

## **Sheet Piling (UK) Ltd - Coronavirus Protocols – Updated 30<sup>th</sup> March 2020**

- Sheet Piling (UK) Ltd are continually monitoring the situation and government guidance on the Coronavirus outbreak. In these circumstances the company's duty of care to our staff, suppliers, subcontractors and customers is of paramount importance and we felt it important to update you with the business readiness planning we have been carrying out since the recent outbreak.
- Our Head Office is now closed. Head Office staff are working remotely from home to ensure that we can continue to operate across most functions on a day to day basis.
- We are also undertaking regular 'remote' meetings of our Senior Management Team, to review the changing situation and updates from Government agencies including the NHS, HSE and Public Health England.
- We have also introduced an interim essential business travel policy to limit travel and business meetings which we will continue to monitor as the advice from UK Government agencies evolves. Our policy covers:
- Minimising travel to business meetings with clients, subcontractors, suppliers and other stakeholders
- No meetings are taking place at our Head Office and video/audio conference calls will be utilised where possible
- Working with our clients, main contractors, suppliers and subcontractors on sites that are currently working, to promote the latest UK Government guidelines

To ensure the safety of Sheet Piling (UK) Ltd employees and clients, we need to ensure we ALL work together to minimise the effects of transmission, therefore we have put in place the following procedures:

### **Travelling to and from site**

- (i) Each SPUK operative will travel to and from work in their own site vehicle, if this is not possible a maximum of two persons will utilise the site pick-up, with one person driving and the other remaining in the back seat. The vehicle windows are to be kept open to ensure there is a positive exchange of air. If the drivers alternate the role of driver, then the steering wheel should be wipe down with suitable anti-bacterial wipes or the drivers are to wear gloves whilst driving. The inner and outer door handles of the vehicle and the steering column control 'stalks' should also be wiped down on a regular
- (ii) Whilst waiting for SOS briefings SPUK workers are to remain inside their own vehicles and not to congregate in the car park or SPUK site offices. Vehicle windows are to be kept open if two people are in the vehicle at any one time to maintain a positive exchange of air
- (iii) All non- essential site visitors will not be permitted to access the site compound or working platform.

### **SPUK Site Offices / Site Cabins**

- (i) SPUK site office/site cabins are to be restricted to two persons only and always maintaining a 2m social distance
- (ii) No other persons are permitted to enter the SPUK Ltd site offices / site cabins
- (iii) Regular cleaning of all the site cabin door handles is to be carried out using suitable wipes or cleaning agent
- (iv) Windows and the main site cabin door are to be kept open/ajar, AT ALL TIMES, to ensure a positive change of air is being carried out within the site office
- (v) All tissues etc that have been used to 'catch' any sneezes or coughs ARE NOT to be put in the site cabin bin. They should be 'bagged up' and taken to the project main bin area and disposed of there. Treat these as 'biological hazards' – We need to protect the bin men who collect and empty the bins as well

### **Daily Briefings and Toolbox Talks**

- (i) The morning SOS briefing will be held outside ensuring the social distancing of 2m between employees is maintained.
- (ii) Any toolbox talks will be held on the working platform, ensuring that the social distancing of 2m between employees is maintained.
- (iii) Any signing-off of the SOS Briefings and / or Toolbox Talks must be done with a GLOVED HAND to minimise any risk of transfer through the writing implement

### **Installation of Sheet Piles (General Activities – Not Discipline- Specific)**

To ensure the social distancing of 2m between employees is maintained, during piling works, the following procedure will be maintained

- (i) SPUK crane drivers to remain inside the cab and only to leave for comfort breaks
- (ii) SPUK rig drivers to remain inside the cab and only to leave for comfort breaks
- (iii) SPUK installation foreman to remain on the line of sheet piling works
- (iv) SPUK excavator driver (if being used) is to remain inside the cab during piling works and only to leave for comfort breaks
- (v) SPUK Piling Operative/Slinger Signaller is to remain in the vicinity of the sheet piles to allow them to be hooked up and pitched by the crane but maintain a minimum of 2m away from the installation foreman.

### **Comfort and Food Breaks**

- (i) Whilst utilising the toilet for comfort breaks, all SPUK operatives will ensure that good practice is utilised, ensuring that the toilet is cleaned after use and that each employee washes his or her hands for a minimum of 1 minute, utilising soap and water or antibacterial handwash.
- (ii) If possible, based on the current supply, a bottle of suitable anti-bacterial hand cleanser is to be affixed externally to the site welfare cabin adjacent to the main door so that all personnel entering the site welfare cabin can sterilise their hands before touching the door hands
- (iii) Whilst utilising the site welfare cabin, SPUK site operatives will stagger the break times to limit the number of SPUK employees in the cabin at any one time to two number.
- (iv) The site welfare cabin window and door are to be kept open /ajar to ensure a positive exchange of air is taking place within the site welfare cabin.
- (v) Once the SPUK site operatives have utilised the welfare facilities they are to ensure that all food or waste is disposed of in the correct receptacles and that the area is left clean and tidy.
- (vi) Wiping down of site welfare door handles on the inside and outside should be carried out on a regular basis using suitable wipes or cleaning agent
- (vii) Wiping down of all 'contact' services ie table-tops, Burco boiler handle, water taps etc must also need to be wiped down using a suitable anti-bacterial wipe or suitable cleaning agent.
- (viii) This should be recorded on a 'log sheet' and signed with a date and time. It is proposed that the areas are wiped down properly approx. 3-4 times a days
- (ix) All tissues etc that have been used to 'catch' any sneezes or coughs ARE NOT to be put in the site welfare cabin bin. They should be 'bagged up' and taken to the main JV bin and disposed of there. Treat these as 'biological hazards' – We need to protect the bin men who collect and empty the bins as well
- (x) The site welfare cabin toilet door must also be kept ajar when it is not in use, to ensure a positive air exchange is taking place within the toilet cubicle. (I know that there is a ventilation grill in the side wall of the toilet cubicle, but this only provides 'passive' ventilation)

- (xi) If possible, based on the current supply, a bottle of suitable anti-bacterial hand cleanser is to be affixed externally to the site welfare cabin toilet cubicle (if fitted), adjacent to the **door** so that all personnel entering the site welfare cabin can sterilise their hands before touching the door hands.
- (xii) Note: If anti-bacterial handwash is not available due to the shortage in supply, then all personnel should regularly wash their hands with soap and water**

### **Interface between SPUK and Client**

- (i) Any site-based discussions will need to be conducted by phone, in a safe and designated area and or with all operatives maintaining a safe 2m social distance.
- (ii) Our employees/operatives must clean and sanitise their hands when entering a client's site or office and ensure they follow the current UK Government protocol

### **Site Meetings**

- (i) Any site meetings will need to be undertaken 'remotely' via such platforms as SKYPE. Team Outlook etc
- (ii) Site meetings are only to take place in a well-ventilated room with a constant and positive airflow NOT AIR-CONDITIONED and with the meeting participants maintaining the required 2m social-distancing

### **Site Machinery and Vehicles**

- (i) SPUK will ensure that their vans and that the cab areas of the crane, rig and excavator are kept clean and free from rubbish.
- (ii) Vehicle door handles and vehicle 'control stalks' must be wiped down on a regular basis using suitable anti-bacterial wipes or suitable cleaning agent.
- (iii) All machine controls-levers, handles etc must also be wiped down on a regular basis.
- (iv) Note: Particular care must be taken if there is an exchange of machine operator ie if the rig operator is requested to move and operate the crane etc.

### **Site 'Symptoms Watch'**

- (i) SPUK Ltd employees must watch out for each other. We are all in this crisis together.
- (ii) If any SPUK Ltd employee experiences the following symptoms they need to immediately self-isolate themselves from their colleagues, inform their Foreman or Supervisor AND contact their GP or the NHS 24 on 111, for further advice:**
  - **A high fever or temperature**
  - **A constant cough**

SPUK Ltd Supervisors or Foreman are to immediately inform a member of the Sheet Piling (UK) Ltd Senior Management Team of any incidents on site relating to the Coronavirus or any other concerns

We will continue to communicate with you on a regular basis as UK Government advice gets updated, however rest assured that we are monitoring this closely and ensuring that we are as prepared as we can be.

**Should you wish to discuss anything specific, please contact a member of the Sheet Piling (UK) Ltd Senior Management Team on 01772 794141 (Answerphone message will divert you to a member of our Senior Management Team.)**

**This document was updated on 30<sup>th</sup> March 2020**