

G F Holding Procedure	Document – Covid-19 Site Arrangements RA Reference – GFH-055-V4-June 2020 Controlled by – H&S	
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ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Travelling to work	All staff and visitors	Catching or spreading Covid-19 virus.	4	5	20	<ul style="list-style-type: none"> • Travel to work in private vehicles (Car, Bike, Foot) wherever possible. When parking vehicles try to leave a space between each one where possible. • If not possible then comply with all government social distancing rules on public transport – this includes wearing a suitable mask as described in government guidelines. • Vehicles can be shared if essential – physical barrier installed in cabin to segregate users. Fixed partners should travel in the same pairs throughout their works on GFH sites. • Vehicle to be regularly sanitised inside, before and after each shift – using anti-bacterial products. This includes bicycles and motorbikes. 	1	5	5

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Delivery driving for work and external drivers	Delivery drivers and labourers on site	Catching or spreading Covid-19	4	5	20	<ul style="list-style-type: none"> • Drivers to be alone in cab and use same vehicles each shift – vehicles are not shared. • Vehicle to be regularly sanitised inside, before and after each shift – using anti-bacterial products. • Once at site drivers should unlock vehicle and unload to safe drop-off zone – 2m distance from other operatives. Once items are dropped off then site operatives can take the materials into site via the agreed route. Driver can then leave site without any contact required at all. • Delivery drivers will call the GFH site manager prior to arriving on site to allow drop off zones to be prepared and cleared as required. All deliveries will already be booked in before the delivery date. • Signatures will not be required from GFH for drivers – drivers should remain in their cab whilst unloading takes place if appropriate – or a separation of drop off and moving materials to site as above if driver is required to unload. • Any handles to delivered reusable boxes etc to be cleaned between each handling. • All tools and plant used to take deliveries and all surfaces to be cleaned. This to include doors, handrails, sack trucks, pallet trucks etc. 	1	5	5
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Operatives and visitors reporting to site for work	All site users.	Catching or spreading Covid-19	4	5	20	<ul style="list-style-type: none"> • All operatives must declare themselves fit to work. Any symptoms such as high temperature, persistent cough, loss of taste should remain at home, not travel and self-isolate in accordance with government guidelines. • Wherever possible a one-way entry/exit route will be in place to reduce congestion at access points. Site layout plans will highlight hand wash stations etc. • Shift starts will be staggered to minimise number of people reporting to entrance / exit at any one time. • A one-way system will be employed around key shared areas to avoid unnecessary passing in corridors. • Inductions will also be staggered to ensure social distancing can be applied within training rooms – outdoor inductions will be considered where possible. Induction will cover site rules including those pertaining to these Covid-19 measures. Induction details will be distributed to operatives prior to attending site so they are familiar with site conditions. • Hand washing / sanitizing stations will be made available at each entry and exit. These are to be used when entering and leaving site and allied to cleaning points throughout site, should be regularly used throughout the shift. • Site user signing in will be completed by GFH operative register, rather than usual signing into book. This will negate the sharing of pens and desks and also speed up entry into site, reducing congestion further. 	1	5	5
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Working within site areas – maintaining social distancing whilst working and moving around site.	All site users	Catching or spreading Covid-19	4	5	20	<ul style="list-style-type: none"> • Site programmes will be suitably developed to remove any non-essential tasks and to minimise the number of operatives in each area at any one time. Single tasks should be planned for each shift to minimise sharing of tools and equipment within each shift. • Signage and ground markings will be installed at various locations throughout site to remind all users of the requirement for social distancing. • If a task must be carried out where social distancing cannot be maintained then mitigating actions will be taken – to include Fixed teams to reduce the number of people each team user comes into contact with; back to back working to avoid face to face whenever possible; Keeping the task time as short as possible; increased hand washing and surface cleaning. • Operatives will plan their operations within site to avoid unnecessary movement around site. Go directly from signing into task areas and remain there until complete or breaks taken etc. • Extra hand wash stations will be situated around site to ensure constant availability of hand washing facilities for site users. • All tools to be cleaned after tasks completed – using anti-bac wipes to wipe down handles etc. Operatives to avoid sharing tools wherever possible. 	1	5	5
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<p>Site visitors and meetings</p>	<p>All site users</p>	<p>Catching or spreading Covid-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> • Site visitors to be discouraged from attending. Any one not completely essential to complete works safely must not attend site. • Signage around site to remind people of the requirement for social distancing and regular handwashing. Site layout plans will highlight location of hand wash stations etc. • Meetings to be held remotely using social media conferencing. Not necessary for extra people to attend site for meetings. GFH Site Manager and in some cases Contract Manager will set up meetings from site – they will remain 2m apart within site office using separate devices each. • Site H&S audits to be carried out remotely when possible. Regular site inspections will be carried out by GFH Site Manager as usual and results of these will be forwarded regularly to H&S Dept. Video calls can be carried out between Site Staff and H&S Manager as required. • Meetings between operatives on site will be carried out outdoors if possible, with all operatives being a minimum of 2m apart at all times. If external not possible then indoor meetings will take place to the same level of distancing. 	<p>1</p>	<p>5</p>	<p>5</p>
<p>Welfare breaks and shared spaces</p>	<p>All site users</p>	<p>Catching or spreading Covid-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> • Canteen spaces will be suitably set out to enable 2 m gap between users at all times. Individual tables available. • Kettle, fridge and microwave will not be available. All operatives to bring food with them to site and remove all waste with them also. Food bins not available in canteen. • Sink and handwashing available in canteen to wash on way in and out. • Surfaces will be disinfected at end of each break time. Doors will be locked between breaks to avoid any contamination after cleaning. • WCs will be used by only one person at a time. Usual handwashing facilities will be available. • 	<p>1</p>	<p>5</p>	<p>5</p>

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General site Hygiene	All site users	Catching or spreading Covid-19	4	5	20	<ul style="list-style-type: none"> • Extra hand-washing facilities will be placed around site. Site layout posters will show them and locations advised at induction. • Signage placed around site to remind all to wash hands regularly and to use tissues or elbow technique if coughing or sneezing. • Regular cleaning of surfaces and WC / canteen facilities • Regular cleaning of busy shared areas, such as entrance and exit areas. • More rubbish bins around site and more regularly emptied. • Paper towels to be preferred to hand dryers at washing stations. 	1	5	5
Face Coverings	All site users	Catching or spreading Covid-19	4	5	20	<ul style="list-style-type: none"> • Face masks should be worn during usual construction activity which would call for PPE, as per existing RA. • Wearing a face covering for reasons other than this is not a requirement of law – evidence currently suggests this may protect others if you have Covid-19. If users choose to wear a face covering this must be supported by their correct use: Hands must be washed for at least 20 seconds before putting on or removing face mask; Avoid touching face or mask when wearing it; Change covering if it is damp or you have touched it; Continue hand washing as other users and ensure mask is washed and dried each day; Continue to practice social distancing. 	1	5	5

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If symptoms become apparent whilst at work in user – preventing spread to others.	All site users	Catching or spreading Covid-19	2	5	10	<ul style="list-style-type: none"> • Site user showing symptoms to be isolated externally and given a mask to help prevent any further spread of potential Covid-19. • User to make their own way home by arrangement as the same way they came into work. If they are buddied up with anyone then buddy must also observe the requirements for isolation by someone who has shared space with a possible Covid-19 sufferer – all isolation to be completed according to current government guidelines. • Areas used on site by user to be isolated and windows doors remained open to encourage ventilation and air flow, overnight internally. • Prior to site opening next shift these areas will be thoroughly cleaned and sanitized prior to shift starting. 	1	5	5
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RAMS prepared by: Matt Brammer – H&S Manager

Date: 22.06.20