

In addition to the current government guidelines for COVID 19, RCL shall also be implementing the following control measures to ensure the safety, health and welfare for all Clients staff members, visitors, RCL site operatives and members of the public.

Control Measures

Access point

- Site access to the construction site is limited to one access point, which is sealed off for members of public & visitors;
- All site operatives and visitors must call the site to obtain permission from the site management prior to visiting the site;
- This will limit the number of persons allowed on site at any given time, allowing for social distancing to be maintained at all times;
- Staff shall politely direct all staff and visitors to clean their hands at the hand sanitisation points, placed at the entrance, around the site and any exit points before entering and leaving the site;
- Disposable gloves will be also be available with a rubbish bin for disposal;
- The Site Manager keep a daily register of names and signatures of workers or visitors confirming that no symptoms of COVID 19 in accordance with government guidelines have been experienced prior/during work;
- Anyone confirming any symptom will not be admitted on to the site.

Signage and Education

- We shall display advisory signage throughout the site, especially at site entrance, fire exits and were people may congregate;
- This will also be will reiterated during the site induction;
- Inductions shall be carried out at staggered times to help reduce the number of people present to enforce social distancing;
- The site manager will also arrange for a handwashing video to be sent to site operatives to view on their personal mobile devices;
- Regular toolbox talks will be carried out and will discourage hand shaking and general close personal greetings in the current climate.

Changing Facilities, Showers and Drying Rooms

- Site operatives are requested to provide additional set of clothing to change in to;
- Use of changing facilities will be set at various times to reduce the number of persons in the area at any given time to maintain a 2-metre distance;
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal;
- Operatives to taking ownership of cleaning up after themselves and being responsible for the adhering to and assist the policy

Cleaning

- Increasing cleaning frequency of ALL areas, ensuring that cleaning operatives are always able to provide onsite janitorial cover when the site is occupied;
- Cleaning operatives shall ensure all hand contact points are cleaned throughout the day including, doors & door furniture, taps, dispensers, etc;
- Ensure cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily preventative cleaning with clear usage methodology;
- Cleaning operatives shall ensure rubbish collection and storage points have been emptied regularly throughout and at the end of each day.

Toilets

- Will also be included within the cleaning regime, which shall be inspected by the site manager on periodic visits;
- Staff will be instructed to use the toilet at variable times and must check this area before use to maintain the 2-metre distance and to wait before entering;
- Site operatives will be encouraged to wash their hands before and after using the facilities;
- Regularly clean the hand washing facilities and check soap and sanitiser levels;
- Cleaning operatives shall ensure rubbish collection and storage points have been emptied regularly throughout and at the end of each day.

Canteens and Eating Arrangements

- The site workforce to bring pre-prepared meals and refillable drinking bottles from home;
- All breaks will be staggered to allow for site operatives to maintain social distance whilst consuming food products;
- Site operatives are encouraged to clean hands before entering and after they leave welfare area with all waste;
- Operatives to taking ownership of cleaning up after themselves and being responsible for the adhering to and assist the policy and place unwanted waste into the rubbish bins made available;
- Tables and chairs to be kept clean to maintain hygiene levels as per enhanced cleaning regime.

Site Health

- All site operatives **must** report to SM if they feel unwell and present CV19 symptoms;
- Maintain social distancing;
- Do not touch anything;
- **They must leave** site immediately and self-isolate as directed by HM Gov not go to A&E unless deemed urgent;
- Site manager to filter this information to all site staff and RC Management. This will allow for any direct contact issues to be dealt with and to contain any further risk.

Site Meetings

- All site meetings are to be conducted via the use of technology i.e. Skype, Microsoft teams etc;
- All parties to avoid any unnecessary travel wherever possible;
- Wash or sanitise your hands before and after meetings;
- Meetings will be kept as short as possible;
- If site meetings do take place this must be with in an open area where a 2-metre distance can be established;
- At the end of meetings, remove waste, wipe down tables, chairs, and any shared equipment.

Avoiding Close Working

- All areas of work will be occupied by one site operative only, unless a 2-metre social distance can be maintained;
- Staggered start and finish times of those working on site;
- Works will be co-ordinated to help avoid a breach of the social distancing rule with safe distancing zones to be installed;
- Lifts or hoists shall be used for good only as operatives must take the stairs;
- All PPE will be kept clean and well maintain, dispose of single use PPE any soiled items will be disposed of;
- Regularly clean reusable PPE and store in a safe and clean place when not in use – Do not share items of PPE;
- Avoid touching your face, eyes or mouth;
- One-way systems to be installed on site where possible.

Close Working on site - Where social distancing measures (2 metres) cannot be applied...

- Should there be any situations where it is not possible or safe for workers to distance themselves from each other by 2 metres, these will not take place until it has been established via the government advise that it is safe to do so;
- Only carry out close work if a specific risk assessment has been undertaken to identify control measures to reduce the risk of transmission and a permit to work has been issued;
- Face masks to be worn when working or moving in areas where there is a risk of breaching the 2 metre social distancing guidelines;
- Reduce the number of operatives involved in an activity where possible;
- Keep the same team of operatives together;
- Avoid working close to other activities;
- Establish Hazard Zones;
- Skin-to-skin work is not permitted;
- Avoid face-to-face work and work side-by-side where possible. If unavoidable, limit face-to-face work to 15 minutes or less;
- Increase ventilation in work areas;
- Avoid touching your face, eyes or mouth;
- Wash or sanitise your hands more frequently.

Plant/Equipment

- Avoid sharing plant and equipment;
- Regularly wipe down cabs of communal plant / each time the user changes;
- Do not share tools;
- Wipe down tools at the end of each shift.

Travel to Site

- Site operatives will be encouraged to use their own form of transport to and from the site each day;
- Encouraged to avoid public transport;
- Wear RPE on Public Transport and in shared vehicles, including taxis;
- Put on a suitable face mask before entering site;
- Adhere to any temporary access, egress or parking arrangements – maintain social distancing;
- Must clean hands before entering the site. (covered under access point);
- Items to be unloaded by operatives wearing disposable gloves and masks.

Traffic Management

- One-way systems will be provided wherever possible allowing site operatives to keep their distance and avoid oncoming people;
- Where one-way access routes are not viable, passing points will be highlighted;
- Avoid stopping and chatting to others on walkways;
- Maintain 2m social distancing while moving around on site, particularly access and egress points and on walkways;
- Use stairs instead of hoists or lifts;
- Use separate designated staircases if possible, if not walk up the Left-hand side and down on the Right-hand side.

Deliveries/Collections

- Suppliers must inform the SM each day to check if parking facilities are available;
- Adhere to any temporary access, egress or parking arrangements – maintain social distancing;
- Driver to remain within vehicle cabin to maintain social distancing;
- If this is not possible delivery driver is to wash their hands upon arrival / use hand sanitiser – use the bins provided for waste.

Failure to adhere to the above, WILL result in the site operative(s) being removed from site.