

Revision C – 25th May 2020

COVID-19 (Coronavirus) Operating Policy

The company recognises that the current outbreak of COVID-19 is an unprecedented event which has led to significant changes in daily lives and the way in which we work. The UK Government has identified construction and housebuilding as essential work and put in place stringent measures via the Construction Leadership Council for sites to continue to operate.



This revision follows Government announcements on 10th May and the new guidance document:

Working safely during COVID-19 in construction and other outdoor work – 11th May 2020

and

CLC Site Operating Procedures during Coronavirus – Version 4 – 18th May 2020

The company Head Office and several projects have been closed due to reduced workload and some staff have been furloughed or are working from home where appropriate.

Projects temporarily closed have been managed using the following:

- COVID-19 Shutdown Checklist
- Security Risk Assessment
- Estates Management Inspection Report
- HSE F10 Notifications updated to inform of temporary closure

This Policy concerns those sites which remain open and the COVID-19 File contains documentary evidence of the company response to the outbreak and the control measures and management procedures which are in place. The File is kept on site.

Individual documents within the File contain details to be used by Project Teams and briefed to the Supply Chain using the briefing form, summary below:

- The Site Operating Procedures issued by CLC is currently at Version 4 – this remains the underlying reference document for operational sites. CLC will be monitored and future updates distributed. The new guidance states that it is to compliment the CLC Procedures
- Inland Homes reviewed Version 3 against the previous issue and produced a guidance document for sites to use – this has been updated to Version 4 issued 18th May 2020
- A detailed Project Risk Assessment has been carried out for each live site and describes the specific measures in place for safe operations to continue and be reviewed regularly. This is where the main detail for separation in welfare, canteen, toilets, access, etc can be found
- The Construction Phase Plan will be updated regularly to reflect these controls
- A new COVID-19 Operating Report has been produced to introduce a monitoring function on compliance. Inspections are carried out weekly by the HS&E Dept and where visits coincide with the regular HS&E Inspections, COVID-19 issues are added to the standard report format
- Sub-contractors are required to review their RAMS to include additional measures for their activities to achieve compliance with safe distancing and hygiene. A separate RAMS Review Form has been created to address this requirement
- An Essential Worker Authorisation Letter is issued to all site staff to show to Police if challenged. A copy of the open letter to the construction industry (which refers to the CLC Site Operating Procedures) from the Secretary of State for Business, Energy and Industrial Strategy is included as additional evidence of the right to travel
- **NOTE:** The above requirement should no longer be required but remains on file to evidence compliance with the latest guidance at the time as the situation has developed
- The provision of First Aid while maintaining distancing and preventing the spread of infection has been considered and advice from St. John's Ambulance is included in a Safety Bulletin
- There is a Coronavirus Information and Support page on the company Intranet, which includes advice and links to information on mental health and well-being during this time
- Whilst not a statutory or guidance-based requirement, Inland Homes have taken the decision to provide non-contact digital thermometers to sites where staffing and logistics allow their use. Readings are taken daily on arrival to help identify where individuals may have developed a high temperature/fever, which is a leading symptom of COVID-19 infection

- Advice and guidance from Public Health England and the NHS is sent to sites for briefing to operatives. Updates are forwarded and translation for non-English speakers discussed with the Supply Chain
- The National Access & Scaffolding Confederation (NASC) has issued guidance for continuing scaffolding operations under the current restrictions. This is available for reference on all sites
- Respiratory Protective Equipment is not a statutory requirement to protect against COVID-19 where the 2 metre distancing restrictions are met. Projects where this has been in use for some time or where we are supporting the policy of the Supply Chain will continue to do so where availability allows. A supply of disposable masks is available on each site but the difficulties in procurement of masks/gloves will be the deciding factor on this issue.
- The latest Government guidance states that additional PPE is not beneficial against COVID-19 and precautionary use should not be encouraged outside a clinical setting
- Hand sanitiser is in use on all sites to supplement the hand-washing requirements recommended by Public Health England
- The new guidance provides a poster entitled: **Staying COVID-19 Secure in 2020**
- This is displayed at each site and office and Sales & Marketing Suite
- As members of the HBF (Home Builders Federation), we have signed up to the **HBF Charter for Safe Working Practice**. A copy is on display on each site and HBF guidance updates are monitored

Further details on all the above items can be found in the COVID-19 File held on each site and the company is committed to keeping up to date with any changes or developments in how we adapt methods of working to remain safe from infection.

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