


Principle Contractor: Avondale Construction Ltd		Site: ALL SITES	
Document Title:	Document Number:	Revision Status:	No of Pages:
COVID-19 – Head Office	HS-COVID19-01	00	12

For Trade Contractor:			
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ALL Method Statements must consider the following:	Yes	N/A	Remarks:
1. Scope of Works			
2. Key Safety Issues (Attach Risk Assessments)			
3. Sequence and Method			
4. Protection of Existing Structure, Features and New Work incl. Retained Services			
5. Training			
6. Supervision Details			
7. Labour / Operative Details			
8. Permits to Work			
9. Plant Details incl. Hand Tools and Lifting Equipment			
10. Materials			
11. Special Considerations, i.e. Temporary Works/ Asbestos			
12. Temporary Lighting and Power			
13. Personal Protective Equipment			
14. Key Environmental Issues			
15. Environmental Emergency			
16. Quality Control			
17. First Aid			
18. Reference to Site Wide Documentation			
19. Supporting Documentation			
20. Access / Egress			
21. COSHH (Attach MSDS and Risk Assessments)			
22. Emergency Procedure, Including Rescue			
23. Induction Record Sheet			

For Avondale Construction Ltd, Design Team use as appropriate:				
Reviewers Name: Main Contractor	Reviewers Position:	Date:	Other Review Required: (Delete as Applicable)	Signature:
Reviewers Name: COSHH Reviewer	Reviewers Position:	Date:	YES / NO	Signature:
Reviewers Name: Main Contractor	Reviewers Position:	Date:	YES / NO	Signature:
Reviewers Name: Designer/Other	Reviewers Position:	Date:	YES / NO	Signature:
Reviewers Name: Eng Member	Reviewers Position:	Date:	YES / NO	Signature:
Accepted: Status A	Rejected: Status C	Date:		Signature: Project Manager

AUTHORITY TO PROCEED to be given after Status A only and on completion of the toolbox talk and compilation of the Induction Record Sheet.

Name:	Position: (Senior Manager)	Main Contractor Sign Off:
		*

1. Introduction

Construction sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on [social distancing](#).

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.

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.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a site is not consistently implementing the measures set out below, it may be required to shut down.

Self-Isolation

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](#) (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in [self-isolation](#) or a [vulnerable person](#).

2. Key Safety Issues

Avondale Construction LTD have been issued a number of internal communications from the group holdings board, explaining the current government guidance as it develops.

Managing Risk

Avondale Construction LTD have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means working through these steps in order:

- In every workplace, increasing the frequency of handwashing and surface cleaning.
- Businesses and workplaces should make every reasonable effort to enable working from home as a first option.
- Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
- Further mitigating actions include:
 - Increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.

- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

Social Distancing at Work

- You must maintain social distancing in the workplace wherever possible.
- Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include:
 - Further increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens, and similar settings. These are often the most challenging areas to maintain social distancing.

Procedure if Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Avondale Construction LTD have altered the safe start team briefing form which takes place each morning before work, to encompass the fitness for works element and if people fall ill at work.

Work Related Travel

- Wherever possible workers should travel to site alone using their own transport and sites need to consider:
 - Parking arrangements for additional cars and bicycles
 - Other means of transport to avoid public transport e.g. cycling
 - 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.
 - Minimising non-essential travel – consider remote options first.
 - Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
 - Cleaning shared vehicles between shifts or on handover.
 - Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.
 - Putting in place procedures to minimise person-to-person contact during deliveries to other sites.

- Maintaining consistent pairing where two-person deliveries are required.
- Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.

All Avondale Construction LTD employees have been given the option to travel to work by other means, rather than public transport, however, this has to be taken on a case by case basis.

Coming to Work and Leaving Work

- Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
- Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.
- Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.
- Reducing congestion, for example, by having more entry points to the workplace.
- Using markings and introducing one-way flow at entry and exit points.
- Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.
- Providing alternatives to touch-based security devices such as keypads.
- Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.

Steps That May be Needed

- Changing layouts to allow people to work further apart from each other.
- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.
- Only where it is not possible to move workstations further apart, using screens to separate people from each other.
- Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.

Shift Patterns

- As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Identifying areas where people have to directly pass things to each other, such as shared tools, materials, or job instructions, and finding ways to remove direct contact, for example, by using drop-off points or transfer zones.
- For those workers who are required to travel and stay away from home in onsite accommodation, creating fixed groups of workers so that where contact is unavoidable, this happens between the same people.
- Minimising worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers.

Making the Workplace Safe for People Who work Statically

- It is recognised that in outdoor workplaces it might be rare to have a fixed or static place of work. However, there may be some situations where this is the case.
- For people who work in one place, workstations should allow them to maintain social distancing wherever possible.
- Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.
- If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate, and if so, take all mitigating actions possible to reduce the risk of transmission.

Office Visits

- Where office visits are required, guidance on social distancing and hygiene should be explained to visitors on or before arrival.
- Encouraging visits via remote connection/working where this is an option.
- Limiting the number of visitors at any one time.
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.
- Maintaining a record of all visitors if this is practical.

Access Points

- Stucley Place has 2 access doors and these should be separated into one for entering the building and one for leaving the building to reduce contact with other office users
- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times.
- Monitor 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
 - Avondale Construction LTD should alter the signing in procedure so that the worker identifies themselves to the manager in the office and the manager signs them in on Aurora so there is no direct contact.
 - Markers are put on the floor so workers can see the distance separations and extra signs are being installed.
- Avondale Construction LTD should Remove or disable entry systems that require skin contact e.g. fingerprint scanners or these should be operated by one employee only.
- Require all workers to wash or clean their hands before entering or leaving the office (Hand sanitiser at the entrance and facilities on site should be made available)
- Allow plenty of space (two metres) between people waiting to enter the offices
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners , **screens, telephone handsets, desks**, particularly during peak flow times.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Moving Around Building

- Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use.
- Reducing job rotation and equipment rotation, for example, single tasks for the day.
- Implementing one-way systems where possible on walkways around the workplace.
- Using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.
- Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles.
- Separating sites into working zones to keep different groups of workers physically separated as much as practical.
- Planning site access and 'area of safety' points to enable social distancing.
- Regulating use of high traffic areas including corridors, lifts, turnstiles, and walkways to maintain social distancing.

Providing and Explaining Available Guidance

- Ensuring public notices are visible and help inform workers, customers, visitors, contractors, and the public to maintain social distancing whilst near the workplace.
- Providing signage on rights of way that cross your workplace to remind the public to maintain social distancing.

- Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel within Head Office.
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Hygiene – Sanitation and Toilet Facilities

- Restrict the number of people using toilet facilities at any one time and installing foot openers on doors to reduce skin contact with door handles.
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Providing regular reminders and signage to maintain hygiene standards.
- Providing hand sanitisers in multiple locations in addition to washrooms.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhancing cleaning for busy areas.
- Providing more waste facilities and more frequent rubbish collection.

Canteens and Eating Arrangements

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal. Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

The workforce should also be required to stay at the office location once they have entered it and not use local shops.

- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or 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
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact
- 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.
- Using safe outdoor areas for breaks
- Creating additional space by using other parts of the workplace freed up by remote working.

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- 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
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used
 - Lower their capacity to reduce congestion and contact at all times
 - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between use by different operators.

Meetings

- Only absolutely necessary meeting participants should attend
- 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 possible.
- Using remote working tools to avoid in-person meetings.
- Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.
- Providing hand sanitiser in meeting rooms.
- For areas where regular meetings take place, use floor signage to help people maintain social distancing

Cleaning

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Hand rails on staircases and corridors
 - Lift and hoist controls (NA)
 - Machinery and equipment controls
 - 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.
- Carrying out cleaning procedures and providing hand sanitiser, before restarting work.

Keeping Your Workplace Clean

- There will be a full time cleaner in place at Head Office, from 07:30 – 15:00 to enhance the cleaning regime.
- Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.

- Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements.
- Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
- Sanitisation of all hand tools, controls, machinery, and equipment after use.
- If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.

Face Coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be quite simple and may be worn in enclosed spaces where social distancing is not possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers.

Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you have touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

Communication and Training

- Providing clear, consistent, and regular communication to improve understanding and consistency of ways of working.
- Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.
- Developing communication and training materials for workers prior to returning to work, especially around new procedures for arrival at work.

- Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).
- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.
- Using visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications.
- Communicating approaches and operational procedures to suppliers, customers, or trade bodies to help their adoption and to share experience.

3. Sequence and Method

General Site Set-up

- N/A

Standards Required

- N/A

Planning Procedures

- N/A

Supervision

- N/A

Safe Systems of Work

- N/A

4. Protection of Existing Structures, Features and New Work (incl. Retained Services)

- N/A

5. Training

- N/A

6. Supervision Details

- N/A

7. Labour / Operative Details

- N/A

8. Permits to Work

- N/A

9. Plant Details incl. hand tools

- N/A

10. Materials and Product Details

- N/A

11. Special Considerations, i.e. Temporary Works

- N/A

12. Temporary Lighting and Power

- N/A

13. Personal Protective Equipment

- N/A

14. Key Environmental Issues

- N/A

15. Environmental Emergency

- N/A

16. Quality Control

All works will be carried out in accordance with:

- Public Health England and Government guidance on COVID-19

17. First Aid

- N/A

18. Reference to Site Wide Documentation

- N/A

19. Supporting Documentation

- COVID-19 Risk Assessments

20. Access / egress

- N/A

21. COSHH

- To be maintained as normal

22. Emergency procedure, including rescue

The main priority in an emergency is to deal with any life-threatening situation, which could arise, including the effects of fire or injury to an operative.

In the event of an injury or sudden illness the following action is to be taken:

- A qualified First Aider is to be summoned immediately and if the situation is of a serious nature, an ambulance called, and the injured or ill person conveyed to the nearest A&E facility as identified within each individual site construction phase plan.
- Site security are to be informed as soon as possible that an ambulance has been called and security informed as to the exact location of the injured or ill person.

- The Project Manager and Supervisor are also to be informed of the incident as soon as is practically possible. An entry must be made into the Site Accident Book at the earliest opportunity.

FIRE

- If you discover fire raise the alarm immediately inform **Avondale Construction Ltd** site staff, attack fire if possible, with appliances provided but without taking personal risks.
- On hearing fire alarm, the senior person present on site will call the Fire Brigade by telephone and if possible, contact Security by phone.
- Leave the building/area by the nearest exit and report to the person in charge of the Assembly Point using the nearest available exit. All personnel will be briefed on evacuation routes to that area.
- Do not stop to collect personal belongings.

At the fire assembly point a strict 2m space between each person must be maintained.

23. Induction Record Sheet

- N/A