

COVID-19 RETURN TO WORK ACTION PLAN

COVID-19 Background

On the evening of Monday 23rd March 2020 the UK Prime Minister, Boris Johnson, made an unprecedented address to the nation in relation to the development of the COVID-19 outbreak in the UK. During this address, the Prime Minister instructed the nation to stay at home in order to slow the spread of the disease and to protect the NHS's ability to cope with the outbreak and save more lives.

People were instructed only to leave their homes for the following very limited purposes:

- shopping for basic necessities, as infrequently as possible.
- one form of exercise a day, for example, a run, walk, or cycle - alone or with members of your household.
- any medical need, to provide care or to help a vulnerable person.
- travelling to and from work, but only where this is absolutely necessary and cannot be done from home.

Following the address to the nation the Government issued the Site Operating Procedures (SOP - dated 24th March 2020), which details the procedures required to protect the workforce and minimize the risk of spreading the infection. This was updated to Version 3 on the 14th April 2020.

This guidance is intended to introduce consistent measures on Danaher & Walsh construction sites in line with the Government's recommendations on social distancing. If a site cannot consistently implement the SOP measures, it may be required to shut down.

Following a review of the SOP's the Danaher & Walsh Board of Directors took the decision to close down all our non-essential construction sites by Friday 27th March 2020 in order to protect the health and wellbeing of our employees, their families, friends and colleagues. This suspension of work sites was to enable Danaher & Walsh to fully review the Government issued SOP's and to update our operating systems to ensure our construction sites could be reopened in line with the Government guidance. Thus, ensuring the protection of our workforce and minimizing the risk of spreading the COVID-19 virus.

Introduction

The purpose of this Return To Work (RTW) Action Plan is to detail the likely restrictions that will need to be put in place on our sites in order to abide by the Government issued SOP's. This RTW Action Plan will cover the following elements from that procedure:

1. Self-Isolation
2. Procedure if Someone falls ill
3. Travel to and from Site (Including emergencies and lodging away)
4. Site Access Points
5. Hand Washing
6. Toilet Facilities
7. Canteens / Drying Rooms / Rest Areas
8. Work Planning to Avoiding Close Working
9. Cleaning



In addition to reviewing the Government issued SOP's and prior to returning to work, Danaher & Walsh individual site teams will need to undertake a full review of, and up-date, all risk assessments and method statements (RAMS) currently in use to ensure that they abide by any restrictions required by the COVID-19 crisis.

All site teams will need to review this document and complete the [DW501 COVID-19 Return to Work Check List](#) before operations onsite can recommence.

1. Self-Isolation

Site teams are to directly contact all employees and sub-contractors via phone or email **BEFORE** they return to work and ask the following:

- Does the person have a high temperature or a persistent cough?
- Are they a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are they pregnant)?
- Are they living with someone in self-isolation or a vulnerable person?

ANY PERSON ANSWERING YES TO ONE OF THE ABOVE QUESTIONS WILL NOT BE ALLOWED ACCESS TO SITE AND SHOULD STAY AT HOME

Responses to the above to be recorded on the [DW502 COVID-19 Worker Health Assessment and Check List](#) forms and saved in the site safety file.

2. Procedure if Someone Falls ill

If a worker develops a high temperature or a persistent cough while at work, the site team must ensure that:

- The worker returns home immediately
- The worker avoids touching anything
- The site has a thorough clean down

The worker must be instructed by the site team to follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

SITE TEAMS ARE TO RECORD THE DAY / TIME THE WORKER LEFT SITE AND TO ENSURE THEY DO NOT RETURN UNTIL SELF-ISOLATION PERIOD COMPLETED

3. Travel To and From Site

Site teams are to contact all employees and sub-contractors **BEFORE** they return to work to ensure that **ALL** travel must be undertaken in accordance with the Government's advice on social distancing. Co-habiting of vehicles will only be allowed if all workers are from the same residential household OR a minibus is used and social distancing of 2 metres can be maintained.

In instances where Danaher & Walsh and sub-contractors cannot supply additional vehicles in order to maintain social distancing requirements, the use of personal vehicles may be required. Business mileage will be reimbursed in line with standard D&W expenses policies. In such instances, site teams will need to issue a D&W Mileage Reimbursement form for record purposes to D&W employees. Sub-contractors will need to manage this in accordance with their own systems and processes.



Once the number of vehicles traveling to site on a daily basis has been established, site teams are to review parking arrangements and make the necessary adjustments in order to accommodate the increased number of vehicles on site.

D&W SITE TEAMS ARE TO ISSUE ANTIBACTERIAL WIPES AND HAND SANITIZER TO ALL VEHICLES ON SITE. THIS TO BE RECORDED IN THE PPE REGISTER FOR RECORD PURPOSES.

Site teams are then to ensure that all drivers:

- Wash hands and wipe down touch points such as steering wheel, indicator, handbrake etc. before and after use.
- Maintain social distancing guidelines of two metres when entering / existing vehicles and parking areas.
- Do not exchange vehicles at any time.

Travel To and From Site – Emergencies Purposes

In the event of an emergency on site and a person is unable to drive home or needs to be driven to receive medical attention, then a second person may travel in a vehicle. Where this is required the following additional actions must be taken:

- Wash your hands thoroughly prior to getting into the vehicle
- Where possible keep to your own seat
- Wear a fluid resistant surgical face mask where you are car sharing with someone who is not from your household and where you cannot comply with the 2m separation rule.
- Don't use the air conditioning. Keep windows open in the vehicle to let in fresh air.

SITE TEAMS ARE TO COMMUNICATE THE ABOVE AND INCORPORATE INTO THEIR EMERGENCY PROCEDURES.

Travel to and from Site - Lodging Away

PRIOR to returning to site the site team is to review labour resources and take steps to reduce / eliminate the need for employees / sub-contractors to lodge away during the week.

In instances where the requirement for employees / sub-contractors to lodge away during the week cannot be eliminated, then the following additional actions need to be undertaken:

- All travel to and from the temporary accommodation must be done in single occupancy vehicles or in a minibus that can maintain the 2m social distancing guidelines.
- Those persons living in temporary accommodation during the week must be in single occupied rooms and continue to adhere to the social distancing guidelines outside of working hours.

SITE TEAMS ARE TO COMMUNICATE THE ABOVE TO ALL EMPLOYEES AND SUB-CONTRACTORS BEFORE THEY RETURN TO SITE. FAILURE TO ABIDE BY THE ABOVE WILL RESULT IN REMOVAL FROM SITE

4. Site Access Points

PRIOR to returning to site, the site team must review the site compound set up and ensure the following:

- Site plan is updated to clearly show designated parking areas as well as the designated walkways to and from the parking areas to the site compound.
- Work location access points to be reviewed. These are to be minimised so access points can be monitored. Designated walkways to and from the site compound and access points to be highlighted and communicated.



- Signs to reinforce the requirement to maintain 2m social distancing while using walkways and access points to be installed.
- Hand sanitiser / washing facilities to be provided at all access points with all workers required to clean their hands before entering or leaving site.

SITE TEAMS ARE TO REINFORCE THE NEED TO MAINTAIN 2M SOCIAL DISTANCING WHILE USING WALKWAYS AND ACCESS POINTS AT EVERY MORNING BRIEF.

Site teams are to communicate to their Clients and supply chain that non-essential visitors will not be allowed access to the site.

Site teams are to communicate the below to their supply chain regarding the delivery of plant and materials:

- Drivers should remain in their vehicles if the load will allow it.
- If the Driver must exit their vehicle they must wash or clean their hands before exiting and unloading goods and materials.
- If exiting the vehicle, 2m social distancing must be maintained.

Once site operations have resumed the site team must ensure the following:

- Site office reorganised to ensure social distancing of 2m maintained
- Regular cleaning of common contact surfaces undertaken, e.g. printers, screens, desks.
- Reduce the number of people in attendance at site inductions / daily briefs and consider holding them outdoors wherever possible, maintaining 2m social distancing requirements.
- Visual management tools to be utilised to minimise the need to issue documents, e.g. make the morning brief visual.
- Site team can populate and sign Daily Brief / Method Statements on behalf of the workforce. Dated stamped photographic record of attendees can also be taken.

5. Hand Washing

PRIOR to reopening a site, the site team must review the site hand washing facilities and ensure the following are implemented before works recommence:

- Provide additional hand washing facilities (e.g. pop ups) at access points.
- Review existing hand washing facilities and ensure signage put in place to ensure social distancing requirements maintained when in use.
- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.
- Ensure process in place to ensure regular cleaning of the hand washing facilities undertaken and soap and sanitizer levels checked and replaced as required.
- Provide suitable and sufficient rubbish bins for hand towels and regular removal and disposal.

SITES TEAMS WILL NEED TO ORDER EXTRA SUPPLIES OF SOAP, HAND SANITISER, PAPER TOWELS, BINS ETC., AND THESE SHOULD BE SECURELY STORED ON SITE, AVAILABLE FOR USE BEFORE WORKS RECOMMENCE.

6. Toilet Facilities

PRIOR to reopening site, the site team must review the site toilet facilities and ensure the following before works recommence:

- Put signage in place to restrict the number of people using toilet facilities at any one time. A welfare attendant may be required.



- Ensure signs in place to reinforce the need to wash hands before and after using the toilet facilities.
- Ensure process in place to enhance the cleaning regimes for toilet facilities particularly door handles, locks and toilet flush.
- Portable toilets should be avoided wherever possible, but where in use site teams to arrange for these to be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

7. Canteens / Drying Rooms / Rest Areas

PRIOR to returning to site the site team must ensure the following:

- Staggered start, break and finish times implemented to reduce congestion and contact in welfare facilities.
- Signage detailing the capacity of each welfare facility and social distancing requirements to be installed at the entry point.
- Hand cleaning facilities / hand sanitiser to be installed at the entrance to any room where people eat / change clothes.

WHERE POSSIBLE, WORKERS SHOULD BE ENCOURAGED TO BRING THEIR OWN FOOD. THEY SHOULD ALSO BE ENCOURAGED TO STAY ON SITE ONCE THEY HAVE ENTERED IT AND AVOID USING LOCAL SHOPS.

Once site operations have resumed the site team must ensure the following:

- Workers should wash hands when entering and exiting the welfare facilities.
- Surfaces that are touched regularly should be cleaned frequently and after use, e.g. kettles, microwaves, refrigerators, water cooler tap, etc.
- A distance of 2m should be maintained between users, wherever possible.
- All rubbish should be put straight in the bin and not left for someone else to clear up, tables to be cleaned by workers after use.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed, dried and put away after use.

8. Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full, in relation to a particular activity, sites 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.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice with the Government issued SOP's. 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.

If you are not able to work whilst maintaining a two metre distance, sites need to consider whether the activity should continue and if so, risk assess it using the hierarchy of controls below and against and sector-specific guidance.

Hierarchy of Controls

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 (two metres) Avoid skin to skin and face to face contact Stairs should be used in preference to lifts or hoists and consider one-way 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 2 metres apart from each other Rooms should be well ventilated / windows open to allow fresh air circulation Consider holding meetings in open areas or via video conferencing 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 that have to work within 2 metres:</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	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> Keep this to 15 minutes or less where possible Consider introducing an enhanced authorisation process for these activities Provide additional supervision to monitor and manage compliance
PPE	<ul style="list-style-type: none"> Sites should not use RPE for Coronavirus (COVID-19) where the two metre social distancing guidelines are met Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector specific guidance, mindful that masks (RPE) are the last resort in the hierarchy 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
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>

**9 Cleaning**

Once operations recommence enhanced cleaning procedures will need to be implemented by site teams 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
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office / IT equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day

SITE TEAMS WILL NEED TO ENSURE THOROUGH CLEANING REGIME IN PLACE.

D&W Risk Assessment and Method Statement Updates

PRIOR to returning to site, all site teams must undertake a review of, and up-date, all risk assessments and method statements (RAMS) in use. These RAMS are to reference the documents below:

- DW341 Protection of Staff & Workforce Method Statement - 21.04.2020 SHEQ & RF
- DW111 CN51 Protection of Staff & Workforce Risk Assessment - 21.04.2020 SHEQ

In addition, site teams are to ensure that all sequence of operations detailed in the method statements are reviewed and up-dated to accommodate any of the COVID-19 restrictions around social distancing mentioned in the D&W COVID-19 Return to Work Action Plan.

While reviewing sequence of operations within each method statement, site teams are to adapt operations to ensure social distancing measures can be maintained. If an operation is not able to be done whilst maintaining a two metre distance, site teams need to consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls detailed in Section 8 above and against any sector-specific guidance.

For activities that cannot maintain the required two metre social distancing, a completed risk assessment and up-dated method statement needs to be completed and approved by the site teams line manager or SHEQ Manager before works can proceed.

Related Documents

DW501	COVID-19 Return to Work Check List
DW502	COVID-19 Worker Health Assessment Check List
DW111 CN51	COVID-19 Protection of Staff & Workforce Risk Assessment
DW341	COVID-19 Protection of Staff & Workforce Method Statement

Prepared by:	David Lavery	Reviewed by:	Sue Southam
Position:	Operations Manager	Position:	SHEQ Manager
Date:	17.04.2020	Date:	22.04.2020

Briefing Record

DW501	Issue 1	17.04.2020	Page 7 of 8
-------	---------	------------	-------------

Delivered by:	
Position:	

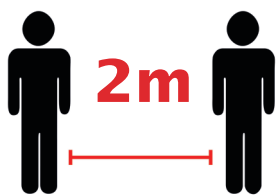
We (the undersigned) have read and understood the attached D&W COVID-19 Return to Work Action Plan and will comply with the specified requirements and control measures.

[illegible]

Danaher
& Walsh



Control the spread of Coronavirus



Avoid contact with people outside your household. Keep 2m apart.

Cover coughs and sneezes with a tissue. Bin your tissues.



Avoid touching your eyes, nose and mouth.

Disinfect contacted surfaces regularly with alcohol spray. Use hand sanitiser.



Use NHS 111 symptom checker. Self-isolate if advised.

Wash your hands with soap and water thoroughly and often.



No handshakes or physical contact at work.

Use only your own personal cutlery and crockery.



COVID-19 RETURN TO WORK CHECK LIST

The purpose of this check list is to make sure that you have actioned the D&W Covid-19 Return to Work Action Plan and your site can abide by the Government issued Site Operating Procedures (SOP). Failure to abide by the D&W Covid-19 Return to Work Action Plan will result in closure of your work site.

ABOUT YOU	
Job Title:	
Name:	
Contract name and number:	CXXXX – Name / Description
1: SELF-ISOLATION REVIEW	
Please answer	Yes / No
Have you contacted all employees and sub-contractors BEFORE they return to work and asked the following? <ul style="list-style-type: none"> Does the person have a high temperature or a persistent cough? Are they a vulnerable person (by virtue of their age, underlying health condition, clinical Condition or are pregnant)? Are they living with someone in self-isolation or a vulnerable person? 	
If any employee or sub-contractor answered yes to any of the above questions have you advised them not to come to site and to stay at home and self-isolate in accordance with the Government guidance on self-isolation?	
Have the above answers been recorded on the D&W COVID-19 Worker Health Assessment & COVID-19 Checklist for all employees and sub-contractors, with these records filed in the Site Safety File?	
2: PROCEDURE IF SOMEONE FALLS ILL	
Please answer	Yes / No
Have you read and understood what actions are to be undertaken if a worker develops a high temperature or a persistent cough while at work?	
3: TRAVEL TO AND FROM SITE	
Please answer	Yes / No
Have you contacted all employees and sub-contractors BEFORE they return to work to ensure that ALL travel must be undertaken in accordance with the Governments advice on social distancing?	
Have you calculated and kept a record of the number of vehicles expected on a daily basis to your site?	
Are your current parking facilities adequate to accommodate the expected number of vehicles? If no, have you arranged for and made the necessary adjustments to the parking facilities in order to accommodate the increased number of vehicles?	
Have you ordered antibacterial wipes, hand sanitizer and disposable face masks sufficient enough to issue to all vehicles on site upon recommencement of your works? Are these onsite and available?	
Has the following been communicated to all employees and sub-contractors and incorporated into your Site Induction / Daily Brief: <ul style="list-style-type: none"> All drivers to wash hands and wipe down touch points such as steering wheel, indicator, handbrake etc. before and after use. All drivers are to maintain social distancing guidelines of 2 metres when entering / existing vehicles and parking areas. Drivers NOT to exchange vehicles 	



Have you read and understood what actions can be taken in the event of an emergency on-site and a person is unable to drive home or needs to be driven to receive medical attention? Have these been incorporated to your Emergency Procedures?	
PRIOR to returning to site have you reviewed labour resources and take steps to reduce / eliminate the need for employees / sub-contractors to lodge away during the week. [Respond N/A to this and the next question if no requirement to lodge away on your site]	
In instances where the requirement for employees / sub-contractors to lodge away during the week cannot be eliminated, have you ensured the following additional actions have been communicated and controls in place to monitor / enforce: <ul style="list-style-type: none"> All travel to and from the temporary accommodation must be done in single occupancy vehicles or minibuses that can maintain the 2m social distancing guidelines. Those persons living in temporary accommodation during the week must be in single occupied rooms and continue to adhere to the social distancing guidelines outside of working hours. 	
4: SITE ACCESS POINTS Please answer	Yes / No
Has your Site Plan been updated to clearly show designated parking areas as well as the designated walkways to and from the parking areas to the site compound?	
Have your work location access points been reviewed? (These are to be minimized so access points can be monitored).	
Have designated walkways to and from the site compound and access points been highlighted and communicated?	
Have signs to reinforce the requirement to maintain 2m social distancing while using walkways and access points been installed?	
Have hand sanitizer / washing facilities been provided at all access points; with signage requesting all personnel to clean their hands before entering or leaving site installed at these locations?	
Have you communicated to your Client and supply chain that non-essential visitors will be not allowed access to the site?	
Have you communicated to your supply chain the restrictions in place regarding the delivery of plant and materials?	
Have you read and understood the controls required once site operations recommence with regards to the site office, inductions and daily briefs?	
5: HAND WASHING Please answer	Yes / No
Have additional hand washing facilities (e.g. pop ups) at access points been installed?	
Has signage been put in place at existing hand washing facilities to ensure social distancing requirements maintained when in use?	
Has a regular cleaning roster been put in place for the hand washing facilities to ensure cleaned, soap and sanitizer levels checked / replaced as required, bins emptied etc?	
Have extra supplies of soap, hand sanitizer, paper towels, bins etc., been ordered and are these securely stored onsite, available for use when works recommence?	
6: TOILET FACILITIES Please answer	Yes / No
Has signage been put in place to restrict the number of people using toilet facilities at any one time?	
Have signs been put in place to reinforce the need to wash hands before and after using the toilet facilities?	



Has a regular cleaning roster been put in place for the toilet facilities to ensure enhanced cleaning regime in place, particularly door handles, locks and toilet flush?	
If portable toilets in use have you arranged for these to be cleaned and emptied more frequently?	
7: CANTEENS / DRYING ROOMS / REST AREAS	
Please answer	Yes / No
Have staggered start, break and finish times implemented to reduce congestion and contact in welfare facilities? [Respond N/A if site numbers do not warrant this]	
Has signage detailing the capacity of each welfare facility and social distancing requirements to be installed at the entry point?	
Has hand cleaning facilities / hand sanitizer been installed at the entrance to all rooms where people eat / change clothes?	
Have you read and understood the additional cleaning requirements required in welfare units once sites recommence? Have you put a plan in place to ensure this is undertaken?	
8: WORK PLANNING TO AVOIDING CLOSE WORKING	
Please answer	Yes / No
PRIOR to returning to site have you undertaken a review of activities to determine which ones can be done while maintaining the 2m social distancing requirements and which cannot?	
For those activities that 2m social distancing cannot be maintained have you considered if the activity should continue, and if so, have you undertaken a risk assessment for the activity using the hierarchy of controls and implemented additional controls?	
9: CLEANING	
Please answer	Yes / No
Once operations recommence enhanced cleaning procedures will need to be implemented by Site Teams across the site, particularly in communal areas and at touch points. Have you read and understood the increased requirements and made plans to resource and monitor this?	
D&W RISK ASSESSMENT AND METHOD STATEMENT UPDATES	
Please answer	Yes / No
PRIOR to returning to site have all Risk Assessments and Method Statements (RAMS) in use been reviewed and updated to ensure social distancing measures and other COVID-19 requirements are implemented?	
Have the following D&W COVID-19 documents been made site specific for your project and ready for use?	
COVID-19 RETURN TO WORK CHECK LIST SUMMARY	
If you have answered no to any of these questions your site is not abiding by the D&W COVID-19 Return to Work Action Plan or the Government issued Site Operating Procedures (SOP). Please forward a signed copy to a member of the Danaher & Walsh Senior Management Team or SHEQ Manager for comment. This will be sent back with actions and this form will need to be recompleted / submitted again once actions have been done.	
If you have answered yes to all these questions your site is abiding by the D&W COVID-19 Return to Work Action Plan and the Government issued Site Operating Procedures (SOP). Please forward a signed copy to a member of the Danaher & Walsh Senior Management Team or SHEQ Manager for approval to reopen your site.	



DECLARATION

I confirm that the information provided above is correct to the best of my knowledge on this day.
I confirm all controls stated above will be adhered to in order to protect myself, my co-workers and my family members.

Signed:

Date:

CHECK LIST REVIEWED BY A MEMBER OF THE DANAHER & WALSH SENIOR MANAGEMENT TEAM

Comments / Actions :

Signed:

Date:

COVID-19 WORKER HEALTH ASSESSMENT & CHECK LIST

The purpose of this worker health assessment and check list is to make sure that as a worker you are able to return to work and you understand what actions need to be undertaken and committed to in order for you to abide by the D&W COVID-19 Return to Work Action Plan. Failure to abide by the Plan will result in your removal from the work site.

WORKER BEING ASSESSED:	
Job Title:	
Surname:	
First and second name/s:	
Date of birth:	
Contract name and number:	CXXXX – Name / Description

1: SELF-ISOLATION REVIEW: (To be completed by Site Agent PRIOR to worker coming to site) Please answer		Yes / No
Does the worker have a high temperature or a persistent cough?		
Are they a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?		
Are they living with someone in self-isolation or a vulnerable person?		
If the worker has answered yes to any of these questions, please advise them that they will not be allowed access to site and that they should self-isolate as per Government Guidelines.		
Self-Isolation Review undertaken by:		(Site Agent)
Date:		
Upon return to site, all workers to be given COVID-19 Induction / Toolbox. This should detail all the controls outlined in the D&W COVID-19 Return to Work Action Plan, including a review of the D&W COVID-19 Protection of Staff & Workforce Risk Assessment.		

THE REST OF THIS DOCUMENT TO BE COMPLETED BY THE WORKER AND A COPY SAVED IN THE SITE SAFETY FILE	
2: PROCEDURE IF SOMEONE FALLS ILL: Please answer	
Have you understood that if you develop a high temperature or a persistent cough while at work you must inform the Site Management Team immediately, return home and self-isolate in accordance with Government guidelines and not return to work until a period of self-isolation has been completed?	Yes / No
3: TRAVEL TO AND FROM SITE: Please answer	
Have you been informed and understand that ALL travel must be undertaken in accordance with the Governments advice on social distancing?	Yes / No
Are you able to abide by the requirement to travel to work in a single occupancy vehicle or a minibus that can maintain the 2m social distancing guidelines?	
Have you been issued antibacterial wipes and hand sanitizer for your vehicle?	
As a driver do you understand that you must wash hands and wipe down touch points such as steering wheel, indicator, handbrake etc. before and after use?	



Have you been informed and understand that all drivers are to maintain social distancing guidelines of 2m when entering / existing vehicles and parking areas?	
Have you been informed and understand what actions must be taken in the event of an emergency on site and a person is unable to drive home or needs to be driven to receive medical attention?	
In instances where there is a requirement for you to lodge away during the week can you confirm that you will abide by the following: (Please answer Yes / No or N/A) <ul style="list-style-type: none"> All travel to and from the temporary accommodation will be done in single occupancy vehicles or minibus that can maintain the 2m social distancing guidelines. If living in temporary accommodation during the week you must be in single occupied room and continue to adhere to the social distancing guidelines outside of working hours. 	
4: SITE ACCESS POINTS: Please answer	Yes / No
Have you been informed and understand that you must use designated walkways to and from parking areas to the site compound and work area?	
Have you been informed and understand that you must always maintain 2m social distancing on walkways and at access points?	
Have you been informed and understand that you must clean your hands before entering or leaving site / compound access points at the designated wash points?	
5: HAND WASHING: Please answer	Yes / No
Do you understand the need to maintain 2m social distancing at the hand washing facilities when in use?	
Do you agree to help ensure hand washing facilities are kept clean after use and to let the Site Management Team know when soap / sanitizer levels are low, bins need emptying, etc?	
6: TOILET FACILITIES: Please answer	Yes / No
Has signage been put in place to restrict the number of people using toilet facilities at any one time? Do you understand the need to abide by these signs?	
Do you understand the need to wash hands before and after using the toilet facilities?	
7: CANTEENS / DRYING ROOMS / REST AREAS: Please answer	Yes / No
Has signage detailing the capacity of each welfare facility and social distancing requirements been installed at the entry point? Do you understand the need to abide by these signs?	
Do you agree to abide by the following while using welfare facilities? <ul style="list-style-type: none"> Workers should wash hands when entering and exiting the welfare facilities Surfaces that are touched regularly should be cleaned frequently and after use, e.g. kettles, microwaves, refrigerators, water cooler tap, etc. A distance of 2m should be maintained between users, wherever possible. All rubbish should be put straight in the bin and not left for someone else to clear up, tables to be cleaned by workers after use. Ensure all items removed and stored correctly. Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed, dried, and put away after use. 	
8: WORK PLANNING TO AVOIDING CLOSE WORKING: Please answer	Yes / No
Do you understand the need to adjust work methods in order to maintain the 2m social distancing when undertaking work?	
For those activities that 2m social distancing cannot be maintained do you understand that in order for the works to continue a risk assessment for the activity using the hierarchy of	



controls must be undertaken and additional controls put in place to minimise the risk of infection?	
Do you understand that if you cannot abide by the 2m social distancing requirement and that you think the controls are inadequate that you have a duty to stop work and discuss them with the Site Management Team.	
9: CLEANING: Please answer	Yes / No
Once operations recommence, enhanced cleaning procedures will need to be implemented by Site Management Teams across the site, particularly in communal areas and at touch points. Have you read and understood the increased requirements and made plans to resource and monitor this?	
D&W RISK ASSESSMENT AND METHOD STATEMENT UPDATES: Please answer	Yes / No
PRIOR to returning to work have all Risk Assessments and Method Statements (RAMS) in use been reviewed and communicated to you ensuring social distancing measures and other COVID-19 requirements are implemented?	
Have the following D&W COVID-19 documents been briefed to you prior to works recommencing? <ul style="list-style-type: none"> Protecting Staff & Workforce Method Statement – 21.04.2020 SHEQ & RF Protecting Staff & Workforce Risk Assessment – DW111 CN51 21.04.2020 SHEQ The site COVID-19 Return to Work Action Plan 	
Do you have any questions, ideas for improvement or concerns not covered in this document?	
COVID-19 RETURN TO WORK CHECK LIST SUMMARY	
If you have answered no to any of these questions you are not abiding by the D&W COVID-19 Return to Work Action Plan or the Government issued Site Operating Procedures (SOP). Please discuss with your Site Management Team to ensure areas where you have answered no are addressed and rectified before redoing this form.	
If you have answered yes to all these questions you are abiding by the D&W COVID-19 Return to Work Action Plan and the Government issued Site Operating Procedures (SOP). You will need to ensure that you continue to abide by the COVID-19 restrictions. Failure to do this will result in your removal from site.	

I confirm that the information provided above is correct to the best of my knowledge on this day.
 I confirm all controls stated above will be adhered to in order to protect myself, my co-workers and my family members.

Signed:
 (by Worker)

Date:



CHECK LIST REVIEWED BY A MEMBER OF THE DANAHER & WALSH SITE MANAGEMENT TEAM

Comments / Actions:

Signed:

Date:

Print Name:

Risk Assessment

Activity:	Protecting Against Coronavirus
RA Number:	DW111 - CN
Site RA No.:	DW111 - CNXXX

Assessment Date:	21.04.2020
Assessor:	Operations Manager
Review date:	[Agent name]
Reviewed By:	01.04.2020

PPE:	<input checked="" type="checkbox"/> Head protection <input checked="" type="checkbox"/> High viz clothing <input checked="" type="checkbox"/> Safety Boots <input type="checkbox"/> Other:	Those at Risk:	<input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Members of Public <input type="checkbox"/> Others:
	<input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> Eye Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Coveralls as required		
	<input checked="" type="checkbox"/> Respiratory protection <input type="checkbox"/> Harness & Lanyard <input type="checkbox"/> Coveralls		

Covid-19 Risk Matrix		Likelihood				
		Certain	Very Likely	Likely	May Happen	Unlikely
		5	4	3	2	1
Hazard Severity	5 Fatality or multiple fatality	25	20	15	10	5
	4 Specified illness	20	16	12	8	4
	3 Serious (illness)	15	12	9	6	3
	2 Minor illness / infection	10	8	6	4	2
	1 No Infection	5	4	3	2	1

1-5	Action is required to reduce the risk, although low priority. Time, effort and cost expended should be proportional to the risk.
6-10	Action required soon to control the risks. Interim measures may be required in the short term.
11+	Action required urgently to control the risk. Additional resources may be required to action quickly.

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible (Nominate person who will action control)	Control Frequency Check Rate
		S	L	R		S	L	R		
Communication and Record Keeping	No active management of COVID-19 requirements Sites unable to open or shut down by HSE	4	4	16	Each project to have in place an approved D&W Return to Work Action Plan. To be communicated to all key staff and made available on site. D&W Site Teams to maintain regular contact with Senior Management and keep a daily site record of work activities, production and persons on site. D&W Site Teams to ensure COVID-19 restrictions briefed daily and monitored for effectiveness onsite. Plan of Action with each member of the supply chain should be carried out.	4	1	4	Site Agent	Before Coming to Site
Self Isolation	Spreading the COVID-19 virus	4	4	16	All employees and sub-contractors to be contacted BEFORE they return to work and asked the following: <ul style="list-style-type: none"> Do you have a high temperature or persistent cough? Are you a vulnerable person (by virtue of age, underlying health condition, clinical condition or pregnant)? Are you living with someone in self-isolation or a vulnerable person? 	4	1	4	Site Agent	Before Coming to Site

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible (Nominate person who will action control)	Control Frequency Check Rate
		S	L	R		S	L	R		
					If any employee or sub-contractor answers yes to any of the above questions they are to be advised not to come to site and to stay at home and self-isolate in accordance with the Government guidance on self-isolation.					
Procedure if someone falls ill	Spreading the Covid-19 virus	4	4	16	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> 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. <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	4	1	4	Site Agent	Daily
Travelling to and from site	Travelling with an infected colleague Transporting infection to site Spreading the COVID-19 virus	4	4	16	<p>Where possible avoid public transport and travel alone using your own transport. Co-habiting of vehicles will only be allowed if all workers are from the same residential household OR a minibus is used and social distancing of 2m can be maintained.</p> <p>Construction projects to review and make available suitable locations for parking.</p> <p>Site Teams are then to ensure that all drivers:</p> <ul style="list-style-type: none"> Wash hands and wipe down touch points such as steering wheel, indicator, handbrake etc. Before and after use. Maintain social distancing guidelines of 2m when entering / existing vehicles and parking areas. Do not exchange vehicles at any time 	4	2	8	Site Agent	Daily
Travelling to and from site - Emergencies	Travelling with an infected colleague Spreading the COVID-19 virus	4	4	16	<p>In the event of an emergency on site and a person is unable to drive home or needs to be driven to receive medical attention, then a second person may travel in a vehicle. Where this is required the following additional actions must be taken:</p> <ul style="list-style-type: none"> Wash your hands thoroughly prior to getting into the vehicle Where possible keep to your own seat Wear a fluid resistant surgical face mask where you are car sharing with someone who is not from your household and where you cannot comply with the 2m separation rule. Don't use the air conditioning. Keep windows open in the vehicle to let in fresh air. 	4	2	8	Site Agent	As Required

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible (Nominate person who will action control)	Control Frequency Check Rate
		S	L	R		S	L	R		
Travelling to and from site - Lodging Away	Travelling with an infected colleague Spreading the COVID-19 virus	4	4	16	When this cannot be eliminated then the following additional actions need to be undertaken: <ul style="list-style-type: none"> All travel to and from the temporary accommodation must be done in single occupancy vehicles or minibuses that can maintain the 2m social distancing guidelines. Those persons living in temporary accommodation during the week must be in single occupied rooms and continue to adhere to the social distancing guidelines outside of working hours. 	4	2	8	Site Agent	As Required
Site Access Points	Spreading the COVID-19 virus Breaking 2m Social Distancing Zone	4	4	16	Stop all non-essential visitors. Introduce staggered start and finish times to reduce congestion and contact at all times. Monitor site access 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. Remove or disable entry systems that require skin contact e.g. fingerprint scanners. If this cannot be achieved, then clean with an alcohol-based sanitiser after each use. Require all workers to wash or clean their hands before entering or leaving the site. Allow plenty of space (two metres) between people waiting to enter site. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible or online if possible. Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.	4	2	8	Site Agent	Daily
Hand Washing	Spreading the COVID-19 virus Breaking 2m social distancing zone	4	2	8	Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site. Ensure soap and fresh water is readily available and kept topped up at all times. Provide hand sanitiser where hand washing facilities are unavailable. Regularly clean the hand washing facilities and check soap and sanitiser levels.	4	1	4	Site Agent	Daily

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible (Nominate person who will action control)	Control Frequency Check Rate
		S	L	R		S	L	R		
					Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Paper hand towels to be used instead of hand dryers wherever feasible. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.					
Toilet Facilities	Spreading the COVID-19 virus Breaking 2m social distancing zone	4	2	8	Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant, install capacity signage etc. Wash 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 avoided wherever possible, but where in use these should be cleaned and emptied more frequently. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	4	1	4	Site Agent	Daily
Canteens / Drying Rooms / Rest Areas	Spreading the COVID-19 virus Breaking 2m social distancing zone	4	4	16	Staggered start, break and finish times implemented to reduce congestion and contact in welfare facilities. Signage detailing the capacity of each welfare facility and social distancing requirements to be installed at the entry point. Hand cleaning facilities / hand sanitizer to be installed at the entrance to any room where people eat / change clothes Workers should wash hands when entering and exiting the welfare facilities Surfaces that are touched regularly should be cleaned frequently and after use, e.g. kettles, microwaves, refrigerators, water cooler tap, etc. A distance of 2m should be maintained between users, wherever possible. All rubbish should be put straight in the bin and not left for someone else to clear up, tables to be cleaned by workers after use. Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed, dried and put away after use, i.e. DO NOT SHARE.	4	2	8	Site Agent	Daily
Cleaning	Spreading the COVID-19 virus Breaking 2m social distancing zone	4	4	16	Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ▪ Taps and washing facilities ▪ Toilet flush and seats ▪ Door handles and push plates ▪ Handrails on staircases and corridors 	4	2	8	Site Agent	Daily

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible <small>(Nominate person who will action control)</small>	Control Frequency Check Rate
		S	L	R		S	L	R		
	No provisions available / Closure of Site				<ul style="list-style-type: none"> Lift and hoist controls of machinery and equipment controls Food preparation and eating surfaces Telephone equipment, key boards, photocopiers and other office equipment <p>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</p> <p>It is essential that projects source and make arrangements to have sufficient supplies of cleaning products, hand sanitizers and toilets rolls on site.</p> <p>Projects to monitor the use of supplies and ensure suitable arrangements are in place to replenish stocks</p> <p>Supplies on site to be securely locked away. (Stealing these will be a disciplinary offence).</p> <p>Welfare areas to be closely monitored to ensure replenishment of facilities and prevent theft of supplies.</p>					
Work Planning to Avoiding Close Working	Spreading the COVID-19 virus Breaking 2m social distancing zone	4	4	16	<p>All persons on site are to maintain the 2m distance ruling when working, taking rest breaks and using welfare.</p> <p>Non-essential physical work that requires close contact must not be carried out.</p> <p>Work requiring skin to skin contact must not be completed</p> <p>Plan all other work to minimise contact between workers</p> <p>Stairs should be used in preference to lifts. Where this cannot be achieved the lift capacity must be kept to an absolute minimum and regular touchpoints including handles, doors, buttons are to be cleaned</p> <p>No lone working will be authorised.</p> <p>Ensure tools and PPE / RPE, where possible are cleaned thoroughly at the end of each shift.</p>	4	2	8	Site Agent	Daily
Close Working (within 2m)	Spreading the COVID-19 virus Breaking 2m social distancing zone Close Working Skin Contact Lone Working	4	4	16	<p>Where the social distancing measures (2m) cannot be applied:</p> <ul style="list-style-type: none"> Minimise the frequency and time workers are within 2m 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 	4	2	8	Site Agent	Daily

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible (Nominate person who will action control)	Control Frequency Check Rate
		S	L	R		S	L	R		
					<ul style="list-style-type: none"> 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 <p>Keep groups of workers that have to work within 2m:</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 Where it is not possible to maintain a 2m distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy. 					
Use of Personal Protective Equipment and Respiratory Protective Equipment	Contamination Effectiveness Training - non face fit	4	4	16	<p>Sites should not use RPE for COVID-19 where the 2m social distancing guidelines are met.</p> <p>Single use protective equipment is to be disposed of after use. PPE Must not be shared with other individuals.</p> <p>Reusable PPE and RPE (for non-COVID-19 related protection) must be cleaned thoroughly at the end of each shift.</p> <p>Cleaning products and provision are to be made available to essential staff attending site.</p> <p>Anyone wearing RPE must be clean shaven to ensure effectiveness of protection. RPE must cover both the nose and mouth with the straps placed above and below the ear. A face fit test is also required.</p> <p>Refer to HR any issues arising from any protected characteristics of an individual.</p>	4	2	8	Site Agent	Daily
Organising meetings / Briefs / Toolbox Talks etc.	Staff / workforce unwittingly bringing the virus to the meeting	4	4	16	<p>All non-essential meetings, training, workshops and events to be cancelled until further notice.</p> <p>Meeting attendances to be limited to a reduced number. Encourage regular handwashing or use of an alcohol rub by all participants at the meeting or event. Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze</p> <p>Split the meeting if large numbers attend.</p>	4	2	8	Site Agent	Daily

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible (Nominate person who will action control)	Control Frequency Check Rate
		S	L	R		S	L	R		
					Encourage meetings to be carried out outdoors if weather permits, maintaining social distancing. Utilise technology to avoid meeting in person [Skype / Microsoft Teams etc.]					
Preventing the spread of the virus	New starters / Staff & Workforce	4	4	16	Project induction to be updated to include information on COVID-19. Induction attendance to be limited dependent on room size - several sessions may need to be conducted to ensure social distancing is maintained Posters to be displayed that mandating staying home when displaying symptoms of a cough, fever or high temperature. Also include cough, sneeze and spitting etiquette/discipline, and hand hygiene at the entrance to the workplace Instruct persons to clean their hands frequently by washing their hands with soap and water for at least 20 seconds or as a last resort using an alcohol-based hand sanitiser that contains at least 60-95% alcohol.	4	2	8	Site Agent	Daily
Supply Chain	Deliveries from infected companies Reduce labour force Small businesses unable to continue/provide services	4	4	16	Deliveries Drivers are to remain in their cabs or maintaining social distancing if required to exit the vehicle to unload. Information to be requested from the supply chain of their contingency and how they intend to manage and to operate within COVID-19 guidelines. Updated RAMS to be requested and reviewed.	4	2	8	Site Agent	Daily
Environment:										
General works	Stress put on workers due to uncertain times	3	4	12	Mental health first aiders available within the organisation and communicated to workers. Workers can choose to talk freely amongst themselves, however, ensure only accurate guidance is discussed provided by the NHS. Do not spread any false rumours. Workers can consult with line managers at any time during working hours. If colleagues are not adhering to control measures these should be addressed through either the Ganger on site or Supervisors.	3	2	6	All	Daily
Refuelling vehicles	Infection at petrol pumps	3	3	9	Gloves to be worn at all times when using service station petrol pumps. Payment should be made through contactless system or payment cards - no cash should be exchanged.	3	1	3	All	Daily
DW111	Issue 4					22.04.2020			Page 7 of 8	



THINK SAFETY – WORK SAFELY

Activity	Hazard	Risk Assess (No Controls)			Control Measures	Risk Assess (Controlled)			Person Responsible <small>(Nominate person who will action control)</small>	Control Frequency Check Rate
		S	L	R		S	L	R		
Coughing or sneezing	Potential spread of virus	3	3	9	Cover your mouth with either a tissue or your sleeve (in your elbow) when coughing or sneezing to contain droplets. If using a tissue dispose of it and sanitise or wash your hands with soap and water immediately.	3	1	3	All	Daily