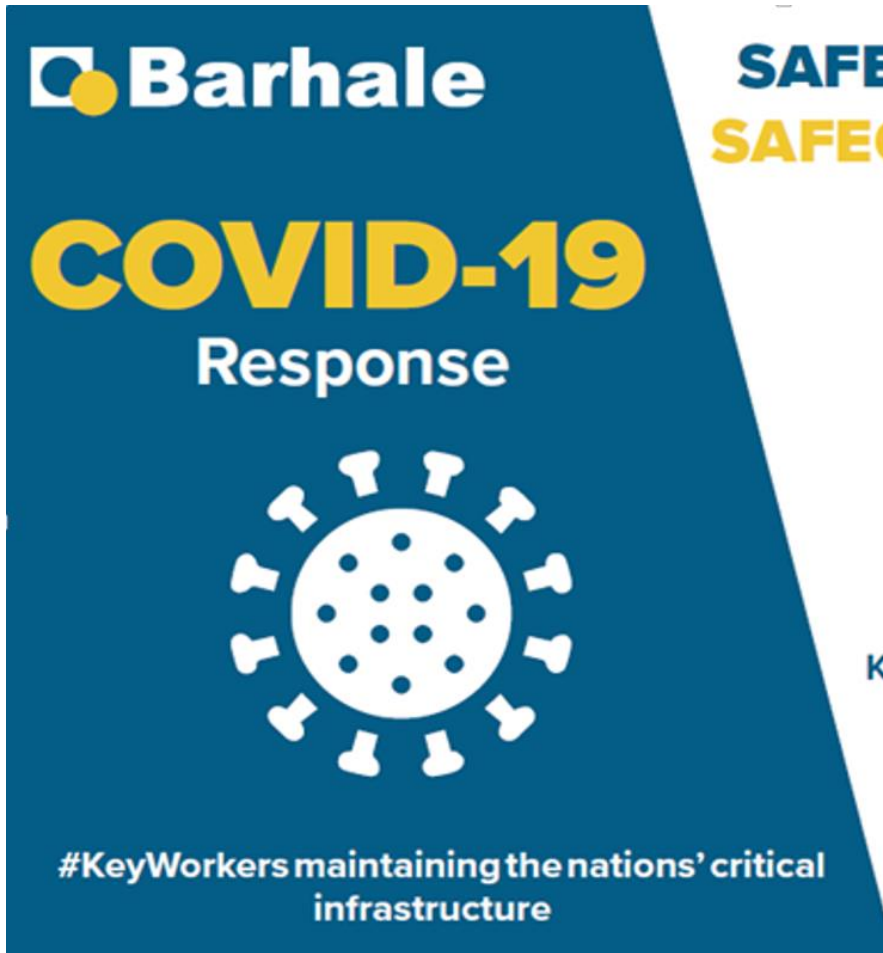



# COVID-19 – Guidance / Toolbox Talk



 **Barhale**

**COVID-19**  
Response



#KeyWorkers maintaining the nations' critical infrastructure

## **SAFEGUARDING PEOPLE** **SAFEGUARDING UTILITIES**



Keeping water running, sewers flowing, power on and preventing flooding



# Purpose & Aim

The purpose and aim of this guidance / toolbox talk is to:

- Share good practices from across the business in respect to reducing the risk of the COVID-19 spread whilst our sites remain operational.
- To raise awareness of COVID-19 site signage available for use from BCS to ensure our sites are set-up correctly for the future months ahead
- Increase awareness of our COVID-19 risk controls to ensure consistent standards are maintained in all our work activities

As you will all appreciate guidance on COVID-19 is subject to change on a regular basis as knowledge of the virus increases resulting in changing controls.

**Please feel free to share your ideas by emailing to [COVID-19@barhale.co.uk](mailto:COVID-19@barhale.co.uk)**

## Site Access Points

Whilst its easier to control people working within our sites boundary, its more difficult for visitors and delivery drivers.

Sites should make arrangements to display social distancing signs at the site entrance (as indicated)

Provide clear guidance on personal hygiene i.e. displaying hand hygiene signs at entry and exit points. Provide hand sanitisers at site entry points.

Delivery drivers who are able to stay in their cab should be ordered to do so.

Consider collection boxes for delivery notes



The image shows a graphic for a social distancing sign. At the top is the Barhale logo. Below it, the text reads 'CORONAVIRUS Social Distancing'. The main message is 'WORK TOGETHER STAY APART'. Below this is an illustration of two workers in orange shirts and blue pants, each wearing a yellow hard hat. A dotted line connects them, with a yellow circle in the middle containing the number '2' and the word 'METRES'. Below the illustration, it says 'STAY SAFE' and 'Keep at least 2 metres from each other'. At the bottom, a dark blue bar contains the company values: 'Safety | Communication | Quality | Integrity | TeamSpirit | Caring | Trust | Pride'.

# Pedestrian walkways



To maintain social distancing at welfare facilities, site walkways should be widened where possible. Where this is not possible consider setting up a one way system.

## Welfare & Eating arrangements

In order to maximise social distancing and hygiene in site canteens – consider the following:

- Clearly define the maximum capacity of canteens at the entrance
- Rearrangement of the canteen tables and chairs
- Staggering breaks to reduce the volume of people
- Personnel to disinfect table surfaces following each sitting
- Hand hygiene before and after eating
- Workforce to bring pre-prepared meals and refillable drinking bottles from home
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use.



Version 1 - Dated 8/4/2020

## Site offices, toilets & drying rooms

Maximise the space as much as possible in drying rooms / offices to maintain social distancing.

Toilets should be kept clean, deep cleansing locks/door handles & flushing handles.

Promote with our signage, hygiene and single person toilet use. Avoid the use of portable toilets.



Version 1 - Dated 8/4/2020

# COVID – 19 – PPE & Site Signage

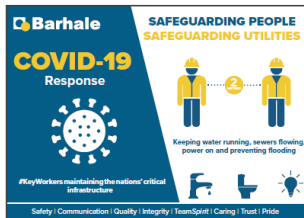
The poster below provides PPE and Signage available to order from BCS



To support the Barhale COVID-19 response, the below products are available for purchase from BCS Group. Product codes are listed beneath each item.

## Hoarding 841 x 594mm (A1)

Signage below available to place on Hoardings to explain briefly our response and why we are Key Workers.



3002131700013

## Barrier Board 440 x 430mm

Attaches to barrier to highlight that Barhale are Key Workers.



3002131500013

## Vehicle Sign 600 x 200mm

Magnetic vehicle sign to attach to vehicles.



3002132001810

## Helmet Stickers 80 x 40mm | 80 x 20mm

Social Distancing Marshall & Key Worker Helmet Stickers for easy identification.



3002131900010

3002131800010

## Social Distancing Marshall (S.D.M) Hi-Vis Vest

S.D.M. branding front and back. Available in yellow and orange.



## Site Signage - 3mm Foamex

Signage designed to be displayed on site. Where it should be located is shown above each sign:

Display in machine cabs



Ensure cab is deep cleaned daily after use

100 x 150mm  
3002131301013

Display in toilets, entrances & interior displays



Single person hand washing only

300 x 450mm  
3002130317613

Display in canteens



Keep table surfaces clean after use

300 x 450mm  
3002131117613

Display in toilets above each basin



Now wash your hands

300 x 450mm  
3002131217613

Display at hand sanitiser points at site exits



Sanitise your hands before leaving site

300 x 450mm  
3002130917613

Display at hand sanitiser points at site entrances



Sanitise your hands before entering site

300 x 450mm  
3002130817613

Display at demarcated work zones



Close Proximity Working Zone (Less than 2M)  
Authorised persons only

600 x 400mm  
3002130408813

## Site signage – Welfare Facilities

There are a number of signs which are designed to help provide visual prompts around our welfare facilities. These are primarily focussed on:

- Promoting personal hygiene
- Cleanliness of welfare
- Controlling numbers of people using toilet facilities

All of these signs act as good reminder to the workforce and should be prominently displayed.



**Now wash  
your hands**



**Single person  
hand washing  
only**



**Keep table  
surfaces clean  
after use**



**Maximum  
of one person  
to use  
this facility**



# Site signage – Workplace

**CORONAVIRUS**  
Social Distancing

WORK TOGETHER  
**STAY APART**



**STAY SAFE**

Keep at least 2 metres from each other

Safety | Communication | Quality | Integrity | TeamSpirit | Caring | Trust | Pride

Promoting social distancing on site and around welfare facilities

Hand sanitising signs which should be displayed at site entrances and exits



**Sanitise your hands before leaving site**



**Sanitise your hands before entering site**

Safety | Communication | Quality | Integrity | TeamSpirit | Caring | Trust | Pride

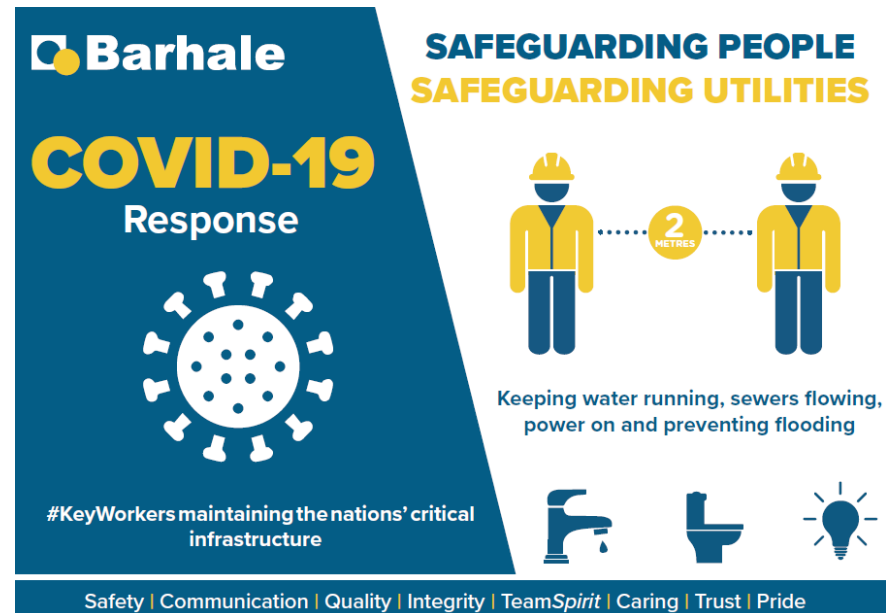
**#KeyWorkers**  
in your community  
to maintain your  
utilities

W: Barhale.co.uk E: COVID-19@barhale.co.uk

Road barrier insert keeping our Clients customers informed.

# Site signage – Boundary Fencing / Public Noticing

Its important to keep the public and our Clients customers fully informed of our activities as key workers. Including the working controls we have introduced during this pandemic.



**#KeyWorker Driving**  
*Safeguarding Your Utilities*

The sign above can be used on site boundaries. The sign to the left is magnetic and can be displayed on our work vehicles.

# Social Distancing Marshall

We have created the Social Distancing Marshall role to monitor social distancing and close proximity working on site.

The Social Distancing Marshall is ideally a member of the work gang or the excavator / machine operator working with the gang or can be a dedicated nominated person outside of the gang structure.

Use the Social Distancing Vests and Helmet Stickers to identify duty holders.

If you are appointed a Social Distancing Marshall you have an important part to play in maintaining safe operations during COVID-19 restrictions.



**SOCIAL  
DISTANCING  
MARSHALL**

## Plant and Equipment Hygiene

As well as keeping our welfare facilities hygienic and clean, this also applies to operated plant and equipment on site and at our depots.

Plant Operators should carry out the following:

- Ensure the cab is kept clean daily – particularly between use by different operators
- Ensure personnel clean their hands before getting into machinery and when they get out
- **DO NOT** allow other people into the cab resulting in Face to Face contact
- Keep windows open to provide for ventilation
- Everyone to deep clean touch surfaces, especially tools, vehicles, plant at the beginning and end of each shift



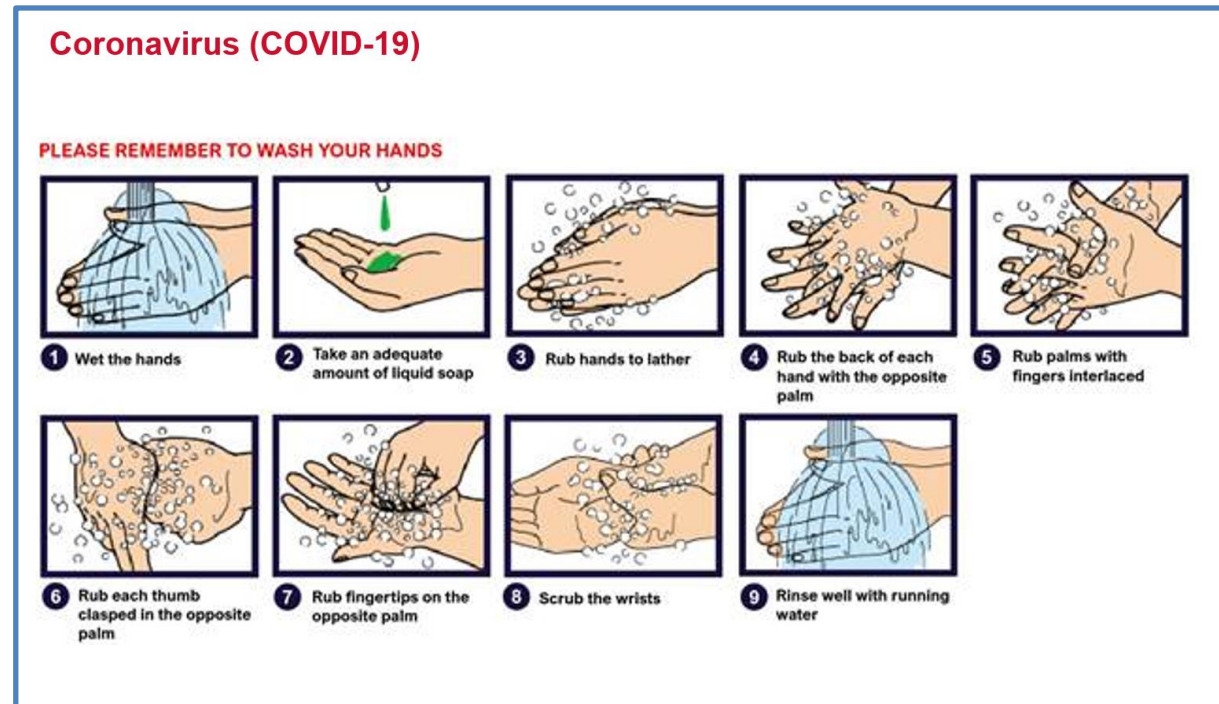
**Ensure cab is  
deep cleaned  
daily after use**

# COVID-19 - Risk Management Approach

# Personal Hygiene

To prevent the spread of the virus, regular hand washing is absolutely essential. Remember to wash your hands:

- On arrival at site
- After blowing your nose, cough or sneeze
- After toilet use
- Before and after eating
- Before leaving site



Remember wash your hands for at least 20 seconds using soap and warm water (or hand sanitiser) Site Managers to allow sufficient time allocation in the day for extra hand hygiene requirements.

## Rational on our revised approach to use of face masks

We have been continuously reviewing our approaches to working practices on sites and at our depots with the key aim to maintaining your health and wellbeing based on guidance provided by the Government, Public Health England, CECA and our the approaches promoted by our Clients.

### **The guidance provided by Public Health England (PHE) confirms:**

*There is very little evidence of widespread benefit from the use of face masks outside of the clinical or care settings, where they play a very important role.*

*PHE does not advise masks in public places and for those working in supermarkets, waste collection, schools and similar settings.*

Barhale have therefore taken the decision to relax the wearing of face masks for category 1,2 & 3 working (as defined in this guidance / TBT) However if an individual working 'Face to Face' (Category 3) prefers to wear a face mask, this should be permitted.

# Our hierarchy of control for safe working

We have introduced three categories to control safe working at site and in depots.

**Category 1** - Operations which enable Social Distancing i.e. > than 2mtrs

**Category 2** - Close Proximity Working – within 2mtrs but **NOT** face to face / skin to skin

**Category 3** - Close Proximity Working – Requiring face to face / skin to skin

Work activities must be planned and assessed to promote **Category 1** working where possible. Where this is not possible the controls covered in the following slides **MUST** be applied.



## Category 1

Operations which enable Social Distancing  
i.e. > than 2mtrs

Controls include:

- Normal PPE standards with additional PPE based on task risk assessments
- Social Distancing Marshall observing / monitoring working practices



## Category 2

Close Proximity Working – within 2mtrs but **NOT** face to face / skin to skin

Controls include:

- **Category 1** controls plus:
- Pre-start temperature checking – *Transitional implementation phase*
- Assess whether the task is critical and if not **DO NOT** proceed - Assess alternative working methods – mechanical rather than manual
- Display sign indicated above at work zone
- Work completed by ‘House Cell’ / Cohort Teams only
- Increased hand hygiene provisions at work zone



## Category 3

Close Proximity Working – Requiring face to face / skin to skin

Controls include:

- **Category 1 & Category 2** controls plus:
- Display sign indicated at work zone
- **NO** skin to skin contact authorised – arms must be covered
- Personnel to work 'side by side' or facing away from each other, rather than face to face
- Mandated PPE includes gloves and eye protection which be worn at **ALL** times – Optional use of face masks by individuals – Not to be re-used and disposed of correctly
- Face to face working to be completed in short durations during the course of the shift (No longer than 15 minutes each time)



## Example Category 1,2 &3 Site Activities

The table to the right provides a list of activities which we consider fall into Categories 1,2 & 3.

The list is not exhaustive and there may be other local activities which are not included and pertinent to your current operations.

Hopefully the table will provide examples to inform your local level controls. Please seek further advice from your HSEQ Advisor where necessary.

Type of work	CAT 1	CAT 2	CAT 3	Comments
Travelling in work vehicles	X			Single person travel
Flanged pipework			X	
Installing pumps into wet well			X	
Installing mono pumps into dry wells			X	
Small Kiosks that are a twom man lift		X		
Installing fabricated steelwork		X		
Setting up/dismantling over pumping		X		
Refurbishing mono-pumps		X		
Working in confined space work			X	Depends upon activity
Overhead containment ( cable tray/uni-strut)		X		
Cable pulling		X		
Formwork		X		
Heavy re-bar		X		
Connections on water mains in sheeted pits		X		Depends upon size of excavation
Tunnel cleaning that we do a lot of, they would have to pass each other in and out.		X		
Shaft refurbishment This could be controlled (excludes access and egress is very confined if emergency)		X		
Pipe fitting heavy sections in a shaft/ Pit,		X		
Building segments (2 people working)		X		
Micro tunnelling changing pipes/ service hoses (2 people working)			X	
Driving a heading , hand jacking, slow process with 1 man.	X			
Tripod entry to manholes.		X		
Anything heavier than 25kg in back of van.		X		
Administering first aid.			X	
Installation of bagging's		X		
Construction of stank walls		X		
Fixing brackets for vertical bagging's		X		
Installing pipe stoppers		X		
Augerbore works proximately in pit and weight		X		
Prestart Temperature Testing	X			Can be self-tested.

## Closing comments

As you will all appreciate, guidance from the Government, Public Health England and other industry bodies is subject to regular change which in turn could change the guidance we have provided.

We commit to continually review the current guidance which is available via the Government and Public Health England to ensure our approaches, to safeguard health and wellbeing of you all, is in alignment and updated where appropriate.

Please feel free to provide feedback ([COVID-19@barhale.co.uk](mailto:COVID-19@barhale.co.uk)) on what works well and what needs further improvement. We welcome feedback with ideas of how we can **continually improve together as a Team.**