

COVID-SECURE STANDARDS - CLIENT ISSUE

TECHNICAL SALES DEPARTMENT



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Protecting the workforce during the Coronavirus (Covid-19) pandemic and minimising the risk of spread of infection.

The Department for Business, Energy & Industrial Strategy (BEIS), in consultation with Public Health England (PHE) and the Health and Safety executive (HSE), with input from industry bodies, unions and businesses recently published their ***“Working safely during Coronavirus (Covid-19) in construction and other outdoor work”*** document, which aims to provide guidance to those working in construction and outdoor environments. This guidance document is one of 8 guides covering a range of different works and is aimed at helping employers and employees to work safely during the Coronavirus pandemic.

It is paramount that all businesses operating during the Coronavirus (Covid-19) pandemic ensure they are protecting their workforce and minimising the risk of spread of infection. The construction industry is already a high-risk environment and ***if an activity cannot be undertaken safely, it should not take place.***

The latest Government guidance states that construction activity should continue to operate provided the Government guidance on managing the risks of Covid-19, and Construction Leadership Council's (CLC) Site Operating procedures (SOP) can be complied with, and the project operates Covid-Secure standards. Such as, but not exclusively, completion of a Covid-19 risk assessment, enhanced hygiene measures, and taking all reasonable steps to help people to work from home if they can.

Axter's Technical Sales Team continues to efficiently work from home with remote access to work systems, video conferencing with customers, clients and colleagues and will continue to do so in compliance with the latest guidance.

Where it is not possible to work from home our workforce will follow the latest Covid-Secure standards as outlined in this document, to minimise the risks we all still face in relation to Covid-19 infection.



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Covid-Secure Standards in Practice

As a customer of Axter Ltd, what behavioural changes should you expect to see from our Technical Sales colleagues when implementing Covid-Secure standards out in the field?

In accordance with Government guidance, Axter's objective is to reduce or eliminate infection transmission caused by face-to-face meetings, through maintaining two metre social distancing at all times and implementing enhanced hygiene procedures. This sole objective will enable the two primary workplace risk hazards associated with Covid-19 to be managed.

Covid-19 Risk hazards have been identified as follows:

- » **COVID-19 HAZARD No1:**
AIRBORNE TRANSMISSION OF VIRUS
- » **COVID-19 HAZARD No 2:**
SURFACE TRANSMISSION OF VIRUS (CROSS CONTAMINATION OF SURFACES)

Axter Technical sales managers will complete a Coronavirus (Covid-19) External Workforce Risk Assessment of the meeting location upon arrival. If the location is determined not to be safe, then the activity will not be able to take place.



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The following Covid-19 control measures will be expected to have been implemented to manage the identified risk hazard (Airborne transmission of virus):

1. Instruct workers not to attend work if they have symptoms of Coronavirus (Covid-19), are living with someone or have come into close contact (within 2 metres for 15 minutes or more) with someone with a confirmed case of Covid-19, and to follow guidelines as set out in the latest version of Construction Leadership Council (CLC) [Construction Sector - Site Operating procedures: Protecting Your Workforce During Coronavirus \(Covid-19\)](#).
2. Ensure workers who develop a high temperature, a new continuous cough, or a loss of/change in their normal sense of taste while at work return home immediately and follow the latest government and CLC guidance on self-isolation.
3. Face coverings should be worn in accordance with the latest CLC guidance on The Use of Face Coverings in Construction - [see guidance here](#).
4. Reduce the number of personnel on site to maintain social distancing measures.
5. Stagger start and finish times to reduce congestion and contact at all times.
6. Increase the number of site access and egress points to enable social distancing.
7. Use signage and floor markings to ensure two metre social distancing is maintained between people when queuing.
8. Minimise the number of people in attendance at meetings and site inductions. (Consider virtual meetings and holding meetings outdoors wherever possible.)
9. Increase ventilation.
10. Where loading and off-loading arrangements on site will allow it, all delivery drivers should remain in their vehicles.
11. Rearrange tasks to enable them to be done by one person, or by maintaining two metre social distancing measures.
12. Consider alternative or additional mechanical aids to reduce worker interface.
13. If it is not possible to undertake a work activity whilst maintaining a two-metre distance, you should consider whether the activity should continue.
14. Ensure arrangements are in place for monitoring compliance, that there are adequate first aid resources and that emergency plans including contact details are up to date and well communicated to all on site.
15. If attending a construction site which is not being operated by a main contractor ensure the building owner/tenant knows that you are going, ask if any building occupants of the building have Covid-19 symptoms, agree the process for works and ensure measures in place comply with government/public health guidance.

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The following Covid-19 control measures will be expected to have been implemented to manage the identified risk hazard (Surface transmission of virus, cross contamination of surfaces):

1. Remove or disable entry systems that require skin contact (for example, fingerprint scanners).
2. Provide facilities to allow all workers to wash their hands for 20 seconds using soap and water or hand sanitiser (minimum 60% alcohol based) when entering and leaving the site.
3. Enhance cleaning regimes for commonly used areas and surfaces, such as access and egress points, reception, offices, welfare and toilet facilities, access control areas and delivery areas.
4. Provide dedicated eating areas on site allowing 2m social distancing and immediate disposal of rubbish. Ensure workers/visitors bring pre-prepared food and refillable drink bottles from home.
5. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
6. Ensure arrangements are in place for monitoring compliance.
7. Hand washing:
 - » Provide additional hand washing facilities (for example, pop-ups) to the usual welfare facilities.
 - » Consider the dispersal of facilities on a large, spread out site or where there are significant numbers of personnel on site, including plant operators.
 - » Allow regular breaks to wash hands.
 - » 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.
8. Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points, including procedures for cleaning at the end of each break and shift.
 - » Entry and exit points – gate handles, turnstiles and clocking in and out points.
 - » Taps and washing facilities.
 - » Toilet flush and seats.
 - » Door handles and push plates.
 - » Handrails on staircases, corridors, scaffolds and work platforms.
 - » Lift and hoist controls.
 - » Machinery and equipment controls.
 - » Tools and equipment being used by more than one person.
 - » Workstations – workbenches.
 - » Welfare units – microwaves, refrigerators and kettles.
 - » Food preparation and eating surfaces.
 - » Chairs, seating areas, door handles, vending machines and payment devices.
 - » Locker rooms – doors, handles, seating and surfaces.
 - » Telephone equipment.
 - » Keyboards, photocopiers and other office equipment.
 - » Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

The Coronavirus (Covid-19) pandemic has created a very challenging and an ever-changing working environment. As such this document is subject to sudden change and should be read in conjunction with **Axter Covid-Secure Standards - Safe Working Guidance Issue 0.2.**



Axter Ltd
West Road, Ransomes Europark,
Ipswich, Suffolk IP3 9SX

axter.co.uk
01473 724056 info@axterltd.co.uk
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