



COVID-19: Roofing Action Plan

Site Protocol & Operative Guidelines



Constructing Responsibly. Waterproofing Safely

Introduction

TCRC is committed to carrying out projects safely and responsibly. Providing a safe working environment for our Operatives on site is always a top priority, and the COVID-19 pandemic clearly makes this more important than ever.

At this very difficult time, we would like to stress that we are very much 'open for business'. However, this document explains the precautionary steps we have taken in light of the current situation and summarises the guidance we are providing to all TCRC installers.

Minimum standards used by TCRC to ensure safety compliance:

- ✓ UK Government advice and Public Health England's (PHE) guidelines which includes social distancing
- ✓ The Construction (Design & Management) Regulations 2015
- ✓ Construction industry best practice and specific TCRC site guidelines as outlined below



Public Health
England

Site Attendance

All TCRC Operatives must follow Government and PHE guidelines and recommendations on social distancing. Any Operatives displaying symptoms such as a high temperature or a persistent cough must:

- Return home immediately
- Avoid touching anything
- 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. you must isolate straight away:

If symptoms worsen Operatives must get advice from www.nhs.uk/coronavirus. Alternatively they can dial 111 although this option must only be used as a last resort. Avoid all public contact and contact with staff from the NHS.

Personal Choice

TCRC aims to provide a safe working environment for all Operatives that are fit, able and willing to work. Attendance on site is a personal decision for each employee to take depending on their personal circumstances. No-one will be judged now or in the future based upon this personal choice. Employees that do choose to work must respect these safety procedures at all times.



Travel & Lodgings

Key rules for all TCRC Operatives & Site Personnel:

- No TCRC personnel or subcontract team may use public transport
- Interface with any 3rd parties must be completely restricted
- Operatives must travel alone where possible. In limited circumstances, and only when approved by the Company Managing Director, a maximum of 2 people per vehicle may be permitted, providing that company procedures are adhered to
- Only travel between work and site is allowed. No other travel, diversions, errands etc is permitted.
- The inside of vehicles must be kept clean at all times – we strongly recommend regularly cleaning steering wheels, gear sticks and hand-breaks etc.
- Any required lodging will be booked by TCRC head office only
- Only persons authorised to stay in any dwelling are allowed to enter. Visitors for any reason are strictly prohibited. Only 1 person is allowed to stay in any bedroom at any time
- All lodging will be self-catering. Social distancing protocols must be observed at all times when in such accommodation
- It is the operative's responsibility to make sure that hygiene standards are kept to the highest level while lodging in order to protect everyone else who may be sharing their dwelling. Either a company issue cleaning pack or an allowance of up to a £10/week/operative will be available for cleaning essentials.



Site Operations

Site operations will be set out in site specific RA/MS and briefed to all operatives by the Site Supervisor and/or Social Behaviour Marshal (SBM). All site operations must also adhere to the following:

- Haki Stairs must be used for access. If this is not possible, permission must be provided in writing by the Managing Director. Risk assessments will require amending accordingly
- All scaffold must be left in quarantine for at least 48hrs once erected
- All access points must have hand sanitiser. This must be applied prior to accessing the Haki stairs or other agreed equipment
- Tools and equipment must be for individual use only
- Multiuse items such as lift/hoist controls, handrails etc. must be cleaned regularly
- Contract Managers are only permitted to visit one site per day unless there is a site emergency and authorisation has been given by the TCRC Managing Director
- All site personnel must adhere to any COVID-19 specific signage at all times
- All materials and equipment that are being delivered to the Company yard will be in quarantine for at least 48hrs. All required materials will require planning to take this extra control measure into consideration. Once orders have been requested these will be left protected in a designated area in the yard where they can be collected
- All materials and equipment that are being delivered direct from supplier to site must either be quarantined for the required period or sprayed with disinfectant if available.

Social Distancing

All TCRC Operatives are expected to adhere to government Social Distancing guidelines of at least 2 meters. However, TCRC are stipulating a distance is maintained of 3m wherever possible.

Areas of work should be marked out to ensure social distancing can be maintained, e.g. as follows:

- 3m Taped markers on scaffold
- 3m chalk line on roof area
- Task isolation where practical and safe.

There will be situations where it is not possible or safe for workers to distance themselves from each other by at least 3 metres. The below general principle should be maintained:

- 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
- If work must be carried out then mandatory eye protection and face masks must be worn.

Social Behaviour Marshall (SBM)

While the COVID-19 epidemic is on-going all normal working practices must change to incorporate stringent controls to meet the guidelines set by the UK Government. These controls are above and beyond anything we have encountered before and therefore we require an extra level of supervision to monitor and control each site to assisted normal site operations and best practice.

All TCRC projects must have an appointed Social Behaviour Marshal (SBM). The SBM's are responsible for, but not limited to:

- Monitor works to make sure social distancing guidelines are being met
- To execute all TCRC Group COVID-19 company standards
- To brief and support all site operatives on COVID-19 updates

Welfare

All site personnel must make sure that the following high standards are maintained at all times:

- All canteen areas must be cleaned thoroughly after each use, including; taps and washing facilities, door handles and push plates, seats, tables and kitchen areas
- Only one person is to use the site canteen at any one time. Multiple use is strictly prohibited and permission to use the canteen must be given by the SBM
- Each person must wash their hands straight away
- Toilets must be cleaned by each person on entering and again prior to leaving including; toilet flush and seats, door handles. Hands must be washed prior and again after using the toilet
- Notification must be given when leaving the work area to use the toilet
- Welfare must have hot running water. If this is not possible a written reason must be given to the TCRC Managing Director together with an alternative
- Soaps, hand sanitiser and any required barrier creams must be available for use within the welfare areas at all times
- Bins must be emptied daily
- Smoking breaks must be minimised and in designated areas. Notification must be given to the SBM prior and hands must be cleaned before and after.





Personal Protective Equipment (PPE)

TCRC normal PPE standards must be adhered to at all times, but during this period of COVID-19 restrictions extra control measures will be enforced:

- Latex gloves must be worn underneath normal task specific site gloves
- Latex gloves must be worn once and thrown away in a rubbish bin
- Face masks must be used for task specific works already identified as high risk, e.g. Stripping roofs and cutting timber. The only other time a mask will be enforced is if a site operative is showing positive symptoms of the Coronavirus. At this point the SBM will issue an FFP3 mask to the symptomatic individual that he/she must wear straight away until he/she gets home to isolate
- Single use PPE should be disposed of so that it cannot be reused.

The following are recommended extra control measures that should be considered:

- Operatives are recommended to take spare items of clothing to change into before going home
- It is recommended that PPE is cleaned regularly and/or exchanged for new. Any old PPE must be disposed of in a bin.



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