

Covid 19

Welfare

Introduction

Covid-19 is a new strain of Coronavirus that originated in China. The virus is contagious and although it causes relatively mild symptoms in most people, it can have more serious effects, including fatalities, in other people. It is important to minimise the spread of the disease to these categories of people to protect the most vulnerable.

If a Unitas employee or contractor is in a vulnerable category as described by the government guidance or is concerned that they may be, then they should speak to the site manager before commencing work. Managers and contractors should also identify employees who live with a critically extremely vulnerable person and take this in to account when planning their work.

If people can work from home then they should not go in to work. If employees cannot work from home then they must take all reasonably practicable steps to minimise the risk of COVID 19 by limiting the number of occasions and the length of time that they need to be at work.

Assessing the Risks from Covid-19 when at work

A risk assessment identifying the measures to control the health and safety risks to employees, contractors and others that could be affected by our work, including Covid-19, must be completed as part of the planning for projects and made available to relevant people attending the site/project before they are allowed to work on a construction site, in an office or undertake any outdoor work.

Managers/Contractors must identify anyone who could be at increased risk from the effects of the Covid-19 virus. The risk assessment will need to be reviewed and amended for these individuals and changes or restrictions to their roles may be necessary.

The assessment must include access and egress to and from the workplace together with arrangements for using and cleaning welfare, accommodation and office facilities: how social distancing can be maintained; the possible installation of barriers to minimise the risk of spreading the virus when social distancing cannot be maintained and the requirements for frequent touch points/surfaces to be cleaned.

All site accommodation, welfare and office facilities must conform to this standard. Site accommodation, office and welfare units must be delivered and remain in a clean, tidy and serviceable condition and not be used for storage. A clean, tidy and well managed workplace which incorporates social distancing provides a safer working environment. Fully operational facilities must be in situ on day one and remain in place until completion of the project.



Hierarchy of Control

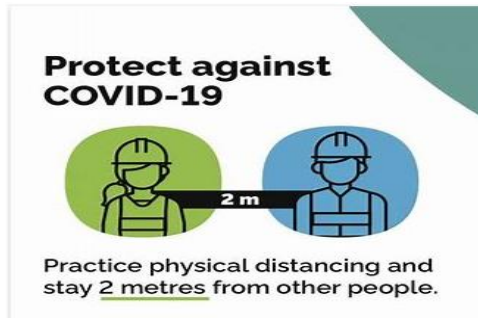
- Where possible, encourage employees to work from home.
- Where home working is not possible then the social distancing guidelines **MUST** be followed when using welfare facilities.
- Ensure that you have provided sufficient welfare for the maximum number of people using the site taking social distancing in to account.
- Stagger rest breaks and lunch times to reduce the numbers using the welfare facilities at a time.
- Where possible use outdoor facilities in safe areas for lunch breaks and rest breaks (weather permitting).

- Where a one-way system is not practicable, then consider limiting the number of people using the welfare facilities at any one time by the use of door markings or other method to identify when the facility is in use or vacant.
- Ensure that there are sufficient chairs and tables in canteen/rest facilities for people to sit at and arrange so that people are 2m apart and not directly facing each other. If possible position the seats side by side or back to back.
- Do not accept drinks or food from other employees.
- Encourage employees and contractors to bring their own food and drinks to work. Use your own utensils and do not share.
- Ensure that the welfare and toilet facilities are well ventilated eg by opening windows, doors etc.
- Ensure that there are sufficient quantities of hand sanitiser, hand wipes, PPE and waste bags on the site and available for use.
- Increase the frequency of hand washing; use the hand sanitisers on a regular basis throughout the day and wash/cleanse your hands for 20 seconds before and after using the smoking shelter, kitchen and toilet facilities.
- Employ additional resource to clean objects, equipment and surfaces that are touched on a regular basis if necessary.
- Avoid touching your face and cough/sneeze in to a tissue. Bin the tissue safely, preferably in a waste bin with a lid
- Signage and ground markings/visual indicators to be installed to encourage and remind employees of social distancing.
- Ensure that you have provided sufficient available toilets, showers, changing & drying facilities for the number of personnel on site taking social distancing into account.

Number of males at work	Number of WC's	Number of Urinals	Number of Washbasins
1 to 15	1	1	1
16 to 30	2	1	2
31 to 45	2	2	2
46 to 60	3	2	3
61 to 75	3	3	3
76 to 90	4	3	4
91 to 100	4	4	4
Above 100	4, plus 1 urinal and washbasin for every unit or fraction of a unit of 50 males		

- Ensure that shower, changing rooms or decontamination facilities are thoroughly cleaned on a regular basis; kept clear of rubbish and personal items and that 2m social distancing is maintained. Showers must be flushed through weekly if they are not in regular use
- Lockers must be set 2m apart and must not be shared.
- Where it is not practicable to manage a single user system, ensure that toilet facilities eg urinals, wash basins etc are spaced at 2m intervals or visual indicators installed to encourage and maintain the social distancing requirements or use must be controlled to allow for social distancing.
- Where practical consider the use of sensory activated equipment eg taps, toilet flushes etc and consider the use of PIR sensors in low use areas such as the kitchen and toilet facilities so as to minimise contact points.

Raise any concerns with your line manager.



What to do if someone develops Covid-19 symptoms whilst on site

- Person to leave and go home immediately; avoid touching anything or coming in to contact with anyone.
- Site manager to be informed.
- Cough or sneeze into a tissue and put it in a bin or if you do not have tissues, cough and sneeze into the crook of your elbow.
- Clean all welfare areas and items that the ill person has used or that he may have touched.
- Follow the guidance on self-isolation and do not return to work until the period of self-isolation has been completed.
- Inform the SHE Team as this could be a RIDDOR Reportable incident if it can be shown to be caused at the work place.
- For Guidance on cleaning following a Covid-19 incident see :

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Use of Personal Protective Equipment

The Government's guidance is that additional PPE is not required to control Covid-19 infections as the wearing of face coverings has little effect. If people make a personal choice to wear face coverings whilst at work then they must follow the government's guidance. (<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering>.)

Emergency Arrangements

Arrangements for first aid must be included within the risk assessment to ensure that there are adequate emergency arrangements in place.

- In an emergency eg accident, fire etc the 2m distancing requirement may be relaxed if it would endanger life by maintaining it.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.
- Competent persons to provide verbal instructions for first aid treatment for minor injuries and to only treat personally when absolutely necessary.
- Where social distancing guidelines will not be achieved then First Aiders must wear PPE as per existing government guidance.
- Appointed First Aiders to ensure that first aid kits are fully stocked; that the contents are in date and that it is replenished as required

Any incidents must be reported to the SHE Team following the requirements of the Incident and Near Miss Reporting Standard (SHEMS-STD-GR-011)

Note Guidance below for Safe Removal of Gloves



Competence/Training

- Inductions, telephone conferences and remote briefings will be used to make employees aware of the dangers of coronavirus

Planning

The provision of welfare facilities; their location on site; the instigation of COVID 19 preventative measures; cleaning and maintenance arrangements must be considered at the planning stage of every project.

Further Guidance/Reference

COVID-19: what you need to do <https://www.gov.uk/coronavirus>

General guidance for employees during coronavirus (COVID-19) <https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19>

COVID-19: HSE guidance on gloves
<https://www.hse.gov.uk/skin/employ/gloves.htm>.

COVID-19: HSE guidance on mask fittings
<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

COVID-19: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

COVID-19: <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering>

SHEMS-MST-DPS-0001f: Covid-19 Vehicles

SHEMS-MST-DPS-0001d: Covid-19 Working in Offices

SHEMS-MST-DPS-0001e: Covid-19 Constructions & other outdoor work

Government Guidance Document - O:\UNITAS\H&S\General\Unitas SHEMS\009 Guidance\Covid-19 Guidance

Choosing to Wear Face Coverings Guidance - O:\UNITAS\H&S\General\Unitas SHEMS\009 Guidance\Covid-19 Guidance

SHEMS-STD-GR-083 Occupational Health Standard

Hand Washing Poster