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| **1.0** | **INTRODUCTION** |
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| 1.1 | Background; |
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|  | Wolverhampton Homes have previously issued instructions to the Service Providers to suspend construction activities due to outbreak of COVID-19.  |
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|  | Wolverhampton Homes has put together this document which intends to protect Wolverhampton Homes employee’s, Service Providers staff and operatives, Sub-contractors, visitors for the undertaking of construction activities once an instruction has been issued to recommence works on specific project(s). |
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| 1.2 | Coronavirus (COVID-19) Disease; |
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|  | Coronavirus (COVID-19) is a highly contagious disease that can have severe effects on people, especially those who are vulnerable.  |
|  |  |
|  | The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don’t have symptoms. |
|  |  |
|  | During the COVID-19 pandemic it is essential that the workforce and any other persons (including occupants of buildings) effected by construction activity is protected to minimise the risk of the infection spreading. |
|  |  |
|  | Instruct workers not to attend work if they have symptoms of Coronavirus (COVID-19) and to follow guidelines. |
|  |  |
|  | The Coronavirus (COVID-19) pandemic situation is a rapidly developing and changing situation, therefore please ensure that you follow the latest UK Government guidance as it is published and any other relevant guidance issued by Construction Industry bodies, including the Health and Safety Executive. |
|  |  |
| 1.3 | Guidelines and Control Mechanisms; |
|  |  |
|  | Wolverhampton Homes has a duty of care to ensure that we adhere to strict government guidelines whilst continuing to deliver a safe working environment and not introducing new risks for people whilst carrying out construction related works. |
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|  | Whilst we normally communicate in a collaborative manner, the COVID-19 pandemic is unprecedented and has required a different approach. Our focus continues to be on safety first and to achieve this our rules are very strict and must always be adhered to by all. |
|  |  |
|  | There is no flexibility in the guidance and the Health and Safety requirements of any activity must not be compromised at this time. |
|  |  |
|  | We are empowered to ask someone to stop if you see behaviour that may cause harm to themselves or others. |
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|  | Please ask if you don’t understand any changes to work processes, site layout etc. You will be required to undertake an assessment of understanding but the below summarises the requirements on site. |
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| **1.0** | **INTRODUCTION** |
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| 1.4 | Implementation; |
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|  | Guidelines and Control Mechanisms will be implemented generally by; |
|  |  |  |
|  | ▪ | Develop a preparedness and response plan for COVID-19 prevention in the workplace, considering all work areas and tasks performed by workers and potential sources of exposure. |
|  |  |  |
|  | ▪ | Undertake appropriate risk assessments for all operations to be undertaken on project(s). |
|  |  |  |
|  | ▪ | Develop a plan of what to do if a confirmed or suspected case of COVID-19 is identified at the workplace that includes among others reporting, monitoring, and disinfection in line with the guidelines. |
|  |  |  |
|  | ▪ | Establish a monitoring and evaluation mechanism of the COVID-19 prevention strategies and plans. |
|  |  |  |
|  | ▪ | Assess the risk of potential for interaction with workers, contractors, customers and visitors at the workplace and contamination of work environment and implement measures. |
|  |  |  |
|  | ▪ | Provide training to Site Management, workers and their representatives on the adopted measures to prevent risk of exposure to the virus and on how to act in case of COVID-19 infection. |
|  |  |  |
|  | ▪ | Travel should be avoided if not essential. Assess risk of COVID-19 infection when business travels are planned. |
|  |  |  |
|  | ▪ | Communicating with everyone involved in the construction activity so they are aware we are working to Government guidelines and industry good practice and recommendations for working during the Covid-19 pandemic. |
|  |  |  |
|  | ▪ | Working with everyone involved in the construction activity to develop and share detailed safe working practices. |
|  |  |  |
|  | ▪ | Only undertaking operations that can be carried out safely. |
|  |  |  |
|  | ▪ | Establishing safe access and egress procedures. |
|  |  |  |
|  | ▪ | Providing safe and enhanced shared welfare facilities to account for Covid-19. |
|  |  |  |
|  | ▪ | Providing everyone involved in the construction activity an enhanced safety induction to account for Covid-19, ensuring they fully understand the measures in place on the site to protect them and others. |
|  |  |  |
|  | ▪ | Establishing measures are in place on site to abide by social distancing guidance and taking mitigating action to reduce the risk of transmission. |
|  |  |  |
|  | ▪ | Maintaining clean welfare facilities and establishing hand washing points and sanitisers across site(s) area(s). |
|  |  |  |
|  | ▪ | Developing detailed policies that allow customers to visit sites and view homes safely and in accordance with all social distancing guidelines |
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| **1.0** | **INTRODUCTION** |
|  |  |
| 1.3 | Implementation; |
|  |  |
|  | Guidelines and Control Mechanisms will be implemented generally by; |
|  |  |  |
|  | ▪ | Ensuring that compliance with all procedures under the Covid-19 period are monitored in a robust manner and any remedial actions identified and actioned immediately. |
|  |  |  |
|  | ▪ | Working practices within occupied buildings and dwellings and how the occupants can be protected from infection and harm during the construction works. |
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| **2.0** | **Development of Controls and Risk Appraisal** |
|  |  |
| 2.1 | Development of Controls; |
|  |  |
|  | The Health and Safety at Work etc Act 1974, the Management of Health & Safety at WorkRegulations 1999, the Control of Substances Hazardous to Health (COSHH) Regulations2002, the Construction (Design and Management) Regulations 2015 and other relevantlegislation continue to apply to any construction project carried out during the COVID-19pandemic  |
|  |  |
|  | All Contractors or Principal Contractors have a duty to take account of the health and safety risks to everyone affected by the work (including members of the public) in planning, documenting and managing the measures needed to control those risks. |
|  |  |
|  | Risk assessment and the communication and implementation of appropriate control measures is a fundamental requirement of the above legislation. |
|  |  |
|  | Such measures need to take into account the nature of the site, the work to be performed, the number of people working on the site and other local factors and be documented in a Construction Phase Plan, including risk assessments and method statements (RAMS). |
|  |  |
|  | The specific risks of working during the COVID-19 pandemic and the associated control measures, including social distancing requirements, must therefore be considered anddocumented in Risk Assessments by contractors, in compliance with their normal health andsafety management procedures. |
|  |  |
| 2.2 | Risk Appraisal; |
|  |  |
|  | Prior to undertaking any construction activity during the Covid-19 pandemic consideration must be made of taking all necessary preventative measures to protect everyone involved in the construction activity and others (including the public and occupants of buildings) from coronavirus.  |
|  |  |
|  | To inform protection measures and safe methods of work this will require the undertaking of a risk assessment. This will require consideration of; |
|  |  |
|  | ▪ | identify what work activity or situations might cause transmission of the virus; |
|  |  |  |
|  | ▪ | think about who could be at risk; |
|  |  |  |
|  | ▪ | decide how likely it is that someone could be exposed; |
|  |  |  |
|  | ▪ | act to remove the activity or situation, or if this isn’t possible, control the risk. |
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| **2.0** | **Development of Controls and Risk Appraisal** |
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| 2.2 | Risk Appraisal; |
|  |  |
|  | Should an operation be identified in a Risk Assessment that cannot be undertaken withinthe parameters of social distancing, the Service Provider must first of all seek to Eliminate the risk completely by looking for other ways to complete the task |
|  |  |
|  | If this is not possible, the Service Provider must seek to Reduce the risk by changing the means used to carry it out; to Isolate it (for example by erection of a screen or barrier) and/or introduce strictly enforced Controls. |
|  |  |
|  | If the above measures fail to eliminate the risk completely then specialist advice must be sought on the appropriate form of PPE to be used to protect workers from infection.  |
|  |  |
|  | All of these measures must be documented in a method statement and briefed to the workforcethrough toolbox talks and other means of communication. |
|  |  |
|  | The Service Provider will be required to submit all necessary risk assessments to Wolverhampton Homes for consideration and comment prior to any construction activity commencing. |
|  |  |  |
| **3.0** | **Key Guidance** |
|  |  |
|  | Without exception the following rules and/or guidance must always be adhered to where applicable to the specific construction activity to be undertaken on a specific project or projects. |
|  |  |
|  | Rules and/or guidance shall be applied to account for the specific characteristics of each project. |
|  |  |
|  | The rules and guidance will be subject to revision and/or withdrawal during the Covid-19 pandemic and the latest versions should be observed. |
|  |  |
|  | The following should not be considered exhaustive and reference should be made to any other applicable Covid-19 pandemic rules and guidance issued. |
|  |  |
| 3.1 | UK Government Documents; |
|  | ▪ | Working safely during COVID-19 in other people’s homes |
|  | ▪ | Working safely during COVID-19 in offices and contact centres |
|  | ▪ | Working safely during COVID-19 in factories, plants and warehouses |
|  | ▪ | Working safely during COVID-19 in construction and other outdoor work |
|  | ▪ | Coronavirus (COVID-19): construction update Q&A |
|  | ▪ | COVID-19: cleaning in non-healthcare settings |
|  | ▪ | COVID-19: personal protective equipment (PPE) plan |
|  |  |  |
| 3.2 | Construction Industry Documents; |
|  | ▪ | Federation of Master Builders; Guidance for clients on building work during the coronavirus pandemic |
|  | ▪ | Charter for Safe Working Practice – Covid-19 |
|  | ▪ | Federation of Master Builders (FMB) Guidance Note; Restarting Building Work |
|  | ▪ | CC01: COVID-19 – Site operating procedures compliance checklist |
|  | ▪ | CC02: COVID-19 – Health, safety and environmental risk assessment template |
|  | ▪ | CC03: COVID-19 – A toolbox talk for construction workers |
|  | ▪ | CCO4: COVID-19 – Weekly site operating procedures checklist |
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| **3.0** | **Key Guidance** |
|  |  |  |
| 3.3 | Health and Safety Executive Documents; |
|  | ▪ | RIDDOR Reporting Of COVID-19 |
|  | ▪ | Talking with your workers about preventing coronavirus |
|  | ▪ | Working safely during the coronavirus outbreak – a short guide |
|  |  |  |
| 3.4 | Construction Leadership Council/Group; |
|  | ▪ | Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) |
|  |  |  |
| **4.0** | **Operating Procedures Compliance and Requirements** |
|  |  |
| 4.1 | Introduction; |
|  |  |
|  | The following is provided as a series of Operating Procedures Compliance and Requirements to be considered for all construction activities to be progressed during the Cov-19 pandemic. |
|  |  |
|  | The requirements should not be considered as being exhaustive and any additional matters identified following the undertaking of project/site risk assessments should be incorporated into the management of the works. |
|  |  |
| 4.2 | Communication; |
|  |  |
|  | It is of vital importance that all personnel and any other persons (including occupants of buildings) effected by construction activity, are clearly informed of the site-specific procedures with reference to COVID-19. |
|  |  |
|  | Where works on projects have been subject to the suspension of works instruction issued by Wolverhampton Homes; all existing site procedures should be reviewed in order to ensure that they comply with the guidance on site operating procedures. |
|  |  |
|  | Where works on projects had not commenced prior to the issuing of and instruction by Wolverhampton Homes to suspend works; all site procedures should include compliance with the guidance on site operating procedures. |
|  |  |
|  | Undertake toolbox talks throughout the Covid-19 pandemic whilst works are undertaken. |
|  |  |
| 4.3 | Work Places Generally; |
|  |  |
|  | Service Providers and their Supply Chain should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). |
|  |  |
|  | Consideration should be given to the following when assessing whether a person or persons(s) should undertake work; |
|  |  |  |
|  | a) | where and how your work is carried out, consider if there are jobs and tasks that can be changed to reduce risk; |
|  |  |  |
|  | b) | identifying everyone in your business who can work from home – if they can, they should; |
|  |  |  |
|  | c) | providing equipment needed for employees to work safely and effectively at home (for example laptops, mobile phones, video conferencing equipment); |
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| **4.0** | **Operating Procedures Compliance and Requirements** |
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| 4.3 | Work Places Generally; |
|  |  |
|  | Service Providers and their Supply Chain should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). |
|  |  |
|  | Consideration should be given to the following when assessing whether a person or persons(s) should undertake work; |
|  |  |  |
|  | d) | keeping in regular contact with people working from home, making sure you discuss their wellbeing and helping them to feel they are still part of the workforce; |
|  |  |  |
|  | e) | where it is not possible to work from home, the guidance on social distancing and hygiene (handwashing with soap and water often, for at least 20 seconds) should be followed; |
|  |  |  |
|  | f) | planning for the minimum number of people needed on site to operate safely and effectively. |
|  |  |
| 4.4 | Protecting people who are at higher risk; |
|  |  |
|  | Consideration should be given to the following when assessing whether a person or persons(s) require protecting who are at higher risk; |
|  |  |  |
|  | a) | planning for clinically extremely vulnerable (shielding) workers who must not work outside the home; |
|  |  |  |
|  | b) | planning for people working at home who have someone shielding in their household; |
|  |  |  |
|  | c) | helping workers at increased risk to work from home, either in their current role or an alternative role; |
|  |  |  |
|  | d) | where people at increased risk cannot work from home, offering them the safest available roles; |
|  |  |  |
|  | e) | planning for people who need to self-isolate. |
|  |  |  |
| 4.5 | Site Operating Procedures; |
|  |  |
|  | Construction sites operating during the Coronavirus (COVID-19) pandemic need to ensure they are protecting their workforce and any other persons (including occupants of buildings) effected by construction activity and minimising the risk of infection spreading.  |
|  |  |
|  | The following identifies some of the significant points to be considered and are to be incorporated following the undertaking of appropriate risk assessments. |
|  |  |
|  | The procedures will need to be considered for all types of construction activity, including but not limited to, refurbishment works within occupied premises, external works (including plant buildings and underground services). |
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| **4.0** | **Operating Procedures Compliance and Requirements** |
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| 4.5 | Site Operating Procedures; |
|  |  |
| 4.5.1 | Travel to and from the Site and Home; |
|  |  |  |
|  | a) | All persons employed for the construction works should be briefed on the criteria for deciding whether to travel to work or not. |
|  |  |  |
|  | b) | A system for recording details where individual persons employed for the construction works have fallen ill or are in self-isolation. |
|  |  |  |
|  | c) | Measures are to be established to inform persons employed for the construction works of the recommended ways of travelling to and from site |
|  |  |  |
|  | d) | Identifying where persons employed for the construction works can travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work to maintain social distancing. |
|  |  |  |
|  | e) | Staggering arrival and departure times so persons employed for the construction works can keep to the 2 m social distancing rules by not using entry/exit points at the same time. |
|  |  |  |
|  | f) | The provision of additional arrangements for vehicle and bicycle parking. |
|  |  |  |
| 4.5.2 | Site Access and Egress; |
|  |  |  |
|  | a) | A system is to be established for controlling and stopping all non-essential visitors to the Site. |
|  |  |  |
|  | b) | A system is to be established where start and finish times are staggered in order to reduce congestion at access and egress points. |
|  |  |  |
|  | c) | Adequate numbers of site access and egress points in order to reduce congestion and promote social distancing are to be established. |
|  |  |  |
|  | d) | Persons employed for the construction works shall be briefed on the importance of social distancing when entering and leaving the site. |
|  |  |  |
|  | e) | Consideration shall be made for the removal or disabling of all entry systems that require skin contact (for example, fingerprint scanners), or procedures introduced where they are cleaned between each use. |
|  |  |  |
|  | f) | Facilities shall be in place for all persons employed for the construction works to wash their hands when entering and leaving the site. |
|  |  |  |
|  | g) | A system shall be established for enhanced cleaning procedures at touch points in access and egress areas. |
|  |  |  |
|  | h) | A system shall be established to ensure that site deliveries are being managed in a manner to maintain social distancing and any associated cleaning procedures necessary. |
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| **4.0** | **Operating Procedures Compliance and Requirements** |
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| 4.5 | Site Operating Procedures; |
|  |  |
| 4.5.3 | General Site Control Measures and Safe Systems of Work; |
|  |  |  |
|  | a) | Site Offices; |
|  |  |  |  |
|  |  | Consideration should be given to; |
|  |  |  |  |
|  |  | i) | Review layouts and processes to allow people to work further apart from each other. |
|  |  |  |  |
|  |  | ii) | Using floor tape or paint to mark areas to help workers keep to a 2m distance. |
|  |  |  |  |
|  |  | iii) | Only where it is not possible to move workstations further apart, arranging people to work side by side or facing a way from each other rather than face-to-face. |
|  |  |  |  |
|  |  | iv) | Only where it is not possible to move workstations further apart, using screens to separate people from each other. |
|  |  |  |  |
|  |  | v) | Managing occupancy levels to enable social distancing. |
|  |  |  |  |
|  |  | vi) | Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment. |
|  |  |  |
|  | b) | Site Meetings; |
|  |  |  |  |
|  |  | Consideration should be given to; |
|  |  |  |  |
|  |  | i) | Only absolutely necessary meeting participants should attend |
|  |  |  |  |
|  |  | ii) | Use Skype, facetime, etc to avoid visitors to site |
|  |  |  |  |
|  |  | iii) | Attendees should be two metres apart from each other |
|  |  |  |  |
|  |  | iv) | Rooms should be well ventilated / windows opened to allow fresh air circulation |
|  |  |  |  |
|  |  | v) | Consider holding meetings in open areas where possible. |
|  |  |  |
|  | c) | Construction Work Area(s); |
|  |  |  |
|  |  | Consideration of organising the work area so that people are kept 2 m apart, where possible; |
|  |  |  |  |
|  |  | i) | physically arrange work areas to keep all persons 2 m apart; |
|  |  |  |  |
|  |  | ii) | mark areas using floor paint or tape to help people keep a 2 m distance; |
|  |  |  |  |
|  |  | iii) | provide signage to remind people to keep a 2 m distance; |
|  |  |  |  |
|  |  | iv) | avoid people working face-to-face, for example working side-by-side. |
|  |  |  |  |
|  |  | v) | maintain social distancing between occupants |
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| **4.0** | **Operating Procedures Compliance and Requirements** |
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| 4.5 | Site Operating Procedures; |
|  |  |
| 4.5.3 | General Site Control Measures and Safe Systems of Work; |
|  |  |  |
|  | d) | Work Area(s); |
|  |  |  |
|  |  | Where a 2 m physical distance cannot be maintained, consideration should be made for; |
|  |  |  |  |
|  |  | i) | assigning one person per work area; |
|  |  |  |  |
|  |  | ii) | reducing the number of people in the work area; |
|  |  |  |  |
|  |  | iii) | assigning and keeping people to shift teams, that is people on the same shift working in the same teams, to limit social interaction; |
|  |  |  |  |
|  |  | iv) | keeping the number of people working less than 2 m apart to a minimum; |
|  |  |  |  |
|  |  | v) | using screens to create a physical barrier between people. |
|  |  |  |
|  | e) | Cleaning of Work Area(s); |
|  |  |  |
|  |  | Consideration of cleaning the work area to prevent transmission by touching contaminated surfaces, including establish frequency that work areas need to be cleaned, equipment and vehicles. |
|  |  |  |
|  |  | Enhanced and/or expanded site-wide cleaning procedures are to be established to ensure that touch point areas (for example, door handles, handrails and machinery controls) are cleaned more often and to a greater degree. |
|  |  |  |
|  |  | Enhanced cleaning procedures for tools and equipment being used by more than one person (for example, before and after use) shall be established. |
|  |  |  |
|  | f) | Site Inductions; |
|  |  |  |
|  |  | All persons employed for the construction works shall attend a Site induction following the recommencement of works, the induction shall have been amended in order to deliver the Covid-19 site operating procedures. To include a briefing on site-specific social distancing measures. |
|  |  |  |
|  |  | Consideration should be made of restricting the number of people attending site inductions in order to comply with social distancing measures and hand washing procedures. |
|  |  |  |
|  | g) | Demarcation; |
|  |  |  |
|  |  | Floor areas to be marked in areas such as canteens and offices in order to establish social distancing locations/areas. |
|  |  |  |
|  | h) | Movement and Transportation on Site; |
|  |  |  |
|  |  | In terms of moving people, equipment, plant and materials around the Site, consideration should be made for; |
|  |  |  |  |
|  |  | i) | Permit only essential trips within buildings, sites and properties, to maintain social distancing as much as possible. |
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| **4.0** | **Operating Procedures Compliance and Requirements** |
|  |  |
| 4.5 | Site Operating Procedures; |
|  |  |
| 4.5.3 | General Site Control Measures and Safe Systems of Work; |
|  |  |  |
|  | h) | Movement and Transportation on Site; |
|  |  |  |
|  |  | In terms of moving people, equipment, plant and materials around the Site, consideration should be made for; |
|  |  |  |  |
|  |  | ii) | Restrict the amount that people rotate between work activities, plant and equipment. |
|  |  |  |  |
|  |  | iii) | Limit the number of people who use lifts and work vehicles. |
|  |  |  |  |
|  |  | iv) | Reduce the number of people in high traffic areas including lifts, corridors, turnstiles and walkways. |
|  |  |  |  |
|  |  | v) | Mark areas using floor paint or tape to help people keep a 2 m distance. |
|  |  |  |  |
|  |  | vi) | Consider introducing temporary pedestrian walkways to allow people to maintain social distancing when moving around. |
|  |  |  |  |
|  | i) | Personal Cleanliness; |
|  |  |  |  |
|  |  | i) | Provide additional hand washing facilities in appropriate areas. |
|  |  |  |  |
|  |  | ii) | Provide hand sanitiser in locations where fresh water and soap are not readily available. |
|  |  |  |  |
|  |  | iii) | A system shall be established to ensure that hand washing facilities are checked, cleaned and maintained. |
|  |  |  |  |
|  | j) | Site Welfare Facilities; |
|  |  |  |  |
|  |  | Consideration shall be made for the following; |
|  |  |  |  |
|  |  | i) | Consideration of the restriction of the number of personnel using Site Welfare Facilities in order to comply with social distancing measures and if necessary providing an attendant to monitor and enforce. |
|  |  |  |  |
|  |  | ii) | physically moving tables/chairs and the like within Site Welfare Facilities so they are 2 m apart; |
|  |  |  |  |
|  |  | iii) | staggering breaktimes so that people are not using Site Welfare Facilities at the same time to maintain social distancing; |
|  |  |  |  |
|  |  | iv) | marking areas using floor paint or tape to help people keep a 2 m distance; |
|  |  |  |  |
|  |  | v) | using outside areas for breaks if the locations are suitable and it is safe to do so; |
|  |  |  |  |
|  |  | vi) | encouraging workers to stay on-site during working hours. |
|  |  |  |  |
|  |  | vii) | Introduce enhanced Site Welfare Facilities cleaning procedures, with particular focus on touch points, to ensure that they are cleaned more often and to a greater degree. |
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| **4.0** | **Operating Procedures Compliance and Requirements** |
|  |  |
| 4.5 | Site Operating Procedures; |
|  |  |
| 4.5.3 | General Site Control Measures and Safe Systems of Work; |
|  |  |  |
|  | h) | First Aid and Emergency Response; |
|  |  |  |  |
|  |  | Consideration shall be made for the following; |
|  |  |  |  |
|  |  | i) | With consideration of the additional pressure on the emergency services during the Covid-19 pandemic, which could affect response times, provision of additional resource in the form of first aiders and trauma equipment may be necessary. |
|  |  |  |  |
|  |  | ii) | First aiders may need to breach established social distancing guidelines in order to preserve life. Risks to first aiders in the event of an accident on site should be re-assessed and mitigation actions established. |
|  |  |  |  |
|  |  | iii) | Consideration of social distancing in the event of emergency evacuation with respect to muster(assembly) points will be necessary |
|  |  |  |  |
|  |  | iv) | Contact local hospitals and confirm procedures during the Covid-19 pandemic and whether they can service the Site should an incident occur. |
|  |  |  |  |
|  | i) | PPE (personal protective equipment) |
|  |  |  |  |
|  |  | Review through risk assessment and provide any additional appropriate PPE during the Covid-19 pandemic. |
|  |  |  |  |
| 4.6 | Communication, Documentation and Monitoring |
|  |  |  |
|  | a) | Update and align all relevant systems, procedures and documents (such as risk assessments and method statements) to account for the Covid-19 pandemic working practices and arrangements. |
|  |  |  |
|  | b) | Provide briefing to all personnel on site wide areas about changes that affect them. |
|  |  |  |
|  | c) | Establish a system to record the details of all briefings. |
|  |  |  |
|  | d) | Establish a system for the ongoing monitoring of new workplace systems and procedures to account for the Covid-19 pandemic work activity. |
|  |  |  |
| 4.7 | People Allowed to Work |
|  |  |  |
|  | Any person involved with the delivery of construction activity on a project meets any one of the following criteria, they cannot work on the project: |
|  |  |  |
|  | ▪ | If they are experiencing coronavirus symptoms, however mild including a high temperature or persistent cough. |
|  |  |  |
|  | ▪ | If they are considered to be a vulnerable person due to age, underlying health or clinical condition or if they are pregnant. |
|  |  |  |
|  | ▪ | If they are living with someone who is self-isolating or a vulnerable person. |
|  |  |  |
|  | ▪ | Any other criteria as may be advised by the UK Government during the Covid-19 pandemic. |
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| **4.0** | **Operating Procedures Compliance and Requirements** |
|  |  |
| 4.7 | People Allowed to Work |
|  |  |  |
|  | Wolverhampton Homes shall be advised immediately of any person who cannot work due to the above criteria. If the person has undertaken work on a project, full details shall be provided on what works were undertaken by the person, including details of locations and who they interacted with, including any occupants. |
|  |  |  |
| 4.8 | Procedure if someone falls ill; |
|  |  |  |
|  | If a worker develops a high temperature or a persistent cough while at work, the following procedure should be followed: |
|  | ▪ | Return home immediately; |
|  | ▪ | Avoid touching anything; |
|  | ▪ | They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed; |
|  | ▪ | Contact to be made with next of kin; |
|  | ▪ | Advise Employer of developing condition. |
|  | ▪ | Any other procedure as may be advised by the UK Government during the Covid-19 pandemic. |
|  |  |  |
|  | If a worker on site is diagnosed with COVID-19, the site must cease all operations until a cleaning and disinfection programme has been completed. |
|  |  |  |
|  | Wolverhampton Homes shall be advised immediately of any person who cannot work due to the above criteria. If the person has undertaken work on a project, full details shall be provided on what works were undertaken by the person, including details of locations and who they interacted with, including any occupants. |
|  |  |  |
| **5.0** | **Insurance for the Works;** |
|  |  |
|  | The Service Provider and their Sub-Contractors shall notify their insurers that you are undertaking works during the Covid-19 pandemic and confirm that the cover required under the JCT 2016 contract is being maintained unamended. |
|  |  |
|  | If the cover required under the JCT Contract is not to be maintained through the Covid-19 pandemic following discussion with the Service Provider/Sub-Contractors insurers, then no work should proceed until further instructions are received from Wolverhampton Homes. |
|  |  |  |
| **6.0** | **Carrying out Construction Activity within Occupied Premises (inc homes – Defects liability works)** |
|  |  |  |
| 6.1 | General requirements when working in homes: (Defects liability works) |
|  |  |  |
|  | a) | No work should be carried out in a household which is isolating because one or more family members has symptoms or where an individual has been advised to shield - unless it is to remedy a direct risk to the safety of the household. |
|  |  |  |
|  |  | When working in a household where somebody is clinically vulnerable, but has not been asked to shield, prior arrangements should be made with vulnerable people to avoid any face-to-face contact. Particularly strict controls about handwashing should be incorporated. |
|  |  |  |
|  |  | Discussing working environment and practices with householders and clients in advance to confirm how the work will be carried out, if a physical visit is needed. |
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| **6.0** | **Carrying out Construction Activity within Occupied Premises (inc homes – Defects liability works)** |
|  |  |  |
| 6.2 | Social Distancing when Working in Homes: |
|  |  |  |
|  | a) | Keep two metres apart: The Government’s recommendation of keeping two metres apart should be applied stringently. |
|  |  |  |
|  | b) | Maintaining social distancing in the workplace wherever possible. |
|  |  |  |
|  | c) | Where the social distancing guidelines cannot be followed in full in relation to a particular activity, Service Provider’s should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include: |
|  |  |  |  |
|  |  | i) | Further increasing the frequency of hand washing and surface cleaning. |
|  |  |  |  |
|  |  | ii) | Keeping the activity time involved as short as possible. |
|  |  |  |  |
|  |  | iii) | Using screens or barriers to separate people from each other. |
|  |  |  |  |
|  |  | iv) | Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. |
|  |  |  |  |
|  |  | v) | Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). |
|  |  |  |  |
|  | d) | Social distancing applies to all parts of a construction activity, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing. |
|  |  |  |
| 6.3 | Moving around when working in a Home; |
|  |  |  |
|  | a) | It is recognised that for providers of some in-home services, it will not always be possible to maintain physical distance from customers. |
|  |  |  |
|  | b) | If it isn’t possible to maintain social distancing while working in the home then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk. |
|  |  |  |
|  | c) | Working materials, such as tools or domestic appliances, should be assigned to an individual and not shared if possible. If they need to be shared, they should be shared by the smallest possible number of people. |
|  |  |  |
|  | d) | Procedures to be incorporated include; |
|  |  |  |  |
|  |  | i) | Discussing with households ahead of a visit to ask that a 2m distance is kept from those working, if possible. |
|  |  |  |  |
|  |  | ii) | Asking that households leave all internal doors open to minimise contact with door handles. |
|  |  |  |  |
|  |  | iii) | Identifying busy areas across the household where people travel to, from or through, for example, stairs and corridors, and minimising movement within these areas. |
|  |  |  |  |
|  |  | iv) | Limiting the number of workers within a confined space to maintain social distancing. |
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| **6.0** | **Carrying out Construction Activity within Occupied Premises (inc homes – Defects liability works)** |
|  |  |  |
| 6.3 | Moving around when working in a Home; |
|  |  |  |
|  | d) | Procedures to be incorporated include; |
|  |  |  |  |
|  |  | v) | Using a fixed pairing system if people have to work in close proximity. For example, during two-person assembly or maintenance. |
|  |  |  |  |
|  |  | vi) | Allocating the same workers to a household where jobs are repetitive.  |
|  |  |  |  |
| 6.4 | Appointments in the Home; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | a) | Remote working tools to avoid in-person appointments should be adopted. |
|  |  |  |
|  | b) | Only when absolutely necessary staff and operatives should attend appointments and should maintain 2m separation where possible. |
|  |  |  |
|  | c) | Avoiding transmission during appointments, for example, from sharing pens and other objects. |
|  |  |  |
|  | d) | Holding meetings outdoors or in well-ventilated rooms whenever possible. |
|  |  |  |
| 6.5 | Accidents, Security and Other Incidents; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | a) | In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe. |
|  |  |  |
|  | b) | People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. |
|  |  |  |
| 6.6 | Interacting with Householders; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | a) | Providing operatives with information about how to operate safely in people's homes. |
|  |  |  |
|  | b) | Communicating with households prior to arrival, and on arrival, to ensure the household understands the social distancing and hygiene measures that should be followed once work has commenced. |
|  |  |  |
| 6.7 | Cleaning the Work Area; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | a) | Frequent cleaning of objects and surfaces that are touched regularly, using your usual cleaning products. |
|  |  |  |
|  | b) | Arranging methods of safely disposing waste with the householder. |
|  |  |  |
|  | c) | Removing all waste and belongings from the work area at the end of a shift and at the end of a construction activity. |
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| **6.0** | **Carrying out Construction Activity within Occupied Premises (inc homes – Defects liability works)** |
|  |  |  |
| 6.7 | Cleaning the Work Area; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | d) | Cleaning after a known or suspected case of COVID-19 then reference should be made to the specific guidance. |
|  |  |  |
| 6.8 | Hygiene; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | a) | Washing of hands regime as discussed elsewhere to be followed. |
|  |  |  |
|  | b) | Cleaning regularly touched objects and surfaces using appropriate cleaning products to reduce the risk of passing the infection on to other people. |
|  |  |  |
|  | c) | If handwashing facilities are not accessible, hand sanitisers to be utilised. |
|  |  |  |
| 6.9 | Handling Goods, Merchandise and Other Materials; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | a) | Ensuring social distancing and hygiene measures are followed when supplies or tools are needed to be delivered to a home, for example, building supplies. |
|  |  |  |
|  | b) | Collecting materials in bulk to reduce the frequency of needing to collect materials. |
|  |  |  |
|  | c) | Removing waste in bulk if possible. |
|  |  |  |
| 6.10 | Personal Protective Equipment (PPE) and Face coverings; |
|  |  |  |
|  | Any additional PPE to that which would be used would be subject to risk assessment. |
|  |  |  |
| 6.11 | Workforce Management; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | a) | Where multiple workers are in a home, creating fixed teams of workers who carry out their duties in those teams, and minimising contact between each team. |
|  |  |  |
|  | b) | Identifying areas where people need to hand things to each other (such as shared tools and domestic appliances) and finding ways to remove direct contact, for example, by using drop-off points or transfer zones. |
|  |  |  |
|  | c) | Allocating the same worker to the same household each time there is a visit, for example, the same cleaner each time. |
|  |  |  |
|  | d) | Where workers need to move between different homes and locations to complete their work, social distancing and hygiene advice should be considered, especially beforeentering other homes. |
|  |  |  |
|  | e) | Where workers are required to stay away from their residence, making sure any overnight accommodation meets social distancing guidelines. |
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| **6.0** | **Carrying out Construction Activity within Occupied Premises (inc homes – Defects liability works)** |
|  |  |  |
| 6.12 | Communications and Training; |
|  |  |  |
|  | Procedures to be incorporated include; |
|  |  |  |
|  | a) | Providing clear, consistent and regular communication to improve understanding and consistency of ways of working amongst your workers. |
|  |  |  |
|  | b) | Engaging with operatives through existing communication routes to explain and agree any changes in working arrangements. |
|  |  |  |
|  | c) | Ongoing engagement with operatives, (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes toworking environments. |
|  |  |  |
| 6.13 | Health, Communication and Planning the Work; |
|  |  |  |
|  | a) | If anyone becomes unwell; |
|  |  |  |  |
|  |  | i) | Service Provider has the responsibility to inform Wolverhampton Homes if their operatives or any other occupant at the property become unwell, and vice-versa, so that the risk of spreading the virus can be minimised. |
|  |  |  |  |
|  |  | ii) | Do not delay in passing on information to Wolverhampton Homes if anyone begins to show symptoms or has been in contact with others who have the virus and follow the official advice about self-isolation. |
|  |  |  |  |
|  | b) | Your health and your workers’ health; |
|  |  |  |  |
|  |  | i) | No work should be carried out by any operatives who is showing coronavirus symptoms. |
|  |  |  |  |
|  |  | ii) | No operatives should be pressurised into coming to work if they have concerns about risks to their own health or that of family members. |
|  |  |  |  |
|  | c) | Call ahead each day to check the health of the household; |
|  |  |  |  |
|  |  | i) | Call ahead on the day each day you intend to be on site to check that no one in the household has started to show symptoms of the virus, has been diagnosed, or is self-isolating. |
|  |  |  |  |
|  |  | ii) | No work should be carried out in households which are self-isolating, are shielded, or are showing coronavirus symptoms unless it is to remedy a direct risk to the household, such as emergency plumbing, heating or electrical repairs, or other safety risk, and where the tradesperson is willing to do so, taking all possible precautions. |
|  |  |  |  |
|  | d) | Separate building work from residents of the home; |
|  |  |  |  |
|  |  | i) | If the part of the home that you are working in can be divided off from the rest of the property, leaving the occupants in residence with sufficient kitchen and bathroom facilities, this will enable any work to be carried out whilst still observing social distancing.  |
|  |  |  |  |
|  |  | ii) | Where this is not possible, residents should stay in a different room with the door closed. Rooms are to be kept well ventilated at all times. |
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| **7.0** | **Service Provider Proposals** |
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|  | With regards the consideration of the aforementioned requirements, the Service Provider shall provide to Wolverhampton Homes full details of their proposals to undertake construction activity during the Covid-19 pandemic, including, but not limited to, all necessary; |
|  |  |  |
|  | a) | Risk Assessments (including amendment to any existing). |
|  |  |  |
|  | b) | Method Statements (including amendment to any existing). |
|  |  |  |
|  | c) | Construction Stage Health and Safety Plan (including amendment to any existing). |
|  |  |  |
|  | d) | Site Rules (including amendment to any existing). |
|  |  |  |
|  | e) | Anything to meet the duties under CDM 2015 as the Principal Contractor (including amendment to any existing). |
|  |  |  |
|  | f) | Site Welfare Facilities arrangements (including amendment to any existing). |
|  |  |  |
|  | g) | Site Offices Facilities arrangements (including amendment to any existing). |
|  |  |  |
|  | h) | Control Measures and Safe Systems of Work for undertaking construction activity (where not detailed elsewhere) specific to the Covid-19 pandemic. |
|  |  |  |
|  | i) | Details of proposed signage and physical barriers required during the Covid-19 pandemic. |
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