

JWS/JWE Site - WOW

Introduction

At JWS/JWE the wellbeing of our staff is paramount. Therefore, this guidance is intended to introduce consistent measures in line with the government's recommendations on [site operating procedures v4](#) to ensure that we are reducing Covid 19 risks where possible to all person(s) on site. These new measures will not change our current health and safety requirements for site tasks.

Please always adhere to all rules.

Training

- To help fight Covid 19, some training will be required before you can return to work. The purpose of the training is to provide you with the relevant information and the standards we expect from you to make sure the sites are as safe as they can be. The training will run through our new ways of working, updated site folder, our cleaning policy and the latest government advice on Covid 19. The policies will be in the site folders for the Site Manager to place on the site boards.

When to Travel to Work

- Employees/contractors will continue to work from home instead of the workplace, wherever possible.
- The following points will be considered before you can return to work:
 - That current government advice and guidance can be achieved
 - Any employee with a shielding letter or who has a person in their household with a shielding letter.
 - Any employee that is considered high risk/vulnerable or living with a person in their household that is considered high risk/vulnerable.

Travel to Work

Where possible travel to work alone (unless with family member from same household) and avoid public transport. If no option but to share then;

- Journeys to be shared with same individual
- The handles and cab should be cleaned by the driver before the passenger arrives
- Wash hands with hot water and soap for 20 seconds before entering vehicle
- Good ventilation by keeping window open
- Keep the middle seat free
- Use face covering and face away from each other
- Clean the cab after each use with materials provided and dispose of waste into designated bin.
- Please park responsibly to adhere to social distancing guidance.

Site Access & Egress Points

- A non-working site manager will be used for all sites/clients in the interim where possible.
- Site manager to set up the site such as check point, induction area, wash stations, welfare van and skip all prior to arrival of any other trades where possible.
- All sites where possible to have a single entrance that will be used as a check point area, along with a dedicated exit point that will be clearly identified by signs. In the event of the fire alarm sounding please refer back to our fire evacuation procedure.
- The fire evac plan on the site board will detail the check point area, entrance/exit points, wash stations, welfare areas, skip location.
- There will be a white board to the side of the site board that will show that days working zones. Please note only the site manager is permitted to set up the zoning and make any alterations.
- Only the Site manager is permitted to open the site each day. They will turn on the lighting, set up the zoning areas and etc
- Operatives and visitors will have to complete the following when they first arrive on site:
 - Wait at the stop sign and call site manager (number on sign)
 - Have your forehead scanned by a thermometer. Note that anybody with a high temperature will be asked to return home. We understand that a high temperature isn't a diagnosis for Covid 19 but it is one of the governments symptoms to be looked out for.
 - Wash your hands for 20 seconds or hand sanitise your hands and wrists
 - Receive a toolbox talk and site induction from the site manager. Where possible site inductions to be completed outside with the form signed and dated by the site manager only.
 - Receive a small hand gel to keep on your persons at all times and use regularly.
- Each day after your first visit:
 - Wash hands for 20 seconds or sanitise your hands and wrists
 - Have forehead scanned by thermometer. Note that anybody with a high temperature will be asked to return home. We understand that a high temperature isn't a diagnosis for Covid 19 but it is one of the governments symptoms to be looked out for.
 - The site manager will sign all operatives and visitors in and out each day. Please do not sign yourself in and out.
 - Have a 5-minute briefing at the start of each shift around zoning with Site Manager and other operatives. Good communication is key to make this work.
- We ask that you always stick to social distancing and avoid close working. Zoning areas, barriers and taped areas will be used to assist you.
- Sanitiser/wash stations will be set up at each entrance and exit points. Please sanitise your hands and wrists when entering and leaving these points.
- Please use kick plates to open doors where possible to avoid using the door handles.
- Please regularly clean high contact points within your working zone and use the hand gel provided. Note that the gel can be used on the polythene gloves to sanitise.
- Please regularly clean your own PPE, such as gloves, ear defenders, hard hats, eye protection and including washing your hi-vis vest in the washing machine at 60 degrees or above.
- Site manager to clean high contact points at end of each working day such barriers, site board, whiteboard, PPE box, wash stations, door handles, light switches, etc

Hand Washing

- Please wash your hands regularly throughout the day with hot water and soap for at least 20 seconds. This includes but not limited to before and after all tea/lunch/comfort breaks and after deliveries.

Toilet Facilities

- Please sanitise hands before entering the facilities
- Please wash your hands with hot water and soap for 20 seconds before and after using the facilities.
- Please clean the toilet area immediately after your own use, such as flush, toilet seat, taps, handles, light switches using the products provided and dispose of any waste in the designated bin.
- Bins to be emptied regularly at the end of working days into skip provided.

Kitchen/Canteens

- For now, we discourage the use of local shops during your working day and instead encourage that you stay onsite once you have arrived where possible. However, if you must use the local shops please adhere to social distancing and wash your hands/sanitise when returning.
- Please sanitise hands before entering the facilities.
- The kitchen is a confined space and deemed a higher risk area. Therefore, it's use will be limited by staggering breaks that will be agreed at the start of each working day.
- To further help manage the confined kitchen space, we are encouraging all staff to open the windows for ventilation and to bring in their own water bottle, cup, cutlery and pre-cooked/prepared meals where possible.
- Please clean the kitchen area immediately after your own use, such as handles, worktops, kettle, seating, taps using the products provided and dispose of any waste in the designated bin.
- Bins to be emptied regularly at the end of working days into the plywood storage unit behind the skip.

Work Planning to Avoid Close Working

- We ask that you always stick to social distancing and avoid close working. Zoning areas, barriers and taped areas will be used to assist you.
- All tasks must be planned and considered in a way to achieve social distancing guidelines. Ignoring social distancing and just using face coverings is not an acceptable substitute. In exceptional circumstances after all options have always been explored then please wear your own face coverings or masks provided. Avoid facing each other and skin to skin contact.
- Good practice would be to wear a face covering or mask as much as possible during your working day whilst still maintaining social distancing, but this is not compulsory. Once the masks are finished with, they need to be disposed of into the designated bin provided at the exit points. Please note that your face fix/disposable masks are still required to be worn for suitable tasks such as sanding, cutting, etc.
- Disposable gloves and polyurethane gloves will be available in the PPE boxes to suit specific tasks. In the interim the use of gloves is mandatory when onsite. Again, the disposable gloves must be disposed of in the dedicated bins provided.
- Disposable overalls will be available within the PPE box. Good practice would be to wear the overalls as much as possible during your working day, but this is not compulsory. Again, the overalls must be disposed of in the dedicated bins provided.

- A dedicated cutting area will be set up where possible. Please limited use of cutting equipment such as mitre saws, festools saws to assigned person(s) to avoid contamination on high contact points and triggers. All machines high contact points to be cleaned immediately after use by products provided and dispose of any waste in designated bin.
- We encourage no sharing of hand tools, or cordless tools. If any equipment is shared, then please clean immediately after use with products provided and dispose of any waste in the designated bin.
- Sharing of PPE is prohibited.
- Please adhere to our clean as you go policy and empty bins at the end of each working day into skip provided.
- Numbers of persons onsite will be managed by;
 - Stop non-essential visitors
 - Video calls for progress meeting
 - Video calls for site audits
 - Stagger start times to reduce congestion at entrance check point
 - Stagger trades and shifts to morning, afternoon, or nights where possible
 - Limit number of deliveries where possible and use designated loading bay outside.
Driver to remain in lorry/van cab depending on material or load.
- Carry out a final deep clean of all areas, displays, flooring, welfare, shopfront etc prior to handover