



**CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015**

**TENDER STAGE  
PRE CONSTRUCTION INFORMATION**

**for**

**WONDROUS PLACE GALLERY  
FIT OUT WORKS WORK'S PACKAGE**

**At**

**MUSEUM OF LIVERPOOL,  
PIER HEAD,  
LIVERPOOL WATERFRONT  
LIVERPOOL  
L3 1DG**

**For**

**THE BOARD OF TRUSTEES OF THE NATIONAL MUSEUMS AND GALLERIES ON  
MERSEYSIDE (NATIONAL MUSEUMS LIVERPOOL)**

**APRIL 2021**

**Ref: 6680**

**Issue No : 01**

1. Project Details	
Project	Wondrous Place Gallery - Fit Out Works Package
Client	The Board of Trustees of the National Museum and Galleries on Merseyside, 127 Dale Street, Liverpool, L2 2JH
Principal designer	Cunliffes Ltd
Designer(s)	NML Design Team and Contractor/s
Site location	Museum of Liverpool, Pier Head, Liverpool Waterfront, Liverpool L3 1DG
Description of works	The work consists of the formation of new partition walls and set works, relocation of existing cases, electrical installation works, decoration works, in preparation and to enable the full installation of the new exhibition at the museum
Key dates, including start and completion of construction phase	Works to commence on site 26th July 2021
Minimum time allowed between appointment of principal contractor and start of construction phase	2 weeks
Will the structure be used as a workplace?	<p>Yes - The museum is due to be open to the public from in May 2021 subject to any further restrictions on opening provided by NML or the Government in relation to COVID-19. Once opened the Museum will operate normally during the course of the work with the exception of Mondays where the Museum will remain closed for the foreseeable. Strict access limitations will apply during the normal working hours. The contractor will be informed if any of this, changes during the course of the works.</p> <p>The Museum will also have essential maintenance and statutory works being carried out.</p>
Extent and location of existing records and plans	<p>The contractor, before commencing works, must check with Statutory Bodies or Public Utilities to definitely establish the presence of all services on site.</p> <p>Live services existing on site to be protected and maintained as necessary ie: gas, water, electric, drains, sewers, cable, telephone and other similar properties.</p> <p>Any such services likely to be interfered with during the execution of the works to be plotted on a Site Plan and passed to the C.A for record purposes prior to commencement of work.</p> <p>Any existing surface fixed light fittings, electrical cables, sensors etc that affect the proposed works will need to be removed and re-fixed / replaced on completion.</p>

Site plans for all work areas are provided with the tender package. Existing as built drawings are available upon request. Any other site-specific documents are available for reference from the CA.

## 2. Client's considerations and management requirements

Arrangements for:

- Structure and Organisation

The main point of contact to discuss and agree health & safety aspects of the project will be the Principal Designer/CA, however day to day liaison will be with a designated visitor services manager with regards to delivery access etc.

Cunliffes Ltd are the lead consultant for the project and are providing design, CA and Principal Designer services for the client. NML design team are lead designers, however Cunliffes Ltd have worked with the client from through the stages of design and will continue to provide the role as lead consultant through to completion and handover of the proposed works.

- Communications between client and others

All communications between the contractor and the client shall be made through the CA.

All instructions to the contractor will be issued directly from the CA in writing.

The contractor shall liaise directly with CA for all site issues for the duration of the contract. The Principal designer will arrange a pre-start meeting in advance of commencing work on site to discuss and agree management and co ordination for project health & safety. Regular site progress meetings (fortnightly) will be held throughout the construction period at which time opportunity will be given to update all parties on the relevant aspects of project health and safety.

Cunliffes Ltd (CA) will maintain lines of communication between all duty holders for the duration of the project & also as principal designer will liaise with designers & the principal contractor & distribute relevant design risk information throughout the design phase.

The contractor must provide a programme to be agreed with the client, clearly indicating dates when access to specific work areas area required.

- Safety Goals

The client expects the highest standards of Health & Safety to be observed throughout all building projects and will work together with the successful contractor to ensure that the safety goals are achieved.

	<p>The Principal Contractors Construction Phase Health &amp; Safety Plan will be the principal document for setting out how the project will be managed with regard to Health &amp; Safety. The Construction Phase Health &amp; Safety Plan <b>MUST</b> be site specific. Generic plans will not be accepted. A copy of the Construction Phase Health &amp; Safety Plan must be submitted to the client at least 1 week prior to commencement. Works should not commence until the client is satisfied that the construction phase plan has satisfactorily addressed the relevant project health &amp; safety risks.</p> <p>A formal meeting with all duty holders will take place prior to commencement of works on site at which time the project Health &amp; Safety issues will be discussed in detail. Further site meetings will take place throughout the contract period during which opportunity will be given to discuss the Health &amp; Safety issues in the presence of all duty holders.</p> <p>It is essential that the proposed works are planned with thought for safe access during the contract programme. All unauthorised persons are to be kept segregated from the works and exposure to potential associated construction hazards.</p>
<ul style="list-style-type: none"> <li>• Security</li> </ul>	<p>All personnel will be required to attend a site induction prior to entering the site. The site induction will be held on site and will be arranged by Principle Contractor and Principal Designer. A security pass system will be in operation on site and all Contractors/ Sub-contractors shall adhere to directions given by authorised security personnel on site at the venue. Details for signing in and out of the building will be advised during the site induction process, and in line with Principle Contractor site rules and site setup.</p> <p>The Contractor shall comply with all regulations and operating restrictions imposed by the Client / Principal Designer / Principle Contractor with regard to access routes throughout the site. In addition the Contractor shall liaise with the NML Security/ Visitor Services Managers to obtain building security badges for staff during the carrying out of the works.</p> <p>The Contractor shall give the Client and Principal Contractor 48 hours notice of personnel visiting the site.</p> <p>The principal contractor will have responsibility for ensuring that all work areas including the contractors site compound are secure in order to prevent unauthorised access.</p> <p>The principal contractor should keep a site signing in document to be located in the site office. All operative are required to complete a site induction prior to being permitted access onto the construction site.</p>

<ul style="list-style-type: none"> <li>Welfare provision</li> </ul>	<p>The Principal Contractor should ensure that adequate welfare facilities are provided in accordance with HSE Construction Information Sheet No 59 (Provision of welfare facilities during construction work)</p>
<p>Requirements relating to the health and safety of the client's employees and others:</p>	
<ul style="list-style-type: none"> <li>Site fencing</li> </ul>	<p>The contractor is to provide suitable hoarding or heras fencing around all work areas including the contractors compound area. These are to be indicated on the contractors site management drawing.</p>
<ul style="list-style-type: none"> <li>Site transport, including vehicle restrictions</li> </ul>	<p>The Contractor shall ensure that all delivery vehicles and refuse vehicles are of a size suitable to negotiate the surrounding roads and area in a safe manner. The area around the building is a pedestrian zone and drivers must comply with site rules when driving / operating vehicles or machinery in this area.</p> <p>Vehicle access for deliveries only will be gained via Mann Island to the river side of the Museum and into the designated parking or site compound area or the loading bay of the Museum.</p> <p>Site deliveries are to be agreed with the Visitor Services managers.</p> <p>All deliveries shall be accompanied and controlled by a banksman.</p>
<ul style="list-style-type: none"> <li>Site Rules</li> </ul>	<p>All deliveries to site must be supervised by the Principal Contractor.</p> <p>No waste materials shall be burnt on site. Under no circumstances shall materials, tools, waste etc. be positioned on site so, as to pose a hazard. Waste should be regularly removed from site and must not be allowed to accumulate and form a potential fire hazard.</p> <p>All paths, roads, car parking areas, etc. must be kept clear of waste, debris, mud, etc. at all times.</p> <p>Skips shall not be left on site overnight unless they have a secure lockable cover.</p> <p>Appropriate fire extinguishers shall be provided at all areas of work.</p> <p>Adequate warning signs e.g. 'Danger Keep Out', 'Men Working Overhead' etc. must be provided at all areas of work. Relevant warning signs and notices shall be displayed at the site entrance.</p>

	<p>At least one member of the Principal Contractor's Personnel should be sufficiently competent in the administration of first aid. The appointed First Aider must be site based. Evidence of training is to be provided in the developed Health &amp; Safety Plan.</p> <p>Permit systems will be administered on behalf of the Client/Principal Designer. Permits will be required, but not limited to; Hot works Access to plant rooms Access to risers Access to the roof Access to electrical equipment rooms</p>
<ul style="list-style-type: none"> <li>• Fire precautions</li> </ul>	<p>The principal contractor shall produce a construction site fire evacuation plan to include details of muster points, egress routes etc.</p> <p>In the event of a fire, the contractor shall ensure that a site register is taken to ensure all operatives are present and this is to be confirmed back to the</p> <p>The building has an active automatic fire detection system. The Contractor must advise the Client/Principal Contractor if it is necessary to isolate areas / zones within the building whilst works are being undertaken.</p> <p>Smoking will not be permitted anywhere on site. This includes car park areas or anywhere within the boundaries of the Museum and its external grounds.</p> <p>Hot works permits will be issued if these hot works are necessary. Hot Work Permits will be issued by the Client/Principal Designer as required. These will include details of fire extinguishers, personnel, how long a fire watch is to be maintained after hot works and how long before closure of the site these should be completed and any other rules and restrictions. The Contractor will however be expected to utilise any method other than hot works if deemed practical and economical by the Principal Designer.</p>
<ul style="list-style-type: none"> <li>• Emergency procedures</li> </ul>	<p>The principal contractor shall familiarise himself with the Museums emergency evacuation procedures prior to commencement of works on site.</p> <p>The building has a major / minor incident emergency plan together with emergency evacuation procedures. These will be explained to the Contractor during the site induction.</p>

	<p>Every employee working on this project who reasonably considers that they are exposed to serious, imminent and unavoidable danger, shall in the absence of any further guidance or instruction, stop work and immediately proceed to a place of safety. Such a situation must be reported immediately to the Principal Contractor.</p> <p>Notices containing emergency procedures shall be displayed by the Principal Contractor on site.</p> <p>The contractor should establish where nearest hospital to the site is and obtain its telephone number.</p> <p>The local Health &amp; Safety Executive is: Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS</p> <p>In addition to individual sub-contractor's accident reporting procedures, all accidents must be reported to the Principal Contractor where they shall be recorded in his accident book.</p> <p>All injuries, diseases and dangerous occurrences which are notifiable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, must also be notified to the Principal Contractor.</p> <p>The nearest hospital to Museum of Liverpool is: The Royal Liverpool University Hospital Prescot Street Liverpool L7 8XP</p>
<ul style="list-style-type: none"> <li>No-go areas</li> </ul>	<p>No contractor access to any area outside of the construction work areas without prior permission from the CA or designated visitor services manager.</p>
<ul style="list-style-type: none"> <li>Confined spaces (as designated by the client)</li> </ul>	<p>Service voids for M&amp;E plant and equipment. Intermediate floor level between the 1<sup>st</sup> and 2<sup>nd</sup> floors.</p>
<ul style="list-style-type: none"> <li>Smoking and parking restrictions</li> </ul>	<p>Smoking is not permitted anywhere on the site. There is no smoking on or near the building. Designated smoking areas are to be identified in the construction phase health and safety plan.</p> <p>There will be no or limited contractor parking available at the venue. Limited parking for contractors will be available within the agreed compound area or other parking facilities around the Museum of Liverpool, exact locations and number of spaces to be agreed at the pre-start meeting.</p>

### 3. Significant Project Hazards

Safety hazards, including:

- Boundaries and access, including temporary access

Access to the site and contractors parking is as detailed above. These areas are in constant daily use by other term contractors, NML staff and general public. The contractor should take care when entering and exiting the premises to avoid traffic/pedestrian collisions.

There is a designated speed limit in place on all access routes to the site and contractors compound/parking area and these must be adhered to at all times. Hazard warning lights must be used when entering and exiting these areas.

- Restrictions on deliveries or waste collection or storage

Deliveries should be timed to avoid clashes with food deliveries, bin collections etc. The contractor will be required to liaise with the visitor services manager to agree suitable delivery times.

All deliveries are to be made to the building at a time agreed with the Client and Principle Designer. The materials & equipment will only be brought through the building and to the site area between the hours of 8am - 10am (Monday to Friday) or after 5pm unless otherwise agreed and confirmed with the CA and/or Visitor Services Managers. The Contractor will ensure nothing is damaged within existing galleries/communal areas as equipment and materials are brought through the building.

Roads, loading bays and access lifts shall be left clean and clear to allow access for emergency vehicles at all times.

The Contractor will be responsible for removal of all debris and rubbish arising from the Contract Works and must maintain a clean and clutter free environment.

Storage space is limited and the Contractor shall agree with the Client / Principle Designer locations for storage of materials and shall relocate material if requested by the Client / Principal Contractor within 24 hours of the request being made or immediately if so requested.

The Contractor shall thoroughly clean the working and storage areas daily as the works proceed to the satisfaction of the Client/Principle Designer and remove rubbish, debris and surplus materials daily.

No flammable materials are to be stored on the Site.

Skips should be removed from site each day unless the skip has a lockable cover.



<ul style="list-style-type: none"> <li>• Adjacent land use</li> </ul>	<p>The building is located in a prominent position to the water front of Liverpool with vehicle and pedestrianised areas surrounding, largely used for recreational and commercial activities.</p>
<ul style="list-style-type: none"> <li>• Existing Structures</li> </ul>	<p>The building constitutes several inclined platforms with its outer shell constructed of faceted limestone cladding. This outer envelope is supported by a complex steel frame allowing large column free spaces internally creating flexible gallery space.</p>
<ul style="list-style-type: none"> <li>• Location of existing services, particularly concealed services</li> </ul>	<p>Above ground services to affected work areas both internally and externally are generally surface fixed, however care should be taken to identify service runs prior to removal or opening up of any areas.</p>
<ul style="list-style-type: none"> <li>• Ground conditions, underground structures or water courses</li> </ul>	<p>Not Applicable</p>
<ul style="list-style-type: none"> <li>• Information about existing structures, ie stability, or those containing fragile or hazardous materials</li> </ul>	<p>The building was constructed in 2010/11 and opened on 19<sup>th</sup> July 2011.</p> <p>The building constitutes several inclined platforms with its outer shell constructed of faceted limestone cladding. This outer envelope is supported by a complex steel frame allowing large column free spaces internally creating flexible gallery space.</p> <p>No known fragile or hazardous materials are used in the building works.</p>
<ul style="list-style-type: none"> <li>• COVID-19</li> </ul>	<p><b>The works may only commence providing the contractor provides RAMS to be included in the construction phase health and safety plan. The RAMS must satisfy current government guidance (See appendix A below).</b></p> <p><b>Should the contractor be unable to comply with all recommendations set out in government guidelines no work may commence on site.</b></p> <p><b>Given that there is a possibility that current guidelines could change at short notice with the potential to halt the project, the contractor must also ensure that a contingency plan is in place to ensure that in the event of an immediate shut down the site is left safe and secure and that the building is left safe and watertight until such time that it is safe for works to re-commence.</b></p>

## Design assumptions and control measures

- Principals of Design

The project is to undertake the fit out package of the Wondrous Place Gallery refurbishment scheme being installed at the Museum of Liverpool on the 2<sup>nd</sup> floor. The works involved are all clearly indicated within the schedule of works but will provide the necessary and essential set work structures to house artefacts and exhibitions.

The works will require the formation of new partition wall structures clad with MDF, refurbishment and relocation of existing cases, minor electrical works.

- Fire damage, ground shrinkage

Not applicable

- Health and safety information contained in earlier design and construction information

Health and Safety and operation manuals from previous projects will be made available where applicable.

- Asbestos, including results of surveys, etc

N/A

Design assumptions, suggested work methods, sequences, etc

The works are to be carried out over a single phase.

The Principal Contractor will be expected to provide a programme of works indicating the proposed sequencing of the works for discussion and agreement at the pre contract meeting.

Exact dates are to be agreed with NML at the pre contract meeting.

Arrangements for co-ordination of on-going design work and handling design changes

The principal designer will be notified of any design changes and will review the changes. The principle designer will provide the Principal Contractor with any information relating to health & safety risks associated with the design change.

The Principal contractor shall notify the principal designer of any changes in design or other material changes proposed by contractors during construction.

Risks identified during design

Measures to prevent members of the public coming into contact with construction activities shall be implemented by the principal contractor. It is essential that all site operatives are informed of the proposals to protect the public and that the safety plans are reviewed as the works and progress.

The Contractor shall locate skips away from pedestrian areas where applicable and ensure that they are enclosed with suitable fencing.

The site will be an occupied by general public, visitors and staff for the duration of the works. Adequate high visibility temporary barriers must be erected around work areas as some owners may be partially sighted.

Materials requiring particular precautions	Working with adhesives, COSHH details from manufacturers
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**The Principal Contractors Construction Phase Plan must set out the arrangements for securing health & safety during the period construction work is carried out. The plan must be drawn up before the pre-construction phase and before the construction site set up. The plan must take into account the pre-construction information issued at tender stage and any further pre construction information issued through the course of the project. During the construction phase, the principal contractor must ensure the plan is appropriately reviewed, updated and revised, so it remains effective.**

## **Appendix A. – COVID-19 Guidance Document**

### **Section 4. – The Health & Safety File**



## **HEALTH & SAFETY FILE**

**Project Title  
& Address**

**for**

**Client Name  
& Address**

Photo

**Job Reference:**

Version	Purpose of Issue/Amendment	Prepared By	Date Issued	Issued to

## **PURPOSE OF THE HEALTH & SAFETY FILE**

This Health and Safety File is a record of information for the end user of the completed project described in section 2.0 and focuses on health and safety.

The information contained within the File is intended to alert those who are responsible for the structure and equipment installed in it, to the significant health and safety risks and the prevention and/or protection measures that will need to be managed during subsequent use, maintenance, cleaning and future construction work or demolition.

The building owner / occupier has a statutory duty to ensure that this Health & Safety file is kept available for inspection by any person who may need it and shall ensure that the file is revised as may be appropriate to incorporate any relevant new information.

If the building owner/occupier disposes of their interest in the building they are responsible for ensuring that any person who acquires an interest in the building is made aware of the nature & purpose of the file.

## **CONTENTS**

- 1.0 Project Duty Holders
  - 2.0 Description of the Works
  - 3.0 Residual Hazards
  - 4.0 Key Structural Principles
  - 5.0 Hazardous Materials Used
  - 6.0 Removal or Dismantling of Plant and Equipment
  - 7.0 Equipment for Cleaning or Maintaining the Structure
  - 8.0 Location of Significant Services
  - 9.0 Information and As Built Drawings
- 
- Appendix A - As Built Drawings

## **1.0 PROJECT DUTY HOLDERS**

### **1.1 Client**

Address:

Contact Name:

Contact Phone:

### **1.2 Designer**

Address:

Contact Name:

Contact Phone:

### **1.3 Principal Designer**

Address:

Contact Name:

Contact Phone:

### **1.4 Principal Contractor**

Address:

Contact Name:

Contact Phone:

	Description	Requirement	Information Supplied
<b>2.0</b>	Description of the Works	Brief description of the work carried out	
<b>3.0</b>	Residual Hazards	Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land).	
<b>4.0</b>	Key Structural Principles	Key structural principles (e.g. bracing, sources of substantial stored energy including pre-or post-tensioned members) and safe working loads for floors and roofs.	
<b>5.0</b>	Hazardous Materials Used	Hazardous materials used (e.g. lead paints and special coatings).	
<b>6.0</b>	Information regarding the removal or dismantling of installed plant and equipment.	Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).	
<b>7.0</b>	Equipment for cleaning or maintaining the structure	Health and safety information about equipment provided for cleaning or maintaining the structure (e.g. fall protection systems, high reach mobile platforms/vehicles).	
<b>8.0</b>	Location of Significant Services	The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.	
<b>9.0</b>	Information and As-Built Drawings	Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).	



## **HEALTH & SAFETY FILE CERTIFICATE OF HANDING OVER**

This certificate is signed in acknowledgement of handing over of the Health and Safety File for the under noted construction project:

Construction Project:

situated at:

for which the client is:

The Health & Safety File has been compiled in accordance with regulation 12(5) of the Construction (Design and Management) Regulations 2015 for the above construction project.

Signed on behalf of the Principal Designer:

Signed (Cunliffes Representative): (Name ) \_\_\_\_\_

Date of handing over the File \_\_\_\_\_

As client for this project, I acknowledge receipt of the Health & Safety File and am aware that I should take reasonable steps to ensure that the information in the file is:

- Kept available for inspection by any person who may need it to comply with any relevant legal requirements 4(5)(b)(iii);
- If the client disposes of the clients interest in the structure, the client complies with the duty in paragraph (5)(b)(iii) by providing the Health & Safety File to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and purpose of the file 4(7).

Signed on behalf of the Client \_\_\_\_\_

Date of handing over The File \_\_\_\_\_

# Construction Sector - Site Operating Procedures

## Protecting Your Workforce During Coronavirus (Covid-19)

### Contents

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### Current Guidance

#### [Social Distancing](#)

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.

Construction can continue to operate; however, any additional local authority restrictions must be complied with.

National guidance on social distancing in [England](#), [Scotland](#), [Wales](#) and [Northern Ireland](#) should be adhered to off-site.

#### [Going to Work](#)

Workers must work from home if they can. Those who cannot work from home, which includes workers in construction, manufacturing, logistics and distribution, should go to work.

Workplaces that are open should be [Covid-19 secure](#).

#### [Face Coverings](#)

In accordance with [The Use of Face Coverings in Construction](#), where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, their employer should make face coverings available and they should be worn in:

- An enclosed space;
- Where social distancing isn't always possible; and
- Where they come into contact with others they do not normally meet.

In line with Government guidance on premises providing hospitality, face coverings must be worn in canteens except when seated at a table to eat or drink.

## 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.

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

	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>They should get a <a href="#">Coronavirus (Covid-19) test</a>.</p> <p>They must follow <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> 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 <a href="#">‘What to do if a worker has Covid-19 or has to self-isolate’ flowchart</a>.</p>
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## 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.

<b>Eliminate</b>	<ul style="list-style-type: none"> <li>Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li> <li>Rearrange tasks to enable them to be done by one person, or in a way that maintains current social distancing requirements</li> <li>Avoid skin to skin contact and face to face working</li> <li>Stairs should be used in preference to lifts or hoists and consider one ways systems</li> <li>Consider alternative or additional mechanical aids to reduce worker interface</li> </ul> <p><b>Site Meetings</b></p> <ul style="list-style-type: none"> <li>Only absolutely necessary meeting participants should attend</li> <li>Attendees should maintain current social distancing requirements</li> <li>Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>Hold meetings in open areas where possible</li> </ul>
<b>Reduce</b>	<p><b>Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:</b></p> <ul style="list-style-type: none"> <li>Minimise the frequency and time workers are working together</li> <li>Minimise the number of workers involved in tasks</li> <li>Workers should work side by side, or facing away from each other, rather than face to face</li> <li>Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li> <li>Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</li> <li>Increase ventilation in enclosed spaces</li> <li>Workers should wash their hands before and after using any equipment</li> </ul>
<b>Isolate</b>	<p>Keep groups of workers:</p> <ul style="list-style-type: none"> <li>Together in teams e.g. do not change workers within teams</li> <li>As small as possible</li> <li>Away from other workers where possible</li> </ul>
<b>Control</b>	<ul style="list-style-type: none"> <li>Consider introducing an enhanced authorisation process</li> <li>Provide additional supervision to monitor and manage compliance</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE</li> <li>Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19)</li> </ul>
<b>Behaviours</b>	<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.