



Social Distancing Advice and Guidance for Sites

Contents

This document has been designed to pull together all the current advice published regarding the practical steps Ian Williams can use to 'socially distance' and keep our Operatives safe once activities 'on site' recommence. It also looks at how we can protect customers and the general public on the sites we are working on.

With information and advice around the COVID-19 outbreak changing and being updated regularly, this document is under constant review.

The aim of this document is to provide an itemised outline of what to consider when re-opening a site and also list the practical steps we can put in place to reduce the spread of the virus whilst undertaking our day to day activities.

	Page
1 Government Advice	1
2 Managing our Workforce	2
3 Organising our Teams	3
4 Setting Up our Sites	5
5 Site Working Practices	7
6 Risk Assessments	9
7 Operative Responsibility	10
8 Engaging Our Customers	11
9 Illness	12
10 Appendices	13

Click on [content list](#) above to go direct to the section

Government Advice

The Chief Medical Officer's advice remains that you may travel for work purposes, but only where you cannot work from home.

They have said:

'Certain jobs require people to travel to their place of work – for instance if they operate machinery, **work in construction** or manufacturing or are delivering front line services such as train and bus drivers'

'Employers and employees should discuss their working arrangements, and employers should take every possible step to facilitate their employees working from home, including providing suitable IT and equipment to enable remote working'

What is social distancing?

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are to:

- avoid contact with someone who is **displaying symptoms of coronavirus (COVID-19)**. These symptoms include high temperature and/or new and continuous cough and anosmia
- avoid non-essential use of public transport when possible
- work from home, where possible. Your employer should support you to do this. Please refer to employer guidance for more information
- avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure centres and similar venues are currently shut as infections spread easily in enclosed spaces where people gather
- avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media

- use telephone or online services to contact your GP or other essential services
- everyone should be trying to follow these measures as much as is practicable.

It is strongly advised that you follow the above measures as much as you can and significantly limit your face-to-face interaction with friends and family if possible, particularly if you:

- are over 70
- have an underlying health condition
- are pregnant

This advice is likely to be in place for some weeks.

Signs of COVID-19 infection

The signs of coronavirus are:

- high temperature (your back and chest feel hot to touch) or
- a new cough where you keep on coughing – this means coughing a lot, for more than an hour or coughing a lot, where you keep on coughing, 3 or more times in a day.
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Our Strategy

The Government's latest advice indicates that no additional PPE should be required to carry out your work unless you are working in high risk areas like hospitals or care homes.

This puts the onus on employers to design a COVID-19 secure working environment observing Government advice on:

- strict adherence to social distancing practices
- ensuring that additional facilities and materials are available and work practices are amended to ensure higher standards of cleanliness

Click on **LIGHT BLUE** highlighted text to link to the document

Managing our Workforce

Availability for work

General

Any Operative that believes they have any symptoms of the virus should self-isolate at home for 7 days, and report to HR that they are doing so as a result. They will be paid sick pay for this period.

If someone in the Operatives household become ill, they should self-isolate for 14 days. This is whether they have signs of coronavirus or not. If they then start to have signs of coronavirus themselves, they should stay at home and not meet up with other people for 7 days from when their signs started. They will be paid sick pay for this period.

Anyone who cannot work from home who has developed symptoms of coronavirus can now be tested for the virus by the NHS and they should contact the HR team for a referral as soon as they develop symptoms. Testing is thought to be most effective in the first 3 days of symptoms. Family members can also be tested. Alternatively, testing can be arranged directly by browsing www.gov.uk. If you test negative, you may return to work as soon as you feel well enough.

Operatives required to self-isolate on medical grounds (Shielding)

Operatives that have been written to or have had medical advice to self-isolate until July should continue to do so. They do not need a note from their Doctor to say they cannot work, but they should let HR know that they need to stay at home. They will remain on furlough pay for this period

Primary Carers or those with childcare responsibilities

If an operative cannot return to work because they are a primary carer for a relative or have childcare responsibilities, we do not expect them to return to work. They should discuss this with their line manager and HR. They may be able to remain on furlough, whilst the government provide this option, for this period.

Operatives living with people at increased risk or vulnerable to infection

Anyone who is living with a person at increased risk of severe illness from coronavirus (COVID-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures. This might include living separately to them.

Anyone who finds themselves in these particularly difficult circumstances should contact their line manager and HR to discuss the best way forward.

Meetings

Inductions, briefings, meetings, Toolbox Talks (TBT) etc. must be carried out in a well-ventilated location, ideally outdoors. Attendance must be limited at any point in time in order to maintain the 2m distancing

Car parks and outdoor spaces are therefore ideal for meetings depending on the weather

Click on **LIGHT BLUE** highlighted text to link to website

Organising our Teams

Travel

Transport

Company vehicle users should wherever possible travel to site alone.

Where Operatives do not have use of a company vehicle, they should use their own transport (for example, a car or bicycle). The company will reimburse them in line with the Working Rule Agreements (WRA) travel and fare guidance.

If individual private transport is unavailable, and as a last resort:

- Vehicles should be shared with the same individuals and with the minimum number of people at any one time
- The van should have good ventilation (i.e. keeping the windows open) and occupants facing away from each other may help to reduce the risk of transmission
- Current Government advice is that there may be a marginal benefit to the use of cloth face coverings in circumstances where social distancing is not possible. For this reason we would recommend the use of proprietary re-usable cloth face masks when sharing vehicles. These will be provided by Ian Williams and detailed guidance on their use can be found in the [Transport to Site Risk Assessment](#).
- The vehicle **should be cleaned regularly** using gloves and standard cleaning products, with emphasis on handles, controls and other areas where passengers may touch surfaces. It is the drivers'/registered keeper's responsibility to do this

Public transport should be avoided wherever possible.

Where public transport is the only viable option (work in central London for example):

- Avoid busy times and rush hours where possible (arrange staggered starts if necessary)
- If you cough or sneeze, make sure you use a tissue and dispose of it immediately
- Follow the current Government advice for your country on social distancing in queues and in vehicles
- Make sure you wash your hands (or use hand sanitiser) before and after your journey
- Avoid touching hard surfaces with bare hands
- The use of a home-made or proprietary face covering is strongly recommended and may be mandatory in some countries
- Do not use public transport if you are showing any signs of COVID-19 infection or any of your household are self-isolating
- Latest government advice can be viewed here

www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice

Click on **LIGHT BLUE** highlighted text to link to the document

Organising our Teams

Resource	Numbers on site	<p>Consideration must be given to the number of Operatives and subcontractors on site at any time and the available space to work. Operatives are required to maintain a social distance between them to ensure that the chance of the spread of infection is minimised. This distance is defined by the Government within your country. If this distance cannot be maintained works need to be:</p> <ul style="list-style-type: none">• Staggered over the course of the day so that they can (Operatives may be required to work shifts to ensure that this the case. Where this is the case shift allowance will be paid in line with the WRA)• Re-programmed so that this strict rule is observed. This could involve explaining to clients that project durations must be extended and even issuing EOT notices• Delayed until Government advice changes
	Plant	<p>In line with the above, close working should be avoided and non-essential physical work that requires close contact between workers should not be carried out. Additional equipment should be hired where appropriate to ensure that two handed tasks can be safely completed by one person.</p>
	Materials availability	<p>Most merchants are starting to come back to work or are offering a click and collect or delivery service. The availability of materials is critical to our work and we must ensure that we can get the materials that we need in the time scales that allow our Operatives to be efficient and to deliver on our programme commitments to our clients.</p>
	Subcontractors	<p>Due to the large number of subcontractors being self-employed we don't see significant issues with their availability, but they may also be backed up with work that hasn't been completed in the last month or so. It is therefore important that we gain their commitment to our projects.</p> <p>We also need to be aware of any issues with their liquidity.</p> <p>Subcontractors will also have to provide additional/revised RAMS for working and observing 'social distancing'. We also need them to sign up to our code of conduct.</p>

Setting Up our Sites

Site set up

Welfare

There should be adequate welfare on site to allow Operatives to **wash their hands** throughout the day. The advice is to use soap and water or hand sanitiser (gel) if there is no soap and water. These products will be provided at each site. It is still permissible to use client or customer welfare facilities, where expressly allowed, but the same procedures should be followed.

Operatives must make sure they wash their hands:

- when they come to site
- when they have visited other places
- after using the toilet
- before they touch their food
- and when they leave site

They should avoid touching their eyes, nose or mouth, and always cough and sneeze into a tissue and bin it immediately. If this is not possible, they should cough/sneeze into the crook of their elbow. A **Catch It Bin It** poster should also be displayed.

There should also be adequate space for breaks to be taken on site.

A **Staying COVID-19 Secure** poster should also be displayed.

Welfare utensils

Operatives are advised to take their breaks in isolation where possible and the use of personal vehicles is suggested as an option.

They should also bring their own meals and refillable drinking bottles. They should not share items (for example, cups).

While using Ian Willilams' provided, or shared welfare facilities for breaks the use of canteens, rest rooms, drying rooms, prayer rooms, toilets etc. may need to be staggered 2m distancing must be maintained.

Cups, plates and other kitchen utensils should not be shared but where this is impractical, they should be thoroughly washed with detergent and warm water and dried with clean paper towels before and after use.

Enhanced cleaning kit

In addition to the normal PPE provided to carry out work safely, each Operative should be issued with the following additional COVID-19 cleaning/sanitising products:

- hand sanitiser
- detergent wipes
- disposable gloves
- pen
- clear waste bag for disposal of gloves and wipes

Click on **LIGHT BLUE**
highlighted text to link
to the document

Setting Up our Sites

Site Set Up (continued)

Access to site

All non-essential visitors are to be stopped from attending site
If there are a large number of Operatives on site, we should consider:

- introducing staggered start and finish times to reduce congestion and contact
- amending the number of access points, either increasing to reduce congestion or decreasing to enable monitoring, including in the case of emergencies

Deliveries

Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles.

Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials

Parking

With more vehicles potentially on site, consideration must be given to parking and where our employees can safely leave their vehicles.

Each contract will require a new Contract Planning Checklist to be undertaken to ensure that the sites have been co-ordinated in line with the above. If there are any commercial implications in terms of extended days, travel and fare, re-procurement of subcontractors a new Budget CVR will also need to be produced.

Site Working Practices

Site Practices	Signing in/signing out	<p>When signing in and out 'social distance' must be observed between those entering the site office and they should sign in with their own pen. If they do need to use someone else's this should be cleaned before and after use.</p> <p>After signing in and out please ensure that hands are washed thoroughly.</p> <p>If there are a lot of people entering site, multiple entry points can also be used.</p>
	Keeping a social distance	<p>Operatives need to maintain a social distance from all colleagues, avoid touching their face and wash their hands immediately after having touched surfaces with bare hands. This distance is defined by the Government within your country</p> <p>Posters and signs reminding everyone of the rules around social distancing will be clearly displayed at prominent locations around the site where practical.</p>
	Cohorting	<p>In order to minimise the possibility of transmission, consideration should be given to 'cohorting' wherever possible. In simple terms this just means trying, as far as is practicable, to keep the same groups or teams of people working together and/or travelling together. This way, the spread of any infection is limited to the smaller group rather than the whole workforce.</p>
	Ventilation	<p>The areas where Operatives are working should be kept well ventilated by opening doors and windows where practical to allow the air to circulate.</p>
	Two-handed tasks	<p>Where two handed tasks are unavoidable Operatives must:</p> <ul style="list-style-type: none">• wear appropriate PPE• undertake activities in short duration (<15 mins)• face away from each other if possible• work in consistent pairings to reduce transmission risk
	PPE	<p>Respirators or masks are not required to be worn as standard on our sites, however Operatives should always have adequate PPE for the tasks that they are undertaking.</p> <p>Re-usable PPE should be thoroughly cleaned after use and not shared between workers. This applies specifically to cut proof gloves that operatives are expected to wear.</p> <p>Single use PPE should be disposed of so that it cannot be reused.</p>

Site Working Practices

The supervision on site must ensure that these practices are being followed religiously by everyone on site. We will also require additional visits from Contract Managers and Business Managers to ensure that people are observing these rules and that, given the length of time that we foresee these restrictions being in place, we do not become complacent.

Site Practices Tools and equipment (continued)

Operatives should use their own tools. All plant and equipment that is not allocated to one person must be cleaned before and after use.

Site portable electrical devices/laptops, desks/workstations, desktops, should not be shared. If it is necessary to hand equipment over to another employee, it must be cleaned before handover using disposable gloves and detergent spray or wipes.

PPE, RPE, phones, radios etc. must not be shared at any point in time and must be cleaned before and after use daily by users.

Breaks

Operatives are advised to take their breaks in their vehicles where possible or stay on site for their breaks and we will provide adequate welfare to allow this.

They should also bring their own meals and refillable drinking bottles. They should not share items (for example, cups).

Breaks should be staggered so that the distance of 2m can be observed between each operative.

Cleaning welfare

Extra cleaning should be carried out on site, particularly in the following areas.

1. Taps and washing facilities.
2. Toilet flush and seats.
3. Door handles and push plates.
4. Handrails on staircases and corridors.
5. Lift and hoist controls.
6. Machinery and equipment controls.
7. Food preparation and eating surfaces.
8. Telephone equipment.
9. Keyboards, photocopiers and other office equipment.

Cleaning materials will be available on site (provide by Ian Williams) and we expect each Operative to take responsibility for cleaning the items that they use before and after using them so that they are ready for the next person.

Distancing from the public

When working in communal areas, barriers should be used to maintain a social distance from the general public within the area where our Operatives are working. If this is impractical arrangements shall be made for Operatives to vacate an area when a member of the public wishes to pass through.

Risk Assessments

Risk Form 1	Assesment suite for COVID-19 emergency period
COV COSHH GEN 001	Response repair activity – external during the COVID-19 emergency period
COV COSHH GEN 002	Response repair activity – internal works (Care homes) during the COVID-19 emergency period
COV COSHH GEN 003	Response repair activity – internal works (other than Care Homes) during the COVID-19 emergency period
IW RA COVID-19 - 001	Identification of risk - General
IW RA COVID-19 - 001a	Planned works identification of risk
IW RA COVID-19 - 001b	Planned works in void property
IW RA COVID-19 - 001c	Planned works in communal areas
IW RA COVID-19 - 001d	Planned works in occupied premises
IW RA COVID-19 - 002	General approach to completing repairs
IW RA COVID-19 - 003	Essential emergency repairs where premises occupant is self isolating due to vulnerability
IW RA COVID-19 - 004	Essential emergency repairs where premises occupant is known to have, or is suspected to have coronavirus
IW RA COVID-19 - 005	Renewal of fire doors to individual dwellings, essential fire upgrade works
IW RA COVID-19 - 006	Site travel and inspection of scaffolding
IW RA COVID-19 - 007	General movement around site
IW RA COVID-19 - 008	Transport to site
IW RA COVID-19 - 009	Safe use of welfare facilities
IW RA COVID-19 - 010	General site safe working
IW RA COVID-19 - 011	Site meetings and briefings
IW RA COVID-19 - 012	Two person working

Click on **LIGHT BLUE** highlighted text to link to the document

Operative Responsibility

Operatives

Daily checks

All Operatives must do a personal COVID-19 check for symptoms prior to attending work if they feel unwell and/or display symptoms they should follow government instructions and self-isolate. They should also inform their line manager.

The **signs of coronavirus** are:

- high temperature (on back and chest feel hot to touch) or
- a new cough where you keep on coughing – this means coughing a lot for more than an hour or coughing a lot, where you keep on coughing, 3 or more times in a day
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If they show signs of COVID-19 symptoms whilst on site, they should stop work immediately, inform their line manager, and go immediately home.

Testing for those with symptoms who must travel for work is now available www.gov.uk. If an Operative tests negative, they may return to work as soon as they feel well enough.

Cleanliness on site

Operatives must take personal responsibility for ensuring that PPE is worn and that general rules for enhanced cleanliness are observed.

They must clean down areas and equipment prior to and after they have used them and ensure they are clean ready for the next user.

Returning home

On returning from work Operatives should immediately place their uniform in the wash and proceed to bathe, washing their hair and body to reduce the possibility of bringing the virus into their home

If additional workwear is required, they should request this via their Foreperson or Contracts Manager.

Operatives must sign up to our **COVID-19 Code of Conduct** as part of their return to work.

Click on **LIGHT BLUE** highlighted text to link to the document

Engaging Our Customers

Customers

Clients

Approval for any works to commence on site need to be agree in writing with the client prior to starting back. We must understand the challenges their sites pose us physically in terms of the environment and work content, as well as having consideration for the residents and building users we may come into contact with.

As mentioned earlier, we also need to be aware of the general public and their access to our sites.

A site visit prior to re-start will be required by the Contracts Manager to ensure that we understand these challenges and to update the RAMS accordingly.

Customer Communication

Residents/building users

There may be a significant amount of people within the UK that have been affected by the COVID-19 outbreak or have underlying conditions that mean they are very concerned regarding the risk of contracting and spreading COVID-19.

We need to respect these people's point of view and defuse any challenging situations. If a resident refuses access, come away from site. Likewise, if you receive any abuse from neighbours or the general public please report this to your line manager.

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. We are seeking to encourage an open and collaborative approach between operatives and management on site, where any issues can be openly discussed and addressed.

Anyone not observing these rules will be removed from site and face disciplinary action. Any Contracts Manager or Business Manager who does not set up their sites in a way that observes this advice will also face disciplinary action.

Click on **LIGHT BLUE** highlighted text to link to the document

Illness

Illness	<p>In the event of one of the team becoming ill</p> <p>If a member of the team becomes ill on your site, the social distancing measure should ensure that other people are not infected but it is important to be extra vigilant with the remaining staff. They should stop work immediately, inform their line manager, and go straight home.</p> <p>Anybody that believes they have any symptoms of the virus should self-isolate at home for 7 days, and report to HR that they are doing so as a result. They will be paid sick pay for this period.</p>
	<p>In the event of an outbreak at your site</p> <p>In the unlikely event that multiple members of the team become ill on your site, the site must be closed and the people that have worked on that site must go home and self-isolate for 14 days. The site should remain closed for 3 days before operatives can return.</p>
	<p>Testing</p> <p>Testing has now been extended to all workers who cannot work from home and who show symptoms.</p> <p>This means workers who display symptoms can now book a test to find out if they have the virus and can return to work if they test negative. Testing is most effective within 3 days of symptoms developing.</p> <p>You should use the NHS Test and Trace service and self-isolate if requested to do so. More information on Test and Trace.</p> <p>Use of the Government's tracing app for smartphones, when launched, is strongly recommended.</p>
	<p>Supporting employees' mental health</p> <p>The risks to our employees' health from the crisis are psychological as well as physical. This could include anxiety about the ongoing health crisis and fear of infection for them and their loved ones, as well as the impact of social isolation because of the lockdown. Many will have experienced challenging personal situations such as juggling childcare, caring for a vulnerable relative, or even bereavement, and some may have had financial worries. Staff will need to adjust to working in a shared environment again with others, and some may take more time to do so than others.</p> <p>We should be sympathetic, supportive and patient with employees who may be experiencing poor mental health, including those who are anxious about returning to work. Take time to understand and address their concerns, explain the health and safety measures we have implemented to protect them and reassure them that their health, well-being and safety is our top priority.</p> <p>Ensure any employees that need support know how to access available resources such as our employee assistance programme, which is a confidential service run by a third party offering a wide range of support including counselling, financial and legal advice. The free confidential helpline number is 0800 030 5182.</p> <p>Employees can also contact the HR team on 01454 328000 to obtain more information about the Employee Assistance Programme, or talk through any concerns with a member of the HR team.</p>

Click on [LIGHT BLUE](#) highlighted text to link to website

Appendices

Displaying symptoms of coronavirus (COVID-19)

Cleaned regularly

Operatives to wash their hands throughout the day

Catch It Bin It Poster

COVID-19 Code of Conduct

Staying COVID-19 Secure Poster

Customer Communication

Test and Trace

Risk Form 1

Assesment suite for COVID-19 emergency period

COV COSHH GEN 001

Response repair activity – external during the COVID-19 emergency period

COV COSHH GEN 002

Response repair activity – internal works (Care homes) during the COVID-19 emergency period

COV COSHH GEN 003

Response repair activity – internal works (other than Care Homes) during the COVID-19 emergency period

IW RA COVID-19 - 001

Identification of risk - General

IW RA COVID-19 - 001a

Planned works identification of risk

IW RA COVID-19 - 001b

Planned works in void property

IW RA COVID-19 - 001c

Planned works in communal areas

IW RA COVID-19 - 001d

Planned works in occupied premises

IW RA COVID-19 - 002

General approach to completing repairs

IW RA COVID-19 - 003

Essential emergency repairs where premises occupant is self isolating due to vulnerability

IW RA COVID-19 - 004

Essential emergency repairs where premises occupant is known to have, or is suspected to have coronavirus

IW RA COVID-19 - 005

Renewal of fire doors to individual dwellings. essential fire upgrade works

IW RA COVID-19 - 006

Site travel and inspection of scaffolding

IW RA COVID-19 - 007

General movement around site

IW RA COVID-19 - 008

Transport to site

IW RA COVID-19 - 009

Safe use of welfare facilities

IW RA COVID-19 - 010

General site safe working

IW RA COVID-19 - 011

Site meetings and briefings

IW RA COVID-19 - 012

Two person working

COVID-19: Construction Site Worker Guidance



www.youtube.com/watch?v=doF_vyqjAf0&t=11s

Click on **LIGHT BLUE** highlighted text to link to the document/website

www.ianwilliams.co.uk



For further information
about Ian Williams Limited
and the services we provide,
please contact us.



ian williams
Looking after Buildings

[Back to contents](#)

Ian Williams Limited
Quarry Road
Chipping Sodbury
Bristol BS37 6JL

T 01454 328000

E enquiries@ianwilliams.co.uk

W www.ianwilliams.co.uk