

RIDON GLASS LTD

Coronavirus (COVID-19)

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1. Introduction

These are exceptional circumstances and the industry must always comply with the latest Government advice on Coronavirus (Covid-19).

These Ridon Glass Ltd Operating Procedures (ROP) are based on Public Health England (PHE) guidance.

The HSE is the relevant enforcing authority for PHE guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action by the HSE.

Ridon Glass Ltd sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce, the public and minimising the risk of spread of infection. This includes considering how personnel travel to and from addresses.

This guidance is intended to introduce consistent measures on all sites in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

PHE guidance for construction states *"where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission"*.

The health and safety requirements of any construction allied activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses. Do not however put anybody's life at risk by delaying calling the emergency services should there be a requirement to do so.

2. When to Travel to Work

It is important to understand the following guidelines by which staff should or should not travel to work as outlined below: -

Social distancing	Staff in the construction industry should follow the guidance on Staying at home and away from others (social distancing) . Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to work, but must follow the guidance on isolation .
Person at increased risk	Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home where possible and should be particularly stringent about following social distancing measures.
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely vulnerable will need to provide medical back up that they can return to work. This must be provided by the employee in advance of attending work.
Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If someone falls ill	<p>If an employee develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Ensure the office is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>

3. Travel to Work

Wherever possible employees should travel to work alone using their own transport. If staff have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows partially open) and facing away from each other may help to reduce the risk of transmission.
- 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.



- Keep personal items (PPE, lunch boxes etc.) separate.

4. Procedure if Someone Falls Ill

If an employee develops a high temperature (above 37.8°C) or a persistent cough while at work; they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- The office must be informed who will then notify the relevant manager.
- A return to work will not be permitted for 7 days.

If an employee has a member of family that has symptoms or a positive test result for the virus then that person must isolate for 14 days and let the office know.

In all cases personnel must follow the guidance on self-isolation from the NHS and not return to work until their period of self-isolation has been completed. The office must be informed in all instances.

If the symptoms are severe or there is cause for concern, then they should call NHS 111 for advice.

5. Driving at Work (Ridon Glass Ltd employees driving from site to site)

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

- Share with the same individuals and with the minimum number of people at any one time.
- Wherever possible maintain a distance of two metres and avoid touching their faces.
- Maintain good ventilation (i.e. keeping the windows partially open) and face away from each other during the journey.
- Wash their 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.
- 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.

6. Social Distancing and Working Proximities

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, staff should consider whether that activity needs to continue for the work to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Wo Operating Procedures.

Hierarchy of Controls

If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

<p>Eliminate</p>	<ul style="list-style-type: none"> • Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace • Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) • Avoid skin to skin and face to face contact <p><i>Site Meetings if required</i></p> <ul style="list-style-type: none"> • Only absolutely necessary meeting participants should attend • Attendees should be at least two metres apart from each other • Rooms should be well ventilated / windows opened to allow fresh air • Consider holding meetings in open areas where possible
<p>Reduce</p>	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> • Minimise the frequency and time staff are within 2 metres of each other • Minimise the number of staff involved in these tasks • Where staff need to work side by side then they should face away from each other, rather than face • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools • Increase ventilation in enclosed spaces • Workers should wash their hands/sanitise before and after using any
<p>Isolate</p>	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible
<p>Control</p>	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> • Keep this to 15 minutes or less where possible • Consider PPE

PPE	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> • Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviors.</p> <p>Please encourage an open and collaborative approach between staff and employers where any issues can be openly discussed and addressed.</p>

7. First Aid and Emergency Services Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. Do not delay in contacting the emergency services if they are required.

- When planning site activities, the provision of adequate first aid resources must be reviewed and agreed.
- Emergency plans including contact details should be kept up to date.
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.
- Always consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.
- Refer to separate guidance sheet from the Red Cross on providing first aid during this current Pandemic.

8. Cleaning

Enhanced cleaning procedures will be in place, particularly in communal areas and at touch points including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates. (Where possible, doors will be held open provided they do not breach fire safety).
- Handrails on staircases and corridors.
- Machinery and equipment controls. (Used by more than one person).
- Lift and hoist controls.



- Telephone equipment.
- Keyboards, photocopiers and other office equipment.

9. Smoking/Vaping

Any employee wishing to smoke or vape in the designated area is asked to be alone whilst doing so to stop the risk of spreading the virus within the water mist that is emitted from the vape device to other persons.

Reference to other documents and websites

- Red Cross: What can a first aider do to help during COVID-19
- HSE: Using disposable respirators
- HSE: Single use gloves
- <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Public Health England Coronavirus: Easy to read Advice.
- Hand cleaning techniques (World Health Organisation)
- CLC: Construction Sector- Site Operating Procedures, Protecting Your Workforce During Coronavirus (Covid-19) Version 3