

**JDC COVID-19 POLICY**



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DISTRIBUTION LIST		
Name	Position / Company	Copies
All JDC operatives	All Positions	1

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## 1 Scope of Policy

This COVID-19 Policy covers the working operations at all JDC work sites including, The JDC main office & Barnet storage / transport depot

In line with JDC values it is important that no one feels under duress whilst in the workplace, this is particularly important during this pandemic.

Safe systems of work are an integral part of all JDC Scaffolding operations. Following this specific risk assessment, a method statement can be formulated ensuring so far as reasonably practicable the health, safety and welfare of all its employees and others who may be affected by its work activities. This commitment extends to the provision of adequate resources necessary to fully discharge its own statutory and civil duties and that of the Managing Director and workforce in connection with health and safety at work.

JDC Scaffolding expects all its employees to act in a responsible manner and fully cooperate with all health and safety matters. The senior management recognise that soliciting the opinion and assistance of the workforce in all aspects of health, safety and welfare is an essential part of creating a safe working culture.

## COVID-19

**During the COVID-19 pandemic we all have a duty of care not only to ourselves but to those around us. To help prevent the spread of this infection, the following must be adhered to whilst working on site**

- 2m social distancing rule must be adhered to during your operational duties this also includes the site welfare, canteen & smoking areas
- **3 filter type face masks will be made available & must be used as and when required**
- Sharing the same area in a confined space is not permitted i.e. lift/riser shafts
- Cancelling face to face meetings i.e. Black Hat/DABS in an office-based environment, actual work site areas are preferred
- Important shared Information can be communicated via electronic devices phones calls, emails, text or WhatsApp
- Constant communications must be maintained between site-based operatives and JDC management teams, this is to ensure important information is passed on ASAP
- Sharing of tools and PPE is not permitted
- Hand sanitising or soap & water cleaning stations must be provided and used whenever possible

**The above is definitely not exhaustive, our clients will likely have considered other measures relative to their projects, any changes will be passed on by the site management teams during the morning daily briefing**

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## **JDC COVID-19 Policy**

All underscored sections within document refer to UK government issued guidance

This guidance document has been developed for all JDC workplaces which are operating during the Coronavirus Covid-19 pandemic, and provides important information to ensure the protection of our workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing. It also clarified PPE measures to be deployed on all JDC workplaces.

These are exceptional circumstances and the company must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should be re-assessed and where PPE/RPE cannot be used as a last resort then the activity should not take place.

The emergency services are also under great pressure and may not be in a position to respond as quickly as usual. Therefore, it is essential that suitable levels of competent persons in relation to emergency preparedness (fire, first aid, rescue teams, etc.) are available.

We will re-induct and undertake regular tool box talks to remind the workforce of these Operational Safeguarding Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a work site is not consistently implementing the measures set out below, senior management must be informed & may be required to review and shut down projects.

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## **Self-Isolation**

Anyone who attempts to enter a JDC workplace shall be refused access if the any of the following apply:

- High temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (**by virtue of their age, underlying health condition, clinical condition or are pregnant**)
- Is living with someone in self-isolation or a vulnerable person.

JDC will undertake initial and regular checks on all of the following at their discretion and anyone not surrendering or not able to comply will be removed from the workplace. This includes non-contact thermometer checks at all workplaces upon entry and at periods at our discretion.

## **Procedure if Someone Falls Ill**

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

- Report to their Manager/supervisor whilst maintaining social distancing
- Avoid touching anything
- A new surgical face mask will be issued for your journey home if required
- Return home immediately
- 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
- Remove any external clothing before hugging your love ones – Wash clothing ASAP
- Keep in contact with JDC office informing them of your condition and well being

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed and JDC grants authorisation.

If any JDC staff member has any of the symptoms detailed above, they are to follow internal procedures with line management and HR

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## **Travelling to the workplace**

Workers should aim to travel to site alone using their own transport. JDC will consider additional controls on a worksite by worksite basis and will inform staff and supply chain of any additional measures available i.e.

- Parking arrangements for additional cars and bicycles
- Surgical face masks will be issued for your transit to and from site & worn when required
- Other means of transport to avoid public transport e.g. cycling
- Providing hand-cleaning facilities at entrances and exits.

This should be soap and water wherever possible, or hand sanitiser if water is not available

In addition, respiratory protection will be worn if travelling by public transport and unavoidably sharing a car.

## **Office / Workplace Access Points**

- Non-essential visitors will not be permitted into the workplace at any time.
- Staggered start and finish times will be introduced to reduce contact. Shift patterns will be introduced where possible.
- Access points to the workplace will be designed as to enable social distancing (2m) – the number and location of access points to reduce congestion will be assessed and introduced where possible – site by site basis.
- Hand sanitiser points will be installed at every access and egress point. They will be used on access to the project before gaining entry.
- All workers will wash or sanitise their hands after gaining access to the workplace and upon leaving the workplace.
- All workers will leave plenty of space (two metres) between people waiting to enter the workplace. Signs externally will be affixed to indicate and remind of this.

- 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 following JDC cleaning schedule and products
- Reduce the number of people in attendance at workplace inductions and consider holding them outdoors wherever possible or by remote means
- Where 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. They will also be required to wear respiratory protection when leaving their vehicles at any JDC workplace.

### **Hand Washing**

- Additional hand washing and sanitiser facilities will be provided throughout JDC workplaces at plentiful locations. This includes close spaces such as plant rooms, offices etc.
- Soap and fresh water are readily available and kept topped up at all times
- Regular checks and cleaning of the hand washing / sanitiser facilities will be undertaken.
- Additional and plentiful rubbish bins for hand towels for regular disposal will be provided. These will be monitored and cleared regularly. Swing or non-contact bins will be made available where possible to avoid contact.

Workplaces will have extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

### **Toilet Facilities**

- There will be a restriction in the number of people using toilet facilities at any one time e.g. to facilitate the use of this, a welfare attendant will be considered/deployed.
- Hands will be washed upon entry and before use of the facilities and then after use of the facilities
- Enhanced cleaning regimes for toilet facilities will be deployed. A focus on door handles, locks, taps and toilet flushes.

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- Additional and plentiful rubbish bins for hand towels for regular disposal will be provided. These will be monitored and cleared regularly. Swing or non-contact bins will be made available where possible to avoid contact

## **Canteens and Eating Arrangements**

Canteens or welfare facilities will respect at all times the 2m social distancing and procedures will be designed to respect this. As a minimum they will operate as follows:

- The workforce will be asked to stay in the workplace once they have entered it and not use local shops if possible.
- Dedicated eating areas will be clearly identified to reduce food waste and contamination
- Break times will be staggered to reduce congestion and maintain the 2m social distancing at all times
- Hand cleaning facilities or hand sanitiser will be available at the entrance and exits of the canteen areas
- The workforce will be asked to bring pre-prepared meals and refillable drinking bottles from home.**
- Workers will sit 2 metres apart from each other whilst eating and will avoid any contact. Alternative seating arrangements will be designed and implemented incl. outside where possible.
- Drinking water will be provided with enhanced cleaning measures on the tap mechanism
- Tables will be cleaned before and after each placement i.e. in-between each use
- All rubbish will be put straight in the bin and not left for someone else to clear up.
- 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. Additional and plentiful rubbish bins for hand towels for regular disposal



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## **Changing Facilities, Showers and Drying Rooms**

- Staggered start and finish times will be introduced to maintain the 2m social distancing in all facilities. This will reduce congestion and contact at all times
- Enhanced cleaning regimes of all facilities throughout the day will be introduced including an end of day 'sterile' clean
- Where possible and to maintain the 2m social distancing, increasing the size of facilities will be undertaken if possible. This will be based upon the size of each facility and a calculation of workers each day to determine how many people can use it at any one time.
- Additional and plentiful rubbish bins for hand towels for regular disposal will be provided. These will be monitored and cleared regularly. Swing or non-contact bins will be made available where possible to avoid contact
- Showers facilities that are already on projects can be used, high hygiene and cleaning regimes will need to be in place to facilitate this.

## **Avoiding Close Working**

### General Principles

- Non-essential physical work that requires close contact between workers should not be carried out.
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use Respiratory Protective Equipment (RPE) will be a mandatory requirement throughout. This will consist of Type IIR1 masks unless a specific risk assessment dictates a more protective mask i.e. FFP1, FFP2 or FFP3.
- Single use PPE should be disposed correctly so that it cannot be reused
- Stairs should be used in preference to lifts or hoists. Avoid gripping handrails and walk up on the right-hand side and down on the right-hand side (Keep right)

- Where lifts or hoists must be used:
- Lower their capacity to reduce congestion and contact at all times – 2m social distancing will be employed
- Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between uses by different operators.
- All operatives will not share equipment and they will clean their respective tools and equipment at the end of each shift
- There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres. In these instances, a dynamic RAMS will be in place with specific controls.

### Workplace Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

### **Cleaning**

Enhanced cleaning procedures will be deployed across all workplaces, 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

- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment

Additional and plentiful rubbish bins for hand towels for regular disposal will be provided. These will be monitored and cleared regularly.

**EMERGENCY CONTACT NUMBERS**

**JDC Telephone Numbers**

<b>Title</b>	<b>Name</b>	<b>Contact Number</b>
<b>JDC Safety Manager</b>	Andy Bedding	07971 795286
<b>JDC Contracts Managers</b>	Charlee Gates	07834 541015
	Jeremy Pattenden	07970 683577
<b>JDC Head Office</b>	Linda Cutten	020 8441 6446
	Bern McKeague	accounts@jdc-scaffolding.co.uk
<b>JDC Managing Director</b>	David Eaves	07841 500925

**3 Reporting of Accidents/Incidents**

Ensure that any accident in the place of work, which results in an injury to any person, is reported to your Contracts/Safety Manager or a JDC Director and in accordance with RIDDOR if applicable report to the HSE and entered into the accident book.

