

COVID 19 –SITE SAFETY POLICY

Policy Statement

Due to new rules introduced on 07/04/2020 to protect workers during the coronavirus (COVID 19) outbreak, essential additional controls have been implemented to protect operatives and others. The regulations will mean a minimum of 2m social distancing rule will apply to any workplace and outdoor space where work and repairs are being undertaken.

SFI Ltd is committed to keeping you safe during this time. In order to ensure the safety of our employees, public health and comply with relevant regulations SFI Ltd will comply with the following:

Symptoms of COVID 19

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. If you have symptoms of coronavirus infection (COVID-19), however mild, stay at home and do not leave your house for 7 days from when your symptoms started.

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

Line managers will maintain regular contact with staff members during this time. If you have any concerns, do not hesitate to contact your Line Manager or the SHEQ Manager directly.

Anyone who meets one of the following criteria should not come to site

- Has a high temperature or a new persistent cough (follow the guidance on self-isolation)
- Is a vulnerable person
- Is living with someone in self-isolation or a vulnerable person.

Avoiding close working

- Social distancing rules should be followed at all times when out of the home. Employees should keep a minimum of 2 metres (6ft) between themselves and others.
- Only the minimum number of operatives should be in attendance and these operatives should remain the same throughout the duration of the project if possible.
- Work to be planned so no other contractors are to be on site at the same time as SFI operatives, wherever possible.
- Where certain tasks would usually require more than one operative (as deemed by the risk assessment) then control measures will need to be changed to remove the requirement for this e.g. to remove two person lifts for manual handling activities then the use of mechanical aids/supply lighter bags of materials could be implemented.

- Delivery areas must be clearly marked at a safe distance from the working area. Drivers should be instructed on procedures prior to arrival. Contact with the delivery driver should be kept to a minimum and not be within 2 meters.
- Specific risk assessments and safe operating procedures for working during COVID 19 are provided for each work place.
- Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.

Travelling to site

Travel to work alone and directly to site if possible. Lift sharing and the use of public transport is strictly prohibited. When refuelling use self-service pumps wherever possible like the ones at many supermarket filling stations. Wear disposable gloves (usually available near the diesel pump) when handling the pump or using payment terminals.

Clean the cab area with wipes each time you use the vehicle.

Site Access

- Only the minimum number of operatives should be in attendance at any one time.
- Stop all non-essential visitors
- Monitor site access points to enable social distancing. All individuals must use the sign in register and use hand sanitizer immediately after use.
- Require all workers to wash or clean their hands before entering or leaving the site
- Regularly clean common contact surfaces in and around the site office.

Good Hygiene

- All workers are required to wash or clean their hands before entering or leaving the site and regularly throughout the day. Recommended hand washing techniques using hand wash or sanitiser are provided below this policy.
- Welfare facilities used on staggered breaks and cleaned after use.
- Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap or sanitizer immediately.
- Any PPE provided should be worn as stated within the procedure (RAMS) and disposed of correctly.
- Masks should be provided proactively. Masks should meet a minimum standard - FFP3 rated respirator mask to EN149: 2001 (N95). Masks should be disposed of correctly.
- Regularly clean common contact surfaces in and around the site office.

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other at all times
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

Always Refer to your site specific RAMS for detailed control measures and requirements for that premises. If in doubt contact the SHE Manager or your Line Manager.

Signed

A handwritten signature in black ink, appearing to read 'Joshua Tedstone', with a stylized flourish at the end.

Joshua Tedstone

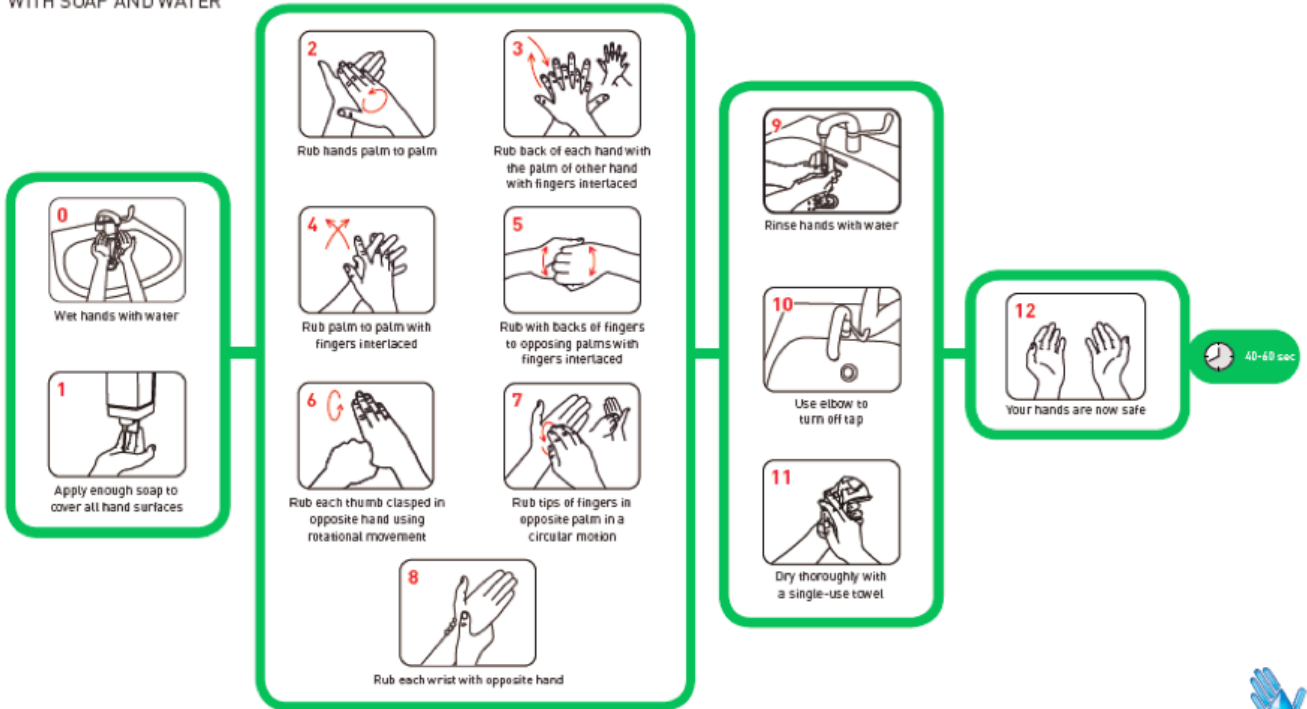
Managing Director

Approved Hand Washing Techniques

HAND CLEANING TECHNIQUES

How to handwash?

WITH SOAP AND WATER



www.npsa.nhs.uk/cleanyourhands

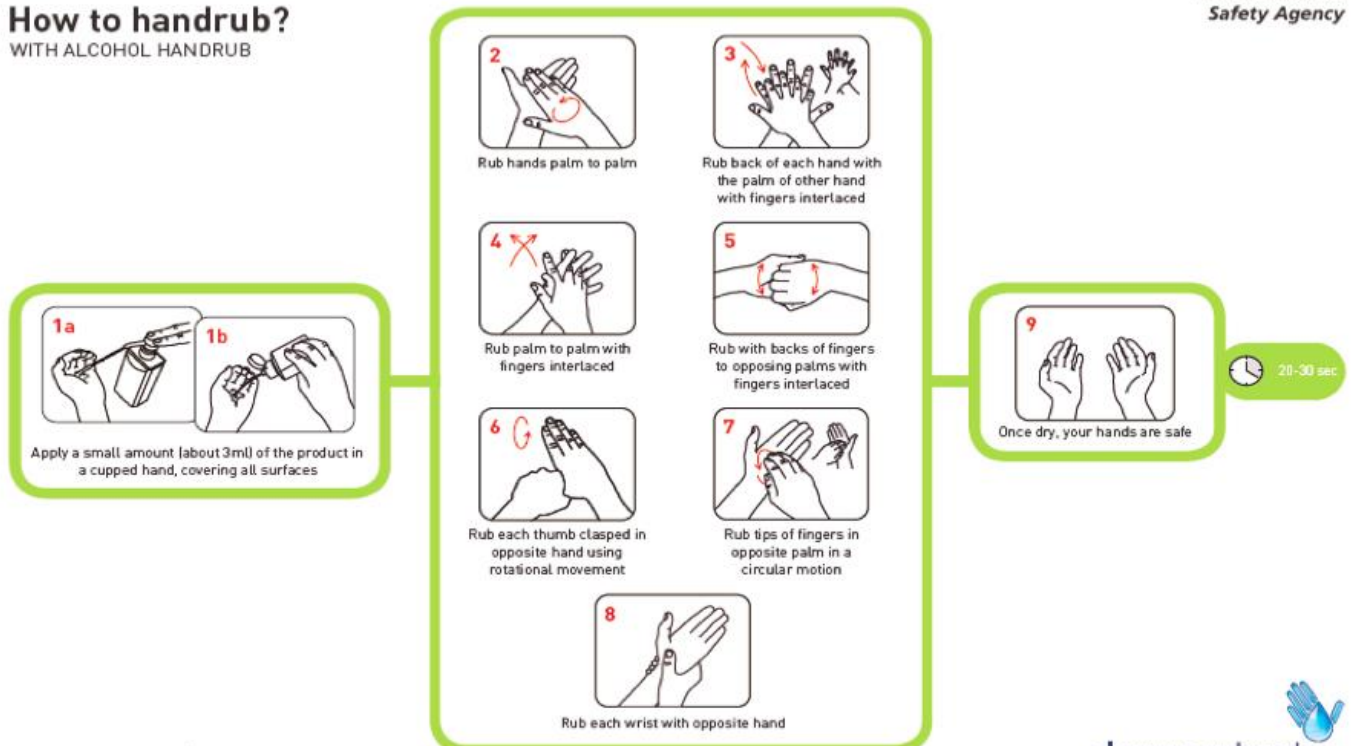
Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care



HAND CLEANING TECHNIQUES

How to handrub?

WITH ALCOHOL HANDRUB



www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care





Employers and businesses 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



Businesses and workplaces should encourage their employees to work at home, wherever possible



Employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus to others

Those who follow advice to stay at home will be eligible for **statutory sick pay (SSP) from the first day** of their absence from work



Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products

Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, **they should be sent home**

Employees from **defined vulnerable** groups should be strongly advised and supported to stay at home and work from there if possible