



SCOTIA

Scotia Homes - COVIDSAFE

Standards to be met for the Implementation of COVIDSAFE on our Construction Sites.

Scotia Homes – COVIDSAFE - Construction Sites

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1. Introduction

These standards have been specifically prepared for our Construction sites in response to the COVID:19 pandemic and outlines the controls necessary to enable Business Continuity during these exceptional times. It is the responsibility of our Site Managers to implement these controls within their place of work. However, it is imperative that every person working on a Scotia Homes construction site acts responsibly and cooperates with our Management team by following these controls and any localised controls that may be necessary to safeguard the Health and Wellbeing of every person working on our sites.

We also encourage feedback from every person working on site and local arrangements will be in place to enable consultation with the workforce despite the challenges presented by the Social Distancing requirements.

All controls will be monitored by Line Management and inspections will be carried out by our HSEQ Manager.

2. Scotia Homes Employees: Travelling to, and from work.

- 1.1. Wherever possible Scotia employees shall avoid using public transport to travel to and from work.
- 1.2. If using a company vehicle, you shall travel to site alone and all passengers shall find alternative transport.
- 1.3. If the requirements of item 1.2 will cause you difficulty getting to and from work, then please discuss with Line Management.
- 1.4. All company van drivers shall be given sanitising packs for their vehicles.
- 1.5. All persons must clean their hands with hand sanitiser or soap and water before leaving home and on return from work.

3. Site Access, Inductions and “Signing In” Arrangements (Inc. temperature check).

- 3.1. All sites shall operate a closed gate policy ensuring gates are always closed to prevent unauthorised access to site. Our sites will operate a alternated start time and shall be in line with the following. Please confirm arrangements with the appropriate Site Manager.

Allocated

Start Time Persons authorised to start at that time

07:00 Site Open to the following persons

- Site Management
- Labourer / Gate Attendant
- Telehandler Operator

07:30 Site Open to Contractors

08:00 Site Open to Directly Employed

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08:30 Morning allocation for "Sign In" now closed. All other persons arriving out with this time shall organize a suitable time with the Site Manager.

Inductions shall commence at 08:30. (Unless organised in advance with Site Management). Each site will operate their own system for delivering the on-site induction.

09:00 All Deliveries shall start arriving from 09:00 onwards (Unless organised in advance by Site Management).

Leaving Site

15:30 Gate Attendant shall occupy the exit from 15:30. If leaving prior to 15:30 contact the Gate Attendant to ensure recording of your departure.

3.2. Employees and Contractors arriving at site (excluding deliveries)

- 3.2.1. You will only approach a Scotia Homes construction site from a designate access and egress gate. These will be demarcated by site signage.
- 3.2.2. On arrival and if in a vehicle, approach the gates, do not leave your vehicle, and await instruction from the Gate Attendant.
- 3.2.3. If accessing site by foot, stand in the designate / highlighted area defined by Site Signage and await instruction from the Gate Attendant.
- 3.2.4. The gateman will take your temperature. If the temperature reading is 38 or higher you will be unable to access site and you will be requested to follow the appropriate Government Guidance at that time.
- 3.2.5. The Gate Attendant will sign you into the site, requesting some brief information and you shall follow signage to the designate parking area where you shall park your vehicle.

3.3. Visitors arriving at site (excluding deliveries)

- 3.3.1. Only "essential visitors" shall be permitted access to site. If your visit is non-essential, then please do not arrive at site.
- 3.3.2. On arrival, all visitors shall contact the Gate Attendant by calling the number displayed at the gate and wait at the gates. The process outlined above ("On arrival to site") will be carried out for all visitors

3.4. Deliveries

- 3.4.1. On arrival to site, all deliveries shall approach the gate, contact the Gate Attendant by calling the number displayed at the gate and await instruction from the Gate Attendant.

4. Car Parking

- 4.1. All vehicles shall park in the designated parking areas only.
- 4.2. All vehicles shall reverse park.
- 4.3. Parking shall be restricted to every 2nd bay. These will be identified on site.
- 4.4. As a rule of thumb, a space of 3m shall be maintained between each vehicle within the parking area.

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5. Entering the Workplace

- 5.1. Upon leaving your vehicle (if driving) and prior to entering the Welfare facilities / workplace you must use the sanitising station or wash your hands thoroughly for 20 seconds using the facilities provided. These will be located at points throughout the site.
- 5.2. You must utilise the walkways provided. These will be positioned to allow 2 metres social distancing or where this has not been possible, passing places will be provided.

6. Entering the Site Management Office

- 6.1. Due to the restriction on space within our Site Accommodation, the Site Management Office will be closed to all persons other than the Site Management team.
- 6.2. All persons must alert Site Management prior to entering the office.
- 6.3. Each Scotia Site Manager will establish their own localised methods for making contact. This will be communicated during induction but typically will involve the following;
 - 6.3.1. Contact via mobile phone or,
 - 6.3.2. Contact via Walkie Talkies or,
 - 6.3.3. Contact via other identified personnel such as Supervisors or,
 - 6.3.4. Contact during their daily walk rounds.

7. Welfare Facilities

7.1. Toilets

- 7.1.1. Toilets will be restricted to 1 person at a time.
- 7.1.2. Signage will be placed on the outside of the toilets to advise of toilet capacity.
- 7.1.3. Occupied / Unoccupied signage may be utilised to advise others when toilet is in use.
- 7.1.4. Female toilets will be temporarily operated as Unisex.

7.2. Drying Room

- 7.2.1. Drying Rooms will be restricted to 1 person at a time.
- 7.2.2. Signage will be placed on the outside of the Drying Room to advise of capacity.
- 7.2.3. Each drying room will have alternative hooks removed from use to avoid cross contamination of clothing.

7.3. Canteens

- 7.3.1. Wherever possible, canteens will be set-up to enable 2 metre social distancing.
- 7.3.2. All shared kitchen appliances i.e. microwave, kettles and toasters will be out of use.
- 7.3.3. Due to the current restrictions on space we are temporarily encouraging staff to utilise their vehicles during their allocated breaks.
- 7.3.4. All staff shall bring and use their own crockery, cups and mugs.

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7.3.5. If using the canteen, you must sanitise the seat and table thoroughly after use using the sprays and wipes provided.

8. First Aid

- 8.1. Our emergency response to first aid will remain unchanged and adequate First Aiders will be provided.
- 8.2. Additional face masks and face visors are available for first aiders to use.
- 8.3. For minor first aid, the first aiders may request you to carry out your own first aid, by talking you through what to do, to maintain social distancing.

9. Compound and Storage

- 9.1. To mitigate the risk associated with cross contamination, the compound and storage area will be managed by the designated store person. No other personnel shall enter the storage facilities unless authorised by site management. Authorisation shall only be given to persons who are the sole user of the container / storage facility.
- 9.2. The storage and retrieval of materials and equipment shall be done by the store person, telehandler operator or by the authorised persons as outlined above.
- 9.3. All contractors shall have designated storage areas and shall take full control of their storage facility. Please liaise with Site Management to confirm arrangements.
- 9.4. A delineated drop off / pick up point will be established on site. This will allow persons to drop off/ pick up materials or equipment safely.

10. Starting Work and Consultation

- 10.1. On arrival to site for the first time you will be required to attend the On-Site Induction.
- 10.2. Each squad / team will select a "nominated person" to represent their squad / team.
- 10.3. The "Nominated Person" shall partake in the daily "On Site Risk Assessment" which will be carried out by a member of the Site Management team.
- 10.4. The "Nominated Person" will communicate the "On Site Risk Assessment" to their colleagues and monitor works to maintain compliance with the requirement of the assessment.
- 10.5. The "Nominated Person" will liaise regularly with the Site Management team to enable consultation regarding the implementation of our COVID:19 controls. This will ensure feedback flows both ways, to and from the workforce.

11. Walking through site

- 11.1. Wherever possible walkways have been reconfigured to allow minimum 2-meter social distancing when walking through site.
- 11.2. You must utilise these walkways and follow any One-way systems in place on site.

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- 11.3. Where walkways cannot be extended to allow social distancing then passing places have been formed to allow people to pass safely whilst adhering to social distancing.
- 11.4. Additional signage will be installed throughout site advising of any changes.
- 11.5. Additional hand washing stations and sanitising station have been installed throughout site.

12. Entering Plots

- 12.1. For internal works, the number of persons shall be limited to 2 people per plot. This may be increased following completion of a suitable risk assessment.
- 12.2. When occupied by persons working, signage shall be placed at the entrance point to advise that the plot is occupied and to restrict access by others.
- 12.3. Access to each plot shall be taken from one point only.
- 12.4. You must sanitise you hand before entering and after exiting a plot where practicable.

13. Working from a Scaffold

- 13.1. The number of persons working on a scaffold at any given time shall be determined by the On-Site Risk Assessment.
- 13.2. When sharing the scaffold with others, there should be 1 x scaffold lift between persons.
- 13.3. Where more than 1 person occupies the same lift, 2 meters social distancing shall be maintained. As a guide, this is 1 whole scaffold bay between persons. (Based on a 2-meter scaffold bay)
- 13.4. The operation i.e. touching of the loading tower gate shall be done by the same person.

14. Basic PPE Requirements

- 14.1. Our basic PPE requirements remain unchanged. Please follow the Site Rules.
- 14.2. Task specific risk assessment may include additional PPE if required.

15. Tasks where social distancing is not possible

- 15.1. Tasks may be rearranged to enable them to be done by one person, or by maintaining social distancing measures (2 metres).
- 15.2. Workers should work side by side, or facing away from each other, rather than face to face.
- 15.3. Whilst working, social distancing shall be maintained. Where Social Distancing becomes difficult persons must stop work and notify Site Management. A further Task Risk Assessment shall be completed prior to progressing with works where Social Distancing is proving difficult.

16. Using Power tools

- 16.1. Any shared power tool must sanitised before and after each use.
- 16.2. Power tools must be switched off and disconnected from the power before cleaning / sanitising.

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16.3. Gloves to be worn as per task specific risk assessment, however disposable gloves will be made available and can be worn in addition to this.

17. Using Heavy plant

- 17.1. Where possible, every plant operator shall be assigned only 1 item of plant to operate.
- 17.2. Regularly touched Surfaces (steering wheel, door handle, and controls) shall be sanitised at the end of working each day.
- 17.3. Scotia plant operators will be provided with a sanitising pack in their cabs to enable cleansing throughout the day.
- 17.4. When using plant, the operator must keep the vehicles window closed and utilise air conditioning where possible.
- 17.5. Walkie talkies shall be made available and utilised by the telehandler operator.

18. Leaving site

- 18.1. Before entering your vehicle / leaving site you must wash / sanitise your hands in the facilities provided.
- 18.2. The Gate Attendant shall occupy the exit from 15:30.
- 18.3. If leaving prior to 15:30, you must contact the Gate Attendant to ensure recording of your departure.
- 18.4. The Gate Attendant will sign you out of the site on exiting.

19. RIDDOR Reporting

- 19.1. The HSE state that you should only make a report under RIDDOR when one of the following circumstances applies:
 - 19.1.1. an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence
 - 19.1.2. a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease
 - 19.1.3. a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent
- 19.2. Please notify Site Management immediately if any of the circumstances outlined in section 19.1 occur.

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