

# **COVID-19 – Guidance / Toolbox Talk**





# **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 <a href="COVID-19@barhale.co.uk">COVID-19@barhale.co.uk</a>



#### **Site Access Points**

Whilst its easier to control people working within our sites boundary, its more difficult for visitors and delivery drivers. Where possible **STOP** all non-essential visitors.

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

# Coronavirus Social Distancing

# WORK TOGETHER STAY APART



STAY SAFE

Keep at least 2 metres from each other

Safety | Communication | Quality | Integrity | Team Spirit | 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.





# 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.





# COVID - 19 - PPE & Site Signage

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

#### Barhale

# COVID-19 Response



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.



KEYWORKER

3002131800010

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

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





#### Site Signage - 3mm Foamex

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



BCS -

RCSGPOUP CO UK

Return to Work Range

100 x 150mm 3002131301013 Display in toilets, entrances & interior displays



300 x 450mm 3002130317613



300 x 450mm 3002131117613



300 x 450mm 3002131217613 Display at hand sanitiser points at site exits



300 x 450mm 3002130917613

Display at hand sanitiser. points at site entrances



300 x 450mm 3002130817613



600 x 400mm 3002130408813

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



# 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



Keep table surfaces clean after use







#### Site signage – Workplace



# WORK TOGETHER STAY APART



Keep at least 2 metres from each other

Safety | Communication | Quality | Integrity | Team*Spirit* | 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



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 for identification & push button whistles to warn people who stray within 2m distance.

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









## 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

  Version 4- Dated 23/08/2021



Ensure cab is deep cleaned daily after use



# **COVID-19 - Risk Management Approach**

#### **Travel to Work**



#### **Using Vehicles:**

Where possible workers should try not to share a vehicle with those outside their household or support bubble.

If workers have no option but to share transport, they should try to:

- Share with the same individuals & with the minimum number of people at any one time (6No)
- Keep windows open
- Travel side by side or behind other people, rather than facing them
- Maximise distance between people
- Wear a face covering
- Clean vehicle between journeys, particularly touch points

#### **Using Public Transport:**

Where public transport is the only option for workers, they:

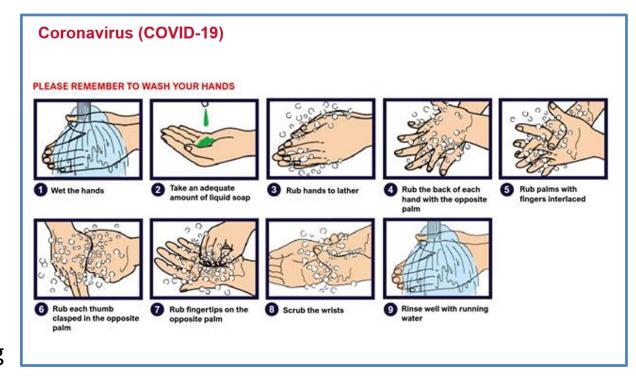
- Should try to avoid travelling during peak times (05:45 8:15 and 16:00 17:30); and
- Must wear a face covering



#### **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 coverings

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 relevant Governments, Construction Leadership Council (CLC) Public Health Bodies, CECA and our the approaches promoted by our Clients.

# The guidance provided by CLC – Site Operating Procedures (SOP) Version 7 (Jan 21) confirms:

Where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare & changing facilities, site offices or site meeting rooms) meets all of the SOP Version 7 criteria, their employer should make face coverings available and they should be worn in:

- An enclosed space
- Where social distancing isn't always possible, and
- Where they come into contact with others they do no normally meet



# Rational on our revised approach to use of face coverings

Our hierarchy of control for safe working Category 2 states where either a 2m social distance, or adequate ventilation cannot be maintained, or where you are working with those you wouldn't normally – a face covering is mandatory and must be worn at all times during the working day.



- FFP3 Supertouch (Non-Adjustable)
- N95
- Surgical/Clinical type masks
- FFP2
- Snoods

Disposable face coverings not to be re-used and non-disposable coverings to be washed daily

**DO NOT** wear scarves as coverings at work due to risk of entanglement.



Snoods



FFP3 Mask - Supertouch



Med450 Surgical Mask



N95



Personal Protective

# Risk based approach for PPE - i.e. face masks

The standard for the use of face masks and eye protection combination has not changed regarding their use whilst undertaking various activities and qualified in a risk assessment, these may be:

- Cutting concrete, bituminous materials etc.
- Using other equipment where there is the risk of dust being produced or is within the area where work is being carried out.

For these activities please refer to Barhales PPE guidance document CG650-01



Moldex 7000 series reusable half mask



3M 7500 Series reusable half mask



DG859-01 Version Page 1 of

C Barhale



Disposable masks supplied to Barhale; FFP3 - 3M 8833



#### **Temperature Checks**

Within our hierarchy of control for safe working it states that Pre-start temperature checking is to be undertaken.

Follow the guidance document that should be available at the location of the infrared digital thermometer at the entry to the site/depot/office.

The temperature along with the persons details, date and time are to be recorded on a separate sheet.

This activity is an essential step in our guidance to ensure that we stop the spread of COVID-19 within our workplace.

Therefore, where a thermometer is available every person who enters the site/depot/office MUST record their temperature. Failure to undertake this task will be classed as a refusal and entry to the workplace will not be given.

#### □ Barhale

#### Below is a guidance of the use of an Infrared Thermal Thermometer

In addition to the manufacturers guidence, please ensure the below is undertaken.

- Ensure that all of the incluiduals are aware of what is being undertaken and the reason why its ensure that we can maintain a ratio working some for all individuals;
- Piter to testing make incluiduals aware that dérking hot or cold déride can affect their temperature and to by not to have any 15/20 mins pilor to testing.
- When using the thermometer one set that personal hygiene is maintained at all times (wear disposable gloves and ensure that they are disposed of correctly).
- Ensure that the social distancing measures are maintained at all times apart from when the temperature is being taken. (This will only take a couple of seconds for the temperature to be recorded)
- Ensure that the correct protocol around the use of the thermometer is followed as ger the manufacturers publishes.
- When taking the individuals temperature, ensure this is at arm's length and once the thermometer blongs to indicate a temperature has been taken revert back to the safe distance.
- If an incluidual records a temperature in the RCD upon they are to be saked.
   To remain in an included area.
  - Retain from consuming any hat or sold beverages
  - Try to remain calm (reassure their from a sufe distance if required)
  - Retake their temperature 36 mins beer and record this temperature on the record sheet if it is all RED arking them to sign with their own pen or dispose of the pen used safety and hygienicals.
  - Discuss with them the need to return to their home and to follow the governments advice regarding having a high temperature.
  - Inform your Line Manager at the earliest opportunity
- If the individuals do not have a temporature within the RCD core, they can continue with their normal dubies white complying with the tends guidance of rule working practice.
   However if they lest that they have developed a temperature during the counte of the shift then please cores if with the designered also tester.

Hypurhave any queries or insues please contact your Line Manager or HSEQ Advisor
Eating | Communication | Quality | Integrity | Trans Zylef | Coding | Trans | Friday





# Our hierarchy of control for safe working

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

**Category 1** - Where a 2m social distance can be maintained at all times, along with good ventilation and you remain working with the same people – no face covering is required to be warn (but can be, should an individual choose to)

Category 2 - Where either a 2m social distance, or adequate ventilation cannot be maintained, or where you are working with those you wouldn't normally – a face covering is mandatory and must be worn at all times during the working day.

Work activities must be planned and assessed to promote **Category 1** working where possible. Where this is not possible the controls covered within **Category 2 MUST** be applied.

## **Category 1**



Where a 2m social distance can be maintained at all times, along with good ventilation and you remain working with the same people – no face covering is required to be worn (but can be, should an individual choose to)

#### Controls include:

- Pre-start temperature testing
- Normal PPE standards with additional PPE based on task risk assessments
- Face covering not mandatory (optional by individuals)
- Social Distancing Marshall observing / monitoring working practices

# CORONAVIRUS Social Distancing

# WORK TOGETHER STAY APART



Keep at least 2 metres from each other

Safety | Communication | Quality | Integrity | Team Spirit | Caring | Trust | Pride

# **Category 2**



Where either a 2m social distance, or adequate ventilation cannot be maintained, or where you are working with those you wouldn't normally – a face covering is mandatory and must be worn at all times during the working day.

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

#### Controls include:

- Category 1 controls plus:
- Assess whether the task is critical and if not **DO NOT** proceed
- Display sign indicated above at work zone
- Mandatory requirement to wear face covering (primary requirement over safety specs – Provision of mask & eye protection combination for specific tasks to be risk assessed)
- Ideally work completed by 'House Cell' / Cohort Teams
- Increased hand hygiene provisions at work zone





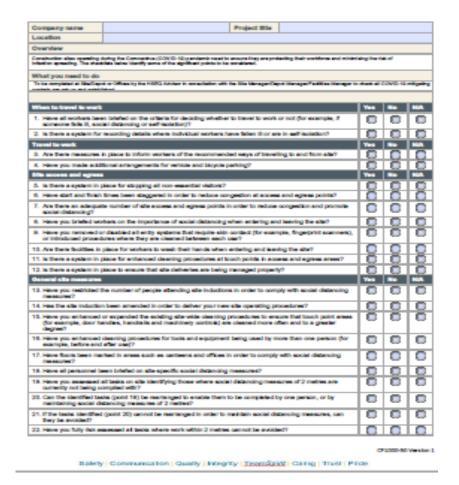
#### **COVID-19 Inspections**

We cannot stress enough the continued importance of maintaining COVID-19 protocols on site. This is as important as ever as lockdown restrictions are eased, as this is when we have the greatest risk of a second peak in the infection rate and a full lock-down would be re-issued.

The initial compliance checklist will be undertaken by a member of the HSEQ team, ideally within 2 weeks of the site/depot/office starting/opening. As soon as possible for all existing premises.

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#### COVID 19 Initial compliance checklist



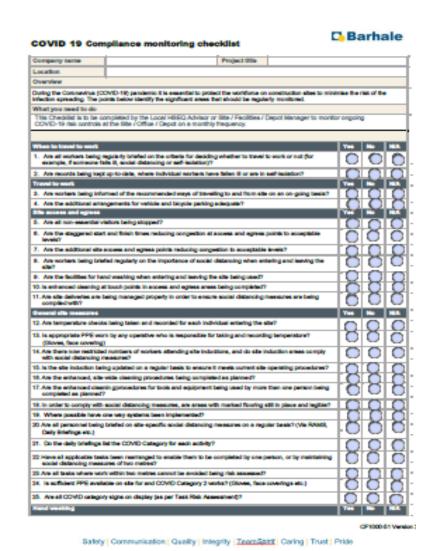


#### **COVID-19 Inspections**

Following on from the initial compliance checklist there will be an on-going monthly compliance checklist version.

This is to be undertaken by a nominated person who is based or responsible for the site/depot/office. This is to be undertaken at least once per month or if there are any significant changes to the premises or guidance.

A copy of all completed checklists to be sent to the regional HSEQ Advisor.





#### **COVID-19 Charter**

Following on from this guidance and any additional measures that are detailed within the Risk Assessments, the "Staying COVID-19 Secure" charter is to be completed.

Once this has been done, this is to be displayed in a prominent place to assure everyone that we have done everything possible to achieve and follow the governments guidelines on managing the risk of COVID-19.

#### Staying COVID-19 Secure

We confirm we have complied with the government's guidance on managing the risk of COVID-19

- FIVE STEPS TO SAFER WORKING TOGETHER
- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with quidance
- We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employerEmployer representative signature			
Employer	Employer name	Date	
Who to contact:	Your Health and Safety Representative (or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1047)		



## **COVID-19 – Developing Symptoms**

#### **Developing Symptoms:**

If anyone develops symptoms of COVID-19 whilst at work, they should:

- Ensure their Manager or Supervisor is informed
- 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 should then arrange for a COVID-19 test



#### COVID-19 - Rules on self-isolation

#### When to self isolate:

Anyone who has:

- Symptoms of Coronavirus (COVID-19)
- Received a positive COVID-19 test result
- A member of their household or support bubble showing symptoms of COVID-19 or with a positive test result
- Returned from a country that is not on the travel corridor list, or
- Been contacted by NHS Test & Trace Service or been in close contact with someone who has tested positive

Must follow the guidance on Self Isolation and should not attend work – It is a legal requirement to self isolate in the event of a positive test result, unless the points below apply.

#### When you do not have to Self-Isolate

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply and you are:

- fully vaccinated this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS. Test and Trace will advise people to take a PCR test as soon as possible to check if they have the virus and for variants of concern. People can order a PCR home test online or by calling 119, or attending a test site.
- under 18 years, 6 months old
- taking part or have taken part in a COVID-19 vaccine trial
- not able to get vaccinated for medical reasons



## **COVID-19 – Self Isolation / Positive Tests & Return to Work**

Anyone with possible or confirmed COVID-19 infection should:

- Stay at home
- Possible symptoms NOT return to work until they have received a negative test result
- In the event of a positive test result NOT return to work until they have completed their period of self-isolation (10 days) and are no longer unwell.

Note the above applies to people who do not meet the criteria on 'not having to self isolate' on the previous slide.



#### **Closing comments**

As you will all appreciate, guidance from the relevant Governments, Construction Leadership Council (CLC) Public Health Bodies, CECA and the approaches promoted by our Clients are 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 relevant Governments and Public Health Bodies 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 (<u>COVID-19@barhale.co.uk</u>) on what works well and what needs further improvement. We welcome feedback with ideas of how we can **continually improve together as a Team**.