





Covid-19 Pre-start Requirements

**WITH EFFECT FROM
April 2020**

**Business Procedures Manual
Section Z**

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	z

SECTION Z.1 OVERVIEW	3
1.1 General.....	3
1.2 Health and Safety	3
SECTION Z.2 SELF ISOLATION	3
2.1 Self Isolation	3
2.2 If someone falls ill on site	3
SECTION Z.3 P.P.E.	4
SECTION Z.4 HYGIENE.....	4
4.1 Entry and Exit	4
4.2 Hand Sanitizers.....	4
4.3 Signage.....	4
4.4 Legionella	4
4.5 Sanitising the site.....	5
4.6 Maintaining site cleanliness.....	5
SECTION Z.5 SOCIAL DISTANCING	6
5.1 Entry and Exit Points.....	6
5.2 Communal Areas	6
5.3 Factory.....	7
5.4 Yard.....	8
5.5 Office	8
5.6 Meetings	8
SECTION Z.6 VISTORS & SUB-CONTRACTORS	8
6.1 Visitors.....	8
6.2 Delivery Drivers.....	8
6.3 Sub-Contractors.....	8
SECTION Z.7 COMMUTING	8
7.1 Protecting yourself during your commute	8
SECTION Z.8 COMMUNICATION.....	9
8.1 Induction	9
8.2 Raising a concern	11
SECTION Z.7 WORKING FROM HOME	11
7.1 DSE Assessment	11
7.2 Maintaining health & wellbeing.....	11
SECTION Z.8 DELIVERY DRIVERS	12
SECTION Z.9 CONSTRUCTION SITE WORKERS.....	12
SECTION Z.10 VISITORS TO CONSTRUCTION SITES (ATM'S)	13
SECTION Z.11 CONSUMABLE PURCHASES	14
SECTION Z.12 SIGNAGE	15
SECTION Z.13 CHECKLIST	17
APPENDIX 1 CLOSE WORKING RISK ASSESSMENT	18
APPENDIX 2 LOGISTICS PROVIDER RISK ASSESSMENT	20

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

SECTION Z.1 OVERVIEW

1.1 General

The health and wellbeing of our staff is our number one priority. In the event that sites have been temporarily closed due to a viral pandemic this manual explains the steps required when re-opening the site and must be used in conjunction with the latest government advice available [here](#).

1.2 Health and Safety

Health and Safety should always be the primary consideration when operating within the work environment. Do not undertake any action which may result in damage to yourself or someone else. Refer to the [Saint-Gobain UK & Ireland Covid-19 portal](#).

SECTION Z.2 SELF ISOLATION

2.1 Self Isolation

Anyone who meets any of the following criteria must not attend site:

- Has a high temperature or a new persistent cough, follow the self-isolation guidance.
- Is an [extremely clinically](#) vulnerable person (you will have received a letter from your GP)
- Is living with someone in self-isolation or an extremely clinically vulnerable person

2.2 If someone falls ill on site

If a worker develops a high temperature or a persistent cough while at work, they must:


- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in the bin, or if they do not have a tissue, cough and sneeze into the crook of the elbow, and wash / clean hands.

The working area must be fully decontaminated following the guidance in section 4.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. On return to work, it is mandatory to conduct a temperature check, click [here](#) for guidance. A return to work interview must be completed and documented confirming they are fit to work.

If the ill employee is unable to drive himself / herself home or be collected by another household member, another employee can drive the affected person home following these additional precautions:

- FFP3 face mask or full mask respirator and Tyvek suit must be worn by both individuals
- Disposable gloves worn by both individuals
- Both persons should sit as far apart as possible in the vehicle
- Immediately after taking the ill person home, the driver must wash hands thoroughly and while wearing new PPE disinfect the vehicle using an approved disinfectant, finally washing hands after disposing of the PPE.
- Contaminated PPE should be double bagged before placing in the skip.

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

SECTION Z.3 P.P.E.

In addition to the specific PPE defined within the site risk assessments for each process the site should obtain the following additional PPE which should be made available to all staff to wear as they require.

- Disposable face masks (FFP1 or 2) Watch how to fit face masks [here](#)
- Disposable surgical gloves

In addition, each operations staff member after completing a new induction on Covid-19 using the below risk assessment, should be given a new Hi-Vis vest that promotes the social distancing rules. Refer Z8 & Z12

SECTION Z.4 HYGIENE

Personal hygiene and cleanliness is an effective measure to tackle the transmission of diseases and viruses and to support this the following additional steps must be put in place.

4.1 Entry and Exit

When arriving or leaving work employees must immediately hand sanitise using the provided dispensers. Again when leaving work should sanitise hands and thoroughly wash hands (20 secs) with soap and water.

In addition, the use of finger print scanners for clocking on/off must be disabled.

4.2 Hand Sanitizers

Hand sanitiser and dispensers with a minimum 70% alcohol must be at a minimum located at the following points:

- Reception
- Entrances to the communal offices
- Entrances to the communal canteens
- Entrances to the operational areas, located next to ear plug dispensers



4.3 Signage


To improve awareness, encourage staff to maintain good hygiene and limit the spread of infectious diseases the following signage must be placed at regular intervals around site and particularly at communal areas. Refer section Z12

4.4 Legionella

If the site hot and cold water cisterns have been unused for a long period of time flush out the cistern by:

- 1) For hot water cisterns raise the temperature to above 70 degrees and run hot water taps until the temperature at the tap is that of the cylinder (70°C).
- 2) For cold water cisterns thoroughly flush out the cistern by running taps, for showers direct the flow direct to the drain to minimise aerosol release wearing FFP3 respirator.

If the water appears stagnant (discoloured) seek further advice from your EHS Manager.

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

4.5 Sanitising the site

Prior to the site re-opening the site must perform a full site sanitisation clean, additionally disinfecting all surfaces both in offices and factory including tools and equipment with approved disinfectant (see below), remember to include FLT's, Control Panels, Tools etc. Ensure that all equipment is fully locked out and isolated prior to cleaning.

4.6 Maintaining site cleanliness

An appointment person (either employee or contractor or mix of both) must continually clean and disinfect the site paying particular attention to communal areas such as entry / exit points, canteen, toilets, door handles, light switches etc.

Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning and hands sanitised. Consult the manufacturer's instructions for cleaning and disinfection products used. A cleaning notice showing when and who cleaned the room should be updated after each clean. e.g.

This room was last cleaned	By	Time / Date
	<i>A N Other</i>	<i>09:00hrs / 13/04/2020</i>

Hard (Non-porous) Surfaces

- If surfaces are dirty, they must be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.).
- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing: 5 tablespoons (1/3rd cup) bleach per gallon of water or 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces


- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaner indicated for use on these surfaces.

Electronics

- For electronics such as mobile phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids

Operatives must clean down equipment and tools at the start and end of each shift using the above guidelines.

Appointed person must clean communal kitchens and canteens before and after each sitting.

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

SECTION Z.5 SOCIAL DISTANCING

5.1 Entry and Exit Points

The following rules must be applied:


- Stop all non-essential visitors.
- Introduce staggered start and finish times to reduce congestion and contact.
- Supervise entry and exit during start and finish times to ensure social distancing is enforced.
- Provide sufficient space for people to queue while maintaining 2m social distance at entry and exit.
- Internal doors must be propped open to prevent the need to touch handles. **This does not apply to fire doors.**

5.2 Communal Areas

Communal areas such as smoking areas and canteens must be managed very carefully to reduce the risk of infection by employing the following measures:

- Maximum occupancy rates must be set depending on the size of the area allowing a minimum of 2m distance between each occupant. This can be achieved by moving chairs and tables to appropriate position or if necessary taping off areas and setting 2m queue marks on the floor next to equipment likely to cause a queue (kettles, microwaves, sinks) cleaning with disinfection wipes after each use.
- To ensure everyone has access to communal areas like canteen and smoke areas the scheduled breaks may need to be staggered to accommodate everyone.
- To ensure social distancing within communal areas a supervisor for each break must be in attendance to ensure strict social distancing rules are being adhered to.
- Sharing of plates, cups and utensils is forbidden and single use disposable cups, plates and utensils provided.
- Multi-use handtowels / tea towels are not to be used. Use disposable paper towels.

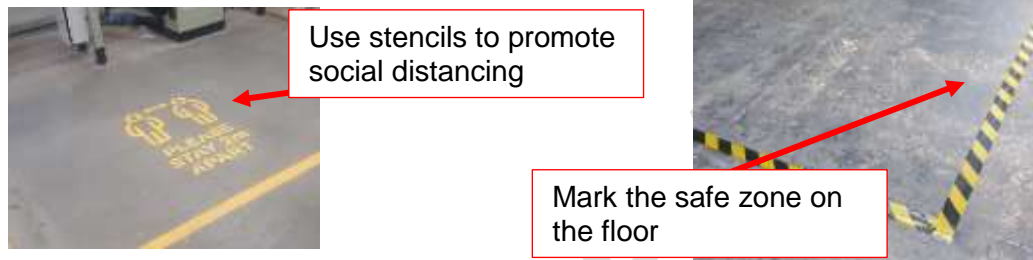


OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

5.3 Factory

Operational areas must be closely controlled to limit the risk of infection, smaller teams created that only then work in that team to limit the chance of cross contamination. The following measures implemented.

- 1 person work stations
For equipment that only requires one person to operate and providing the boundaries of that operation do not encroach on another's the operative can continue to operate that piece of equipment taking note not to allow others to approach within 2m.




- 2 person work stations
For equipment that requires two people to operate, providing the operating zones can be kept a minimum of 2m apart the operatives can continue to operate that piece of equipment taking note not to allow others to approach within 2m.



- For multiple person work stations (e.g. bed press, cassette station)
The number of operatives operating the work station must be kept to number that allows social distancing of 2m, working side by side rather than facing each other. To aid this, operatives must be adequately supervised and line marking at 2m intervals applied to the area to show minimum social distancing.



OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

In order to maintain factory output while implementing these social distancing controls factories may have to operate at a reduced manning level per shift and may need to adopt additional shifts. Remember to provide adequate supervision to additional shifts.

All tasks should be possible while maintaining a safe distance, however If you feel social distancing cannot be achieved, the task must not be undertaken refer to your H&S Advisor before proceeding

5.4 Yard

Due to the large area that yard operatives work in, it is expected that they can maintain social distancing rules of 2m. Key equipment like FLT's must not be shared and must be cleaned at the start and end of each shift.

5.5 Office

Staff who can effectively work from home must continue to do so, those employees that have to work from the office must use the additional space to keep as much distance between colleagues always maintaining a minimum 2m distance. Computers, phones, desks, and chairs must not be shared and cleaned at the start and end of each shift. Where possible share paperwork digitally rather than physically.

5.6 Meetings

Face to face meetings wherever possible must be replaced by online and teleconference meetings. Utilise the group tools Webex, Skype, Microsoft teams and Webinars Regular staff briefings, including safety and hygiene briefings can still be conducted providing social distancing measures are strictly followed, this may involve moving the briefing to a larger area or doing multiple smaller groups.

SECTION Z.6 VISITORS & SUB-CONTRACTORS

6.1 Visitors

Unless informed by the Managing Director all non-essential visitors should be stopped.

6.2 Delivery Drivers

Whenever possible delivery drivers should remain in their vehicles if the load will allow it, and must wash / clean their hands before unloading goods or materials.

6.3 Sub-Contractors

Essential sub-contractors working on site must abide by this policy and be included in all briefings. Additionally, the subcontract induction **must also include Covid-19 risk assessment review and sign off and kept with the entry permit.**

SECTION Z.7 COMMUTING


7.1 Protecting yourself during your commute

Where possible workers should travel to site alone using their own transport. Consider:

- Don't car share and avoid public transport
- Sanitise your hands regularly
- Avoid touching your mouth, nose, eyes
- Maintain a 2m distance between yourself and others
- Remember to maintain social distancing when getting in / out of your car

If workers have no option but to share transport:

- Journeys should be shared with the same individuals and the minimum number at any one time.

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

- Strongly advise wearing additional PPE (face masks and gloves) watch how to fit [here](#)
- Good ventilation (i.e. keeping the windows 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

SECTION Z.8 COMMUNICATION

8.1 Induction

Before starting work each employee must be briefed on this policy and risk assessment, signing a t/box talk and returning to glenn.darbyshire@pasquill.co.uk

RISK ASSESSMENT

Location:	Site No:	Assessment Ref: Covid-19	Ver A
-----------	----------	--------------------------	-------

Task / Activity: All operations under virus pandemic

Persons at Risk of Harm & How Harm Could Occur: All employees potentially exposed to Covid-19 virus from infected colleagues, customers, visitors or surfaces.

Description of Identified Hazards: Passing infection through contact with infected person or contaminated surfaces

Current Hazard Severity Rating:	3	Current Likelihood of Occurrence Rating:	3
---------------------------------	---	--	---


1= Trivial Injury 2= Minor Injury 3= Major Injury 1= Unlikely 2= Possible 3= Very Likely

1 - 3 = Low Priority (continue to monitor).	4 - 6 = Medium Priority (safe working practices need to be implemented).	7 - 9 = High Priority (safe working practices must be implemented immediately).
---	--	---

Risk level before Safe Working Practices have been fully implemented (Hazard Rating x Likelihood of Occurrence)	9
---	---

Safe Working Practices/ Safe System of Work - include existing controls and further action to be taken, safe method, equipment, access & egress, protective clothing and PPE, maintenance, information, training, supervision and persons responsible.	Controls in Place <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
--	--

1. Any employee showing symptoms of Covid-19 must self-isolate for the prescribed period.	1.		
2. Any employee with a member of the household showing symptoms of Covid-19 must self-isolate for the prescribed period.	2.		
3. Any employee who is considered a vulnerable person / living with a vulnerable person by virtue of their age, underlying health condition or are pregnant must self-isolate for the prescribed period.	3.		
4. If someone develops symptoms while at work they must return home immediately, avoid contact with other staff or surfaces and self-isolate for the prescribed period.	4.		
5. P.P.E specified within the equipment / process risk assessment must continue to be worn but <u>not shared</u> . Additional PPE to protect against viral infection such as disposable face masks (FFP1 or FFP2) and disposable surgical gloves may be worn.	5.		
6. Wash hands regularly for 20 seconds, and a minimum before starting work, at every break and when leaving the site.	6.		
7. Avoid touching mouth, nose and eyes and if you do cough or sneeze catch it with a tissue or the crook of your elbow.	7.		

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

8. The use of finger print scanners for clocking in / out is prohibited	8.		
9. Do not share tools during shift, including hammers, nail guns, banding machines, FLT, pens, or utensils such as cups, plates, forks and knives.	9.		
10. Disinfect tools prior to and at the end of each shift with an approved disinfectant.	10.		
11. ALWAYS maintain social distancing keeping a minimum of 2m apart	11.		
12. Staff that can work effectively from home should continue to do so.	12.		
13. Face to face meetings should be replaced by video or telephone conference.	13.		
14. Safety briefs may continue providing strict social distancing rules	14.		
15. Visitors should not be permitted on site	15.		
16. Prior to operations re-starting full site should be sanitised and disinfected	16.		
17. A person must be appointed to continually clean and disinfect the site paying particular attention to communal areas and commonly touched items such as light switches, door handles, banisters.	17.		
18. Adequate supervision of staff must be provided to ensure hygiene and social distancing rules are being adhered to, this includes entry and exit during shift change and canteen areas during break times.	18.		
19. Delivery drivers where practicable should remain in their vehicle while being unloaded if this is not possible should clean hands prior to unloading	19.		
20. During your commute to work you should avoid car sharing and public transport, maintain social distancing rules, avoid touching your face and wash hands prior to starting work.	20.		
21. If you witness any breach of the above safe system of work you must report this immediately.	21.		
22. In the event of a site evacuation social distancing of 2m must be maintained at the fire assembly point.	22.		
23. Where possible share paperwork digitally rather than physically	23.		

Further Information: BPM Section Z – Covid-19 Pre-Start Requirements.

Risk level after Safe Working Practices have been fully implemented (Hazard Rating x Likelihood of Occurrence)	4
---	----------

Adaptions / Additions to allow for site premises and personnel

Please contact your Regional H&S advisor if you require any advice or further information.

Risk Assessor Signature:	Print Name:	Date:
Implementation Site:	Implementation Site Manager Name:	

The site manager or responsible must review this risk assessment where there are any significant changes which may affect the validity of the assessment.

Confirmation of Implementation and Subsequent Checks (frequency of check – 12 months)


Safe Working Practices Implemented Signed _____ Date: _____

Safe Working Practices Checked Signed _____ Date: _____

Safe Working Practices Checked Signed _____ Date: _____

Safe Working Practices Checked Signed _____ Date: _____

Any new Risk Assessments should be copied to glenn.darbyshire@pasquill.co.uk

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

8.2 Raising a concern

Employees should feel able to raise a concern over hygiene or social distancing without fear of retribution.

SECTION Z.7 WORKING FROM HOME

7.1 DSE Assessment

Any employee working long term from home should complete a DSE risk assessment and address any issues found. The DSE risk assessment can be found in section 17 of the EDM Manual click [here](#)

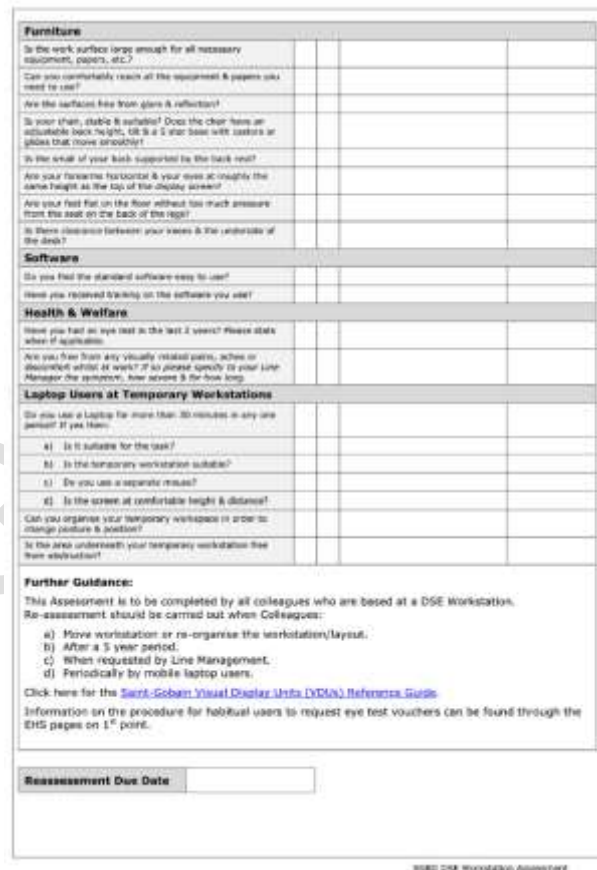


DISPLAY SCREEN EQUIPMENT (D.S.E.) WORKSTATION ASSESSMENT

Full Name: _____ Signed: _____
 Colleague Number: _____ Date: _____
 Branch/Site: _____ Line Manager: _____
 Line Manager Sign: _____ Date: _____

Guidance:
 Work through the checklist, ticking either the 'Y' or 'N' column against each risk factor:
 • 'Y' answers require no further action.
 • 'N' answers will require comments for details of requirements by the workstation assessor or Line Management. The 'Action Taken' column should then be used to record either the actions made or action taken.
 Assessors should check later that agreed actions have been taken & that the identified problem has been resolved.

Risk Factor	Y	N	Comments/Requirements	Action Taken
Keyboards Is the keyboard separate from the screen? (Unlike Laptop) Does the keyboard tilt? Is it possible to find a comfortable keying posture? Are the keyboard characters clear & readable?				
Mouse/Trackball Is the device suitable for the task it is used for? Is the device positioned close enough to use without stretching/overreaching? Is there support for your wrist & forearm? (Support can be removed from the desk or chair arm, if not, a separate support may be required). Does the device work smoothly & at a speed that suits you? Can you easily adjust the software settings for speed & accuracy of the pointer?				
Display Screens Is your monitor at a comfortable height? When using the keyboard & mouse, are they positioned directly in front of you? Is the monitor clear, without glare & flicker or reflections? Can you adjust the brightness & contrast? Can you tilt the monitor to avoid glare/reflections? Can you use your workstation in comfort?				
Environment Is the lighting suitable, not too bright & not too dim? Are nearby windows covered with blinds or screens to minimise glare/screen reflections? Does the noise level in the workplace distract you from the task being conducted at your PC? Is the cabling to the PC secure & hazard-free?				
Risk Factor	Y	N	Comments/Requirements	Action Taken



Furniture
 Is the work surface large enough for all necessary equipment, papers, etc?
 Can you comfortably reach all the equipment & papers you need to use?
 Are the surfaces free from glare & reflections?
 Is your chair stable & adjusted? Does the chair have an adjustable back height, tilt & a 5 year base with castors & a glides that move smoothly?
 Is the oval of your back supported by the back rest?
 Are your forearms horizontal & your eyes at roughly the same height as the top of the display screen?
 Are your feet flat on the floor without too much pressure from the seat on the back of the legs?
 Is there clearance between your knees & the underside of the desk?

Software
 Do you find the standard software easy to use?
 Have you received training on the software you use?

Health & Welfare
 Have you had an eye test in the last 2 years? Please state when it happened.
 Are you free from any visually related pain, ache or discomfort whilst at work? If so please specify to your Line Manager the symptoms, how severe & for how long.

Laptop Users of Temporary Workstations
 Do you use a Laptop for more than 30 minutes in any one period? If yes then:
 a) Is it suitable for the task?
 b) Is the temporary workstation suitable?
 c) Do you use a separate mouse?
 d) Is the screen at comfortable height & distance?
 Can you organise your temporary workspace in order to change posture & position?
 Is the area underneath your temporary workstation free from obstruction?


Further Guidance:
 This Assessment is to be completed by all colleagues who are based at a DSE Workstation. Re-assessment should be carried out when Colleagues:
 a) Move workstation or re-organise the workstation/layout.
 b) After a 3 year period.
 c) When requested by Line Management.
 d) Periodically by mobile laptop users.
 Click here for the [Saint-Gobain Visual Display Units \(VDUs\) Reference Guide](#).
 Information on the procedure for habitual users to request eye test vouchers can be found through the IHS pages on E' point.

Reassessment Due Date _____

7.2 Maintaining health & wellbeing

As an employer we have the same duty of care for employees working at home as in the office, besides the above risk assessment which is mandatory for all home workers consider:

- Remind home workers to take regular breaks from DSE work, at least 5 minutes every hour.
- Keep regular contact with home workers to make sure they are healthy and safe. If contact level is poor this may affect stress levels and mental health.

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

SECTION Z.8 DELIVERY DRIVERS

Logistics providers must provide their own specific risk assessments to reduce risk as a minimum this must include:

- Self-Isolation guidance for persons with symptoms
- Guidance on how to maintaining social distance
- Guidance on increased hygiene standards (hand washing, catching coughs and sneezes)
- Guidance how to disinfecting commonly touched surfaces, cabs, aircraft steps, cutting poles,
- Not sharing tools including trucks, cabs, ratchet straps
- Advice on how to commute to and from work safely
- Guidance on precautions to take while on customer site, unloading or collecting goods, i.e. maintaining social distancing, hygiene and disinfecting.
- Guidance on obtaining proof of delivery i.e. no physical signature by customer, photograph the delivery once unloaded at customer premises.
- Changes to PPE requirements.

An example risk assessment is shown in appendix 2


In addition, the driver sub-contractors attending an OSS site must review and abide by the

OSS Covid-19 risk assessment contained herein. A record of this review should be sent to glenn.darbyshire@pasquill.co.uk

SECTION Z.9 CONSTRUCTION SITE WORKERS

Sub-contractors fitting product on the behalf and under instruction of any OSS brand must adopt the following guidelines

- Each person working on site must adopt the OSS Covid-19 Risk Assessment and Method Statement. Signing a tool box talk as a record of acceptance sending a record of this to glenn.darbyshire@pasquill.co.uk
- In addition to washing hands thoroughly (20 secs) with soap and water as stated in the Covid-19 risk assessment, operatives should be provided with pocket hand sanitisers that have a minimum 70% alcohol content using these frequently throughout the day
- Additional PPE (gloves and face mask) should be made available for staff to wear as they require.
- Before starting work on the site the operatives must disinfect communal areas and commonly touched surfaces e.g. canteen, toilets, tools, light switches, door handles etc.
- For any task that would normally require 2 or more persons to work in close proximity and potentially breach the social distancing rules, the Covid-19b risk assessment must be followed, available [here](#).
- Adequate supervision must be provided to ensure hygiene and social distancing rules.
- Breaks including lunch must be staggered, eating food from home away from the communal canteen to ensure hygiene and social distancing standards are maintained.
- As per the Covid-19 risk assessment, tools should be disinfected at the start and end of each shift and should not be shared.
- Staff should travel to and from work each day, there are no lodging options. If commuting separately is not an option, staff must wear N95/FFP2 face mask,

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z


guidance on how to fit a face mask is available [here](#). Sanitise hands regularly, face away from each other and travel with windows open.

- Sufficient FFP3 and Tyvek suits for all staff within vehicle should be carried and used in the event that a staff member becomes ill with covid-19 symptoms in order to return home.
- Before commencing any journey with multiple vehicle occupants the driver must query the other occupants to confirm they are fit to work and do not have any Covid-19 symptoms.
- Crane company must also abide by these social distancing and hygiene rules and must be provided with the OSS Covid-19 risk assessment prior to arrival on site.
- In the event that any of these control measures cannot be met, or staff feel endangered by other site operating practices, works must immediately cease and Construction Site Managers / Operations Director informed to achieve resolution.

SECTION Z.10 VISITORS TO CONSTRUCTION SITES (ATM's)

This section of the manual explains the precautions that OSS staff visiting a construction site should take for example when performing a site measure.


- Until the UK government relax restrictions on non-essential travel, no face to face site measures / visits should be conducted
- Wherever possible use video call with site staff guiding them how to conduct a site measure remotely.
- Once travel restrictions are lifted and only if remote site measures can't be completed, then the following controls should be put in place
 - No site measures to be conducted that require entry into a client's home
 - Strict social distancing rules should be adhered to
 - Sanitise hands before and after each measure using pocket hand gel (min 70% alcohol)
 - Avoid touching face at all times
 - The following additional PPE should be worn and disposed of after each visit
 - Single use disposable gloves
 - No physical transfer of paperwork including drawings and notes, this should be done digitally

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

SECTION Z.11 CONSUMABLE PURCHASES

















The following table defines which consumables should be made available on site, please email osscteamb@saint-gobain.com each Friday with current stocks on site of each. The CI team will arrange for new stocks to be delivered to your site


Item	Qty in stock	Unit of measure	Branch	Comment
Hand Sanitiser (minimum 70% Alcohol content)				
Hand sanitiser dispenser				
Pocket hand Sanitiser Gel				
FFP1 or FFP2 Masks				
FFP3 Masks				
Disposable Surgical Gloves				
Disinfectant				
Alcohol wipes				
Tyvek Suits				
Disposable Cutlery/Utensils/Cups/Plates				
Disposable Paper Towels				
Soap for wash rooms				
Yellow Line Marking Spray Paint				
Line marking tape yellow/black				

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

SECTION Z.12 SIGNAGE


Please order replacement signage through OSS Marketing team or where applicable print internal signage following the link within each thumbnail.

A4 Landscape 2m Keep your distance		A4 Portrait Max Occupancy	
A4 Portrait 2m Keep your distance		A4 Portrait No entry symptoms	
A4 Portrait Disposable cutlery		A4 Portrait No Visitors	
A4 Portrait How to prevent Covid-19		A4 Portrait Wash hands before entry	
A4 Landscape How to sanitise		A4 Portrait Wash hands before use	
A4 Portrait How to sanitise		A1 Foamex Attention delivery drivers	
A4 Portrait How to wash your hands		A3 Portrait How to wash your hands	
Floor Stencil		Government Compliance Signage Display in reception Contact is Glenn Darbyshire 07841 101917	

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

External signage can be ordered through your marketing team:




OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

Section Z.13 Checklist

Nominated person should use the following checklist when inspecting site for re-opening.

Branch:		Date:	
Checker:		Checked Okay	Comment
Sufficient PPE available on site			
	FFP3 Face Masks		
	Tyvek or Equivalent suits		
	FFP1/2 Face Masks		
	Surgical Gloves		
Sufficient Hygiene equipment on site			
	Hand Sanitiser (min 70% alcohol)		
	Hand Sanitiser dispenser		
	Pocket hand sanitisers		
	Disinfectant		
	Alcohol wipes		
	Soap for washrooms		
Sufficient consumables available on site			
	Disposable cutlery		
	Disposable plates		
	Paper towels		
	Hi-Vis 2m rule vests available		
Finger Print Scanner disabled			
Hand sanitizers located correct locations			
	Reception		
	Communal offices		
	Communal canteens		
	Entrances to operational areas		
Signage correctly displayed			
	Last cleaned by date / time displayed		
	Let's keep our social distance		
	Disposable plates, cutlery, cups must be used		
	How to prevent the spread of Covid-19		
	How to sanitise your hands		
	No visitors		
	Max occupancy		
	No entry with symptoms		
	Stop wash hands before entry		
	Stop wash hands before use		
Hot & Cold water cisterns flushed through			
Deep clean completed, including sanitation of tools			
Appointed person nominated for continual cleaning			
Staggered start finish times introduced			
Staggered break times introduced			
Nominated person(s) for supervising entry / exit & canteen & rest areas			
Internal doors propped open			
Social distance line marking and segregation in canteens / smoke areas			
Disposable cutlery etc. installed in canteen			
Hand towels replaced by paper towels			
Line marking for social distancing completed in factory			
Operative induction to Covid-19 risk assessment completed			
Office desks re-arranged to follow 2m social distancing			
Subcontractors entry permit includes Covid-19 risk assessment			

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

Appendix 1 Close working risk assessment

RISK ASSESSMENT

Location:	Site No:	Assessment Ref: Covid-19b	Ver A
------------------	-----------------	----------------------------------	--------------

Task / Activity: Multi person operations within 2m under virus pandemic

Persons at Risk of Harm & How Harm Could Occur: All employees potentially exposed to Covid-19 virus from infected colleagues, customers, visitors or surfaces.

Description of Identified Hazards: Passing infection through contact with infected person or contaminated surfaces

Current Hazard Severity Rating:	3	Current Likelihood of Occurrence Rating:	3
--	----------	---	----------

1= Trivial Injury 2= Minor Injury 3= Major Injury 1= Unlikely 2= Possible 3= Very Likely


1 - 3 = Low Priority(continue to monitor).	4 - 6 = Medium Priority (safe working practices need to be implemented).	7 - 9 = High Priority (safe working practices must be implemented immediately).
---	---	--

Risk level before Safe Working Practices have been fully implemented (Hazard Rating x Likelihood of Occurrence)	9
--	----------

Safe Working Practices/ Safe System of Work - include existing controls and further action to be taken, safe method, equipment, access & egress, protective clothing and PPE, maintenance, information, training, supervision and persons responsible.	Controls in Place <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>																																	
<ol style="list-style-type: none"> 1. Any task that requires two or more persons to work closer than 2 metres must be reviewed and alternative ways of working that allow social distancing explored. If social distancing still can NOT be achieved, then then the following controls in addition to the COVID-19 risk assessment must be implemented. 2. Plan the operation to minimise close working, to a maximum period of 15 minutes 3. Keep working teams as small as possible 4. Keep personal in the same teams rather than mixing crew members 5. Sanitise hands before and after starting the task 6. In addition to any task specific PPE the following PPE must be worn after first sanitising hands. <ol style="list-style-type: none"> a. N95/FFP2/FFP3 Face Mask 7. At no point should skin to skin contact be made 8. Where possible persons should face away from each other 9. Specialist tools should not be shared and allocated to one individual to operate 10. After the task has been completed the additional PPE should be removed <ol style="list-style-type: none"> a. N95/FFP2/FFP3 mask – sanitised and stored in a named bag and not shared 11. If it is possible to install temporary barriers between close working operatives this should be done. 	<table border="1"> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td></tr> <tr><td>11.</td><td></td><td></td></tr> </table>	1.			2.			3.			4.			5.			6.			7.			8.			9.			10.			11.		
1.																																		
2.																																		
3.																																		
4.																																		
5.																																		
6.																																		
7.																																		
8.																																		
9.																																		
10.																																		
11.																																		

Further Information: BPM Secion Z – Covid-19 Pre-Start Requirements.

Risk level after Safe Working Practices have been fully implemented (Hazard Rating x Likelihood of Occurrence)	4
---	----------

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

Adaptions / Additions to allow for site premises and personnel

Please contact your Regional H&S advisor if you require any advice or further information.

Risk Assessor Signature:	Print Name:	Date:
Implementation Site:	Implementation Site Manager Name:	

The site manager or responsible must review this risk assessment where there are any significant changes which may affect the validity of the assessment.

Confirmation of Implementation and Subsequent Checks (frequency of check – 12 months)


Safe Working Practices Implemented Signed _____ Date: _____

Safe Working Practices Checked Signed _____ Date: _____

Safe Working Practices Checked Signed _____ Date: _____

Safe Working Practices Checked Signed _____ Date: _____

Any new Risk Assessments should be copied to glenn.darbyshire@pasquill.co.uk

OSS	BUSINESS PROCEDURES MANUAL	
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	

Key

Likelihood (probability)

0: NA
1: Unlikely
2: Possible
3: Likely
4: Very Likely
5: Certain

Severity

0: Nil: No Risk of Injury or Damage
1: Could not reasonably cause injury, damage or contamination
2: Possible 1st aid injury, minor damage or contamination
3: Could cause noticeable injury/moderate damage or contamination
4: Could cause major 2nd-3rd injury, damage or major contamination
5: Could kill, permanently disable, cause serious damage or serious contamination

Risk Rating: (Likelihood x Severity)

20 - 25 Stop activity immediately and make immediate improvements
12 - 19 Improvement required: look to improve in specific and limited time frames
6 - 10 Tolerable: Look to improve at next review
0 - 5: No further action required but ensure controls are maintained

Appendix 2 Logistics Provider Risk Assessment

COVID-19 Site Risk Assessment	← Most Effective	Least Effective →		
Understanding where sites are complying with Hierarchy Level 2 and where not that Level 3 and Level 4 controls are suitable and sufficient	Level 1 Eliminate the exposure to infection	Level 2 Reduce the risk of exposure to infection through following the Government Guidelines and Public Health England	Level 3 Change the way we work and behave Redesign work areas, follow good hygiene practices and social distancing	Level 4 Administrative – Rules, procedures, SSOW Gloves, Face masks, Overalls / Aprons

NOTE - this is an example assessment only.

Column A - Not all activities listed under the column A will be applicable to your site or an activity specific to your site may not be included within the activity list.

Column C - The New way of working due to the pandemic gives examples of what some sites are doing / could be doing.


All sites must make changes to comply with the Government and Public Health England Guidelines.

Important - where your site cannot achieve Level 2 hierarchy of controls by following the guidelines from the Government and Public Health England for a specific activity you must involve your regional EHS to help determine suitable and sufficient controls from hierarchy Level 3 and 4 to reduce the likelihood of infection for that activity. Hierarchy of controls are shown above (right hand side).

Change and update the activities, controls as relevant to make it specific to what you are doing at site for columns A-E from row 9 onwards.

As per Government Guidelines any colleague who is symptomatic has been asked not to attend the workplace and to self isolate.

Activity	Previous way of working	New way of working (current pandemic controls)	Do current controls fall in line with Level 2 of the hierarchy of controls? if no please complete next column E if yes please give details below	If Level 2 cannot be complied with what are you doing in combination from level 3 and 4 to reduce the likelihood of infection	Based on the relevant Level of controls in place what is the risk rating LxS = RR	Control agreed and signed off	Date
Pre-shift and post shift carpark areas	Colleagues could gather and chat in groups	Maintain social distancing as far as reasonably possible Persons in high-risk groups, who have chosen to come to work should follow social distancing guidelines No gatherings or groups permitted	Yes Government guidelines followed. Site does not permit gatherings and social distancing is adhered to pre shift and post shift	N/A	1*5=5		
Entry to building	Via Traffic Office, Narrow corridor to gain access	Site now closed, all drivers to report to gatehouse for delivery paperwork and communicate with security guard through window	Yes - guidelines followed, area is large enough to maintain social distancing and contact with staff on site is reduced	N/A	1*5=5		
Toilet facilities - colleague/Drivers	Drivers to use any toilet facilities on site	No office or yard staff on site at same time as drivers. Drivers to use usual WC in transport office to aim to reduce contamination	Yes - Guidance followed, using one facility to reduce contact. Only one driver on site at any one time		1*5=5		
Canteen and colleague rest spaces	No restrictions previously in place	No canteen facilities required at this time	Yes		1*5=5		

OSS	BUSINESS PROCEDURES MANUAL		
Apr 2020 Issue 13	Covid-19 Pre-Start Requirements	Section	Z

Driver waiting areas	No restrictions previously in place	N/A due to site closure	Yes		1*5=5		
Loading bay	No restrictions previously in place	Minimal activity in terms of deliveries. IT yard Manager to load the day before delivery is due. No contact with drivers.	Yes		1*5=5		
Driver cabs	No previous restrictions or controls other than keep clean and tidy and no smoking	All Tractor Units / Rigid now allocated to a dedicated driver, cleaning kit provided for each truck	Yes		0*5=0		
Aeroplane steps	Work at height restrictions still apply including inspections	Wipe down touch points before and after use	Yes		1*5=5		
Leaving work	No restrictions previously in place	All drivers finish at different times, so no additional measures required.	Yes		1*5=5		
Meetings / Shift Briefings	No restrictions previously in place	No Longer held on site - any information passed on via phone to reduce need for contact	Yes		0*5=0		
Car sharing	No restrictions previously in place	Discourage car sharing unless from the same household to ensure compliance with social distancing.	Yes		1*5=5		
Site Evac Fire	No restrictions previously in place	Evacuation still to take place as normal, staff to ensure that once at the muster point they keep 2m apart from each other	Yes		1*5=5		
Bike shed	No restrictions previously in place	Do not touch other peoples bikes / handle bars etc. If someone is securing / unsecuring their bike observe social distancing and use a different bay or wait No staff known to use bikes	Yes		1*5=5		
Load Securing Equipment - Ratchet Straps	No restrictions previously in place	All drivers now have their own ratchet straps which they keep in their own trucks, these are not used by anyone else.	Yes		1*5=5		