

# Covid-19 Policy //

## Working on site / office / workshop during the COVID-19 pandemic

### Introduction

As a construction businesses operating during the COVID-19 pandemic we need to ensure that we are protecting our workforce and minimising the risk of spread of infection by following the latest guidance from NHS Scotland and Scottish Government.

This policy is intended to ensure the adoption of appropriate measures on all our sites / workplaces of all sizes, in line with current recommendations on physical (social) distancing.

**Notwithstanding anything contained in this document, all contractors and personnel must comply with the latest Scottish Government guidance/regulation on the prevention of spread of Coronavirus at all times relevant, other guidance may need to be followed depending on your location within the UK as each country forming the UK has variants on guidance.**

The health and safety requirements of any activity, which require the implementation of Safe Systems of Work established through Risk Assessments, must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel or supporting resources required to provide a safe system of work, it must not take place, regardless of Covid-19.

Workplace access, layout, welfare facilities, logistics and operations etc., must be risk assessed and planned to ensure that physical distancing recommendations and enhanced hygiene recommendations are followed. If there are operations essential to completion of the project that cannot be undertaken within the parameters of physical distancing, then they must not take place until a specific risk assessment has been completed and appropriate control measures implemented. (See below under Development of controls).

### Development of controls

The Health and Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Construction (Design and Management) Regulations 2015 and other relevant legislation continue to apply to our workplaces during the COVID-19 pandemic.

All TJL workplaces and sub-contractors have a duty to take account of the health and safety risks to everyone affected by the work (including members of the public) in planning, documenting and managing the measures needed to control those risks. Risk assessment and the communication and implementation of appropriate control measures is a fundamental requirement of the above legislation.

Such measures need to take into account the nature of the workplace, the work to be performed, the number of people working within the workplace, other local factors and be documented as applicable for TJL workplaces such as part of a Construction Phase Plan, Site Operating Procedures (SOP), Risk Assessments, Method Statements and Induction etc

TJL operate an open door policy and encourage all persons within TJL workplaces to raise any ideas/ concerns regarding Covid-19 procedures/controls they have with a member of TJL management.

## Risk Assessments

The specific risks of working during the COVID-19 pandemic and the associated control measures, including social distancing requirements, must therefore be considered and documented in Risk Assessments by all, in compliance with their normal health and safety management procedures.

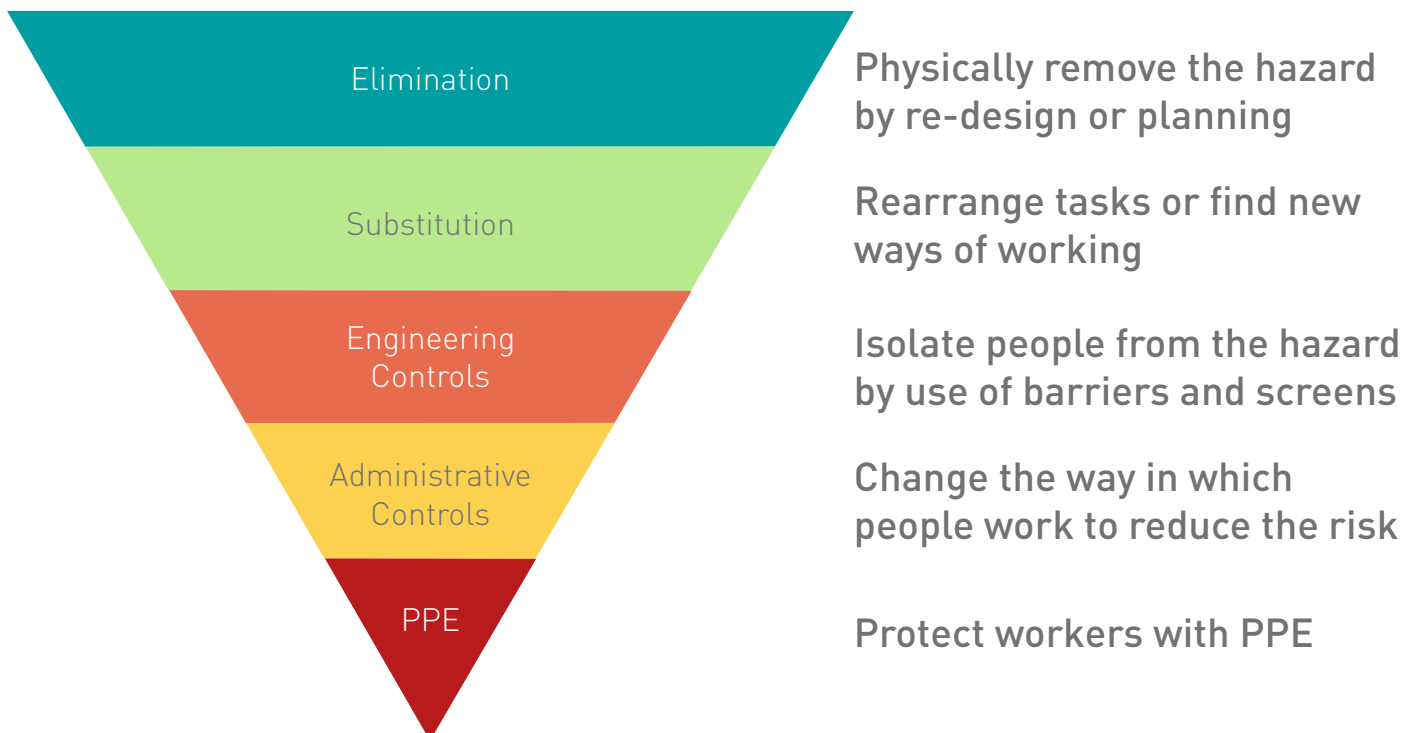
Should an operation be identified in a Risk Assessment that cannot be undertaken within the parameters of social distancing, we must first of all seek to eliminate the risk completely by looking for other ways to complete the task. If this is not practicable, we must seek to reduce the risk by changing the means used to carry it out; to isolate it (for example by erection of a screen or barrier) and/or introduce strictly enforced Administrative Controls, such as reducing the frequency and time workers need to be within 2m of one another.

Where reliance is placed solely on Administrative Controls, then suitable PPE should be used to protect workers from infection, physical distancing should be maintained as far as possible and the period of time and frequency at less than 2m distance should be minimised.

In order to work within 2m, a justification form will be completed, where it is justified the risk assessment will need updated with controls and then a Permit to proceed will be issued. This will be run by TjL Factory/ Site Management (sub-contractors fill out justification form)

All of these measures documented measures should be conveyed to the workforce through the risk assessments, method statements, toolbox talks and any other means of communication.

### Hierarchy of controls is shown below



## **Information and Guidance on the risk posed by COVID-19 and potential control measures**

(Extracted from “COVID-19 Information and Guidance for Non-Healthcare Settings” Version 4.2 published by Health Protection Scotland).

For updated guidance visit: <https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>

### **What is the risk of COVID-19?**

The risk is of site personnel, office staff, workshop personnel, visitors or the general public contracting the coronavirus COVID-19.

COVID-19 is spread by respiratory droplets produced when an infected person coughs or sneezes. Infection transmission mainly occurs via contact with a symptomatic person. This can occur through respiratory droplets, by direct contact with an infected person or by contact with contaminated objects/surfaces. This is most likely to happen when there is close contact (within 2 metres) with an infected person. The risk of infection transmission increases the longer someone has close contact with an infected person. Respiratory secretions, from the coughs and sneezes of an infected person, are most likely to be the main means of infection transmission.

There are two routes by which COVID-19 can be spread:

- Directly; from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways. This risk increases the longer someone has close contact with an infected person.
- Indirectly; by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching own mouth, nose, or eyes.

### **How long can the virus survive on environmental surfaces?**

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours. We know that similar viruses, are transferred to and by people’s hands and therefore frequent hand hygiene and regular decontamination of frequently touched environmental and equipment surfaces will help to reduce the risk of infection transmission.

### **General advice on control measures applicable to all work places.**

All places should have measures in place for:

- Management need to consider the number of people needed within a workplace at any time and ensure those persons are aware of the advice on Covid-19
- Routine cleaning and disinfection of frequently touched objects and surfaces (e.g. Telephones, keyboards, door handles, desks and tables).
- Ensure regular environmental cleaning is done.
- Promote frequent hand hygiene by making sure that staff, contractors, service users and visitors have access to hand washing facilities and where available alcohol-based hand rub.
- Ensure staff have the space to allow for appropriate distancing between colleagues when working/moving around. This can include marking on the ground to encourage people to stand 2m back from staff and ensuring staff have appropriately staggered breaks.
- Ensure good ventilation by keeping windows open where possible and not closing doors for small rooms (unless someone is presenting symptoms – see section below about responding to someone falling ill at work).

- Where possible and those who can, work from home. (In line with Scottish Guidance, Covid-19 Phase 3 business & physical distancing)
- From the 16th of October anybody in a workplace canteen will have to wear a face covering when they are not seated at a table – for example if they are queueing, or are entering or leaving the canteen or going to the toilets.
- From the 19th of October face coverings will require to be worn in other communal workplace areas such as corridors.
- Individuals should
  - Wash hands frequently with soap and water for 20 seconds.
  - Use alcohol-based hand rub where available if no access to soap and water.
  - Avoid touching eyes, nose and mouth with unwashed hands.
  - Follow the Self Isolation section of this policy if they have Covid-19 symptoms, been in close contact with someone who has symptoms or have tested positive.
  - Follow the social distancing advice.
  - Wherever possible, avoid direct contact with people that have a respiratory illness and avoid using their personal items such as their mobile phone.
  - Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

**Specific advice on control measures to be considered for inclusion in workplace specific Risk Assessments for COVID-19 dependent upon the size of workplace and the number of personnel involved.**

**Provision of PPE and cleaning products**

Before commencing any works, all necessary PPE (as identified by the Risk Assessment) and cleaning products, including soap and water and hand sanitisers (where available) must be available to every worker. If this is not the case, then work should not commence until resolved.

**Travel to Workplace**

- Wherever possible workers should travel to site / office alone (unless the other passengers are members of their own household) using their own transport and sites / office must consider, where necessary:
  - Parking arrangements for additional cars
  - Other means of transport to avoid public transport
  - If workers have no option but to share, journeys should be with the same individuals and with the minimum number of people at any one time
  - Passenger numbers within corporate vehicles to be kept to a minimum to allow for social distancing as far as practicable
  - Ventilation should be increased within vehicles by opening windows and passenger should avoid face to face with driver
  - Vehicles to be cleaned regularly, using gloves and standard cleaning products, with an emphasis on handles and other touch surfaces
  - Where public transport is the only option, where possible look to avoid peak times
  - Where compounds are established, providing hand cleaning facilities at entrances and exits. This

should be soap and water wherever possible or hand sanitiser if water is not available

- How someone taken ill would get home.

### **Workplace Access Points (if relevant)**

- Stop all non-essential visitors, (Authorisation from a Director is required for visitors to Inchinnan/ Edinburgh Offices)
- Each individual workplace Manager will require to assess their workplace for deliveries
- On large workplaces, introduce staggered start and finish times to reduce congestion (this may also assist public transport)
- Where feasible, monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Where possible also implement one way entry and exit
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- All workers to wash or clean their hands before entering and leaving the site
- Allow plenty of space (two metres) between people waiting to enter the workplace
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Drivers should remain in their vehicles if safe to do so and must wash or clean their hands before unloading goods and materials.
- Fire evacuation procedures – consideration to be given to how to quickly evacuate and maintain social distancing at the muster point

### **Movement around the Workplace**

- Reduce the need for movement around the workplace where reasonable by re-planning logistics and layout of facilities
- Reduce the number of people in attendance at site inductions
- Where possible can inductions be done off site through email of induction to employers
- Induction rooms to be carefully managed to ensure physical distancing or held in open air if possible. Adoption of 'Honda factory' 2m grid for all briefings etc.
- Toolbox talks – toolbox talks on Covid-19 to reiterate site operating procedures and inform of any change to site procedures
- One-way systems – Introduce one way flow of people around the workplace in stairs and corridors where reasonable to do so.
- Perimeter Access Scaffolding consider one way systems for vertical travel additional stair towers to be installed.
- Access routes/changes will require effective communication to all using the workplace
- Face coverings will require to be worn when moving around the workplace (predominately indoor settings)

### **Hand Washing**

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out workplace or significant numbers of personnel are within the workplace
- Ensure soap, fresh water and disposable hand towels are readily available and kept topped up
- Provide alcohol-based hand sanitiser where hand washing facilities are unavailable

- Regularly clean the hand washing facilities and check soap and alcohol based hand sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Workplaces will need extra supplies of soap, alcohol based hand sanitiser and paper towels and these should be securely stored.

### **Toilet Facilities**

- Restrict the number of people using toilet facilities at any one time – “one in/one out” controls must be used.
- Wash hands using soap and water before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Face coverings to be worn if queueing for access and within toilet facility

### **First Aid**

- First aiders to maintain 2m distance from injured person and assess/talk to injured party and advise what the injured party needs to do
- Where the first aider needs to be within 2m of the injured party then additional PPE will be needed, such as face mask, Nitrile gloves, goggles or face visor, disposable apron etc anyone assisting within 2m would require same PPE
- Wash hands or use an alcohol based hand sanitiser before putting on/removing additional PPE to prevent self-contamination
- Cardiopulmonary Resuscitation (CPR) will come down to dynamic risk assessment by the first aider. At present it is not recommended to perform mouth to mouth on an adult, rather chest compressions only. Guidance on children is different with chest compressions alone unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available and monitor yourself for symptoms for 14 days.

### **Canteens and Eating Arrangements**

There is a requirement for construction sites to provide a means of heating food and boiling water. The Site cleaning regime will need to be able to ensure these arrangements can be kept clean between uses (clean prior to use using cleaning product nearby) In order to minimise the use of kettles, microwaves etc. workforce should be asked to bring pre-prepared meals and refillable drinking bottles/flasks.

The workforce may also be required to stay within the workplace once they have entered it, until end of shift.

- Dedicated eating areas should be identified on site to reduce contamination
- Break times to be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or alcohol-based hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact (additional canteen facilities may be necessary)
- Physical barriers may be utilised between persons where 2m cannot be achieved
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
  - Payments should be taken by contactless card wherever possible
  - Crockery, eating utensils, cups etc. should not be reusable

- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- From the 16th of October anybody in a workplace canteen will have to wear a face covering when they are not seated at a table - for example if they are queueing, or are entering or leaving the canteen or going to the toilets.

Where attendants are utilised, they must be trained to fulfil the role of ensuring that social distancing is achieved in the canteen areas.

### **Working in Teams**

It is important, particularly for those who may need to engage in close working following a risk assessment, to reduce the number of people that each person has contact with within the workplace. This may be achieved by using fixed teams or shifts or partnering so each person works with only a few others. Even if you are working under a permit within 2m, maintain the maximum possible distance apart, limit the time spent within 2m, (only within 2m for the task i.e. if assisting lifting material then maintain 2m when the lift has been carried out, stay 2m apart for lunch/breaks).

### **Changing Facilities, Showers and Drying Rooms (where required)**

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Showers at this time are not to be used
- This may require "one in/one out" arrangements dependent upon the size of unit
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
- Face coverings will require to be worn when using these communal facilities

### **Meetings**

- Only absolutely necessary meeting participants should attend
- Attendees to follow social distancing (2m apart from each other)
- Wear a face covering when not seated
- Use Skype, teams, zoom, facetime, etc to avoid unnecessary visitors to the workplace and reduce travel around the workplace
- Inchinnan & Edinburgh Offices – If you require a visitor to either premise, then permission will be required from a TJL Director
- Non TJL Site Visitors – Permission will be required from TJL Site Management
- Where visitors are required, limit the number at any one time and explain the workplace rules regarding social distancing and hand hygiene on or before arrival.
- Attendees should be two metres apart from each other

- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where reasonable.

### **Cleaning**

Enhanced cleaning procedures must be in place across the workplace, particularly in communal areas and at touch points including, where applicable:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery, equipment controls and vehicle cabs
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
- Task appropriate glove wearing is mandatory
- Tools – Sharing of tools to be prohibited unless specialist PPE is used or tools are disinfected before use by anyone else.

Maintenance of a stock of consumables to maintain cleanliness is essential

### **Self-isolation & Shielding**

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

- Individuals who have developed symptoms of Covid-19, or have been diagnosed with Covid-19 (whether they have symptoms or not), must follow the guidance on self-isolation from NHS inform & the Scottish Test & Protect guidance.
- Individuals from the same household as someone who has symptoms of Covid-19 or who has been diagnosed with Covid-19 (whether they have symptoms or not), must follow the guidance on self-isolation from NHS inform & the Scottish Test & Protect guidance.
- Individuals who have been identified as a close contact of someone with Covid-19, must follow the guidance on self-isolation from NHS inform & the Scottish Test & Protect guidance.
- A close contact of a person who has tested positive for covid-19 must self-isolate for the required time even if they themselves test negative for Covid-19, as the virus can take this time to develop (incubation period)

### **Procedure if someone falls ill**

If a worker develops one of the following Covid-19 symptoms, high temperature, persistent cough, loss of sensory smell/taste whilst at work, they should:

- Return home immediately
- Use a private vehicle to go home, if this is not possible, then they should return home quickly and directly, wearing a face covering as per Scottish Government Guidance.



- Public Transport should be avoided where possible, if used comply with
- Avoid touching anything
- Cough or sneeze into a tissue and put it in the bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- They must then follow the guidance on NHS inform and not return to work until their period of self-isolation has been completed
- Contact to be made with next of kin
- Advise Employer of developing condition via phone
- If the worker is so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about Covid-19. Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2m away from other people
- If possible, find a room or area where the worker can be isolated behind a closed door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. The worker should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough or sneeze into the crook of their elbow.

Once the worker has left the premises, the immediate area occupied by the individual must be cleaned with disinfectant.

Workplace Manager to inform the Health & Safety Manager

### **Use of Specialist PPE**

The role of PPE in providing additional protection against Covid-19 transmission is limited and controls should first focus on ensuring hygiene, particularly handwashing, maintaining physical distancing, minimising time and using fixed teams when working in close contact. However, in circumstances where risk assessment has shown that a task essential to the project cannot be carried out in a socially distanced manner, a barrier is not always a practical solution and reliance is placed solely on administrative controls, then, as a last resort, an appropriate form of PPE should be used.

During any period when the supply of such medical PPE is restricted, we will not compete with the NHS for supplies other than to provide PPE for first aid requirements, deferring the completion of works that cannot be carried out with social distancing/barrier.

### **Provision of Enhanced Supervision**

During early phases of the return to work reduced ratios of workers to supervisors will be required to ensure effective monitoring and supervision of implementation of the new controls, to gather feedback from workers on their effectiveness and to improve on controls where needed.

### **Construction Restart Model**

The construction restart plan can be found at the link below, this contains information on the different phases for construction to follow, these phases are to be read in conjunction with the Scottish Government Route Map as it gives details of which construction phases can be carried out i.e. Phase 2 required Scottish Government approval for the construction Industry to proceed, we have a Site Operating Procedure to help each site in our compliance with the restart and documents will be updated as and when new guidance is

available.

<https://www.cs-ic.org/library/construction-re-start-plan/>

### Raising Concerns

If you wish to raise any concerns regarding control measures in place for Covid-19 within your workplace, then please contact one of the following best applicable to your workplace:

- Member of TJL Site Management
- Member of TJL Factory Management
- Your Line Manager
- TJL Director
- TJL Health & Safety Manager

The HSE have set up a whistle-blowing line which can be found on:

<https://www.hse.gov.uk/contact/concerns.htm>

### Work Planning to Avoid Close Working (taken from Construction Guidance)

All Sites need to be reviewed to see how they need to be reconfigured to permit social distancing where possible and maintain hygiene.

All activities need to be risk assessed to see how they can be safely carried out whilst maintaining physical distancing. If an activity (or sub activity) cannot be carried out whilst maintaining physical distancing then it must be assessed to determine whether it is essential to completion of the project.

If it is essential, then a risk assessment must be carried out, following a hierarchy of controls.

### Hierarchy of Controls

The following table describes a typical hierarchy of controls and defines typical actions that can be taken to mitigate risk at each stage in an activity risk assessment. Sub-sector specific guidance should be referred to when considering the range of potential controls available.

Hierarchy	Potential Controls
<b>Elimination</b>	Remove the hazard by, for example, re-designing or re-specifying the product or by delaying until the risk has passed
<b>Substitution</b>	Rearrange tasks or find new methods or equipment to enable tasks to be done by one person, or whilst maintaining physical distancing
<b>Engineering Controls</b>	Consider whether a physical barrier can be provided to isolate people from the hazard

Hierarchy	Potential Controls
<b>Administrative Controls</b>	<ul style="list-style-type: none"> <li>• Minimise the time workers are within 2 metres</li> <li>• Minimise the frequency of work at less than 2m</li> <li>• Work to be carried out side by side or back to back, rather than face to face</li> <li>• Keep groups of workers that have to work within 2m:               <ul style="list-style-type: none"> <li>• Together in teams (i.e. do not change team members)</li> <li>• In small teams</li> <li>• Away from other workers where possible</li> </ul> </li> <li>• Provide additional supervision to monitor and manage compliance</li> <li>• Introduce an enhanced authorisation process for those activities</li> </ul>
<b>PPE</b>	<p>Where reliance is placed solely on the use of administrative controls, then appropriate additional PPE will be provided to workers who need it and must be free of charge.</p> <ul style="list-style-type: none"> <li>• Reusable PPE must be thoroughly cleaned after use and not shared between workers</li> <li>• Single use PPE to be disposed of so that it cannot be reused</li> </ul>
<b>Discipline &amp; Behaviours</b>	<p>The measures necessary to minimise the spread of infection rely on everyone in workplace taking responsibility for their actions and behaviours.</p> <p>Make use of our TJL open door policy to encourage workers to voice opinions/ideas for discussion/possible implementation.</p>