

## 14 COVID-19 Control

### 12.1 Policy

#### Definition

COVID-19 Control is defined as:

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

#### Purpose of the policy

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

#### Policy Statement

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible

#### References

The approved COVID-19 Control Risks Assessments, Safe Systems of Work and monitoring requirements can be found in this section.



Signed

Date 14 April 2020

Name: Matthew Cutler

Position: Director

Next review Date:

## 12.2 Risk Assessment

**Activity** – The undertaking off any activity on site, transport into to work, Welfare, Yard provisions

Risk	Controls	Additional Controls	People at risk
<p>Spread of Covid-19 Coronavirus</p> <p>Injury, ill-health, long-term health impact or death</p>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>SHIELD cleansing Hand/Body Wipes in any area where washing facilities not readily available</li> <li>When you remove your work gloves at break times;</li> <li>Before you eat or handle food;</li> <li>After you blow your nose, sneeze or cough;</li> <li>Wipe surfaces with antibacterial cleaner in your work vehicles after the shift (steering wheel, gear stick, indicator arm etc.)</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	<p>Those working on, using the premises, Drivers, personnel rendering assistance, visitors whether for work or otherwise and the general public, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business</p>
	<p><b>Wearing of Gloves</b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	
	<p><b>Social Distancing</b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the</p>	<p>Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity</p>	

<p>Public Health Agency</p> <p>You should plan work to minimize contact between workers and avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.</p> <p>As much as possible, keep groups of workers working together in teams that are as small as possible (cohorting). For example, you keep vehicle crews working together, rather than mixing crew members on different shifts</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Social distancing also to be adhered to in break area and smoking area.</p>	<p>needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>
<p><b>RPE</b></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviors</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable</p>	<p>To minimize the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and</p>

<p>FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven. (Adam Lurring In house Face fit tester)</p>	<p>ensure they remove gloves following the correct procedure (PDF) Reference <a href="https://www.hse.gov.uk/news/face-mask-gpe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-gpe-rpe-coronavirus.htm</a></p>
<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.</p> <p>communication channels (WhatsApp) and cascading of messages through managers will be carried out regularly to reassure and support employees in a fast-changing situation</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>
<p><b><u>Yard/Office</u></b></p> <p>Must only come yard in Moring if needed,</p>	<p>if you arrive back at yard and you believe others to already to be in Yard/Office, ring door bell, someone shall come say when it's clear for you to enter</p>

<p>straight to site otherwise.</p> <p>Mass gatherings at yard at any time is not acceptable, controls for this will be as follows;</p> <p>When you arrive at yard in morning, you are asked to stay at you're van and not to mix and congregate</p> <p>Stay by van and wait for instruction from Matt/Scott</p> <p>Only enter the yard to get supplies, One pair at a time</p> <p>Hand wipes at front entrance to be used and put in bin beside</p>	<p>Management checks to ensure this is adhered to</p>
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## 12.3 SSOW – COVID-19 Control

Task Description: standard version	
Any activity	
Safety Instructions	
Ref	Instruction
C.1.1	Employer to provide Handwipes/gels, All Staff to see Hand washing guidance
C.1.2	Employer provides appropriate Nitrile Gloves & Training, Pre works checks have been completed, Include checks of safe distance if possible on all tasks
C.1.3	Pre-work checks have been completed, supervisor to use the Daily checklist, Site supervisor to report to PM if social distancing guidelines can't be adhered to for Any activity, PM to consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission
Sequence of Work:	
<ul style="list-style-type: none"><li>• Before any work starts, Establish if there is another way that the job can be done which comply with the 2metre gap recommended</li><li>• Complete Daily Checklist process for all areas to make sure All Daily checklist sections are checked inline with COVID-19 Controls</li><li>• Communicate to management if guidelines aren't being adhered to</li><li>• Clear away any waste materials &amp; Wipe down surfaces in work area</li></ul>	

## 12.4 Monitoring

### 12.4.1 Daily checks

As defined in Section 7 of the company's OS&H system, COVID-19 Control checks need to be undertaken before work starts and when it ends.

These include:

- Is there Hand wash stations available or very minimum hand Wipes/Gels?
- Is there Gloves & Masks available?
- Can all tasks be completed keeping the Social distancing guidelines?
- Is there anyone showing symptoms on site including you're self?