

Standard Operating Procedure 011 – Site Visits and Site Work During Coronavirus Outbreak

This form is produced by PPCE Group Limited and group companies (Patrick Parsons) to provide guidance on an operation which falls outside the remit of the Quality Management System or Health & Safety Policy and should be carried out with due diligence to ensure no risk to employees, subcontractors or other persons.

DESCRIPTION:

In order to allow continuity of normal business activities which include the need for site survey works for all disciplines, the current company advice for undertaking site visits and surveys is given below. Please note that this is a live risk assessment and will be reviewed constantly as the outbreak develops and our advice may change according to government advice and guidance given at national level. This Standard Operating Procedure (SOP) is aimed at protecting you, your colleagues and co-workers, families and the UK population – so please follow it. This advice is based on guidance given by: the Construction Leadership Council Standard Operating Procedures dated 18 May 2020 <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/05/Site-Operating-Procedures-Version-4.pdf> and HM Government ‘Working safely during COVID_19 in construction and other work, dated 11 May 2020 <https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-240520.pdf>, both of which are based on Public Health England (PHE) guidance.

It is imperative that you do not attend site if you are showing any symptoms of coronavirus infection, i.e. high temperatures and/or a persistent cough or frequent coughing bouts. You should immediately follow government self-isolation protocols (7 days of isolated living at home if you live alone, or 14 days of isolated if you live with others, all members of the household must also remain house-bound). We also advise that you do not attend site if you have any flu or cold symptoms as this increases your personal risk and the risk of spreading other infections to the wider public which can cause immune system suppression which increases vulnerability to coronavirus should you be exposed to it. This will also spread unnecessary doubt, suspicion and uncertainty given current sensitivities.

ACTIVITY:

1.0 RESPONSIBILITIES

1.1 Travelling to Site:

Nobody that has been identified by HR as being in a vulnerable group should be undertaking site surveys, site supervision or visits. For site survey works you should:

- travel to site by your own means (e.g. car, cycle or on foot) and avoid the use of public transport
- if you have no alternative other than to use public transport, then avoid travelling during peak hours and observe the personal hygiene protocols advice of hand sanitation and the 2m social distancing rule so far as is practical. If you have to stand or sit within 2m of someone (this is likely), then minimise this time as far as possible. When you are within 2m of someone, face away from each other or stay side by side to minimise risks.
- before and after travelling on public transport, you should wash your hands for 20 seconds using soap and water or use alcohol-based hand sanitiser if soap and water are not available

1.2 Staying Away from home

If it is unavoidable that your work requires you to stay away from home, you must inform your manager in advance and agree this with them. Your manager will log the location and duration of your stay and you must take responsibility to ensure that any overnight accommodation meets social distancing guidelines. Accommodation will only be booked at establishments that have taken the required steps to confirm they are 'Covid-Secure'.

1.3 Site Meetings:

Where site meetings are absolutely necessary, e.g. site safety inductions of our subcontractors, client meetings or site safety inductions with site owners/operators, then the following applies:

- only necessary meeting participants should attend
- attendees should be at least 2m apart from each other
- hold meetings outside or in open areas where possible
- meeting rooms should be well ventilated / windows opened to allow fresh air circulation

2.0 PROCEDURES

2.1 Risk Assessment and Method Statement (RAMS):

It is important that we continue to operate as normal using our standard operating procedures and risk assessment and method statement protocols. Please do not change during the virus outbreak and should always be followed as a minimum requirement as usual.

- provide a risk assessment and method statement (RAMS) if one is required - follow the company flowchart on the need to prepare RAMS - BOB health and safety pages
- sites and site 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 this SOP
- site supervisors should remind our subcontractors (e.g. at site safety inductions) of the specific control measures we have in place to mitigate the risk of spread of infection from the Coronavirus.
- if RAMS is not required, then you should still plan out your site survey works to ensure that you fit in with the site owner's safety requirements
- ensure that you have a clear plan of action for your survey
- communicate your plan of action with the client/site owner (verbally or in writing) and agree this in advance
- ask if your survey works will be attended by the client/contractor or a representative
- if working on your own or unattended – follow the company rules on our Lone Working policy
- do not shake hands or have any personal contact with your assistant or hosts

3.0 PLAN OF ACTION

As a minimum your plan of action should state:

- any assistance that you may require from site to perform these works safely, e.g. safety platforms, lifting equipment etc.
- the areas of site you require access to
- when you will arrive on site

- who you will arrive with you, if appropriate
- what equipment you will be bringing with you
- what activities you will be undertaking
- the approximate duration of your site visit
- the tasks that you will perform on site

3.1 Personal Hygiene and PPE

Please use common sense, remain calm and ensure you have appropriate standard PPE for your visit/site works in the normal manner. Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused.

Where the 2m social distancing guidelines are met, face coverings should not be used. Where it is not possible to maintain 2m distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that face coverings are not considered to be very effective at reducing risk of contracting the virus.

Before and after your site visit you must wash your hands thoroughly with soap and hot water. If soap and water is not available, then alcohol-based sanitary cleansing gels can be used. We also advise that you take with you a pack of disposable sanitary hand wipes (preferably alcohol-based) in case there is not a ready supply of soap and water at the site - this is a minimum requirement and something that is easy to carry.

If you are being escorted around the site, you should ensure that your escort/assistant maintains safe personal distance from you at all times, i.e. minimum 2m.

Please do not enter areas of restricted space with other people where you cannot maintain your safe 2m distance – ask them to leave the space.

All workplaces that are open during the Covid outbreak should have had their own risk assessment. This includes site offices and live construction sites. There are many measures that could be in place, but as a minimum, workplaces should be demarked with one-way traffic signs where possible, and with ground markings to maintain a safe social distance between workers and visitors alike. Please ensure that you follow the site-specific risk assessment and protocols of your hosts whilst you are on their site.

If you have the sudden need to cough or sneeze during the visit, please do this in a contained manner trapping any aerosols in a clean tissue and dispose of this at your first opportunity in a sanitary manner. Do not cough or sneeze into open air. Please do not go near anybody that you see coughing or sneezing. You have a duty of care to highlight such people to the site managers and ask whether those people should be on site.

Avoid touching your face and commonly touched surfaces during your visit. Where practical and safe, avoid unnecessary touching of common contact surfaces such as door handles, safety bars, handles, catches, latches etc.

Wipe down any equipment that you have used on site with a sanitary hand wipes to minimise the spread of any viruses via equipment contact.

3.2 Continual Improvement

If you have any further worries or concerns, please raise these in advance of any site survey work with our Director of Health and Safety, Grant Richardson. We will seek further advice from our external health and safety consultant, Tim Knowles, on a need's basis. If you have any further suggestions or pragmatic advice to assist us with undertaking safe survey work, then please let us know and share good practice information so that we can achieve continual improvement for our continued safe working.

Circulation (please tick):		All PP Staff	<input checked="" type="checkbox"/>	All technical staff	<input type="checkbox"/>
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