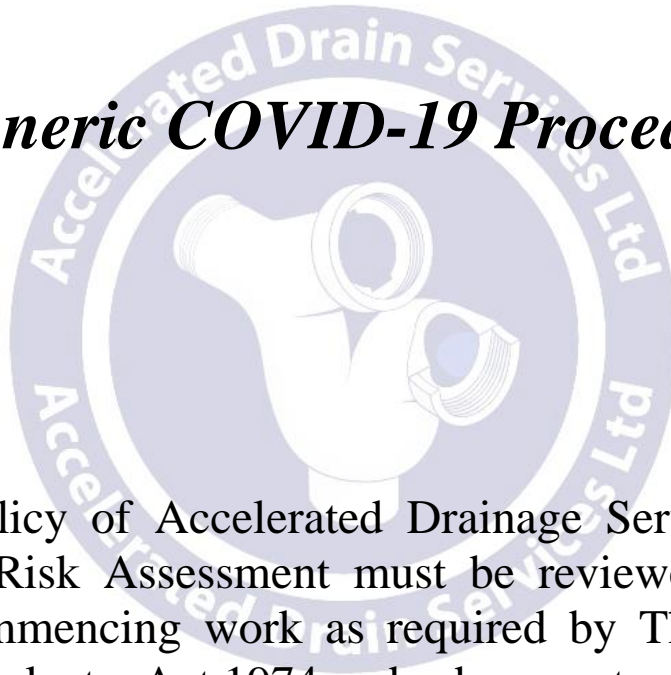


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## ***Generic COVID-19 Procedure***



It is the policy of Accelerated Drainage Services that this Method & Risk Assessment must be reviewed and signed prior to commencing work as required by The Health and Safety at Work etc. Act 1974 and subsequent regulation.

Prepared by: MD Services  
Reviewed By: M. Beattie

Consultant  
Director

Date: 27/10/2021  
Date: 27/10/2021

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**Before site scope can start the 'Risk Check Sheet' must be completed and any yes answers require further controls completed & signed. Due to the unforeseen nature of this virus this procedure is still prevalent in ensuring our employees and others Health and Safety whilst carrying out our daily tasks.**

### **1.0 Introduction**

Any 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.

Employers and 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.

### **2.0 Traveling to Site**

Wherever possible workers should travel to site alone using their own transport and we would expect sites 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.

**For our operatives who rely on a driver both the driver and worker are required to wear a Type IIr disposable face mask, wipe down overalls and use antibacterial wipes at every opportunity whilst in the vehicle.**

Drivers will not change any vehicles which they are driving unless the vehicle is:

- Not road worthy and will breach the road transport regulations
- The vehicle is faulty and justifiably in breach of the road transport regulations

### **3.0 Self-Isolation**

Any Operative who meets one of the following criteria should not come to work or attend any Accelerated Drain Services site:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation

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

### **3.0 Procedure if Someone Falls III**

If an operative 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.

### **5.0 Site Access Points**

Accelerated Drain Services will not attend any site other than for emergency works or Pre Planned Emergency works.

We would expect the site to have in place the following protocol: -

- No non-essential visitors to works areas permitted
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor work area 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.
- Not to use any entry systems that require skin contact e.g. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter site
- 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
- Only Accelerated Drain Services Employees are allowed to be in attendance at site inductions and wherever possible these should be held outdoors
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

### **6.0 Hand Washing**

As the works do not have any welfare facilities being supplied by the client all vehicles contain ample amounts of hand sanitizer etc and the following has to be adhered to.

- Regularly clean hands and check sanitiser levels, where required top up.

### **7.0 Toilet Facilities**

The following procedures have to be adhered to whilst using public toilets – which can be found using <https://www.toiletmapp.org.uk/>

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- Restrict the number of people using toilet facilities at any one time
- Wash hands before and after using the facilities

### **8.0 Canteens and Eating Arrangements**

Whilst there is a requirement for any site to provide a means of heating food and making hot drinks, these are exceptional circumstances.

#### **Workforce are required to stay on site once they have entered it and not use local shops.**

- Dedicated eating areas should be identified on site to reduce food waste and contamination (vehicle during this situation).
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be used before eating.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- All rubbish should be put straight in a 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 seats, dashboard etc..

### **9.0 Changing Facilities, Showers and Drying Rooms**

#### **10.0 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 (type IIr 3 ply masks and gloves)
- 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

##### Site Meetings

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

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**11. Cleaning**

- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:
  1. Door handles and push plates
  2. Lift and hoist controls
  3. Machinery and equipment controls



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## Risk Check Sheet

Are We At Risk From ?	YES / NO	Action to Control / Remove Risk
Are any Accelerated Employees showing signs of COVID 19	YES / NO	If yes leave site and self-isolate
Are any persons on site showing signs of COVID 19	YES / NO	If yes leave site
Falling from Height	YES / NO	
Slipping or tripping	YES / NO	
Any overhead working	YES / NO	
Traffic nearby	YES / NO	
Moving parts	YES / NO	
Incorrect tools used	YES / NO	
High Pressure water/air/steam	YES / NO	
Manual Handling methods	YES / NO	
Cramped conditions	YES / NO	
Poor access / egress	YES / NO	
Airborne particles	YES / NO	
Poor visibility	YES / NO	
Adjacent hot pipe work	YES / NO	
Electrocution	YES / NO	
Drowning	YES / NO	
Noise	YES / NO	
Vibration	YES / NO	
Radiography	YES / NO	
Poorly secured loads	YES / NO	
Confined space	YES / NO	
Suffocation	YES / NO	
Risk of not being able to keep 2 mtr social distance	YES / NO	
<b>Any other RISKS</b>	YES / NO	
<ul style="list-style-type: none"> <li>• All <b>YES</b> answers must have an <b>action</b> to Control or Remove the Risk</li> </ul>		
<b>Do you know where</b>	YES / NO	<b>LOCATION</b>
The nearest telephone is ?	YES / NO	
The nearest safety shower is ?	YES / NO	
The nearest Fire Extinguisher is ?	YES / NO	
Fire alarm pull point ?	YES / NO	
The nearest Muster point?	YES / NO	
<b>Does this work require</b>	YES / NO	<b>Certificate No / Training Date</b>
Specialist certification / Training ?	YES / NO	
Pre discussions ?	YES / NO	
Practical training ?	YES / NO	

**DO NOT START SCOPE** of the work and report to the Client and Martin Beattie (ADS Director), if you believe the **RISK to SAFELY** to carry out the task is **UNACCEPTABLE**,  
 Surveyors signature:

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