

SAFE WORKING PROCEDURE
CORONAVIRUS (COVID-19) - CONSTRUCTION

SWP No.	
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1.0 Hazards, risks and PPE

Key Hazards	Key Risks	Personal Protective Equipment
Coronavirus - COVID -19	<ol style="list-style-type: none"> 1. Coughing, sneezing 2. Touching infected surfaces 3. Catching and spreading the virus 4. Death 	<ol style="list-style-type: none"> 1. Soap and water 2. Hand sanitizer 3. Suitable gloves if deemed necessary 4. RPE and face coverings if deemed necessary

2.0 Do's and Don'ts

Do's

1. Awareness:

Ensure you are aware of the hazards and symptoms of COVID-19. Speak to your manager if you have any concerns or recommendations over the control of COVID-19. Symptoms are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

2. Travel to work:

Ensure you travel to work in your own vehicle. If you have no option but to share transport:

- a. Journeys should be shared with the same individuals and with the minimum number of people at any one time
- b. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- c. The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

3. Driving at work:

When travelling at work or between site locations, you should travel alone. If you have no option but to share a vehicle, then you should:

- a. Share with the same individuals and with the minimum number of people at any one time
- b. Wherever possible maintain a distance of two metres and avoid touching your face
- c. Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- d. Wash your hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- e. Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

4. Social distancing:

Social distancing, keeping at least **2 metres** (3 steps) from other people in your work area is one of the best methods of preventing transmission of COVID-19.

Where the social distancing guidelines cannot be followed in full for a particular activity, you should adhere to the instructions from your manager on ways to reduce the risk of transmission. This could be:

- a. Further increasing the frequency of hand washing and surface cleaning
- b. Keeping the activity time involved as short as possible

- c. Using screens or barriers to separate people
- d. Using back-to-back or side-to-side working (rather than face- to-face) whenever possible
- e. 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).

5. Washing and Hygiene (including equipment / tool use):

Washing and hygiene is an effective measure to prevent transmission of COVID-19. You should:

- a. Read the posters, leaflets and signage on hygiene
- b. Make sure your workspace is clean and hygienic by wiping down surfaces on a more frequent basis with disinfectant (i.e. door handles, stair banisters, lift buttons, clocking machines, telephones, keyboards, etc)
- c. Clean facilities and equipment / machinery regularly during and at the end of the day / shift
- d. Regularly wash your hands with soap and water – **do this for at least 20 seconds**
- e. Always wash your hands when you get home or into work
- f. Use hand sanitiser gel if soap and water are not available. Report them to your manager or supervisor if they are empty
- g. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- h. Put used tissues in the bin immediately and wash your hands afterwards
- i. Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water

6. COVID-19 symptoms:

If you develop symptoms (a high temperature, a new, continuous cough, a loss or change to your sense of smell or taste) while at work, you should:

- a. Ensure your manager or supervisor is informed
- b. Return home immediately, avoid public transport if possible
- c. Avoid touching anything
- d. 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.

You must then follow the guidance on [self-isolation](#) and not return to work until their period of self-isolation has been completed.

7. PPE:

Additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The only exception is in clinical settings.

8. Emergency situations:

In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2m apart if it would be unsafe.

If you are involved in the provision of assistance to others you should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Don'ts

- 1. Do not come to work if you are clinically extremely vulnerable or clinically vulnerable
- 2. Do not have unnecessary visitors (ask deliveries to be left outside).
- 3. Do not shake hands as a greeting
- 4. Do not place your hands near your face or mouth if you haven't washed your hands
- 5. Do not attend meetings in confined spaces where people cannot social distance
- 6. Do not come to work if you have COVID-19 symptoms
 - Have a high temperature
 - Have a new, continuous cough
 - Have loss or change to your sense of smell or taste.

3.0 Training and guidance	
Training requirements	Guidance
Covid-19 Toolbox Talk	1. Gov.uk https://www.gov.uk/coronavirus 2. Welsh Government https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace 3. Working Safely During Coronavirus (COVID-19) https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work

4.0 Confirmation of understanding					
No.	Date	Time	Name of employee / worker (Print)	Signature of employee / worker	Name of person providing the SWP (Print)
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5.0 Confirmation of understanding and recognition of the SLAM Technique (below)
<p>The employees / workers detailed below have signed to confirm that they:</p> <ol style="list-style-type: none"> Understand the risks associated with COVID-19 and shall work to the control measures within this safe work practice or any associated risk assessments and/or method statement. Will notify their Line Manager should there be any unsafe conditions or areas of concern regarding the COVID-19. Shall advise our company of any medical condition which may give rise to health risks from COVID-19 whilst undertaking the task. Shall follow the SLAM Technique. <p style="text-align: center;">All accidents, incidents and near misses must be reported as soon as possible.</p>

‘Follow the SLAM Technique’	
There are four stages to SLAM. Workers should:	
STOP	Stop and engage your mind before you undertake your task. Look at each step. Ask: Does this task pose a risk from COVID-19? Do I feel comfortable doing this task? If not, do I need training on COVID-19 control measures?
LOOK	Look before, during and after completion of the task. Always: Inspect the work area for potential COVID-19 transmission hazards, e.g. Areas where touch points could promote transmission are not cleaned (tools, vehicles, toilets, canteens etc.) staff or contractors not adhering to social distancing. Report issues immediately to your supervisor.
ASSESS	Are you and your colleagues equipped to perform the task safely and without risk from COVID-19? Check they have the correct: Knowledge; skills; training; and PPE.
MANAGE	Whilst Managers should take appropriate action to eliminate or minimise any COVID-19 hazards on site. You should: Manage and apply the correct COVID-19 controls and wear the correct PPE. If you feel unsafe, stop working. Tell your supervisor and team mates. Tell your supervisor what actions you think are necessary to make the situation safe from COVID-19.