

Covid-19 Employee Guidance



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R K Bell Group have considered legislation, industry guidance and recommendations from government and trade bodies, to produce the following minimum measures that will apply for those working for, or on behalf of R K Bell Group during this current Covid-19 pandemic.

Safe Systems of Work

Detailed and site-specific risk assessments, method statements and/or additional safe operating procedures will be developed to include Covid-19, issued and communicated before works begin at any location. If measures within these documents can not be implemented then the task must be postponed until it can be carried out safely.

Employee Responsibilities

All staff and those working on behalf of R K Bell Group should:

- Not come to work if they feel unwell or share a house with someone who is unwell. In particular, those displaying Covid-19 symptoms (high temperature, new continuous cough or loss or change to your sense of smell or taste).
- Inform R K Bell management if you begin to feel unwell at work.
- Tell your line manager if you have an underlying health condition that puts you at additional risk from Covid-19.
- Regularly wash hands for at least 20 seconds (hand sanitiser will be provided where handwashing is not possible).
- Avoid touching your face where possible.
- Follow a good social distancing of 2m. Where this is not possible refer to your site-specific risk assessment for additional control measures.
- Avoid direct contact with others
- Cough or sneeze into a tissue and dispose of it immediately in a safe manner. Alternatively use the bend in your elbow. Do not cough or sneeze into your hands without immediately washing them afterwards.
- Be trained to wear masks so you do not contaminate yourself when adjusting them.
- Follow NHS track and trace guideline if you, or someone you live with has symptoms.

Accessing site / office

- Be aware and follow signage informing site specific instructions regarding signing in / queueing.
- Adhere to procedures set out by the Main Contractors i.e. temperature checks, traffic management, one-way systems.
- Follow good social distancing practice of 2m.

Deliveries for and on behalf of R K Bell

- Ensure the delivery company is aware of any specific restrictions / control measures in place on site when ordering.
- Follow traffic management and signage in place throughout the site.
- Stay in the vehicle where possible.
- Use photographic evidence of delivery rather than signing if possible.
- If electronic / written signature is required ensure PDA / Pen is sanitised (ideally use your own) beforehand, and staff to wash hands directly afterwards.
- Maintain good hygiene in the delivery vehicle i.e. frequent touch points to be regularly cleaned.

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Whilst working on site / in the office

- Follow site specific start times i.e. staggered arrival/departure where needed.
- Do not share tools or equipment, where this is unavoidable, ensure it is cleaned prior to and after use.
- Clean tools, equipment, objects and materials that may have become contaminated during the course of works.
- Adhere to signage and arrangements in place for common areas e.g. walkways, kitchen, canteen, toilets, meeting rooms, photocopier stations.
- Hold meetings remotely where possible, or maintain social distancing i.e. outdoor or reduced numbers.
- When in the office, phone work colleagues in other areas rather than going directly to speak to them.
- Maintain 2m social distancing and limit unnecessary movement around work areas.
- Where tasks cannot be carried out whilst maintaining social distancing, follow additional control measures set out in your safe systems of work.
- Report any concerns to line manager/ SHEQ Manager.

Travelling to/from work

Where possible, travel in your own vehicle, cycle or walk to work. If that is not possible then:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Maintain good ventilation i.e. keep the window open.
- Face away from each other where possible.
- Clean the vehicle regularly using gloves and standard cleaning products, paying particular emphasis to the handles and other common touch areas.

First aid and emergency response

In the event of an emergency it may not be safe or possible to maintain the 2m social distancing i.e. fire evacuation, provision of first aid.

- Ensure hands are washed thoroughly after coming into contact or within 2m of others during an emergency situation.
- R K Bell first aiders have been issued with additional guidance to reduce the risk of contamination whilst administering first aid that requires close contact. First aid packs containing disposable gloves, plastic apron, surgical masks, CPR face shield, glasses and hand sanitiser have been issued.

If you have any queries or concerns with the above then please contact your line manager or SHEQ Manager.