



COVID-19 PROCEDURE/ WORKING GUIDANCE

This guidance supports the Company Policy and Risk Assessment for the controls needed for staff/ visitors in situations where Covid -19 may be a risk.

Travelling in shared vehicles must be undertaken with all passengers wearing face masks / disposable respirators as detailed in Company Policy and Risk Assessment.

Where possible public transport should only be used when there is no alternative and when used social distancing must be applied

Social distancing must be maintained where ever possible at all times, with staff members distancing themselves by 2 meters or more from each other

Where activities require more than one person this should be carried out with the minimum number of persons, in a manner that allows the greatest distance possible between persons

Persons visiting sites must maintain social distancing of 2 meters or they will be asked to leave site / location

When using welfare facilities social distancing must be applied and numbers be restricted to achieve this. Staff are required to assess themselves numbers in welfare facilities before entry

All hand washing facilities must be maintained in a clean usable state, with persons cleaning down taps and wash bowl when finished in accordance with Hand Washing Procedure Posters

When using public or multi use areas all persons must exercise caution and not handled or touch anything that is not required to be touched in these areas

Some public/ multi use areas may require the use of face masks / disposable respirators to be worn, where notices are posted this must be complied with. If the public/ multi use area is used by a large number of persons face masks I disposable respirators must be worn

If First Aid is required the First Aider must wear face mask/ disposable respirator, gloves and eye protection while attending, the injured person must be given a face mask I respirator to wear and either put on themselves or have it put on by First Aider

If CPR is required, this must only be carried out using a CPR Pocket Mask with filter attachment. Chest compressions may be applied without the Pocket Mask until Emergency Services attend

Any member of staff who does not feel well during working hours must notify management, maintaining social distancing and follow instructions given.

If a member of staff feels ill before attending work, they must dial 111 and seek advice before leaving home They must also follow Company Policy for further information and guidance

Where necessary work pre-start briefings may be carried out by the Company to provide further information, these must be attended by persons when notified

Persons must not congregate at all during meal, smoking or any other break times in welfare and smoking areas. Social distancing must be maintained and standing or seating must maintain 2-meter distance

All persons must wear appropriate PPE as necessary, detail will be given by management. They must ensure face masks / respirators are in good condition and worn as instructed / tested for (face fit testing) if necessary



Where any person is unsure of actions or precautions to be applied, they must seek advice from management

Management Contact Details:

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