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COVID-19 Policy & Safe Operating Procedures



Created by: Brendan Coleman (Quality and Technical Manager)

Review Date: Monthly from date of issue *or sooner dependant on government guidelines/advice.*

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Document Status					
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1	01/06/20	Wording change-Covid 19 waste to Covid 19 cleaning waste	B. Coleman	D. Cook	J. Scott
2	02/06/20	4.8 & 4.9 remove Domestic to cover all properties	B. Coleman	D. Cook	J. Scott
2	02/06/20	Appendix C- Insert web link to remain in date with changing guidance	B. Coleman	D. Cook	J. Scott
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1.0 Introduction

This Coronavirus (COVID-19) Policy & Procedures document, contains essential guidelines employees should follow during the coronavirus outbreak. This company policy includes the measures Oracle Solutions Asbestos Ltd are actively taking to mitigate the spread of coronavirus. All Oracle employees are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions, to ensure the sustained continuity of essential business operations.

The current situation with COVID 19 at the time of writing, is most of the country is in a lockdown situation where only essential work is to be carried out. Our role within the environmental & construction industry has meant some of our services are “essential” and as such we have remained partly operational. With restrictions likely to be lessened as time goes on, it is our duty to ensure the latest advice from the Government, HSE, PHE and Construction Leadership Council is fully reviewed and incorporated where practicable. The policies and procedures noted within this document will be reviewed on a weekly basis by the Oracle Senior Management Team (SMT).

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. As and when these changes happen, this document will be revised and updated, in accordance with these guidelines, and will be re-issued along with any associated training to all team members.

This coronavirus policy applies to all our employees who work in both our office environment, and who undertake our company site-based activities. The content of this policy has been developed upon a combination of government and health authority’s guidance and advice, to allow the business to continue operating safely during this challenging environment.

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The policy outlines the required actions employees should take to protect themselves, their co-workers, our clients, and any other business-related personnel from a potential coronavirus infection.

2.0 General COVID-19 Guidance & Key Control Measures

As the spread of the Coronavirus and infection rate has started to ease within the UK, the UK government has issued publicly available information on how to minimise the spread of the virus further. However, with the uncertainty regarding new variants, Oracle Solutions Asbestos Ltd takes its responsibility in minimising the spread and protection of staff seriously and has a number of steps in place as detailed in the following Policy.

The following key control measures as identified are required to manage the spread of the virus. Good personal hygiene practices combined with social distancing will protect employees from infection and will therefore be at the core of this document.

2.1 Coronavirus Symptoms

The main symptoms of coronavirus include.

- A new continuous dry cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual)
- High Temperature (this means you feel hot to touch on your chest or back, you do not need to measure your temperature)

Other symptoms may include.

- Fever like symptoms including muscle / joints pain
- Shortness of breath & breathing difficulties
- Loss of taste and smell

Advice on how to treat coronavirus symptoms at home can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19>

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2.2 Stay at Home

- Should any staff member develop or show signs of the main coronavirus symptoms, Or return a positive test result, they will be required to stay at home and 'Self Isolate' for a minimum of 10 Days.
- If you are informed by NHS test and trace you have been in contact with a person with covid 19 then you will need to self isolate for 10 days from date of contact with that person.
- Staff members family or others they live with will be required to self-isolate for a minimum of 10 Days.
- If you have no symptoms but test positive for Covid 19 then you will need to self isolate for 10 days from the date of the test.
- Staff members displaying symptoms and are required to stay at home will be eligible for Statutory Sick Pay (SSP) from the first day of their absence from work.
- If a staff member lives with someone who has symptoms, they must self-isolate for 10 days from the day their symptoms started.
- Staff members will be required to provide an 'Isolation Note' if they develop or live with someone who has symptoms of coronavirus. These can be obtained via the 111 online coronavirus service.
- If staff members have symptoms and live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to arrange for them to stay with friends or family for 10 days.
- If you must stay at home together, try to keep 2 metres (3 steps) away from each other, if possible, try not to share a bed, and use separate toilet facilities.
- Staff members who have a positive COVID-19 diagnosis, can return to work only after they have fully recovered, with a doctor's note confirming their recovery.

Further advice on self-isolation, protecting yourself and reducing the spread of infection in staff members homes can be found at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

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2.3 Vulnerable People & Shielding

The National Health Service (NHS) has identified groups of people who are at higher risk from coronavirus;

- very high risk (clinically extremely vulnerable)
- high risk (clinically vulnerable)

Further information on the people who fall into these categories can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus>

The company has consulted all employees to identify anyone who may fall into the vulnerable / high risk person category. Where this is applicable, these employees will be required to follow the NHS & government's 'Shielding' protocols. This advice is applicable for a 12 week period, and up until at least the end of June 2020. After this period and subject to further medical advice, any employee within the vulnerable category will be consulted on a potential return to work.

2.4 Social Distancing

As of June 21st all legal limits on social contact have been removed. Mask wearing is no longer mandatory. However, we still need to be vigilant and mindful that the virus is still in circulation although to a lesser degree. Oracle Solutions advise their staff to take the following precautions.

- Continue to wear a face covering when using public transport.
- Maintain 1m social distancing when in public areas, shops, supermarkets etc.
- Continue to wear a mask in crowded, indoor areas

Further company specific information on instances where social distancing is unavoidable, for Oracle Solutions Asbestos Ltd to perform its business-related duties, and the measures in place to safely manage this risk, are contained in further sections within this policy.

2.5 General Hygiene Rules

The following basic hygiene rules apply for all Oracle team members;

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). In addition, employees will be encouraged to use the hand sanitizers provided to employees.

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- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures such as self-isolation.
- Implement a cleaning regime, where all frequently touched objects and surfaces are regularly cleaned and disinfected.
- Oracle have purchased a large stock of hand washing gels and sanitisers, which will be held within the stores. Please speak with the Stores Manager should additional supplies be required.

Further business specific rules in relation to hygiene for both office and site-based workers are contained in further sections within this policy.

General Office Warning Signage



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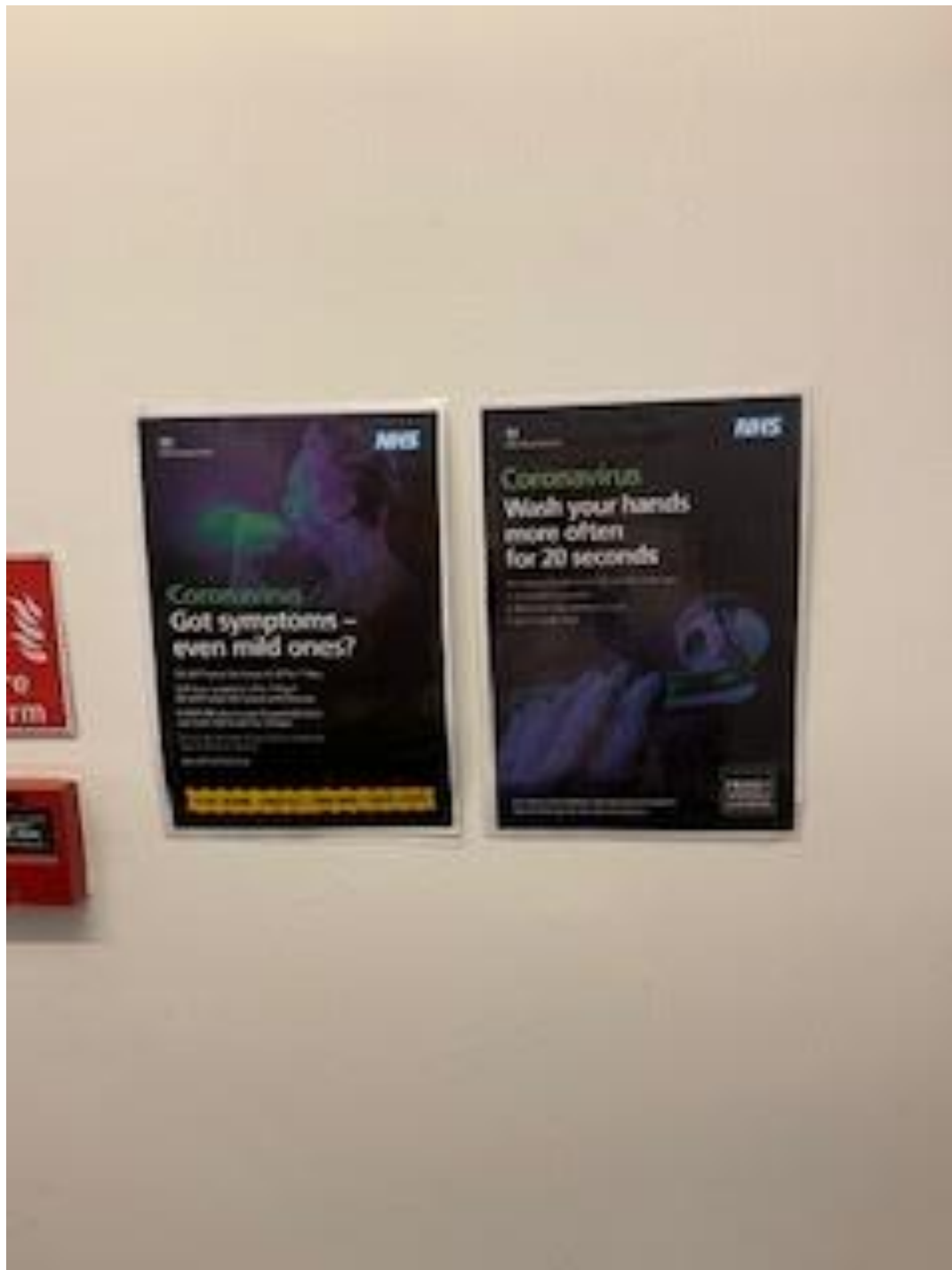
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How can I protect myself?

What should I do to prevent catching and spreading the virus?



Wash hands frequently
with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues
(then wash hands)



If you don't have a tissue **use your sleeve**



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

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3.0 Office Workers & Operations Policy & Procedures

The following section details the safe operating procedures, for employees currently working or returning to work at the Kettering Head Office.

The board of directors have considered the government's advice on working from home and staggered working hours and have concluded that the business model is not conducive to this advice. Due to the nature of our business and operations, working from home is therefore not considered possible.

3.1 Personal Hygiene & Hand Washing

In addition to the general guidance already detailed within this policy, the additional control measures surrounding personal hygiene and hand washing have been implemented within the office environment, for the safety of all office-based employees;

- Additional hand sanitising stations have been installed within the Main Reception, Kitchen, Toilets, 1st Floor Office, Mezzanine Office Area & Stores (See Hygiene Plan for details).
- Anti-bacterial hand washing stations installed within the Kitchen & Toilets (See Hygiene Plan for details).
- All staff entering the office building must use the hand sanitising station within the main reception.
- Each employee will be provided with an individual bottle of hand sanitising gel, which is always to be kept on their desk and replenished as necessary.
- Purchasing & Stores teams to ensure an adequate stock of hand sanitising gel is always maintained.

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Example of Hand Sanitiser Station



Additional Signage at Hand Washing Stations

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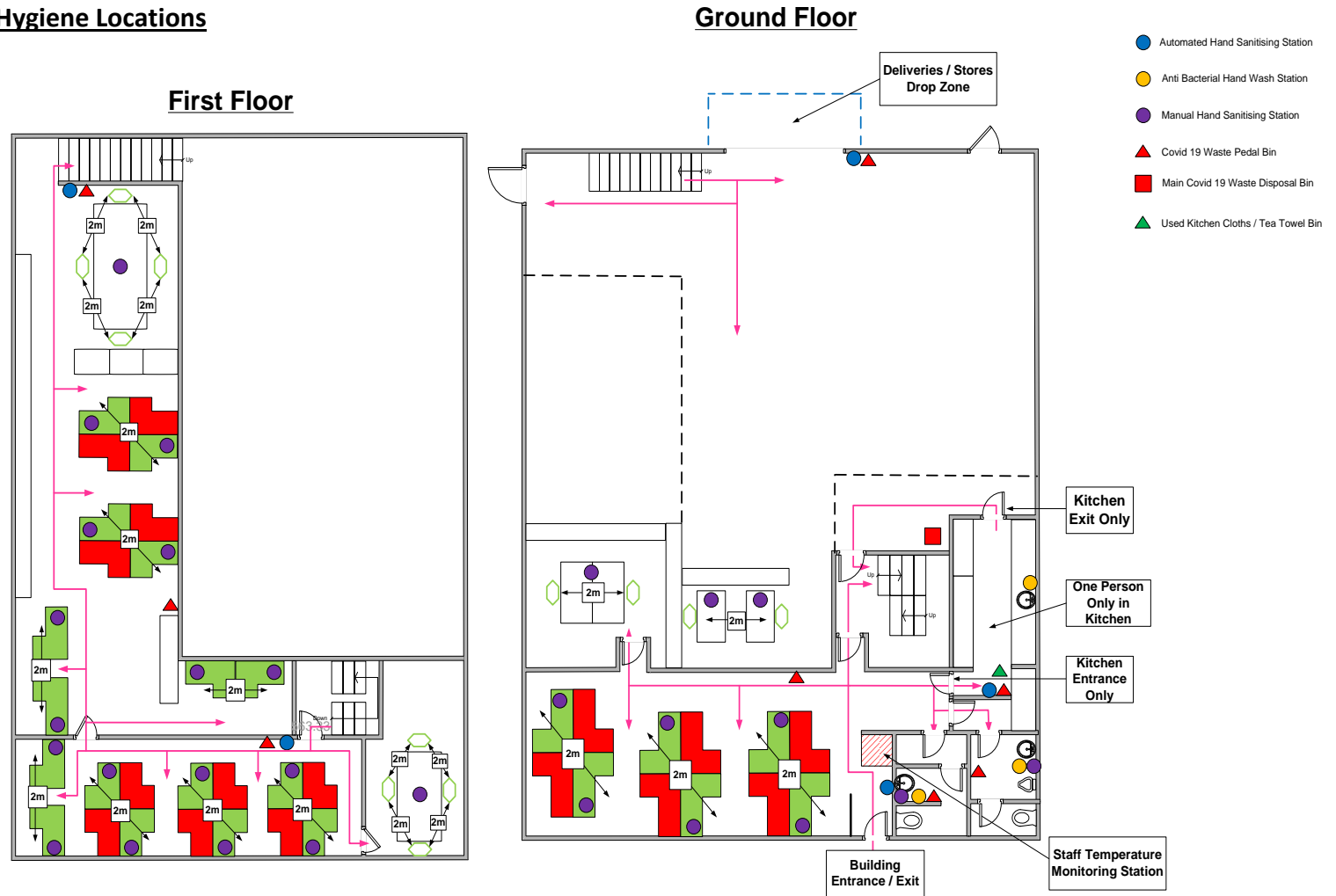
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COVID-19 Office Hygiene Locations



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3.2 Temperature Monitoring

To monitor the health and wellbeing of all staff working within the office environment the following personal temperature monitoring regime is to be implemented;

- Using a handheld, non-contact digital thermometer, each staff member will have their temperature monitored by a member of the Senior Management Team (SMT) each morning on entry into the office.
- Temperatures to be taken from the forehead or side of neck of each staff member.
- Individual staff members temperatures will be recorded on a daily log.
- For a satisfactory result staff member must achieve a temperature between 36.5 – 37.5 degrees
- Anyone found exceeding 37.8 degrees will be considered to have a 'Fever' and will be asked to leave work and self-isolate for 10 days or until a negative test result is returned and no symptoms are present. Family members of said person to self-isolate for 10 days.
- Any staff members with underlying medical or health conditions which can affect body temperature will need to declare this to the Oracle HR Manager (Debbie Cook) prior to signing the policy.
- Any disposable PPE / RPE used during this procedure e.g latex gloves, are to be placed into dedicated Covid 19 cleaning waste bins for disposal.



Purchased thermometer providing normal, high & fever digital temperature readings

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3.3 Office Seating Plan & Pedestrian Routes

To try and maintain some degree of safe working practice while opening up the workplace as the risk of covid decreases due to vaccination the following measures will remain in place until further notice.

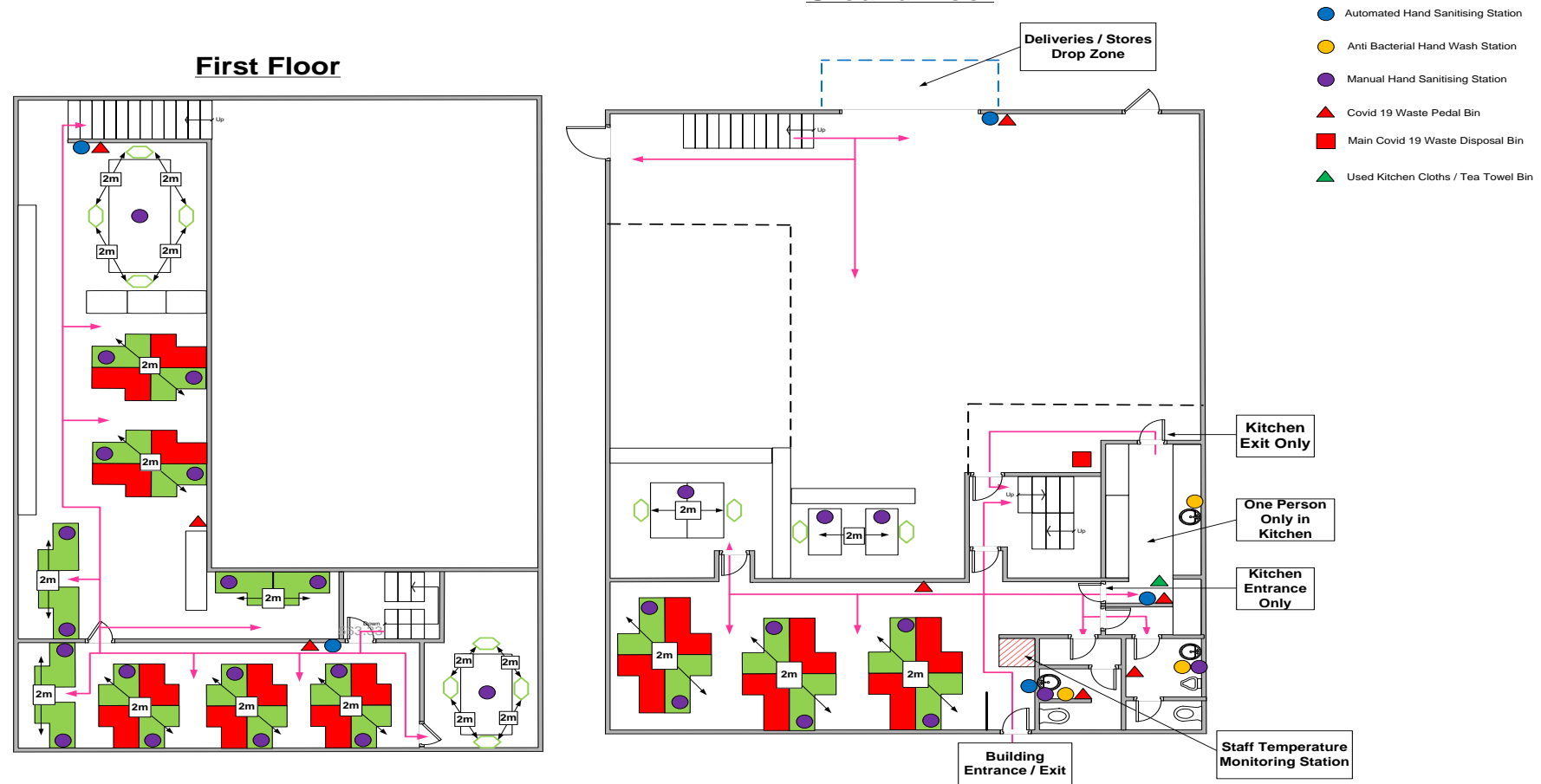
- To ensure a gap of 1metres (as far as is reasonable) is always maintained.
- To minimise contact within high foot traffic areas such as the stairwells and welfare areas, a basic pedestrian / one-way routes have been implemented – see plan for details.
- Pedestrian Routes to be always respected and followed.
- Signage to be always followed and adhered to.



**Office Seating Plan & Pedestrian Routes
Displayed**



**Warning Signage for High Foot Traffic
Areas**



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3.4 Office Kitchen Policy

The following rules will be applicable to any Oracle staff member using the Kitchen;

- 1 person only in kitchen at any one time (signage to be inserted on entrance / exit doors)
- Preparation of food & drink only. No eating in kitchen. Lunch to be eaten in Canteen.
- One Way System – Entry via ground floor office door, exit via stores door
- Antibacterial cleaning fluid and cloths available to wipe surfaces after each usage
- Cleaning cloths to be disposed of on a weekly basis with COVID-19 cleaning waste bins
- Tea Towels & Hand Towels to be boil washed every week

Kitchen Policy Signage



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3.5 Office Toilets Policy

The following rules will be applicable to any Oracle staff member using the Toilets;

- 1 person only in toilets at any one time.

3.6 Office Cleaning Regime

- Individual staff members will be responsible for cleaning their own workstations with anti-bacterial wipes.
- Additional anti-bacterial wipes to be located to Board Room and Mezzanine Meeting area tables, which are to be wiped down after use.
- The office will be split into the following zones for an increased cleaning regime to take place – Ground Floor Office, Kitchen & Toilets, Stores, First Floor Office & Board Room, Mezzanine Office & Meeting Area
- Main Areas of cleanliness including kitchen, toilets, printers, door/window handles, stair bannisters, telephones etc to be cleaned 3x per week (Mon, Wed & Fri) in addition to general office clean.
- A tick list & sign off for areas to be cleaned in each zone will be devised and posted on the wall in each zone
- All staff are to hold themselves accountable for general cleaning of the office rather than individuals being responsible. To make this fair to all staff working in the office a cleaning rota will be developed.
- Latex gloves which are to be disposed of within the dedicated Covid 19 cleaning waste bins on completion, will be provided for staff undertaking cleaning of the office.

Each zone within the Office will be assigned a responsible person, who will undertake a Disinfectant mist spraying process within that zone at the end of each working week.

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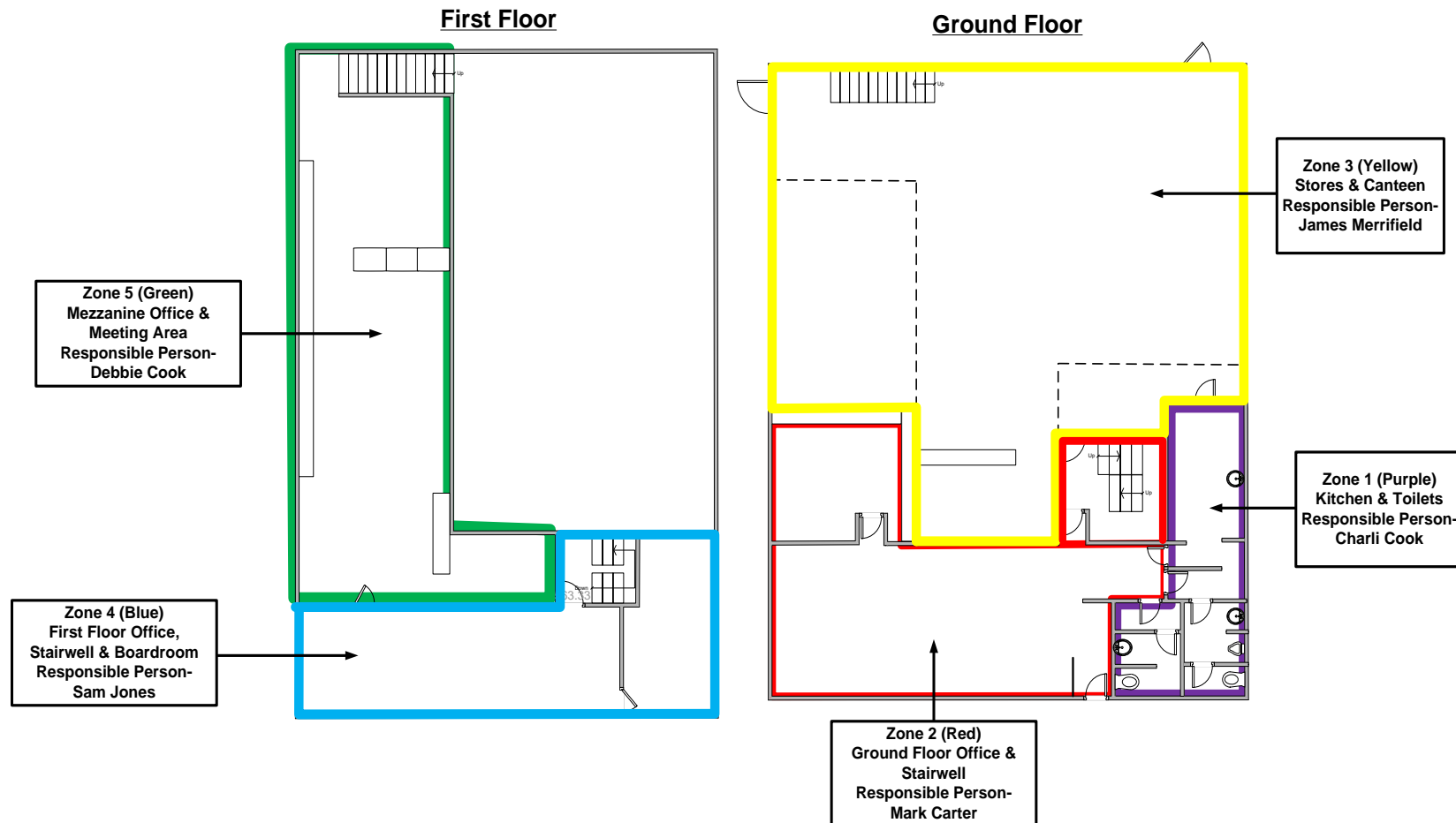
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COVID-19 Office Cleaning & Disinfecting Zones



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3.7 COVID-19 Waste Disposal

- A lockable wheelie type bin will be located within a dedicated area within the stores (between kitchen & stairwell doors) for any COVID-19 related waste to be disposed of. This will include anti-bacterial wipes, kitchen cleaning cloths, disposable PPE / RPE etc. Wheelie bin to be always lined with waste sacks.
- Further localised small pedal bins with associated bin liners will be in each office zone.
- Main COVID-19 cleaning waste bin will be emptied on a weekly basis by the Stores Manager.



Localised COVID-19 Cleaning Waste Disposal Bin



Main Office COVID-19 Cleaning Waste Disposal Bin

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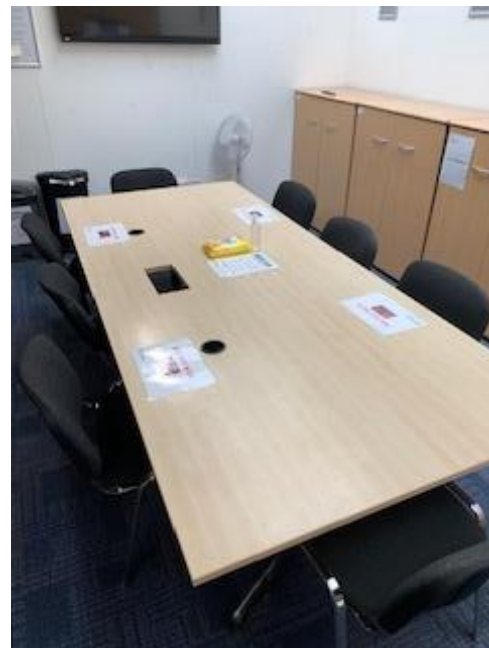
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3.8 Staff Meetings Policy

- All non-essential meetings are always to be avoided
- Where possible and practical to do so the use of electronic Platforms (Teams, Zoom etc) should be used for meetings
- Hand sanitiser to be used on entry into meeting rooms
- Meeting rooms to be well ventilated by opening windows
- General non private / confidential meetings to be held on the Mezzanine Meeting area. Meetings to be restricted to as few people as possible and 1m social distancing should be maintained.
- Meeting tables to be wiped clean using anti-bacterial wipes provided on completion of meetings. Used wipes to be placed in dedicated COVID-19 cleaning waste bins.



Office Meetings Rules Signage



2m Social Distancing Meeting Layout

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3.9 Travel to The Office

- Office workers are to travel to the office in their own vehicle. No car sharing at any times.
- The exception to this is where staff members live in the same household.
- Avoid the use of public transport. Where this is unavoidable staff members should protect themselves through use of disposable RPE and regular hand sanitising.
- Staff members should regularly clean the high touch surfaces within their vehicles on a regular basis using anti-bacterial wipes provided in the office.

3.10 General Use of Equipment

- To avoid the spread of contamination, staff members are not permitted to touch or use other members keyboards, mobile phones, office phones etc
- Within the Stores, where equipment must be shared, this should be regularly cleaned between use with anti-bacterial wipes.
- Hand sanitiser to be available on all desks.

3.11 Delivery of Goods & Post

For delivery of daily post and small packages to the office;

- Signage to be inserted to front entrance door instructing delivery drivers etc to ring intercom buzzer and procedure for delivering packages.
- Unless the package is to be signed for, the package is to be left at the front entrance door for collection by Oracle staff.
- Staff member who collects package to use hand sanitiser on completion.

For delivery of larger items or deliveries to the Stores;

- Gates to Service Yard, to be always locked to prevent unauthorised access from delivery drivers.
- Signage to be inserted on gates instructing delivery drivers to ring doorbell for Stores Manager and await instruction including, drop goods into Delivery Drop Zone, please always maintain Social Distancing. No Unauthorised Entry into Building.
- Goods to be decontaminated with multipurpose disinfectant system within Delivery drop zone
- Stores Manager or Staff member receiving goods to wear disposable gloves whilst handling goods, and use hand sanitiser on completion

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- Any disposable PPE used to be placed into dedicated Covid 19 cleaning waste bins for disposal

For Loading / Unloading of Asbestos Removal Equipment & Materials;

Loading:

- Asbestos Removal Supervisor to arrange time slot for loading with Stores Manager
- Stores Manager to leave items within dedicated loading bays
- Any asbestos removal personnel entering the building will have to undergo temperature / fever monitoring prior to loading
- Asbestos Removal personnel will be responsible for loading of their individual vehicles.
- Always maintain social distancing where possible to do so.
- Where manual handling risk assessments dictates 2x people are required, this should be restricted to limited amounts of time and disposable RPE to be worn
- Use hand sanitiser prior to and on completion of loading.
- Any disposable PPE / RPE used to be placed into dedicated Covid 19 cleaning waste bins for disposal

Unloading:

- Asbestos Removal Supervisor to arrange time slot for unloading with Stores Manager
- Gates to be always locked to prevent unauthorised access from personnel
- Signage to be inserted on gates instructing delivery drivers to ring doorbell for Stores Manager and await instruction including, drop goods into Delivery Drop Zone, please always maintain Social Distancing. No Unauthorised Entry into Building
- Goods to be decontaminated with multipurpose disinfectant system within Vehicle / Delivery drop zone
- Personnel to drop goods into dedicated loading bay
- Always maintain social distancing where possible to do so
- Where manual handling risk assessments dictates 2x people are required, this should be restricted to limited amounts of time and disposable RPE to be worn
- Use hand sanitiser before and on completion of unloading
- Stores Manager to spray all goods with secondary coating of disinfectant system prior to returning to storage.
- Any disposable PPE / RPE used to be placed into dedicated Covid 19 cleaning waste bins for disposal

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Stores Deliveries Warning Signage



Main Office Deliveries Warning Signage

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4.0 Site Based Workers & Operations Policy & Procedures

The following section details the safe operating procedures Oracle Solutions Asbestos Ltd will adopt during their site-based operations. All content is bespoke to the operating procedure of the business, however has been put together in specific relation to guidance released from the Government, Health & Safety Executive (HSE) and the Construction Leadership Council, which sets out how construction and related industries should operate during the COVID-19 pandemic, to ensure the ongoing protection of the workforce, and to minimise the spread of infection.

The basics of the general guidance and key control measures, as set out within Section 2.0 of this document, that being a regime of good Personal Hygiene and Social Distancing remain at the core of our site operating procedures. However Oracle have identified that some of their site operating procedures does not allow them to consistently maintain the 2m Social Distancing Policy, therefore a number of control measures have been put in place, to reduce the risk as far as reasonably practical.

Where Oracle are contracted to work on client's sites, all localised client site rules, policies, and procedures in relation to COVID-19 will be adopted. The below information will be in addition to client's policies, and are specific to the operating procedures of Oracle Solutions Asbestos Ltd.

To ensure clarity between departments, this has been split out between **Asbestos Removal Personnel / Operations** and **Asbestos Surveying & Consultancy Personnel / Operations**.

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4.1 COVID-19 Site Kits

The following COVID-19 specialist kits will be provided to all employees who attend sites;

Individual kits for all asbestos removal, asbestos surveyors and management team	Site Kits for Asbestos Removal Supervisors Only (In addition to individual kits)
1x Hand Sanitiser Gel Pump Bottle 1x Packet Anti-bacterial cleaning wipes 1x Disposable face mask (RPE) 10x Disposable Latex Gloves 1x Sealable container for COVID-19 cleaning waste (1 per vehicle) Clear waste disposal bags to be carried as back up.	1x Temperature Monitor and temperature log Anti-bacterial hand wash bottles (no. subject to site requirements) Spare Hand Sanitiser Gel Pump Bottles for sub-contractors etc (no. subject to site requirements) 1x Box of Disposable Latex Gloves 1x Mist Sprayer containing Disinfectant Fluid 1x Tub Anti-Bacterial Cleaning Wipes COVID-19 Site Signage
<i>*It will be the responsibility of each individual employee / supervisor to ensure all COVID-19 supplies are well stocked and maintained at all times.</i>	

4.2 Travel to Site

Asbestos Removal;

- Wherever possible to do so site staff should travel to site alone, within their company vehicle provided.
- Where this is not possible, and transport has to be shared the following rules apply;
- No more than 2 people within vehicle at any one time. Sit as far apart as the vehicle allows – See plan below for details
- Journeys to and from site should be shared with the same individuals
- Ensure vehicle is always well ventilated
- Staff to wear disposable RPE at all times whilst travelling to and from site where available. The use of individually issued, face fitted half face RPE is available as a backup.
- Where possible to do so wash hands for 20 seconds or use hand sanitiser on entry and exit of the vehicle.
- Main touch points within the cab such as handles, steering wheel etc to be cleaned using anti-bacterial wipes on a daily basis.
- Vehicle to be treated with disinfecting mist spray on completion of use each day.
- COVID-19 cleaning waste to be sealed within polythene bags and disposed of within main office COVID-19 cleaning waste bin at regular intervals.

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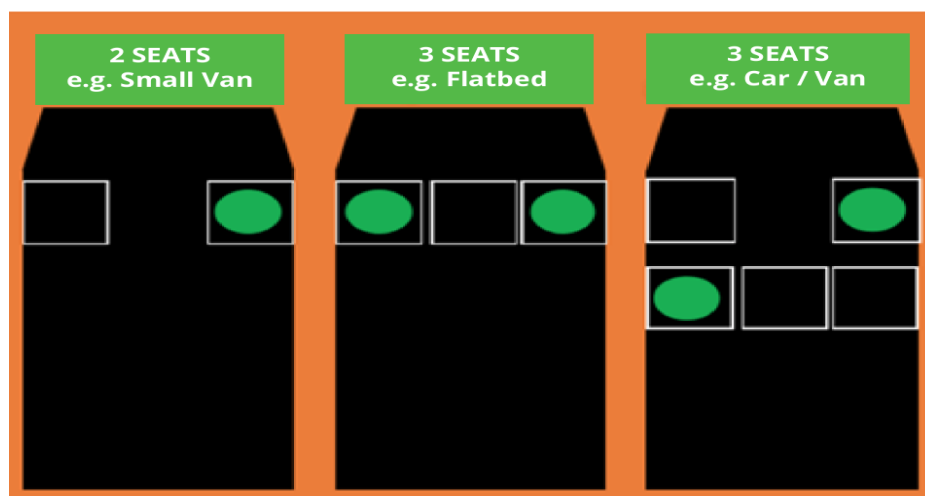
Asbestos Surveying;

- In general, asbestos surveying staff will travel to site individually within their company vehicle provide.
- In exceptional or emergency circumstances where this is not possible the same rules as of Asbestos Removal will apply.
- Main touch points within the cab such as handles, steering wheel etc to be cleaned using anti-bacterial wipes on a daily basis, using disposable gloves.
- Vehicle to be treated with disinfecting mist spray on completion of use each day.
- COVID-19 cleaning waste to be sealed within polythene bags and disposed of within main office COVID-19 cleaning waste bin at regular intervals.

For members of the Management Team undertaking site visits, meetings etc, the rules for Asbestos Surveying as detailed above will apply.

Recommended Maximum Road Vehicle Seating Arrangements

No. of seats	Max no. of occupants	Seating arrangement
2	1	1 driver
3	2	1 in the driving seat 1 in the far passenger seat
5	2	1 in the driving seat 1 in the far passenger seat



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4.3 Site Staff Temperature Monitoring

Asbestos Removal;

- Due to the greater number of staff including sub-contractors involved in asbestos removal projects, all Supervisors will be provided with a hand held digital temperature monitoring device.
- It will be the responsibility of the Supervisor to monitor and record the body temperatures of all Oracle personnel including any associated sub-contractors working on the site, daily. The associated personnel temperature log must be completed and kept within the site file for that project.
- Temperatures to be taken from the forehead or side of neck of each staff member.
- For a satisfactory result staff member must achieve a temperature between 36.5 – 37.5 degrees
- Anyone found exceeding 37.8 degrees will be considered to have a 'Fever' and will be asked to leave work and self-isolate for 10 days. Family members of said person to self-isolate for 10 days.
- Any staff members with underlying medical or health conditions which can affect body temperature will need to declare this to the Oracle HR Manager (Debbie Cook) prior to signing the policy.

Asbestos Surveying;

- As Asbestos Surveying personnel generally tend to operate on an individual 'lone working basis the use of Forehead Thermometer Strips will be utilised as an alternative to the digital devices.
- Asbestos Surveying personnel will be required to report their temperature every morning prior to starting work to the Asbestos Surveying Managing Director (Mark Carter)
- For a satisfactory result staff member must achieve a temperature between 36.5 – 37.5 degrees
- Anyone found exceeding 37.8 degrees will be considered to have a 'Fever' and will be asked to leave work and self-isolate for 7 days. Family members of said person to self-isolate for 10 days.
- Any staff members with underlying medical or health conditions which can affect body temperature will need to declare this to the Oracle HR Manager (Debbie Cook) prior to signing the policy.

All site staff will be expected to follow the 'Employee Code of Conduct' for providing honest temperature readings. Anyone in breach of this policy will be subject to disciplinary action.

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4.4 Hand Washing on Site

Asbestos Removal & Asbestos Surveying;

- Where both **Asbestos Removal** and **Asbestos Surveying** staff are contracted to work on client's sites and within client's buildings, then the site facilities and site rules on hand washing will always apply.
- General guidance on hand washing as per Section 2.0 will always apply.
- For sites where Oracle are responsible for hand washing facilities, the company will ensure an adequate supply of anti-bacterial soap and fresh water are always readily available and kept topped up.
- For larger **Asbestos Removal** sites, additional pop up hand washing stations will be installed subject to the number of personnel on site.
- Where hand washing facilities are not available all Supervisors & Surveyors will be provided with hand sanitising gel.
- Any hand washing facilities in Oracles control will be cleaned regularly.

4.5 Site Welfare Facilities & Cleaning Regime

Asbestos Removal;

The following rules will apply to all canteens, rest rooms, toilets, site offices and Decontamination Units, for which Oracle are responsible for, utilised on Asbestos Removal Projects;

- Supervisors to provide daily Toolbox Talks in relation to COVID-19 on the use of the above facilities, in particular encouraging good hand washing and social distancing practices.
- Signage to be always used where required highlighting risks and re-enforcing rules.
- Canteens, site offices etc to be laid out where social distancing can always be maintained. The use of barrier / warning tape and signage will assist with this.
- Rooms to be well ventilated by opening windows where possible to do so.
- For site meetings and daily briefings where social distancing cannot be maintained, these should be held outside to allow site personnel to spread out.
- No more than one person within the DCU at any one time. The DCU will be cleaned daily using anti-bacterial cleaning products, in addition to any standard cleaning requirements.
- Restrict number of people using toilets at any one time through use of signage and floor markings.
- Portable toilets to be avoided where possible, however where required should be cleaned and emptied more frequently.

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- Enhance the frequency of cleaning regimes particularly to high contact points such as door handles, taps, toilets, kettles, microwaves etc. Supervisors to be provided with additional cleaning materials to achieve this.
- Ensure an adequate number of waste disposal bins are available and emptied regularly.
- Where practicable to do so consider staggering break times to reduce congestion within welfare facilities.
- Personnel will be encouraged to bring their own food, to avoid leaving site and being in contact with members of the public.
- Hand sanitiser and anti-bacterial hand wash available in all welfare facilities.

Asbestos Surveying;

- For asbestos surveying site work the number of personnel and timescales involved are significantly reduced to that of asbestos removal.
- Surveyors tend to operate on a lone basis, or 2-man teams max, and will therefore be reliant on use of the client's welfare facilities.
- Surveyors to be instructed on being respectful of the client's facilities and to keep them clean and tidy at all times.
- The use of company vehicles should be used for eating lunch etc, to avoid use and crowding within site facilities.
- Surveyors will always be required to carry hand sanitiser with them, which should be used at regular intervals where hand washing facilities are not available.

4.6 Use of RPE & PPE

The use of PPE & RPE is a standard regulatory requirement within the asbestos industry. All site personnel within both the Asbestos Removal and Asbestos Surveying departments are both legally and contractually required to wear PPE & RPE as part of the company's standard operating procedures, and are used to working in environments where PPE & RPE is continually required.

The specification of the RPE & PPE for asbestos related activity is more than adequate for protection against COVID-19 risk, and its use will increase the safety of all personnel working out on site, against the potential infection of the coronavirus, particularly where

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social distancing measures cannot be maintained. A copy of the company issued RPE & PPE specification can be found within Section 5.0 of this policy document.

Asbestos Removal;

In addition to the standard site PPE requirements, asbestos removal personnel are issued with the following RPE & PPE;

- Face fitted, serviced, and maintained Full Face powered respirator with FFP3 filters, providing a x40 protection factor.
- Face fitted, serviced, and maintained Half Face respirator with FFP3 filters, providing a x20 protection factor.
- Type 5 CAT 3 disposable coveralls
- RPE & PPE to be worn as standard whilst working within an Enclosure or Respirator Zone performing asbestos removal works.
- Masks should not be left in the unit to dry and must be dried and placed in their container boxes.
- For general access around site, whilst working in empty / unoccupied buildings, and where social distancing measures can consistently be maintained, the use of RPE will not be required.
- For general access around site, whilst working in occupied buildings, where there is a risk of coming into contact with other users of the building, the use of RPE will be required.

Asbestos Surveying;

In addition to the standard site PPE requirements, asbestos surveying personnel are issued with the following RPE & PPE;

- Face fitted, serviced, and maintained Half Face respirator with FFP3 filters, providing a x20 protection factor.
- Type 5 CAT 3 disposable coveralls
- RPE & PPE to be worn as standard whilst undertaking asbestos surveying / sampling works.
- For general access around site, whilst working in empty / unoccupied buildings, and where social distancing measures can consistently be maintained, the use of RPE will not be required.
- For general access around site, whilst working in occupied buildings, where there is a risk of coming into contact with other users of the building, the use of RPE will be required.

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4.7 Social Distancing, Work Planning & Site Access / Egress

Asbestos Removal;

- Where practicable to do so, works will be planned where site personnel are able to maintain social distancing.
- Where this is not possible the use of PPE & RPE as worn as standard will provide adequate protection to control the risk of infection.
- As far as reasonably practicable teams of workers are to be kept together (form work bubbles)) and kept as small as possible.
- Access to Decontamination Units will be staggered to avoid congestion.
- All workers will be required to wash their hands for 20 seconds using soap and water when entering and leaving the site. Hand sanitiser to be used in the absence of hand washing facilities.
- Reduce / Stagger the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- For site deliveries drivers are to remain in vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands
- Site contacts to be phoned on arrival at site and await further instruction from client.

Asbestos Surveying.

- Works to be planned so surveyors can collect all site files, paperwork etc in batches or electronically, to limit attendance at the office.
- Surveyors are to put bulk samples through the office letter box unless instructed to send direct to the lab in a pre-paid envelope.
- Site contacts to be phoned on arrival at site and await further instruction from client.

4.8 Entering Occupied Properties

The following guidance mainly applies to [Asbestos Surveying](#) operations however where required to do so will also be applicable to [Asbestos Removal](#) operations. Prior to site attendance the following pre attendance questions will need to be qualified with the tenants, to confirm whether works can be undertaken safely and without spreading the risk of coronavirus; (use A5 -Surveyors Pre-Attendance Questionnaire).

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- Has the tenant or anyone else living in the property either had or currently experiencing symptoms of COVID-19?
- Are any tenants within the vulnerable group?
- Have any of the tenants received a letter from the government asking them to self-isolate (Shielding) for 3 months?
- Are the tenants physically capable of moving around the property to ensure social distancing measures of 1m from our surveyor at all times? We would ask in these circumstances for the tenant/s to wait within one room whilst we survey all other areas of the property and then move to a different location when we need access to that room.
- Is running water available within the property to allow our surveyor to wash their hands-on entry and exit from the property?

On arrival at the property surveyors should ring / knock the door and stand back 2metres to allow tenant to provide access. At this stage the surveyor should agree the room for the tenant to remain in, and confirm the location of the hand washing facilities.

Surveyors will be required to wash their hands for 20 seconds on entry and exit of the property.

Ensure good ventilation within rooms by opening windows.

Disposable overalls, gloves, and half face RPE will be worn for the duration of the survey. Disposable overalls and gloves to be disposed of within COVID-19 cleaning waste containers which should be emptied regularly within the main COVID-19 cleaning waste disposal bin within the office.

Surveyors will be briefed on ensuring good communication with the tenant/s to ensure social distancing is always maintained throughout the survey.

If the tenant/s appear to be displaying any signs of coronavirus symptoms during the survey, the surveyor should stop works, leave the property, and contact the surveying Operations Director (Mark Carter).

4.9 Entering Void/ Unoccupied Properties

The same procedures as per Section 4.8 will apply, other than the pre commencement questionnaire, and the need to communicate / ensure social distancing during the survey.

As it is known that coronavirus contamination can live on surfaces for up to 3 days, the use of PPE & RPE will be required, within void properties.

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4.10 Site Contact Tracing

Following an incidence of any site staff developing symptoms, testing positive for covid 19 or receiving a notification through test and trace, their line manager/director will inform all relevant clients and/or site management immediately so that contact tracing can be implemented where required. This will need to cover any sites or premises that staff have attended within the preceding 4 days of symptoms starting or a positive test result. All company vehicles are tracked and detailed records kept of sites visited by all personnel.

5.0 RPE & PPE Policy

Please see the below information detailing our PPE and RPE specifications.

PPE:

We have a range of suppliers who all supply our disposable coveralls to the same regulated standards. The coverall is classed as personal protective equipment (PPE), and is a type 5/6 coverall that is designed to protect well against particles. They are best suited to higher-risk industrial applications, particularly those with exposure to hazardous fumes. The coverall can resist:

- Fluids
- Particles
- Aerosols
- Radioactive particles
- Static
- Light sprays
- Particulates

The coveralls are all tested stringently to the stated EN regulated test methods

- EN 13982 Type 5: Dry Particle Protection
- EN 1073-2: Nuclear Particle Protection
- EN 1149: 5: Anti-Static
- EN 13034 Type 6: Reduce Light Spray

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RPE:

- All Oracle site staff are face fitted and issued P3 filtered masks as part of their standard site kit. The face fits are renewed every 12 months as part of our company policy and procedures. The full-face respirators are sent for a service every 12 months. This is all noted and documented within the individuals training files in the office and site packs on site.
- In Europe, care workers are being instructed it is necessary to wear a respirator of at least FFP2 or FFP3 for maximum filtration of particles when caring for a patient who is infected with the virus or suspected of being so. In Europe, they must meet the European standard EN 149:2001 which has three classes of disposable particulate respirators (FFP1, FFP2 and FFP3).
- **FFP2** masks have a minimum of 94% filtration percentage and maximum 8% leakage to the inside. They are mainly used in construction, agriculture, and by healthcare professionals against influenza viruses. They are currently used for protection against the coronavirus.
- **FFP3** masks are the most filtering mask of the FFPs. With a minimum filtration percentage of 99% and maximum 2% leakage to the inside, they protect against very fine particles such as asbestos.
- The HSE have issued a statement on the link below regarding protecting yourself from the virus and utilising a P3 filtered mask.

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

With all of the aforementioned information and data received we believe that our workers are safe from contaminating our workforce and spreading the disease any further.

6.0 Staff Training & Site Auditing

To assist with the re-integration of staff members back into the work environment, particularly those who may be feeling anxious about a returning, the company will ensure that team members are fully briefed and trained on the content of this policy and safe operating procedures document, and appropriately support all employees until a point where lockdown restrictions are fully removed.

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As government guidance evolves, the company will routinely keep everyone updated on the actions being taken to reduce risks of exposure to COVID-19 within the workplace. Managers will be trained to ensure they know how to spot symptoms of COVID-19 and are clear on any relevant procedures in case someone within the company is potentially infected and needs to take appropriate action.

Regular announcements within the office environment and the use of Tool Box Talks out on site, on the key principals of social distancing, regular hand washing, and the public health advice will be undertaken to ensure the advice within this policy is constantly enforced, and the spread of coronavirus reduced.

The company will adopt a schedule of auditing within the Office and out on our operating sites to ensure the guidance within this document is adhered to at all times. During this process employees will be encouraged to provide feedback to the company on any improvements they feel the company is capable of, to further reduce the risk of coronavirus throughout the workforce and wider public.

7.0 Employee Code of Conduct & Declaration

7.1 Policy Guidelines

All employees are expected to abide by this policy. If this policy is not adhered to this can in some acts be counted as 'gross misconduct' because they are very serious or have very serious effects.

If we find there has been gross misconduct, we will carry out an investigation and adhere to the full disciplinary procedure. We might then decide on dismissal without notice or payment in lieu of notice.

7.2 Whistle Blowing Policy

We encourage an open culture in all our dealings with team members, managers and all the people with whom we come into contact. Effective and honest communication is essential if malpractice is to be effectively dealt with. The procedure below provides guidelines to all our team members, casual, temporary agency staff, freelancers, trainees,

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home workers and contractors, who feel they need to raise certain issues relating to, in confidence.

The Public Interest Disclosure Act 1998 (commonly known as the 'Whistle Blowing Act') came into effect on 1st July 1999. This Act sets out a framework to promote the responsible and protected disclosure of concerns on the following matters:

- that a criminal offence has been committed, is being committed, or is likely to be committed.
- that a person has failed, is failing, or is likely to fail to comply with a legal obligation which they are subject to.
- that a miscarriage of justice has occurred, is occurring, or is likely to occur.
- that the health and safety of an individual has been, is being, or is likely to be endangered.
- that the environment has been, is being, or is likely to be damaged.
- that information tending to show any matter falling within the matters above has been, is being, or is likely to be concealed.

The procedure is not a substitute for the Disciplinary and Grievance policy and is not a channel for team members to raise matters in relation to their terms and conditions of employment. The procedure allows individuals to have their concerns treated in confidence. All concerns must be raised in good faith. Anyone who abuses the procedure (for example by maliciously raising a concern they know to be untrue) will be subject to disciplinary action, as will anyone who victimises a colleague by raising a concern through this procedure.

7.3 Your Protection

If you raise a genuine concern, you will not be at risk of damaging your position as a result. Provided you are acting in good faith, it does not matter whether your concern proves to be well founded. The Company does not of course extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

7.4 Your Confidence

The Company will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action. You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your agreement. If a situation arises where it is not possible to deal with the concern without revealing your identity (for instance because your evidence is needed in court or a disciplinary hearing), there will be a discussion as to

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whether and how we can proceed. This policy does not cover the situation where information about malpractice is received anonymously; however, discretion will be used in the investigation of such information.

7.5 Declaration

Note for clients/customers.

The declaration is for Oracle staff only and your signature is not required.

I confirm that I have read and understood the contents of this policy document and have been fully trained on the company's safe operating procedures and all related government guidance in relation to COVID-19 control.

Employee Name.....

Employee Signature.....

Date.....

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Appendix A

COVID-19 Specific Risk Assessment

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COVID-19 Specific Risk Assessment

COVID-19 Risk Assessment:			(Contract/Depot/Office)		Office/Site/Vehicle				Rev No.	MAR01	
Contract number:		Date:	27/03/2020	Prepared by:	Adam Fox				Reference N°:	RA-COV001	
Task description:	Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)				Affected:	Work Force	x	Subcontractors	x	Public	x

Activity	Hazards	Initial ¹			Control measures	Residual ¹		
		S	L	R		S	L	R
Office/Site/Vehicle	Possible contamination and spread of the virus	4	3	12	<ul style="list-style-type: none"> Maintain a good personal hygiene See and follow Do's & Don'ts guidance (Appendix A) To be displayed on site. See and follow Guidance for Self-isolation (Appendix B) To be displayed on site. See and follow WHO Poster for Washing Hands (Appendix C) This also needs to be displayed. Available clean toilet and washing facilities. Provide paper towels near washing hand facilities to meet requirements of (Appendix C) Maintain your vehicles and plant clean. The same applies for your work space, work area, desk space, any personal equipment including IT and other tools and equipment you could be using frequently. 	4	1	4

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Activity	Hazards	Initial ¹			Control measures	Residual ¹		
		S	L	R		S	L	R
					<ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins in areas with regular removal and disposal. • Rooms should be well ventilated / windows opened to allow fresh air circulation • Dedicate one hour at the start and end of each shift for thorough cleaning. Include surfaces and objects which are frequently touched such as door handles. • Keep welfare/office facilities well stocked with Soap / sanitiser and hand towels. If you are Running out stop works until restocked. 			
Interaction between personnel	Risk of contagion	4	3	12	<ul style="list-style-type: none"> • Maintain a good personal hygiene. • Avoid travel on public transport wherever possible. Speak with your Line Manager/ Site Manager and arrange for alternatives. • Try and avoid contact with your face unless your hands are freshly washed. • Consider social distancing and personal space in work activities (2 metres as minimum where possible). If the activity requires two or more people in closed proximity ensure this is planned safely. Refer to section 4.7 of the policy. • Non-essential physical work that requires close contact between workers should not be carried out. • 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 	4	1	4

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Activity	Hazards	Initial ¹			Control measures	Residual ¹		
		S	L	R		S	L	R
					<ul style="list-style-type: none"> Consider holding briefings and meetings in open areas where possible. Work requiring skin to skin contact should not be carried out Re-usable PPE should be thoroughly cleaned after use and not shared between workers Single use PPE should be disposed of so that it cannot be reused Introduce staggered start and finish times to reduce congestion and contact at all times Introduce Stagger breaks and minimise the number of persons attending each break to ensure two metres apart can be achieved. If you are not needed on site or office, speak with your Line Manager/Site Manager regarding working from home arrangements. Limit visits between sites if not critical. Utilise Microsoft Teams or a similar platform for meetings. Maintain cleanliness of your vehicles and plant. The same applies for your tools and equipment, desk space, any IT equipment (keyboards, etc.) and other equipment. Wash your hands regularly for 20 seconds, each time using soap and water 			

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Activity	Hazards	Initial ¹			Control measures	Residual ¹		
		S	L	R		S	L	R
					<ul style="list-style-type: none"> Always wash your hands prior to eating and or smoking. Always wash your hands after using the toilet, blowing your nose, sneezing, coughing or shaking hands. Stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible. 			
Site/Office personnel reporting diagnosis of the virus or suffering symptoms	Spreading the infection	4	4	16	<ul style="list-style-type: none"> Person with new continuous cough and/or high temperature, loss of taste or smell or after testing positive are to self isolate for a minimum of 10 days. Stay indoors at home and avoid contact with others. If you live with and you or any others in your household develop symptoms then all must self isolate for 14 days from the onset of symptoms or from when the first person developed symptoms. For anyone in your household who starts displaying symptoms, you need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. <p>Contact your Site Manager/Line Manager immediately.</p> <ul style="list-style-type: none"> See and follow Do's & Don'ts guidance (<i>Appendix A</i>) This also needs to be displayed. See and follow Guidance for Self-isolation (<i>Appendix B</i>). This also needs to be displayed 	4	1	4

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Activity	Hazards	Initial ¹			Control measures	Residual ¹		
		S	L	R		S	L	R
					<ul style="list-style-type: none"> See and follow WHO Poster for washing hands (Appendix C) This also needs to be displayed. Site / Depot / Facilities Manager to isolate premises and arrange for deep cleansing. This includes sanitising all touch points, surfaces, equipment and floors. Stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible 			
Site/Office personnel classed as extremely vulnerable from COVID-19	Risk of contagion needing admission to hospital	4	4	16	<ul style="list-style-type: none"> See and follow Appendix D Guidance on protecting people defined on medical grounds as extremely vulnerable from COVID-19 These persons are strongly advised to stay at home at all times and avoid any face-to-face contact for a period of at least 12 weeks. <u>Please note that the 12 week period of time could change.</u> If you are one of these persons, you need to inform your Site Manager/Line Manager immediately. 	4	1	4
Personnel returning from abroad who may have contracted / been exposed to virus	Personnel returning from abroad who may have contracted / been exposed to virus.	4	4	16	<ul style="list-style-type: none"> Persons returning from a country not listed on the Travel corridor list will need to self-isolate for 14 days Regardless of how they feel. Person with new continuous cough, loss of taste or smell and/or high temperature to self-isolate and stay indoors at home and avoid contact with other 	4	1	4

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Activity	Hazards	Initial ¹			Control measures	Residual ¹		
		S	L	R		S	L	R
					<p>people immediately.</p> <ul style="list-style-type: none"> If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. For anyone in the household who starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Contact your Site Manager/Line Manager immediately See and follow Do's & Don'ts guidance (Appendix A) See and follow Guidance for Self-isolation (Appendix B). This also needs to be displayed See and follow WHO Poster for washing hands (Appendix C) This also needs to be displayed 			

Procedure if Someone Falls Ill

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

- 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.

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They must then follow the guidance on self-isolation (Appendix B) and not return to work until their period of self-isolation has been completed.

This document is live and will be revised accordingly to consider the latest advice as issued by the UK Government.

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Guidance on Scoring of H, S & E Risks/Aspects

¹Site / Depot / Office specific initial risks should be based on corporate residual risks presented in the company health & safety risk registers (see 621-01). In evaluating site-specific residual risks, scores should only change if controls additional to company controls are implemented. **Residual risk rating should a score of 4 or less where reasonably practicable.**

Safety Risk ratings: Severity x Likelihood

S = Severity	1 = Minor	2 = 3 Day	3 = Major Injury	4 = Fatality.
L = Likelihood	1 = Unlikely	2 = Possible	3 = Likely	4 = Very Likely

Environmental risks/aspects

¹Site / Depot / Office specific initial risks should be based on corporate residual risks presented in the company environmental risk registers (see 621-02) In evaluating site-specific residual risks, scores should only change if controls additional to company controls are implemented.

Severity	Score		Likelihood	Score
Impact could result prosecution?	No = 0, Yes = 1		Unlikely	1
Impacts are at least regional rather than remain within or close by the site?	No = 0, Yes = 1		Possible	2
Long term duration of impact e.g. more than 3 months?	No = 0, Yes = 1		Probable	3
Noticeable damage to our environment will occur?	No = 0, Yes = 1		Certain	4
Severity Score (add scores from severity categories)	Max score = 4			
Total score = Severity x Likelihood				

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Risk Assessment Review Form

Review Date	Activity Description	Comments Following Review of Control Measures / Compliance on Site <i>(Monitored on site as activity proceeds)</i>	Name of Reviewing Supervisor	Signature
27/03/2020	Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)	Captures change in Government Policy/Advice as of 23/03/2020 20:30 PM.	Adam Fox	

Note:

First review date will be undertaken on the first day of the activity with subsequent review dates on a weekly basis or following changes to working methods/conditions resulting in additional risk realisation and control measures.



Prior to commencing the activities covered in this risk assessment all personnel are to sign below to confirm that a clear briefing explaining the job has been given and is understood:

[illegible]

Appendix A

CORONAVIRUS

How to avoid catching or spreading Coronavirus

DO



Wash your hands with soap and water often - do this for at least 20 seconds.

Always wash your hands when you come into work or get home



Use hand sanitizer gel if soap and water are not available



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze



Put used tissues in the bin straight away and wash your hands afterwards



Try to avoid close contact with people who are unwell.

DON'T



Touch your eyes, nose or mouth if your hands are not clean.

Guidance from: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

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Appendix B

Guidance relating to Self-isolation - Coronavirus (COVID-19)

What does self-isolating mean?

If you have been told to self-isolate, you need to stay indoors and avoid contact with other people for the recommended days as stated by the UK government/NHS 111.

It is important to follow the advice for the whole period, even if you do not have any symptoms.

Do not leave your home for 7 days from when your symptoms started.

Stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible

Do

- stay at home
- separate yourself from other people – for example, try not to be in the same room as other people at the same time
- only allow people who live with you to stay
- stay in a well-ventilated room with a window that can be opened
- ask friends, family members or delivery services to carry out errands for you, such as getting groceries, medicines or other shopping
- make sure you tell delivery drivers to leave items outside for collection if you order online
- clean toilets and bathrooms regularly
- think about a bathroom rota if a separate bathroom is not available, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves
- use separate towels from anyone else in the household
- wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery
- stay away from your pets – if unavoidable, wash your hands before and after contact

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Don't

- do not invite visitors to your home or allow visitors to enter
- do not go to work, school or public areas
- do not use public transport like buses, trains, tubes or taxis
- do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home

What to do about work or other responsibilities

During an outbreak, it is important to reduce the risk of further spread of the infection. This will require understanding and support from employers, family members and friends.

It can help to:

- talk to those around you, including your employer, about the importance of self-isolation to reduce the risk of spreading infection at work; if you are well, you may be able to work from home
- make plans with your family and friends on how to manage shopping, dropping children to schools and events
- ask people not to visit your home while you're self-isolating; if you need a healthcare or care visit at home during this time, tell them in advance that you are self-isolating so they can follow their local employer's guidance

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Appendix C

 3	 4	 5
Right palm over left dorsum with interlaced fingers and vice versa;	Palm to palm with fingers interlaced;	Backs of fingers to opposing palms with fingers interlocked;
 6	 7	 8
Rotational rubbing of left thumb clasped in right palm and vice versa;	Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;	Rinse hands with water;
 9	 10	 11
Dry hands thoroughly with a single use towel;	Use towel to turn off faucet;	Your hands are now safe.



World Health
Organization

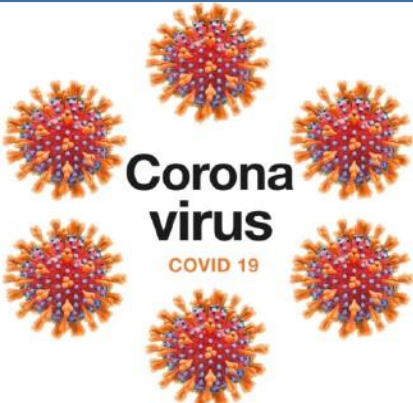
Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

Appendix D

Guidance on protecting people defined on medical grounds as extremely vulnerable from COVID-19

	<p>COVID-19 is a new illness. Lots of people call it Coronavirus.</p> <p>It can affect your lungs and your airways.</p>
--	---

Background

This guidance is for those persons who are at very high risk (also known as extremely vulnerable) of severe illness from coronavirus (COVID-19) because of an underlying health condition. NHS in England will be getting in contact directly with these persons to provide further advice.

What do we mean by extremely vulnerable

People falling into this extremely vulnerable group include:

1. Solid organ transplant recipients
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer
 - people with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors

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- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- 3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
- 4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
- 5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
- 6. Women who are pregnant with significant heart disease, congenital or acquired.

What you need to know

If you have an underlying health condition as listed in this guidance you are at very high risk of severe illness as a result of coronavirus (COVID-19) requiring admission to hospital.

All people coming to your home should wash their hands with soap and water for at least 20 seconds on arrival to your house and often whilst they are there.

You should have an alternative list of people who can help you with your care. You can also contact your local council for advice on how to access care.

If you think you have developed symptoms of COVID-19 such as a new, continuous cough or fever, seek clinical advice using the [NHS 111 online](#) coronavirus service or call NHS 111. Do this as soon as you get symptoms. The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature (above 37.8 °C)

What should you do if you develop symptoms of coronavirus (COVID-19)?

If you develop symptoms of COVID-19 (high temperature above 37.8 °C and/or new and continuous cough), seek clinical advice using the [NHS 111 online](#) coronavirus service or call NHS111 if you don't have internet access. In an emergency, call 999 if you are seriously ill. Do not visit the GP, pharmacy, urgent care centre or a hospital. Do this as soon as you get symptoms.

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To help the NHS provide you with the best care if you need to go to hospital as a result of catching coronavirus, we ask that you prepare a single hospital bag. This should include your emergency contact, a list of the medications you take (including dose and frequency), any information on your planned care appointments and things you would need for an overnight stay (snacks, pajamas, toothbrush, medication etc). If you have an advanced care plan, please include that.

Next steps

You are strongly advised to stay at home at all times and avoid any face-to-face contact for a period of at least 12 weeks. Please note that this period of time could change. You also need to inform your Site Manager/Line Manager immediate upon reading this briefing to inform them of your decision.

Contact the following persons for more information:

- HSE Manager / Craig Ablett 07827 292728 or
- Managing Director / Adam Fox – 07860 717035
- Head of Central Services/HR / Deborah Cook – 07880 340604

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Appendix B

Construction Leadership Council: Construction Sector – Site
Operating Procedures, Protecting Your Workforce During
Coronavirus (COVID-19)

Construction Sector - Site Operating Procedures

Protecting Your Workforce During Coronavirus (Covid-19)

The Site Operating Procedures have always reflected the latest Government guidance.

Whilst COVID-19 remains widespread across the UK and will need to be managed for some time to come, the lifting of the remaining legal restrictions, including social distancing requirements, from 19 July 2021 means that the Site Operating Procedures are no longer current and remain available as a reference document.

The [Use of Face Coverings in Construction](#) has been updated in line with the latest Government guidance that face coverings should be worn in crowded and enclosed spaces when people mix with others that they don't normally meet.

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Introduction

These Site Operating Procedures (SOP) are based on Government guidance on [Working safely during Coronavirus \(Covid-19\) - Construction and other outdoor work](#) in England; other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#), as well as in areas subject to a localised lockdown. The objective is to introduce consistent measures on construction sites of all types and sizes and employers and individuals should make every effort to comply.

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 complying with the latest Government advice on Coronavirus (Covid-19), it may be subject to enforcement action.

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

Government guidance for employers in England states "where the social distancing guidelines cannot be followed in full, even through redesigning 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".

The health and safety requirements of any construction activity must not be compromised. If an activity cannot be undertaken safely, it should not take place.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance.

The workforce should be reminded during inductions and daily briefings of the specific social distancing and Coronavirus (Covid-19) control measures necessary to protect them, their colleagues, families and the UK population.

When to Go to Work

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

Social distancing	<p>Workers in the construction industry should follow the guidance on Social Distancing. Where they cannot work from home, they must follow guidance on Meeting With Others Safely and Safer Travel while travelling to and from work and while at work.</p> <p>Anyone who is clinically extremely vulnerable to Coronavirus (Covid-19) should follow the latest guidance on shielding.</p>
Self-isolation	<p>Anyone who has:</p> <ul style="list-style-type: none"> • symptoms of Coronavirus (Covid-19); • received a positive Coronavirus (Covid-19) test result; • a member of their household or support bubble showing symptoms of Coronavirus (Covid-19) or with a positive test result; • returned from a country that is not on the travel corridor list; or • been contacted by the NHS Test & Trace Service; <p>must follow the guidance on self-isolation and should not come to site.</p> <p>It is a legal requirement to self-isolate in the event of a positive test result or when told to do so by NHS Test & Trace</p>
If someone falls ill	<p>If a worker develops symptoms of Coronavirus (Covid-19) whilst at work, they should:</p> <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything

	<ul style="list-style-type: none"> 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. <p>They should get a Coronavirus (Covid-19) test.</p> <p>They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.</p> <p>Sites that identify five or more cases within 14 days will need to contact their local Public Health England protection team.</p> <p>Further information can be found in the 'What to do if a worker has Covid-19 or has to self-isolate' flowchart.</p>
--	--

Travel to Work

Using Private Vehicles

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble.

If workers have no option but to share transport, they should try to:

- Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times (05:45 - 08:15 and 16:00 - 17:30); and
- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- 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
- How someone taken ill would get home.

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 follow the Government guidance on [Working Safely during Coronavirus \(Covid-19\) - Vehicles](#), which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

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 and manage site access and egress points to enable and control 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 current social distancing requirements are maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- 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. entry systems, 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, delivery 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
- [Drivers](#) must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- 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
- 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 maintain current social distancing requirements
- 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

Face coverings must be worn in canteens (where food is served), except when seated at a table to eat or drink, and Government guidance on [Keeping workers and customers safe during Covid-19 in restaurants](#) should be followed. This [Food Standards Agency Checklist](#) may also be helpful.

- Consider increasing the number or size of facilities available on site if possible
- The capacity 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
- 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 and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be 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 current social distancing requirements
- 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.

Work Planning to Avoid Close Working

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.

Hierarchy of Controls

If you are not able to work whilst maintaining current social distancing requirements, 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 in a way that maintains current social distancing requirements Avoid skin to skin contact and face to face working 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 maintain current social distancing requirements Rooms should be well ventilated / windows opened to allow fresh air circulation Hold meetings in open areas where possible
Reduce	<p>Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:</p> <ul style="list-style-type: none"> Minimise the frequency and time workers are working together Minimise the number of workers involved in 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	<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)
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>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.

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Appendix C

GOV.UK Guidance for employers and businesses on coronavirus
(COVID-19)

ORACLE SOLUTIONS ASBESTOS LIMITED

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For current government guidance please click on link below.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

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Appendix D

COVID-19 Staff Temperature Monitoring Log

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Appendix E

COVID-19 Office Cleaning Checklist

Zone 1 – Kitchen & Toilets	Zone 2 – Ground Floor Office	Zone 3 – Stores & Canteen	Zone 4 – 1 st Floor Office & Board Room	Zone 5 – Mezzanine Office & Meeting Area
Responsible Person – Charli Cook	Responsible Person – Mark Carter	Responsible Person – James Merrifield	Responsible Person – Sam Jones	Responsible Person – Hayley Johnstone
<u>High Touch Cleaning Points</u>	<u>High Touch Cleaning Points</u>	<u>High Touch Cleaning Points</u>	<u>High Touch Cleaning Points</u>	<u>High Touch Cleaning Points</u>
Door Handles <input type="checkbox"/>	Entrance Intercom <input type="checkbox"/>	Door Handles <input type="checkbox"/>	Door Handles <input type="checkbox"/>	Door Handles <input type="checkbox"/>
Light Switches <input type="checkbox"/>	Entrance Door Handle <input type="checkbox"/>	Canteen Tables <input type="checkbox"/>	Stairs Handrails <input type="checkbox"/>	Key Safes <input type="checkbox"/>
Window Handles <input type="checkbox"/>	Entrance Door Post Box <input type="checkbox"/>	Canteen Chairs <input type="checkbox"/>	Light Switches <input type="checkbox"/>	Shred it Bin <input type="checkbox"/>
Toilet Flush <input type="checkbox"/>	Entrance Door Release <input type="checkbox"/>	Light Switches <input type="checkbox"/>	Printer <input type="checkbox"/>	Light Switches <input type="checkbox"/>
Taps <input type="checkbox"/>	Light Switches <input type="checkbox"/>	Mezz Stairs Handrails <input type="checkbox"/>	Window Handles & Sills <input type="checkbox"/>	Fridge <input type="checkbox"/>
Sinks <input type="checkbox"/>	Water Machine <input type="checkbox"/>	Pump Truck Handles <input type="checkbox"/>	Board Room Table <input type="checkbox"/>	Stationary / Storage Cabinets <input type="checkbox"/>
Hand Dryers <input type="checkbox"/>	Door Handles <input type="checkbox"/>	Mobile Steps <input type="checkbox"/>	Filing Cabinets <input type="checkbox"/>	Filing Cabinets <input type="checkbox"/>
Fridge <input type="checkbox"/>	Printer <input type="checkbox"/>	General Disinfectant Spray of all Surfaces <input type="checkbox"/>		Meeting Table <input type="checkbox"/>
Kettle <input type="checkbox"/>	Shred it Bin <input type="checkbox"/>			Mezz Waste Bins <input type="checkbox"/>
Microwave <input type="checkbox"/>	Alarm Key Pad <input type="checkbox"/>			Stairs Handrails <input type="checkbox"/>
Toaster <input type="checkbox"/>	Intercom Phone <input type="checkbox"/>			
Kitchen Work Tops <input type="checkbox"/>	Franking Machine <input type="checkbox"/>			
Tea & Coffee Station <input type="checkbox"/>	Post Area <input type="checkbox"/>			
Kitchen Cupboard <input type="checkbox"/>	Stairs Handrails <input type="checkbox"/>			