

Hazard : The transimtion of Covid – 19

Who is at risk: Site workers, Visitors to site, Delivery drivers, Crane driver and associates

If in doubt contact the site contract manager or Covid – 19 manager at the Pier House reception

Washing your hands

While coronavirus is not likely to survive for long periods of time on outdoor surfaces in sunlight, it can live for more than 24 hours in indoor environment. Washing your hands with soap and water for at least **20 seconds**, or using hand sanitizer, regularly throughout the day **will reduce the risk of catching or passing on the virus.**

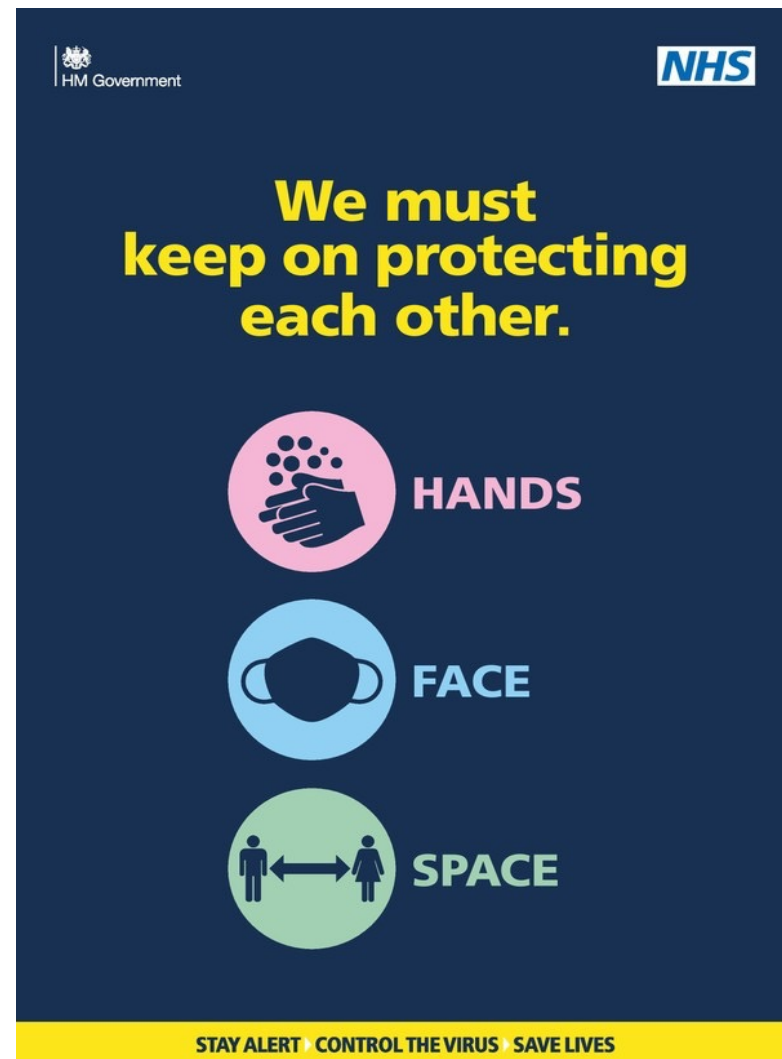
Covering your face

Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Larger droplets can land on other people or on surfaces they touch while smaller droplets, called aerosols, can stay in the air indoors for at least 5 minutes, and often much longer if there is no ventilation. Face coverings reduce the dispersion of these droplets, meaning if you're carrying the virus you're less likely to spread it when you exhale.

Making space

Transmission of the virus is most likely to happen within 2 metres, with risk increasing exponentially at shorter distances . While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.

NHS Test and Trace QR poster is displayed in the Pier House reception.



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Who is at risk: Staff feeling unwell with possible Covid – 19 symptoms.

Controls required: Staff must stay away from the work place, and inform their manager as soon as possible. They must stay at home and self isolate with anyone they live with and get a test. This also applies to anyone in the household support bubble. If the test is positive follow the NHS Instructions and inform your line manager.

Additional controls: All staff must make themselves aware of the latest Government guidance regarding self isolation and reporting symptoms to gain a test.

Monitor: Manager.

The main symptoms of coronavirus (COVID-19) 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.

If you have any of these symptoms, get a test to check if you have coronavirus and stay at home until you get your result.

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Who is at risk: Staff returning to work after illness or self isolation

Controls required: All staff must complete an online NHS isolation note.
All staff will have a return to work conversation with their manager and will complete their company return to work documentation.

Washing Hands:
Returning staff must be aware of the need to regularly wash their hands for a minimum of 20 seconds.

Using hand sanitiser products:
A supply of 70% alcohol hand sanitiser is available within every department for use by Staff and customers.

Use of PPE equipment:
Face masks, visors, safety glasses, disposable gloves, disposable aprons. Are available within every department.

Entry to venues / areas or vehicles is restricted, to minimise contact between staff: Staff to follow signage or verbal instructions issued by their manager.

Additional controls: All staff must make themselves aware of the latest Government guidance regarding self isolation and reporting symptoms to gain a test.

Catch it - Bin it - Kill it method must be followed to reduce the impact of coughs and sneezes.

All used PPE to be disposed of with care. Double bagged and securely tied.

Maintain distance between co-workers. Follow the Government guide lines. If more than one person is using the same vehicle then PPE must be worn

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Who is at risk: Manager, workers and visitors to a venue

Staff must use the appropriate NHS QR readers or the manual alternative when entering a venue.

Staff handling post and packages

Staff using rest rooms / toilets / site office

Controls required:

70% alcohol hand sanitisers are available within the public areas / staff rest rooms / site office areas. High touch and shared items must be regularly cleaned throughout the day. For example tools, door handles and interior high touch areas.

Outer packaging and envelopes should be disposed of immediately after opening. Staff must wash their hands after handling deliveries.

Regular hand washing and use of hand sanitiser is required.

Additional controls:

Wear a mask when working or resting within 2 meters of co-workers.
Increase ventilation by opening windows and doors.
Wash hands regularly for 20 seconds or more.

All visitors to a venue must register through NHS Track and trace using the NHS app.

Staff should not touch their eyes nose or mouth until they have washed their hands thoroughly

Monitor:
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Who is at risk:

Delivery drivers. Visitors to site

Controls required:

Hand washing and Hand sanitising facilities are available for all visitors. NHS QR readers or manual logs must be used.

Additional controls:

Signage will inform all visitors of these requirements. All entrance and storage areas must be kept clear of obstructions.

Monitor:

Manager

All Staff - use of PPE, Use of office spaces, plant and machinery, tools and stationery equipment, Traveling in vehicles.

A stock of disposable masks, gloves, aprons, hand sanitiser and visors must be available for the use of the maintenance teams and visitors.

The maintenance team should request PPE stock top ups as necessary.

Tools and stationery equipment should not be shared unless they are cleaned and disinfected first.

A suitable anti viral cleaner should be used on all high touch surfaces and items.

Staff traveling in any vehicle should comply with a single occupant rule. If more than one person must share a vehicle then face masks must be worn.

Internal high touch surfaces must be cleaned with a suitable anti-viral cleaner. Including dash boards, steering wheel, door handles, seats, gear sticks, switches etc.

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Who is at risk:

Mental Health and individuals at higher risk

Controls required:

Promote mental health and well being awareness to all staff.

www.mind.org.uk

Clinically extremely vulnerable individuals should not carry out work outside the home unless safe to do so.

A demographic risk assessment will be required for all staff who fall within the four key demographic factors. These are: **Age – Gender – Ethnicity – religion or beliefs.**

Clinically vulnerable individuals must take extra care in observing social distancing and should only work outside the home if safe to do so.

A demographic risk assessment will be required in this case.

Consideration must be given to individuals with protected characteristics or people living with extremely vulnerable individuals.

Additional controls:

Regular communication of mental health information open door policy for those who need additional support.

Extremely vulnerable individuals must not be allowed to work on site within this environment.

Vulnerable individuals should only work on site after a thorough review has taken place by the employer and employee.

Individuals with protected characteristics or those living with extremely vulnerable individuals must inform their manager and appropriate safe guards will be taken.

Monitor:

Manager.