

COVID-19

Health and Safety Standard No – TT-STAN-23

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1. INTRODUCTION

This standard is designed to identify the specific requirements of the business to operate sites during the COVID-19 pandemic in compliance with UK government, Public Health England and the World Health Organisation guidance.

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 standard 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 UK Government advice on Coronavirus at all times. The health and safety requirements of any work activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitable equipment, qualified personnel being available or social distancing being implemented, it should not take place. Sites should remind the workforce at every opportunity of this standard and associated guidance which are aimed at protecting them, their colleagues, their families and the UK population.

2. SCOPE

The scope of this standard covers all Tarmac operating business units including Materials (MAT), Building Products (TBP), National Contracting (TNC) and all associated offices, laboratories and other operational locations.

3. DEFINITIONS

WHO – World Health Organisation

PHE – Public Health England

4. RESPONSIBILITIES

Operational Management is responsible for ensuring all requirements within the standard are complied with

5. KEY POINTS FOR MANAGEMENT

5.1 Self Isolation

Self-isolation is the process of removing an individual from social contact and potentially from contact with all individuals for a prescribed period of time as advised by medical guidance, and not come to site.

An individual must not come to site if one of the following criteria is met:

- Has a high temperature or a new, continuous cough
- Is an extremely vulnerable person (someone who is at very high risk of severe illness from coronavirus (COVID-19), as notified by the NHS)
- Has been advised by a medical professional or the NHS that they need to stay at home to protect their health or that of someone they live with.

5.2 Illness at Work

If a worker develops a high temperature or a new, continuous cough while at work, they must:

- Contact their Manager to inform them they are showing symptoms of COVID-19
- 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.

5.3 Travel to Site

Wherever possible workers must 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.

5.4 Site Access Points

Where possible and practicable the following considerations must be given concerning access and egress to site:

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site 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
- Remove or disable 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
Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers must remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials

5.5 Hand Washing

These measures must be taken to ensure the following requirements for hand washing can be complied with:

- Ensure soap and fresh hot water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are not readily available.
- 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.

5.6 Toilet Facilities

These Measures must be taken to ensure the following requirements for toilets can be complied with:

- Restrict the number of people using toilet facilities at any one time
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but if there is no alternative these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

5.7 Canteen Facilities

Whilst there is a requirement for 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 each use, kettles, microwaves etc. must be removed from use.

The workforce must also be required to stay on site once they have entered it and not use local shops. Other requirements that should be adhered to include:

- Dedicated eating areas must be identified on site to reduce food waste and contamination
- Break times must be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser must be available at the entrance of any room where people eat and must be used by workers when entering and leaving the area
- The workforce must be asked to bring pre-prepared meals and refillable drinking bottles from home.
- Workers must sit 2 metres apart from each other whilst eating and avoid all contact
- Where catering is provided on site, it must provide pre-prepared and wrapped food only
- Payments must be taken by contactless card wherever possible
- Shared crockery, eating utensils, cups etc. should not be used
- Drinking water must be provided with enhanced cleaning measures of the tap mechanism.

- Tables must be cleaned between each use
- All rubbish must 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.

5.8 Changing Facilities, Showers & Drying Rooms

Measures must be taken to ensure the following requirements for changing facilities, showers and drying rooms can be complied with:

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

5.9 Avoidance of Close Working

Individuals must maintain a 2m distance between themselves and other colleagues
Additionally, the following requirements must be reviewed and applied accordingly

General Principles

- Non-essential physical work that requires close contact between workers must not be carried out.
- Where essential physical work that requires close proximity between workers must be carried out, procedures must be put in place to maintain a distance of at least 2m between workers.
- Where essential physical work that requires close proximity between workers must be carried out, and it is not possible to maintain a distance of at least 2m between workers for safety reasons, the task may only be carried out if it is of short duration and those involved wear PPE comprising FFP3 mask or powered respirator, nitrile gloves (worn under protective gloves if required) and eye protection (goggles, face-shield or safety glasses). PPE must be disposed of (or thoroughly cleaned if re-useable) as soon as possible once the task is completed.
- Work requiring skin to skin contact must not be carried out.
- Plan all other work to minimise contact between workers.
- Re-usable PPE must be thoroughly cleaned after use and must not be shared between workers
- Single use PPE must be disposed of immediately after use 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
- To maintain social distancing, vehicles must only be occupied by one person at any one time.
- Each vehicle should be operated by the same person as much as possible.

- The inside of vehicle cabs, handles, grab rails and other contact points must be cleaned regularly and always between use by different operators.

Site Meetings

- Only those absolutely necessary must attend the meeting
- Attendees must remain at least two metres apart from each other at all times
- Rooms must be well ventilated / windows opened to allow fresh air circulation
- Hold meetings in open areas where possible.

5.10 Cleaning & Sanitisation

Enhanced cleaning procedures must 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
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

6. ASSOCIATED DOCUMENTS

NHS Coronavirus advice page:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

UK Government coronavirus page:

<https://www.gov.uk/coronavirus>

7. DOCUMENT CONTROL

REVISION NOTES:				
Section	Page	Version	Reason for change	Date