



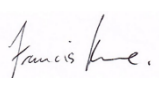


YARD 1 BARTON INDUSTRIAL ESTATE, BARTON-LE-CLAY, MK45 4RP
TEL 01582 883965 EMAIL INFO@LFSOLUTIONSLTD.COM



Method Statement

CLIENT CONTRACTOR	All Operational Sites
LF SOLUTIONS LTD (LFSL)	Yard 1 Barton Industrial Est Faldo Road Barton Le Clay Bedfordshire MK45 4RP Tel: 01582 883964 Email: danny.garbould@lfsolutionsltd.com

COVID 19 Site Operating Procedures

Reviewed & Authorised By The Managing Director & SHEQ Director	Frank Kane	Sign: 
Reviewed & Authorised By The Construction Director	Danny Garbould	Sign: 
Prepared on Behalf of LF Solutions Ltd	Eugene Irwin SHEQ Manager	 <small>Signed: Eugene Irwin</small>

Revision Status	Date	Issued for review and or Following Comments (state the page number where changes have occurred)
Original	01-04-20	Issued for Review by Principal Contractor
Rev A	09-04-20	UK Government Sector guidance for Construction
Rev B	15-04-20	CLC / UK Build Site Operating Procedure Version 3
Rev C	20-04-20	Working within 2m update
Rev D	20-05-20	CLC Version 4 SOP

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CONTROLLED COPY NO.	JOB TITLE
01	All Site & Project Managers
Emergency Numbers:	UKPN Emergency Number: 0800 780 0780 Network Rail Emergency Number: 03457 114 141 Cadent (Gas) Emergency Number: 0800 111 999 Thames Water Emergency Number 0800 316 9800 Environment Agency emergency Number 0800 807060 NHS 111

Note: Where works are ongoing for more than 1mth this document must be reviewed by the LFSL Site Manager and LFSL Contract Manager to ensure it remains current and is signed off.

If changes are required either can make but the revised document must be reviewed by the Managing & SHEQ Director & Construction Director before being issued. All Operatives on site must be then fully re-briefed on the changes and sign the briefing register

Monthly Review By:	Name:	Signature:	Date:	Outcome / Status

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Content Sheet

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2.0	PPE

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C	Briefing Sheet

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1.0

Introduction:

DUE TO THE CURRENT OUT BREAK OF THE CORONAVIRUS VIRUS (COVID 19) THE UK GOVERNMENT HAVE IMPOSED STRICT RESTRICTION ON MOVEMENT OF PEOPLE, ONLY WHERE PERSONS CANNOT WORK FROM HOME ARE THEY ALLOWED TO TRAVEL TO AND FROM WORK DIRECTLY.

THESE WORKS ARE TO BE UNDERTAKEN WHERE THE CURRENT UK GOVERNMENT ADVICE ON SOCIAL DISTANCING OF 2M BETWEEN PERSONS CAN BE MAINTAINED. WHERE THAT CANNOT BE MAINTAINED AND THE WORKS ARE NEEDED TO BE CARRIED OUT ADDITIONAL CONTROL MEASURES ARE REQUIRED. (contact H&S Manager)

WASHING OF HANDS FOR AT LEAST 20 SECONDS WITH SOAPS REMAINS VITAL AT ALL TIMES

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PUBLIC TRANSPORT SHOULD BE AVOIDED, OPERATIVES ARE TO TRAVEL SEPERATELY TO THE SITE OR IF IN LARGER VANS 2 MAY TRAVEL BUT THEY MUST BE 2M APART FACING OTHER DIRECTIONS. IF OPERATIVES ARE LIVING IN THE SAME HOUSEHOLD THEN THEY CAN TRAVEL TOGETHER BUT MUST REMAIN 2M APART WHILE AT WORK WHERE OTHER COLLAGUES ARE PRESENT.

THE MAIN SYMPTONS OF THE VIRUS, HIGH TEMPERATURE, NEW PERSISTANT COUGH AND LOSS OF TASTE AND SMELL, IF OPERATIVES ARE SUFFERING FROM ANY OF THESE THEY SHOULD REMAIN AT HOME TO SELF ISOLATE AS PER GOVERNMENT GUIDANCE OF 14 DAYS. IF WHILE AT WORK ANYONE FEELS UNWELL WITH THESE SYMPTOMS THEY ARE TO LEAVE SITE AND SELF ISOLATE FOR 14 DAYS. AT THIS POINT LFS OPERATIONS SHOULD STOP AND ALL LFS OPERATIVES SHOULD SELF IOSLATE FOR 7 DAYS AS PER THE UK GOVERNMENT GUIDANCE.

UK Government Guidance, Working safely during COVID 19 in Construction and other outwork work. Additional Guidance issued 11-05-2020

LFS will work closely with the Principal Contractors and other contractors that may be on site to ensure that everybody's Health & Safety is protected and that by our actions we are not invertible spreading the virus, this will mean,

Working with our employees and getting their input and cooperation in moving forward to ensure all are safe and taking their concerns and suggestions on board when preparing risk assessments.

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.

If you decide the work should go ahead, you should advise staff to wash their hands frequently using soap and water for 20 seconds, and especially after blowing their nose, sneezing or coughing, on arrival at work, before and after eating, after using public transport, and when they arrive home. Where facilities to wash hands are not available, hand sanitiser should be used.

You should still advise staff to keep 2 metres apart as much as possible.

You should plan work to minimise contact between workers and avoid skin-to-skin and face-to-face contact, work side to side or back to back

As much as possible, keep groups of workers working together in teams that are as small as possible (cohorting). For example, you keep vehicle crews working together, rather than mixing crew members on different shifts.

Staff should also wash their hands each time before getting into enclosed machinery (such as diggers) and wash their hands every time they get out.

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To help with this, you should consider adding additional pop-up handwashing stations or facilities, providing soap, water and/or hand sanitiser. Controls to be wiped down each time with antibacterial wipes

Employees should keep the windows of enclosed machinery or enclosed spaces open for ventilation and be careful to avoid touching their face at all times. The inside of cabs should be regularly cleaned, particularly between use by different operators, as above.

You should try to use stairs in preference to lifts or hoists. Where lifts or hoists must be used, you should lower their capacity to reduce congestion and contact at all times, and regularly clean touchpoints, such as doors and buttons.

To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

The Construction Leadership Council has published more [detailed advice](#) on how you might carry out government guidance.
Additional useful information for firms can be accessed on [BuildUK's website](#).

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UK BUILD SITE OPERATING PROCEDURE:

Version 4 – 18 May 2020



Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)

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Introduction

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

These Site Operating Procedures (SOP) are based on Government guidance on [Working safely during coronavirus \(Covid-19\) - Construction and other outdoor work](#); other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#).

Where workers enter people's homes, they should follow the Government guidance on [Working in Other People's Homes](#).

The [HSE](#) is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not consistently implementing the measures set out by the Government, it may be subject to enforcement action.

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

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

Government guidance for employers in England states "where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff".

The health and safety requirements of any construction 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.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

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When to Travel to Work

For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible. All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open, this includes construction, manufacturing, logistics and distribution.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing	Workers in the construction industry should follow the guidance on Staying Alert and Safe (Social Distancing) . Where they cannot work from home, they must follow guidance on Staying Safe outside your Home 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 site, but must follow the guidance on self-isolation .
Person at increased risk	Anyone who is clinically vulnerable to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household..
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely clinically extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 .
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	If a worker develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> • Ensure their manager or supervisor 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. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Work

Wherever possible workers should travel to site alone using their own transport.

If workers 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 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

Sites should consider:

- Parking arrangements for additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available

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- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

Driving at Work

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 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.

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities

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- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

- Consider increasing the number or size of facilities available on site if possible
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- A distance of 2 metres should be maintained between users wherever possible. Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

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Work Planning to Avoid Close Working

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

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. The results of risk assessments should be shared with the workforce and this [poster](#) displayed in the workplace.

Eliminate	<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 Stairs should be used in preference to lifts or hoists and consider one ways systems Consider alternative or additional mechanical aids to reduce worker interface <p>Site Meetings</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 circulation Consider holding meetings in open areas where possible
Reduce	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> Minimise the frequency and time workers are within 2 metres of each other Minimise the number of workers involved in these tasks Workers should work side by side, or facing away from each other, rather than face to face Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces Workers should wash their hands before and after using any equipment
Isolate	<p>Keep groups of workers:</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
Control	<ul style="list-style-type: none"> Consider introducing an enhanced authorisation process Provide additional supervision to monitor and manage compliance
PPE	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p>

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	<ul style="list-style-type: none"> Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19). <p>The Government has provided information on Face Coverings in section 6.1 of its guidance Working safely during coronavirus (Covid-19) - Construction and other outdoor work.</p>
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 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>

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- 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
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Cleaning

Enhanced cleaning procedures should be in place across the site, 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
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.



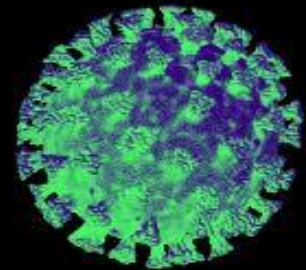
HM Government



CORONAVIRUS

STAY AT HOME

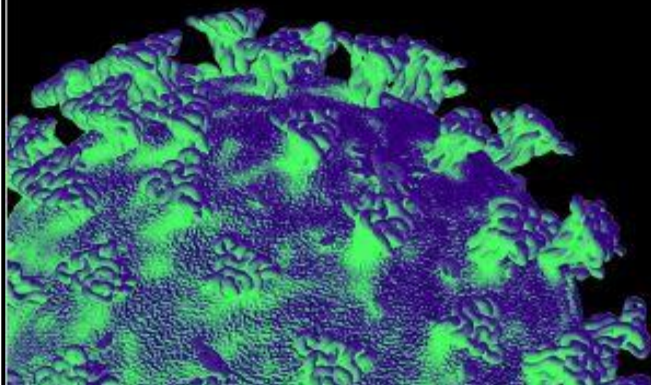
SAVE LIVES



Anyone can spread Coronavirus.

The only reasons to leave home are:

- ✓ To shop for basic necessities or pick up medicine
- ✓ To travel to work when you absolutely cannot work from home
- ✓ To exercise once a day, alone or with members of your household
- ✗ Do not meet others, even friends or family



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Coronavirus

Wash your hands more often for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



**For more information and the Government's
Action Plan go to nhs.uk/coronavirus**

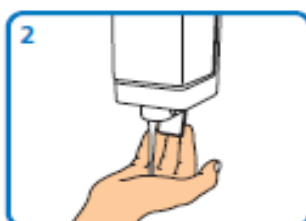
CORONAVIRUS
PROTECT
YOURSELF
& OTHERS

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Hand-washing technique with soap and water



1
Wet hands with water



2
Apply enough soap to cover all hand surfaces



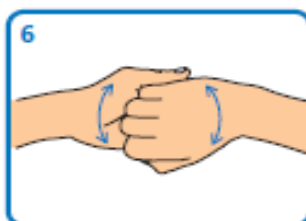
3
Rub hands palm to palm



4
Rub back of each hand with palm of other hand with fingers interlaced



5
Rub palm to palm with fingers interlaced



6
Rub with back of fingers to opposing palms with fingers interlocked



7
Rub each thumb clasped in opposite hand using a rotational movement



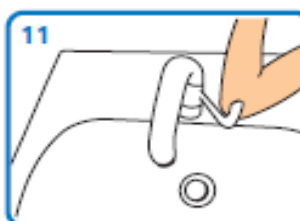
8
Rub tips of fingers in opposite palm in a circular motion



9
Rub each wrist with opposite hand



10
Rinse hands with water



11
Use elbow to turn off tap



12
Dry thoroughly with a single-use towel



13
Hand washing should take 15-30 seconds



HM Government



CATCH IT.



BIN IT.



KILL IT.

2.0

PPE:

STANDARD 5 POINT PPE TO BE MAINTAINED ON ALL SITES DURING COVID 19 OUTBREAK

- Hard Hat (EN 397)
- High Visual Vest/Coat (EN471)
- Safety Footwear (with midsole protection), (EN 345)
- Gloves (EN420)
- Glasses (to BS EN166F)

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups you should refer to the advice at

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Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly .

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Appendix A Romanian Poster

- Romanian Poster (if other nationalities required they can be obtained)
- REGULI CANTINĂ – COVID-19
- -2 BĂRBAȚI LA O MASĂ LA UN MOMENT DAT
- -NU MUTA SCAUNELE MAI APROAPE ÎMPREUNĂ
- - PĂSTRAȚI distanța unul de altul / 2 metri MINIMUM
- - IA-TI PAUZELE LA MOMENTE DIFERITE LA ALTE MESERII
- ÎNCĂLCAREA ACESTOR REGULI VA DUCE LA ELIMINAREA DE PE SITE.. Amintiți-vă să păstrați o distanță de siguranță în afară.

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TEL 01582 883965 EMAIL INFO@LFSOLUTIONSLTD.COM



Category Of Persons At Risk And Means Of Briefing			RA	SCS	Other	S = Severity Rating	L = Likelihood of Occurrence	RR = Risk Rating									
Occupations involved in Activity (Specify): General & Plant Operatives			Y			1. Negligible	1. Improbable	Severity	5	5	10	15	20	20		R	Unacceptable risk, plan out or add further controls
Others Persons at Work (Specify): Foreman,			Y			2. Minor Injury	2. Remote 1 – 10%		4	4	8	12	16	20		O	Acceptable only if no other method viable and with high level controls in place
Public or Other Parties (Specify): Other Trades			Y			3. Major Injury (RIDDOR)	3. Possible 10 – 50%		3	3	6	9	12	15		Y	Acceptable with suitable controls
						4. Fatality	4. Probable 50 – 90%		2	2	4	6	8	10		G	Acceptable, no further action required
						5. Multiple Fatality	5. Almost certain 90%+		1	1	2	3	4	5			
									1	2	3	4	5				
Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures							Residual Risk			Responsibility	Monitoring Responsibility
			S	L	RR								S	L	RR		
1	Site Operations	COVID 19 Risk of Infection and or spreading of the virus	5	5	25	<ul style="list-style-type: none"> Directors to issue operatives with letters of authority Avoid public transport. travel in separate vehicles where possible or maintain 2m distance if larger transit type vans. All on site must maintain the social distancing rule of 2m at all times. Staggered start times When leaving vans / cars do not gather in groups maintain 2m apart while walking to and from the site. Security turnstiles to be off to allow free movement into site PC to provide extra manned security maintain 2m rule names to be given to security who will record so operatives do not need to touch register. Where 2m can be maintained in the changing rooms two operatives to change if rooms are single cabins one person at a time to change. One person at a time in the toilets, PC's will need to ensure toilets changing rooms are cleaned after each use. Breaks to be staggered one person per table maintaining 2m rule. Food and drinks to be brought from home by operatives. If a zip boiler is present it must be cleaned after each use. Plastic single use cups for drinking water, again dispenser must be wiped after each use. PC to ensure wipes are available. Additional signage. 							5	2	10	All on Site	Principal Contractors LFS Directors LFS Managers LFS Operatives

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YARD 1 BARTON INDUSTRIAL ESTATE, BARTON-LE-CLAY, MK45 4RP
TEL 01582 883965 EMAIL INFO@LFSOLUTIONSLTD.COM



Category Of Persons At Risk And Means Of Briefing			RA	SCS	Other	S = Severity Rating	L = Likelihood of Occurrence	RR = Risk Rating									
Occupations involved in Activity (Specify): General & Plant Operatives			Y			1. Negligible	1. Improbable	Severity	5	5	10	15	20	20		R	Unacceptable risk, plan out or add further controls
Others Persons at Work (Specify): Foreman,			Y			2. Minor Injury	2. Remote 1 – 10%		4	4	8	12	16	20		O	Acceptable only if no other method viable and with high level controls in place
Public or Other Parties (Specify): Other Trades			Y			3. Major Injury (RIDDOR)	3. Possible 10 – 50%		3	3	6	9	12	15		Y	Acceptable with suitable controls
						4. Fatality	4. Probable 50 – 90%		2	2	4	6	8	10		G	Acceptable, no further action required
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Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures							Residual Risk			Responsibility	Monitoring Responsibility
			S	L	RR								S	L	RR		
1	Site Operations	COVID 19 Risk of Infection and or spreading of the virus	5	5	25	<ul style="list-style-type: none"> Operatives to maintain good hygiene practice wash hands on a regular basis certainly on entering and leaving and after each use of welfare and before and after eating, for at least 20 seconds with soap and water or hand sanitiser Do not touch you face, mouth or eyes, do not eat or smoke without first having washed your hands as above. If you do sneeze or cough use a tissue, remember “Catch it, Bin it Kill it” will help stop the spread of the virus. Managers should not have face to face meetings for the time being make use of mobiles and or videos, daily briefings can be done outside while maintain the 2m rule. Site offices should be limited to managers only, PCs to ensure main offices door handles etc are cleaned more regularly. When going onto site 2m rule to be maintained, operatives to go to the stores one at a time to get tools and equipment out. Managers to ensure additional tools and equipment is on site so operatives do not have to share. Wipes to clean Ensure that one trained and authorised driver is assigned to one piece of equipment, operatives not to change dumpers or machines, cabs and hand controls to be cleaned daily with wipes. Keep operatives informed of the risk of COVID 19, TBT's to reinforce the message. Consider language issues a translator may be required, allow more time.. 							5	2	10	All on Site	Principal Contractors LFS Directors LFS Managers LFS Operatives

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Item	Activity	Hazards/Risks Identified	Risk Rating			Control Measures								Residual Risk			Responsibility	Monitoring Responsibility
			S	L	RR									S	L	RR		
1	Site Operations	COVID 19 Risk of Infection and or spreading of the virus	4	5	20	<ul style="list-style-type: none"> Do not enter areas where 2m rule cannot be maintained IE plant rooms stores etc. Wait for the toilets to become free and cleaned before entering. LFS and Principal Contractor to have dedicated spotter on site to warn operatives if the 2m rule is not being maintained. Human nature will be just to move closer it will be unintentionally but will happen so spotters are important control measure. LFS manager to ensure there is a good supply of clean unused PPE on site, so operatives do not have to share Goggles & Ear Defenders for example when using a petrol saw. Operatives to travel between work and home directly do not go out to builders' merchants, managers to ensure materials and plant are on site for the works required. Principal contractors must ensure that the site under their control takes into account the Health & Safety of all on site, numbers should be reduced down by all contractors to the absolute minimum to allow the works to be carried out in a safe manner. All LFS to cooperate with the PC. 								5	2	10	All on Site	Principal Contractors LFS Directors LFS Managers LFS Operatives

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