

## Purpose

The purpose of this document is to set out guidelines for all those working for Kane on construction sites during the current Covid-19 pandemic. The guidelines are based on the Construction Leadership Council Site Operating Procedures, latest Government & Public Health Guidance on limiting the spread of Covid-19.

These guidelines must be implemented in line with all current Health & Safety legislation and Kane site standard health & safety operating procedures. Health & safety standards should not be compromised when implementing the attached guidance.

## Travel to and from site

Use your own transport and travel alone

Avoid multiple occupant vehicles such as taxi and private hire vehicles.

Avoid Public Transport wherever possible.

If not possible to avoid public transport then take the following precautions

- Travel at low volume times – off peak
- Use carriages / spaces that have fewer people in where possible
- Avoid touching handles / stair rails etc where safe and possible
- Wear face mask / face covering (supplied by user)
- Do not touch your face
- Wear light eye protection / glasses
- Wash your hands thoroughly and regularly for at least 20 seconds each time
- Carry and use alcohol-based sanitizer where possible.

If workers have no other option but to share transport then;

- Journeys should be shared with the same individuals and minimum number of people at any one time
- Good Ventilation (windows open) and facing away from each other may help to reduce the risk of transmission.
- Wherever possible maintain a distance of 2m and avoid touching their faces
- Wash hands or use hand sanitizer before entering and getting out of the vehicle
- The vehicle should be cleaned regularly with gloves using standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.



## Coronavirus Disease (COVID-19)- Risk Assessment

### Arrival to site

Before arriving to site operatives must have completed the Kane Covid-19 Questionnaire and submitted it to the site manager 3 days prior to arrival.

Operatives and subcontractors must have booked a Kane Site Induction with the Kane site manager at least 3-days prior to arrival to site.

The main contractor for each site will also have their specific procedures for booking inductions. The operatives and subcontractors must ensure that these are completed and booked prior to arriving to site as well.

Anyone turning up to site without booking an induction or completing the questionnaire will be refused entry.

Any operative that exhibits any signs of Covid-19 or has been exposed to a confirmed case should not travel to site.

Any operative that does arrive to site exhibiting signs of Covid-19 will be refused entry to site.

Site Managers & Supervisors to check that staff and operatives are not displaying any symptoms.

COVID-19 Symptoms including the Delta Variant include;

- High temperature (Above 37.5 degrees Celsius)
- Long lasting Headache
- Cough
- Sore throat
- Shortness of breath
- Fever
- Chills
- Aches and pains
- Fatigue
- Loss of smell
- Loss of taste
- Diarrhoea
- Block or runny nose
- Tired & Unwell
- Vomiting

There will be staggered start times on site. These start times must be strictly adhered to. Any operative turning up at a different time will be refused entry.

Operatives should wash hands thoroughly for at least 20 secs upon arrival to site prior to touching any other surfaces.

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All finger-print clock-in machines have been replaced by facial recognition scanners to avoid operatives having to touch the same surface.

Facial recognition scanners to be cleaned by site team before and after each work shift

### **Social Distancing Rules**

Operatives must always maintain the 2m rule as per social distancing guidelines while working and moving around site.

Daily briefing to reiterate 2m rule prior to works.

If exceptional work tasks cannot be done within the 2m social distancing rule then a detailed method statement must be produced, correct PPE worn and the tasks must only be carried out for short durations.

The correct PPE for working within 2m distance will be full wrap around eye protection, goggles or full-face visor and face mask.

One-way systems on sites must be obeyed and social distancing markers must be observed on sites.

The 2m social distancing rule will be strictly enforced by Kane Site Management.

Any persons found not following social distancing rules will be subject to disciplinary procedures under Kane's Yellow and Red Card system.

### **COVID-19 Compliance Officer**

Each site must appoint a full time COVID-19 Compliance Officer who will be responsible for overseeing that the Kane COVID-19 Risk Assessment is implemented on site as well as enforcing the rules around social distancing.

Everyone working on site must make themselves aware of who the COVID-19 Compliance Officer is, follow their advice and report any breaches of social distancing or concerns to that person.

### **Site Welfare & Breaks.**

Ensure that the site welfare facilities are thoroughly cleaned and disinfected regularly.

Adequate amounts of soap and paper towels should be readily available within the WC facilities.

Handwashing posters and notices should be displayed in WC areas.

If the above is the responsibility of the main contractor, ensure that they are complying and report to them immediately if the above is not in place.

Canteens must be freely aired and cleaned between sittings.

Operatives must bring their own food and refillable drinks bottle.

Operatives must not use local shops and encouraged not to leave site once they have entered in the morning.

Canteen use should be discouraged where practicable and operatives encouraged to eat outside – weather permitting.

Stagger break times to reduce numbers.

Microwaves / kettles etc shall be removed with operatives encouraged to take flasks of hot water.

Surfaces must be cleaned after each sitting by user.

The government's social distancing rules must be adhered to at all times. This is currently advised as keeping 2m apart.

The 2m rule must be followed within smoking & vaping areas on site.

Cleaning attendant to clean after each shift

### **Kane Site Offices**

Entry to Kane Site Offices will be strictly prohibited. Only Site Management will be permitted within the office.



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Warning signs and notices must be placed on the entry door of the office warning against unauthorized entry.

A sign displaying the contact number of the site manager will be on the door. If a person wants to enter the office they must ring the number on the site office door and request who they want.

They must then stand back 2m and wait for the person to come out to them.

The 2m social distancing rules must be maintained within the office at all times.

Regular cleaning of the Kane site offices should be carried out including wiping down of door handles, handrails, desk, IT equipment, printers and photocopiers at the end of each working day.

Each person should have their own office equipment with no sharing of tablets, Ipads, keyboards or hot desking etc.

Shared items such as printers must be cleaned before and after use by the user.

Site should ensure that there is an adequate supply of tissues kept in the site office and bins. Bins should be emptied daily.

Hand Sanitiser to be available within the site offices. These will be in the form of dispensers fixed at each exit and entry point to the site offices and stores.

### **Meetings / Visitors to site / Site Briefings**

Meetings to be held via conference call / video conference whenever possible

Meetings with visitors should be restricted to the essential as judged by the Operations Manager / Project Manager

All meetings and briefings etc to be held outside with 2m spacing.

When conducting meetings on site do not shake hands. Politely show the person where the hand sanitiser is and implement social distancing during meetings leaving a space of 2m between people.



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Site Inductions must adhere to social distance rules and be conducted outside if possible. If not possible then indoors must be well ventilated and again social distancing rules be applied.

Daily briefings and Toolbox Talks to take place in open air with social distancing rules applied.

If not possible again this must be completed indoor with social distancing rules applied so may be given in several shifts.

RAMS must be sent electronically to site operatives prior to them arriving onto site. They must then reply that they have read, understood and will comply with them prior to being granted access to site.

### **Tools & Equipment**

Operatives should use their own tools on site as far as is reasonably practicable and not share tools.

All tools and equipment should be properly sanitized and wiped to prevent cross contamination.

Make available cleaning material for all tools to be wiped down with disinfectant between each use.

### **PPE**

The allocation of PPE will be strictly controlled by the site management.

On receipt of PPE operatives will be given a plastic resealable bag that they will keep their individual PPE in.

This bag will be left on site at the end of each shift.

There must be no sharing of PPE or interfering with other operatives PPE at any time.

### **First Aid**

First Aider will be issued with a Kane guidance note on working as a first aider in the current climate.

Any first aider who displays any symptoms, no matter how mild, is not provide first aid.

A vulnerable person MUST not be a first aider

First aiders to wear disposable gloves, FFP3 / FFP2 masks, face visor or wrap around glasses, disposable plastic aprons when treating individuals.

### Steps to take if an employee becomes unwell

If an operative or employee becomes unwell on site and believe they have been exposed to COVID-19 then:

- The unwell employee should be removed to an area which is at least 2m away from other people.
- If possible, find a room or area where they can be isolated behind a closed door.
- If it is possible, they should open a window for ventilation.
- The affected employee should call NHS 111 from their mobile or 999 in an emergency (if they are seriously ill or their life is at risk). They should explain their current symptoms.
- Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2m from other people.
- They should avoid touching people, surfaces and objects.
- They should be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin.
- If they don't have tissues they should cough or sneeze into the crook of their elbow.
- If they need to go to the bathroom whilst waiting on medical assistance, they should use a separate bathroom if possible.
- The Project Manager should inform the Health & Safety Department and Human Resources Department immediately.

### Summary of Precautions Required on Site

Display Posters and warning notices in the site offices, stores, facial recognition scanners, toilet areas and in the canteens.

All operatives must have completed the Kane Covid-19 Questionnaire.

Daily briefings must be given to all operatives reinforcing the 2m social distancing rules.

A toolbox talk to be given to all operatives detailing the following personal hygiene precautions.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available use an alcohol-based hand sanitizer.
- If feeling unwell while carrying out the works, STOP work inform the site manager immediately.
- Avoid touching your eyes, nose and mouth with unwashed hands.



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- Cover your cough or sneeze with a tissue, then throw the tissue in the bin. If you do not have a tissue cough or sneeze into the crook of your elbow, not your hand.
- Avoid close contact with people who are sick
- Clean and disinfect frequently touched objects and surfaces
- Stay home when you are sick

If site do not have posters or toolbox talks contact Kane Health & safety Department at [health&safety@kanegroup.co.uk](mailto:health&safety@kanegroup.co.uk)

### Contact

If anyone has any issues, concerns or suggestions in relation to Covid-19 or our company procedures contact the Kane Covid committee at [covid@kanegroup.co.uk](mailto:covid@kanegroup.co.uk)



Coronavirus Disease (COVID-19) – Risk Assessment

Title		<b>COVID-19 Risk Assessment</b>							
Description of Activity		<b>Working on Site</b>							
Assessor		Signed <b>Colm Murtagh</b>					Date: <b>June 2021</b>		
Full description of Hazards	Risks arising from Hazards:	Who is at risk?	Initial Risk Rating			Control Measures specified	Residual Risk Rating		
			L	S	R		L	S	R
Travelling to/from site	<ul style="list-style-type: none"> <li>• Close proximity to others</li> <li>• Enclosed space</li> <li>• Poor ventilation</li> <li>• Increase transmission risk</li> </ul>	Operatives  Other	4	5	H	<ul style="list-style-type: none"> <li>• Avoid use of public transport. Wherever possible workers should travel to site alone using their own transport (Company or own)</li> <li>• If public transport is the only option for workers.</li> <li>• Wear face masks / coverings when on public transport or sharing vehicles with others not from the same household.</li> <li>• Change or stagger start/finish times to reduce congestion on public transport.</li> <li>• Share with the same individuals and with the minimum number of people at any one time.</li> <li>• Keep the windows open and avoid breathing in each other direction.</li> </ul>	1	5	L

						<ul style="list-style-type: none"> <li>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</li> </ul>			
Site Entry/Communal Areas	<ul style="list-style-type: none"> <li>Contact with items touched by others</li> <li>COVID-19</li> </ul>	Site Operatives	5	5	H	<ul style="list-style-type: none"> <li>Wash your hands often with soap and water for at least 20 seconds.</li> <li>This is especially important after going to the bathroom, before eating, entering/exiting site, using equipment and after coughing, sneezing or blowing your nose.</li> <li>Report safety observation to site management if warm running water, soap and hand driers/hand towels are unavailable.</li> <li>Use sanitiser if you are unable to wash your hands.</li> </ul>	1	5	L
Clocking-in & out	<ul style="list-style-type: none"> <li>Cross Contamination</li> </ul>	Site Operatives	5	5	H	<ul style="list-style-type: none"> <li>Kane have all facial recognition scanners on site to avoid the need for touching surfaces.</li> </ul>	1	5	L

						<ul style="list-style-type: none"> <li>• If One-way system has been implemented on site then this must be followed at all times.</li> <li>• Staggered start times.</li> <li>• Social distancing to be observed when waiting to clock in or out.</li> <li>• Regular cleaning on facial scanners and in general area.</li> <li>• Operatives should wash hands or use hand sanitiser immediately before and after clocking in at main site entrance.</li> </ul>			
Emergency Procedures -First Aid	<ul style="list-style-type: none"> <li>• First Aiders becoming ill</li> <li>• Cross contamination</li> </ul>	Site Operatives  Site Users	5	5	H	<ul style="list-style-type: none"> <li>• All first aiders to read the Kane guide for First Aiders.</li> <li>• Any first aiders who displays any symptoms, no matter how mild, is not to provide first aid.</li> <li>• A vulnerable persons MUST not be a first aider</li> <li>• First aiders to wear gloves, FFP3 masks/visors/glasses when treating individuals where possible.</li> <li>• Wash your hands often with soap and water for at least 20 seconds, after completion of work and removal of</li> </ul>	1	5	L

						PPE, after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.			
Risk of Contracting COVID-19	<ul style="list-style-type: none"> <li>Falling ill due to unawareness of self-protection from coronavirus</li> </ul>	Site Operatives	5	5	H	<ul style="list-style-type: none"> <li>Follow guidance from the Government on how to stay safe during the pandemic.</li> <li>Be familiar with the CLC Site Operating Procedures.</li> <li>Ensure Kane separate risk assessment and questionnaire on COVID-19 is thoroughly read, understood and signed before commencement of work.</li> <li>Follow guidance provided by the Main Contractor on their COVID-19 rules/responsibilities.</li> <li>Cough or sneeze into a tissue, immediately dispose of the tissue in the bin. If you have no tissue cough/sneeze into the crook of your elbow.</li> <li>Wash hands thoroughly and frequently for a minimum of 20 seconds.</li> </ul>	1	5	L

						<ul style="list-style-type: none"> <li>• If required to sign in, use your own pen/pencil.</li> <li>• Following site rules for COVID-19.</li> <li>• Maintain a 2M distance between each other to follow social distancing guidelines whilst accessing workforce.</li> <li>• Report safety observation to site management if that can't be observed.</li> <li>• Rearrange tasks to enable them to be done by one person, or so the 2 metres can be maintained.</li> <li>• Adhere to break time schedules that will be provided by the main contractor.</li> </ul>			
Transmitting of COVID-19	<ul style="list-style-type: none"> <li>• Unaware of transmitting virus</li> </ul>	Site Operatives	5	5	H	<ul style="list-style-type: none"> <li>• If you are experiencing any of the COVID-19 symptoms do not travel to or attend the workplace.</li> <li>• Following Government Stay at Home advice and self-isolate.</li> <li>• If you feel unwell with symptoms of COVID-19. Separated yourself from other employees and go home immediately.</li> </ul>	2	5	M

						<ul style="list-style-type: none"> <li>• Notify your line manager (via phone to minimise potential risk).</li> <li>• Always carry tissues with you and use them to catch your cough or sneeze. Then bin the tissue, and wash your hands, or use a sanitiser gel.</li> </ul>			
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<b>L - Likelihood (Probability)</b>  <b>5 – Almost Certain</b> <b>4 – Probable</b> <b>3 – Possible</b> <b>2 – Possible (under unfortunate circumstances)</b> <b>1 – Rare</b>	<b>S – Severity (Impact)</b>  <b>5 – Fatality</b> <b>4 – Major Injury, resulting in disability</b> <b>3 – Injury requires Doctor / Hospital Assistance</b> <b>2 – Minor Injury, 1<sup>st</sup> Aid Required</b> <b>1 – Minor Injury</b>	<b><u>Risk Rating</u></b>  <b>16 – 25 = High Risk (H)</b> <b>09 – 15 = Medium Risk (M)</b> <b>01 – 08 = Low (L)</b>
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**Name of Author:** Colm Murtagh  
(Print Name)

**Position:** Health & Safety Manager

**Date:** June 2021

**Signature:** 