



Site Operating Procedures (SOPs) during the Covid-19 pandemic

In order to implement the Government's current and ongoing guidance and recommendations, Target Lifts Ltd has based the following procedures on the latest advice provided by the UK Government, The NHS and the Construction Leadership Council (CLC).

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Introduction

Target Lifts Ltd needs to do everything it can to ensure that any Project site operating during the current Coronavirus (Covid-19) pandemic is protecting our workforce and minimising the risk of further transmission of the virus.

These SOPs are intended to introduce consistent measures on sites in line with the Government's current recommendations. Where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) is crowded and enclosed and they come into contact with others they do not normally meet, it is expected and recommended that face coverings should be worn. Otherwise, sensible social distancing measures will be observed. Any requirements &/or restrictions imposed by the site (above those of current Government guidance) will be documented and implemented.

THESE ARE EXCEPTIONAL CIRCUMSTANCES AND THE LIFT INDUSTRY MUST COMPLY WITH THE LATEST PUBLISHED GOVERNMENT ADVICE ON CORONAVIRUS AT ALL TIMES.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or sensible social distancing not being able to be correctly implemented, it should not take place.

Target Lifts Ltd is conscious that the emergency services are also under increased pressure and may not be in a position to respond as quickly as usual, further reinforcing the importance of everyone on site working safely.

The company will monitor the content and implementation of these SOPs and remind its workforce at every opportunity that they are aimed at protecting them, their colleagues, their families, the NHS and the wider population.

Note that if an operative or site is not consistently implementing the measures set out below, work will cease with immediate effect for investigation. Work will not commence until issues have been satisfactorily resolved.

Note also that in accordance with our company's 'Refusal to Work' Policy, if our workforce does not feel comfortable with any onsite conditions, the Directors of Target Lifts Ltd will fully support their decision to halt work until confirmation is received for them to proceed or not.

Aiming Higher!



Self-isolation (Note: Depending on an individual's vaccination status, Government guidance allows regular testing instead of self-isolation. However, always refer to current guidance for the latest advice/requirements).

Anyone who meets one or more of the following criteria must **not** attend site:

- Has a high temperature, a new persistent cough, loss of smell/taste - follow the current Government guidance on self-isolation
- Is a vulnerable or extremely vulnerable person (by virtue of their age, underlying health condition, clinical condition or is pregnant)
- Is within current government self isolation guidelines following a positive test result. If you have a positive test result but do not have symptoms, stay at home and self-isolate as soon as you receive the results.

Note: Anyone who is living with someone who is shielding from Coronavirus or is Clinically Extremely Vulnerable should consult and stringently follow current Government guidance.

Procedure if an employee falls ill on site

If an employee develops a high temperature, a persistent cough or other symptoms whilst on site, they should:

- Avoid touching/handling anything. Cough or sneeze into a tissue and put the tissue into a bin. If they do not have tissues, cough and sneeze into the crook of their elbow
- Return home immediately (ideally travelling alone and avoiding public transport) and inform the relevant Target Lifts project manager who will then inform the customer &/or customer's representative
- Follow current Government guidance on self-isolation and not return to site until their period of self-isolation has been completed (refer to 'self-isolation' section above)

Avoiding close working

In order to comply with the Government's current recommendations, where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare/changing facilities, site offices or site meeting rooms, etc.) is crowded and enclosed and they come into contact with others they do not normally meet, it is expected and recommended that face coverings should be worn. We will ensure that any requirements &/or restrictions imposed by the site (above those of current Government guidance) will be documented and implemented.

The customer/client may require face coverings to be worn. If there are situations where our workforce is expected to ensure local/specific social distancing is followed (e.g. to distance themselves from each other by 2 metres*) and this cannot be achieved – **work will not be carried out**. Otherwise, the following measures shall apply:

- Work will be planned to minimise interaction between workers
- Face to face contact will be minimised, workforce will maintain sensible social distancing
- Groups of workers will stay together in as small a group as possible to minimise the risk of transmission across the whole workforce e.g. maintain the same crew and shift pattern
- Re-usable PPE, e.g. eye protection, protective gloves and respiratory equipment, will be thoroughly cleaned after use and not shared between workers
- Single use PPE, e.g. dust masks and vinyl gloves, should be disposed of so that they cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used: their capacity should be lowered to reduce congestion and contact at all times and high use touchpoints e.g., doors, buttons etc. will be regularly cleaned
- Ventilation (opening doors, windows etc.) should be increased in enclosed spaces e.g. lift shaft. Note that the integrity and security of the working environment must always be maintained – ensuring no access for any unauthorised persons

*Note: In July 2021, formal social distancing guidelines as originally set out by the Government were relaxed. However, current guidance is always kept under review.

Travel to site

- **Public transport is to be avoided wherever possible. If unavoidable, avoid peak times (refer to Network Rail or TfL). Face coverings should be worn when in crowded areas or whenever required as a condition of travel by the transport operator**
- Wherever possible, workers will ideally travel to the site alone. using company transport or their own. If using a vehicle, maintain good ventilation e.g. keep vehicle windows open
- If sharing, journeys should be shared with the same individuals and with the minimum number of people at any one time. Sit as far apart as possible
- 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
- The project site should consider extra parking arrangements for additional bikes, cars and vans, etc.

Site access points

- Sensible social distancing is to be adhered to at all site access points
- Keys/passes to be handed and collected by gloved hands
- Delivery/collection drivers will remain in their vehicles if the load will allow it, or must wash their hands before and after loading/unloading goods and materials

Daily temperature recording

- All personnel working for, or on behalf of Target Lifts will have their temperature taken via a digital thermometer before they enter the working area and start work. This includes ALL visitors to the working area
- Daily temperature readings must be recorded alongside the individual's name entry in the onsite project diary
- Any temperature above **38°C** is regarded as a high temperature (sometimes called a fever). If such a high temperature is measured, the individual should be advised not to enter the working area and told to return home in accordance with current travel guidelines
- The Project Manager is to be informed if anyone is refused entry/sent home

Welfare - Hand Washing/Toilet facilities

- The site should ensure soap and fresh water is readily available and replenished at all times
- The site should provide hand sanitiser where hand washing facilities are unavailable
- The site should regularly clean the hand washing facilities and check soap and sanitiser levels
- The site should provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal
- The site should enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- The site should provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal
- Our workforce will wash their hands before and after using any onsite facilities
- Delivery/collection drivers shall be allowed access to onsite facilities

Welfare - Eating arrangements

- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Our workforce will be required to stay on site once they have entered it and not to use local shops
- Our workforce will utilise staggered break times to reduce congestion and contact at all times
- Our workforce will be asked to bring pre-prepared meals and refillable drinking bottles from home
- Our workforce will put rubbish straight in the bin and not leave it for someone else to clear up

Site meetings/Ventilation

- Only personnel/interested parties absolutely necessary to the project should attend site meetings
- All attendees should maintain sensible social distancing
- Wherever possible, meetings should ideally continue to be held outdoors
- If there is no option other than to hold the meeting inside, then the meeting room should be well ventilated and with windows and doors opened to allow the circulation of fresh air
- Poorly ventilated rooms/areas should not be used as meeting rooms
- Ventilation (opening doors, windows etc.) should be increased in enclosed spaces e.g. lift shaft. Note that the integrity and security of the working environment must always be maintained – ensuring no access for any unauthorised persons

Cleaning

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

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Site entry systems (e.g. scanners, turnstiles, screens, etc.)
- Keyboards, photocopiers and other office equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

It is recognised that the current health situation is still fast changing and the latest up-to-date Government, NHS and Construction Leadership Council advice should always be sought to best inform operational and strategic decisions.

Therefore, any newly announced/enforced procedures may be implemented ahead of this document being revised and re-issued.