

COVID-19 PROCEDURE & RAMS APPENDIX

This document is an addendum to our current project RAMS issued and approved. All checks and controls outlined within this document are specifically aimed at ensuring the eliminate and control the spread of COVID-19 on our projects.

SEQUENCE OF PROCEDURE

- Prior to anyone working on site CMB to issue COVID 19 Procedure to Principal Contractor for approval/comment. Client/PC may have some site-specific requirements of their own which may need to be written into this document. Only when the client/PC/CMB are happy with content will a return to work date be agreed and implemented.
- On arrival to site, supervisor will report to Principal Contractor and undertake any additional briefing on new site procedures, in doing this applying the 2-metre requirement at all times, if this cannot be achieved, they must not attend briefing.
- Following briefing supervisor will then complete COVID-19 PC checklist with client/PC to ensure all avenues required by CMB are in place and being implemented. A copy of this on completion can be issued to Principal Contractor if required.
- On satisfactory completion of the COVID-19 PC checklist the supervisor will then report to Contracts Manager & HSE Department to advise that adequate controls are in place for works to continue.
- Should there be some outstanding issues in need of addressing by Client/PC works can be planned for delivery with the agreement that anything raised in checklist is in place prior to arrival of further labour on site. Confirmation in writing from Client/Principal Contractor that issues raised and not currently satisfying CMB requirements have been arranged and now in place prior to CMB or its sub-contractors arriving on site.
- Details of any live building interfaces are to be considered prior to working on site. This is to be risk assessed along with the Client/PC/CMB to ensure safety of any unknowing access to site. Signage will be in place and a standby worker in place to ensure unauthorised access to these people near CMB or its sub-contractors works area.
- Operatives and sub-contractors are to ensure they treat welfare facilities with respect and where required will wipe down any items used before and after use. It is also encouraged that if anyone is noted to be not doing this they should be reported to the Client/PC.
- The supervisor will require 48 hours' notice of any intended return to works or new starters on site. In addition, operatives coming to site will be required to arrive alone in **their own vehicles**. Additional parking facilities will be provided where possible but in the event of this not being possible alternative parking via car parks etc may be required. No operative or supervisor is to travel to site via shared vehicles or public transport during this period of control. Moving forward in particular if re-induction is required or specific briefings being held by the PC/CMB. This will then allow management of numbers to ensure distancing is being met when inductions/briefings are being undertaken.
- Following completion of PC/CMB briefing/inductions all operatives will be asked to complete CMB Safety briefing induction form, doing this in a manner that distancing requirements are always adhered too. This document has been updated to

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take record of COVID-19 and advises operatives and sub-contractors on the need to comply with all site requirements on this in addition to a declaration that they are not suffering from symptoms or following criteria:

- Has a high temperature or a new persistent cough - [follow the guidance on self-isolation](#)
- Is a [vulnerable person](#) (by virtue of their age, underlying health condition, clinical condition, are pregnant) or living with someone in [self-isolation](#) or a [vulnerable person](#).
- Please note if you become ill whilst on site that you are to contact supervisor on number given at induction. In doing this please refrain from touching items and if you cough use a tissue or if you do not have 1 to hand please use the arch of your arm to cough into and refrain from entering site offices if possible. Arrangements will need to be put in place to get you home safely whilst adhering to the 2 metre requirement.
- To maintain communication on site CMB Mobile phone policy has been relaxed for this period of works. You are required to contact CMB Supervisor by phone and not face to face contact where possible and not to enter either CMB site office or PC office without direct instruction from either. CMB Supervisors are to share their number with operatives and sub-contractors for this to happen. It is though required that mobile phones are used in a safe place for this and not whilst walking downstairs or on machinery. Sub-Contractors are instructed to do the same with their own operatives.
- For all tasks involving persons to work within the 2 metre requirement the below hierarchy of control must be referred to. A specific risk assessment will be created for each of these tasks to ensure CLC guidance is adhered to. Operatives will then be briefed on the task by supervisor and be asked to sign up to the risk assessment.
- Following this operatives and sub-contractors will proceed to unload equipment, take delivery of equipment and materials required for works to proceed on site, where possible delivery drivers will be asked to remain in vehicle, however where hi-ab/ tail lift operation is required this will be operated by delivery driver as normal however with additional controls in place i.e PPE for driver to include mask, driver to wash hands before unloading and 2 metre requirement being adhered too at all times. Material & equipment being delivered is to be wiped down like wise by CMB & Sub Contractors before being handled and moved on to site.
- At no point will operatives share their tools. Only their own hand tools are to be used, shared CMB Equipment such as drills etc are to be wiped down before and after each use.
- Operatives and sub-contractors when proceeding to site will do so in a manner to comply with all Client/Principal Contractor guidance issued on site to include 1 way systems for access and egress to site, times allocated for site start if start times for trades have been staggered to reduce site congestion.
- Operatives will ensure before and after using equipment it is wiped down with anti-bacterial wipes or spray. In turn washing hands regularly and avoiding touching the face area always where possible.
- At the end of each day all equipment will be wiped down and locked up securely. In doing this and leaving sites hygiene levels to be maintained throughout the day by regularly washing hands and disposing of towels in designated bins provided by Principal Contractor/CMB.



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PROCEDURE FOR 2 PERSON OR TEAM LIFTING WORK

At some point within the contract it is inevitable that there will be tasks for which require persons to work together for them to be completed safely. For any tasks that fall under this barrier the below hierarchy of control must be followed and in turn risk assessment will apply.

<p>Eliminate: the need for working within the 2m social distancing requirement</p>	<p>Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres).</p> <p>Avoid skin to skin and face to face contact.</p> <p>Consider alternative or additional mechanical aids to reduce worker interface.</p> <p>Site Meetings</p> <p>Meetings to be held using computers and Microsoft teams.</p> <p>No unnecessary visitors to site to be allowed for example salespersons.</p> <p>Site briefings to be held on site daily not in offices.</p>
<p>Reduce: Where the social distancing measures (2 metres) cannot be applied:</p>	<p>Minimise the frequency and time workers are within 2 metres of each other.</p> <p>Minimise the number of workers involved in these tasks.</p> <p>Workers should work side by side, or facing away from each other, rather than face to face.</p> <p>Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</p> <p>Increase ventilation in enclosed spaces.</p> <p>Workers should wash their hands before and after using any equipment.</p>
<p>Isolate: Keep groups of workers that have to work within 2 metres:</p>	<p>Together in teams e.g. (do not change workers within teams).</p> <p>As small as possible.</p> <p>Away from other workers where possible.</p>
<p>Control: Where face to face working is unavoidable.</p>	<p>Keep this to 15 minutes or less where possible.</p> <p>Consider introducing an enhanced authorisation process for these activities.</p> <p>Provide additional supervision to monitor and manage compliance.</p>
<p>PPE:</p>	<p>The use of RPE should only be used as a last resort.</p>



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	<p>Where the 2m rule is being adhered too RPE is not required.</p> <p>Re-usable PPE should be thoroughly cleaned after use and not shared between Workers.</p> <p>Re-usable PPE should be disposed of in designated bins.</p>
<p>Behaviours:</p>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>



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SOCIAL DISTANCING RISK ASSESSMENT

Risk Assessment.

Project Title:		Risk Assess No:								
Task/Activity:	TEAM WORKING WITHIN 2M SOCIAL DISTANCING REQUIREMENT	Project No.:								
		Date Prepared:								
Tasks that require persons to work within 2m of each other										
<ul style="list-style-type: none"> • Carrying lengths of pipework/basket & conduit up and down stairs and from storage area where ground does not permit use of pump truck or alternative equipment. • Positioning of boilers, cylinders, pump sets, electrical panels in plant rooms. • Installation of fan coil units, ductwork sections, silencers etc. • When supporting a welder undertaking welding activities. • When erecting a mobile scaffold tower. • When footing a ladder for another person to use. 										
HAZARDS		Likelihood		Severity				Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	TEAM WORKING WITHIN 2M SOCIAL DISTANCING REQUIREMENTS	X			X					15
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk		



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ADDITIONAL CONTROL MEASURES

- All persons will have been briefed on COVID-19 site procedures
- All persons will have had their temperature taken on entry to site by PC.
- CMB to appoint a nominated person to act as a support worker on site for all lifting activities. This person will always be required to wear an air fed respirator when undertaking works.
- The respirator will be cleaned with alcohol-based anti-bacterial wipes at the end of each use.
- The support worker will be required to wear a blue hi visibility vest for which will be wiped down at the end of each shift using alcohol-based anti-bacterial wipes.
- Filters for the air fed respirator to be changed every 5 days. These will then be disposed of in bins provided by the PC.
- The RPE being used will be visually inspected daily by support worker before tasks are undertaken.
- A weekly checklist will be completed by the support worker to confirm checks are being completed and filters changed at intervals set above.
- This support worker wear required will aid sub-contractors on site where they do not have the facility to work in teams. Though CMB will be asking all sub-contractors to follow the same controls moving forward.
- All persons will be required to wear disposable overalls. These overalls will be disposed of in PC bins provided at the end of each task/shift/day.
- For all other persons standard disposable FFP2 masks are suitable for use as indicated in the Public Health England Guidelines.
- For these tasks it is mandatory that eye protection is now worn regardless of site requirements. These should be wiped down regularly by users throughout the day using on site stations and sprays provided by the PC. If the stations need replenishing please let your supervisor know, they will in turn advise PC responsible person.
- Items being lifted need to be wiped down when cited in position. This should be done immediately not left to the end of the day.
- A permit of work will be issued by most contractors for this work. Please ensure you have this in place prior to undertaking any tasks which will not allow social distancing requirements to be met.



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Residual Risk Assessment.

Project Title:				Risk Assess No:								
Task/Activity:		TEAM WORKING WITHIN 2M SOCIAL DISTANCING REQUIREMENT		Project No.:								
				Date Prepared:								
Tasks that require persons to work within 2m of each other												
HAZARDS				Likelihood		Severity		Risk Score				
Ref.	Key hazards associated with the above task/activity.			Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
				Score:	3	2	1	5	4	3	2	
1	TEAM WORKING WITHIN 2M SOCIAL DISTANCING REQUIREMENT					X	X					5
Risk Assessment Scores:		10+ High Risk			5-9 Medium Risk			1-4 Low Risk				

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in connection with CMB current approved onsite RAMS safe systems of work and associated risk assessments as detailed on the Risk Assessment Briefing Record



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