QS's** are encouraged utilise video conferencing and conference calls wherever possible, however there will be times that a site visit is deemed necessary. When this situation arises they must adhere to these Covid 19 Site Operating Procedures at all times.
- d) The Site Manager is responsible for ensuring that cleaning is carried out on a regular basis within the office including the sink area to avoid need for others to enter the area
- e) Planning each day – Each day there will be discussions between all supervisors and the Site Manager by phone/email/or via virtual means. This will ensure that the location and resources can be planned to prevent many trades being in the same place at one time
- f) Limiting the Site to reduced staff – You will be requested to work at certain times and locations to ensure that the 2m rule can be abided by this may include twilight shifts and/or weekends

Toilet & Canteen Facilities

- a) There will be a toilet attendant/labourer in place to maintain the cleanliness throughout the day. Each individual will be responsible for cleaning the area after use including cleaning the door handles and locks.
- b) The Female toilets will be left unlocked for all to use (Unless there are any females working on that site)
- c) The number of people using the toilet facility will be limited depending on the site, this will be policed by the nominated person, but is each person's responsibility to ensure that this is happening
- d) You will be encouraged to wash/sanitise your hands prior to using the toilet as well as after
- e) Breaks will be staggered, and limited numbers of people using the facility depending on the site will be in place to ensure the 2m rule can be adhered to
- f) It will be the responsibility of the individuals to clean up after themselves
- g) The toilet attendant/labourer will be responsible for the checking and monitoring the canteen area.
Please Note - If this is not kept clean then the area will be closed to everyone and only opened up for hand washing and boiling the kettle
- h) Please use your own cutlery and crockery and take them home with you to wash up
- i) Stay within the 2m demarcation areas
- j) Eat food within your own vehicle if you prefer
- k) The Canteen cleaning checklist will be completed by the nominated individual

Cleaning Regimes

- a) Site Office – this will be the responsibility of the Site Manager – ensure all door handles and switches are cleaned
- b) Toilets – The toilet attendant/labourer will be responsible for thoroughly cleaning the toilet and wash area on an hourly basis. **Please note** Each individual is responsible for cleaning the area after use including all door handles and locks and switches
- c) Canteen area – Each individual using the facility will be required to clean the area after each use to include the door handles, switches, microwave, toaster, surfaces and sink area. Keep bins emptied after each use dispose of in the skip. The toilet attendant/labourer will have responsibility to monitor the cleanliness after each use. Failure to keep this area tidy will result in closure of the facility. It will only open to access the kettle and to wash hands.
- d) Site area – All site personnel will be responsible for keeping their work area clean and tidy – failure to do this will result in removal from site. Please tidy up as you go and do not leave any rubbish or excess materials lying around.
- e) The cleaning checklist will be completed each time cleaning takes place

Administering First Aid

- a) The First Aider must wear gloves, face fit mask or PPF3 or 2, safety glasses and Gloves
- b) For cuts and general first aid; try to maintain 2m rule and supply the individual with a plaster or pad to administer their own first aid following the first aiders instructions
- c) Ensure the individual is isolated wherever possible and keep people away
- d) Dial 999 in an absolute emergency and keep the individual comfortable
- e) All contractors to supply a First Aider to cover in the instance of sickness of the main first aider

Using Plant and Machinery

- a) Each operator will be responsible for the cleaning and sanitising the cab after every use
- b) Only 1 operator to use the machine to avoid cross contamination wherever possible
- c) The usual checks will still be required under PUWER and LOLER using own pen and book to keep with the individual at all times
- d) Inspection sheets are to be photographed and sent over to the Site Manager

If Symptoms are identified on site**Individuals including the Site Manager**

In the event of an individual showing symptoms your site supervisor and the Site Manager must be informed immediately. The individual must go home and isolate for at least 7 days. The area that the individual has been working in will be cordoned off and deep cleaned, this will include any other areas on the site the individual has visited. Any persons that have been working with or within close proximity will also be sent home as a precaution to isolate.

Thank you for reading this guidance, I hope you do not feel it to be alarmist; it is intended to be practical and realistic. If you do have any concerns with these procedures, please feel free to contact any one of the Directors, they will be happy to assist. Thank you for your cooperation.

Signed



Ian Posnett Director