

B&A GROUP COVID-19 PROCEDURE – CONSTRUCTION AND OPERATIONAL WORKERS

This Code of Conduct has been prepared using the HM Government Guidance for employers, employees and the self-employed, 11 May 2020, on how to work safely during the COVID-19 pandemic. It is important that our employees can working safely and that we support your health and wellbeing during this Coved -19 pandemic.

This document does not supersede any legal obligations relating to health and safety, employment or equalities and it is essential that we all comply to the existing company policies and procedures.

This document should be read in conjunction with the company risk assessment: BAT.RA.28 Coronavirus – COVID-19

1. Risk	
1.1 Thinking about risk	Steps
Objective: That all employers carry out a COVID-19 risk assessment	B&A Group conducted a risk assessment in March 2020 for all areas of the business, taking guidance from the Government and consulting with employees. We have looked at the risks our employees face and have taken all reasonably practicable measures to minimise them, recognising we cannot completely eliminate the risk of COVID-19. Our risk assessment is continually evaluated, communicated to all employees and published on our website.
1.2 Managing Risk	Steps
Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	<ul style="list-style-type: none"> • B&A Group have increased the frequency of handwashing and surface cleaning – on the entrance and exit hand sanitizing stations have been installed. Hand sanitizing stations on each floor are installed. Cleaning stations are installed on each floor and the drivers mess room for employees to clean down surfaces more frequency.

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	<ul style="list-style-type: none"> • Working from home is our first option. Where working from home is not possible, for some roles, we have made every effort to comply with social distancing guidelines - please refer to section 3 Social distancing for further information. • Where social distancing guidelines cannot be followed in full, in relation to a particular activity, we have either eliminated the need for that activity or put the following measures in place: <ul style="list-style-type: none"> • Increased hand washing and surface cleaning • Shorten the activity time. • Installed barriers/screens to separate people from each other. • Reduced the number of people doing this activity to reduce the number of people each person comes into contact with. • Made our assessments with particular regard to people especially vulnerable to COVID-19.
<p>2. Who should go to work</p>	<p>Steps</p>
<p>Objective: That everyone should work from home, unless they cannot work from home.</p>	<ul style="list-style-type: none"> • Most Managerial and administration roles can be performed from home. Employees have been provided with the necessary equipment to carry out their roles from home. • Roles which are critically operational to the business are required to come into the office, however many of these roles will work remotely. These roles are: <ul style="list-style-type: none"> • Drivers • Plant Operatives • Site Operatives • Workshop employees • Transport Co-ordinator

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	<ul style="list-style-type: none"> For those employees working from home, managers will keep in touch to check that you have the necessary equipment and supplies as well as keeping in touch regarding your welfare, mental and physical health and personal security.
2.1 Protecting people who are at higher risk	Steps
Objective: The protect clinically vulnerable and clinically extremely vulnerable individuals.	<ul style="list-style-type: none"> B&A Group have a register of employees who are either clinically extremely vulnerable or clinically vulnerable. This register is under constant review to consider employees changing health or that of their household. Clinically vulnerable individuals, where possible are being helped to work from home. Where this is not possible, we will conduct individual risk assessments and offer the safest available on-site roles.
2.2 People who need to self-isolate	Steps
Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.	<ul style="list-style-type: none"> If you test positive to Covid then you can reduce your self-isolation from 10 days but only if you have two negative lateral flow tests. The first test can be taken on day 6 and the second on day 7. (Please note that the day of the positive test is day zero). If both tests are negative then you can return to work on day 8 providing you no longer have a temperature and feel well. If you test positive on a lateral flow test and have no Covid symptoms, from 11th January, you no longer require a confirmatory PCR test but will start your isolation period from the date of the positive test (please remember this is day zero). You are still required to take a PCR test if you are experiencing Covid symptoms. PLEASE REMEMBER TO INFORM YOUR MANAGER AS SOON AS POSSIBLE. Self-isolation rules for close contacts of someone with Covid:

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	<ul style="list-style-type: none"> • If you have been identified as a close contact of someone with Covid you should take a lateral flow test every day (prior to coming into work i.e. each morning) for seven days and - unless you test positive or develop symptoms – you should where possible WFH or continue to attend work as usual. • Please refer to company guidance on statutory sick-pay.
3. Social Distancing	
3.1 Coming to and leaving work	Steps
3.2 Moving around buildings and worksites	
<p>Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.</p> 	<ul style="list-style-type: none"> • Staggered arrival times – Operational staff are required to stagger arrival times and not enter site cabins to sign in together. They are required to wait outside until the worker in front has exited. No use of shared pens. • Site inductions and tool box talks to be held outdoors with social distancing. • Drivers are required to wait outside (2m apart) until they are called into the de-brief area. A screen is installed between the Driver and the employee on de-brief. • All employees currently travel by car or bike to work. There is no use of the company minibus. If employee’s car share with members outside of their household the PPE guidance should be followed. • Hand sanitizer stations are situated on the entrance and exit of Site cabins and the Drivers entrance. • The fob touch time clocking machine should be used.

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3.3 Making the main workplace safe for people who work statically	Steps
<p>Objective: To maintain social distancing between people who work in one place.</p>	<ul style="list-style-type: none"> • Maintain ‘same cab, same driver’ policy where possible for Drivers and Plant operatives. • Employees are required to clean their cab regularly, before work, during and at the end of a shift. Particular attention should be paid to door handles, dashboards, steering wheel, handbrake, levers, gearbox controls and indicator stalks. • Drivers should refrain from leaving their cab while on customers sites. • If a vehicle or Plant is due for a service the driver or operator is required to thoroughly clean the inside of the cab with disinfectant wipes, especially all surfaces that have been touched. The same should be carried out when the vehicle or plant is returned.
3.4 Meetings	Steps
<p>Objective: To reduce transmission due to face to face meetings and maintain social distancing in meetings</p>	<ul style="list-style-type: none"> • We are using remote tools to avoid in-person meetings. • Where meetings are absolutely necessary participants should maintain 2m separation. This has been marked out using green markers to indicate where each participant should sit. • Hand sanitizer is provided in each meeting room. • No sharing of pens or equipment. • If possible, meetings should be held on site outdoors.

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<p>3.5 Common areas</p> <p>Objective: To maintain social distancing while using common areas.</p>	<p>Steps</p> <ul style="list-style-type: none"> • Only 1 employees is permitted to be in the site canteen area at one time. • In the Drivers mess only 1 person on each of the 2 tables. The positions are marked with a green marker. • Employees are encouraged to eat in their own clean vehicle. • Employees are encouraged to remain on site and bring their own food and drink. • Employees are required to stagger using the changing/drying area and are not permitted to enter if the area is already occupied. • The 2 common areas of Reception and the de-brief area have restricted access and floor markers as well as screens to protect staff.

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3.6 Accidents, security and other incidents		Steps
Objective: To prioritise safety during incidents		<ul style="list-style-type: none"> • In an emergency situation such as an accident or fire, people do not have to stay 2m apart if it would be unsafe. • For those required to provide assistance to others, such as first aiders, particular attention should be paid to sanitation measures immediately afterwards. There is also PPE available in the Main Office - Reception kitchen store room and in the Site offices.
4. Managing your customers, visitors and contractors		
4.1 Managing contacts		Steps
Objective: To minimise the number of unnecessary visits to offices		<ul style="list-style-type: none"> • All visitors are encouraged to connect remotely. • Where visitors are required B&A will issue them with site guidance on social distancing.

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	<ul style="list-style-type: none"> We are limiting visitors at all of our sites and have a contact number on the Site Office doors to restrict visitors who have not booked an appointment. All visitors required to conduct essential works on site are required to pre-book an appointment. A record will be kept of all visitors. Each visitor is required to declare they have not had any Covid-19 symptoms within the last 7 days and are symptom free, that they do not live with anyone who has experienced Covid-19 symptoms in the last 14 days and that they have not recently tested positive for Covid-19. A designated box is available for sub-contractors to deliver batches of tickets to avoid contact with B&A employees.
4.2 Providing and explaining available guidance	Steps
Objective: To make sure people understand what they need to do to maintain safety	<ul style="list-style-type: none"> Visitors will be provided with clear guidance on social distancing and hygiene on arrival. Information will also be displayed on our website and sent to visitors prior to their appointment. The B&A host will be responsible for ensuring the visitor complies with the site guidance. B&A hosts will be provided with training. Visitors, where possible, will be restricted from entering the Site Office and kept outside. Visitors are required to follow the one-way system on site.
5 Cleaning the workplace	
5.1 Before reopening	Steps
Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart.	<ul style="list-style-type: none"> All sites will have a risk assessment conducted prior to re-opening. All site offices will be cleaned prior to re-opening. Employees are encouraged to leave the site door and windows open.

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5.2 Keeping the workplace clean	Steps
<p>Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p> 	<ul style="list-style-type: none"> • Cleaning stations have been positioned in the Site Offices and toilets, along with a cleaning checklist, which should be completed by the Site Manager and a photo sent to the Project Manager. • Employees are encouraged to use the cleaning products to regularly clean down site desks, handles, kitchen areas, storage areas and toilets. • All wipes and blue roll used to clean down surfaces is required to be deposited in the bin beside the cleaning station. • If there is a suspected case of COVID-19 B&A Group will follow the specific Government guidance. • Employees are encouraged to clean down equipment and tools regularly. • Employees are encouraged to clean down all equipment and surfaces touched regularly, including control panels, surfaces handled within cabs, tools, site equipment and machinery. Ensuring the cloths and wipes are disposed of in the bin provided.
5.3 Hygiene – Handwashing, sanitation facilities and toilets	Steps
<p>Objective: To help everyone keep good hygiene through the working day</p>	<ul style="list-style-type: none"> • Posters are situated on the front of the site office and notice boards to raise awareness of good handwashing techniques, increased handwashing

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	<p>frequency, avoid touching your face and cough into a tissue and dispose of in a bin safely.</p> <ul style="list-style-type: none"> • Hand sanitizers are provided at the entrance, exit and mess room of the site office. Each employee has also been issued with a bottle of hand sanitizer, which is refillable in reception. • All toilets are individual so social distancing can be maintained. • Cleaning stations are located in the site office and mess room to increase the frequency of cleaning alongside the regular contractor cleaners for the drivers mess room, at the end of each working day. • Bins are located in the site office, bathroom and cleaning station to avoid tissues and cleaning waste being left out. • Smoking will only be permitted in areas designated by the site management team. • Individuals using the smoking areas must obey the 2 metre social distancing measures. • Cigarette butts must only be extinguished in receptacles provided – either a sand/water filled bucket or “proper” cigarette bin – and must not be discarded on the floor. • On sites where the B&A Group are not the Principal Contractor we will request all COVID-10 Risk Assessments and Procedures to ensure all measures have been taken for our employees to work safely.
5.4 Changing rooms and showers	Steps
<p>Objective: To minimise the risk of transmission in changing rooms and showers</p>	<ul style="list-style-type: none"> • Only one individual shower is located in the Workshop. Employees are reminded to remove all personal belongings once using the facilities. • All employees are reminded to remove all personal belongings from the individual toilets.

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	<ul style="list-style-type: none"> All toilets are cleaned at the end of every day.
5.5 Handling goods, merchandise and other materials, and onsite vehicles	Steps
Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite	<ul style="list-style-type: none"> On receipt of deliveries employees are required to wash their hands. Employees are not permitted to have personal deliveries delivered to the work or site address. Employees have been provided with disinfecting supplies. Cabs should be cleaned regularly (Vehicles and Plant) – before starting work, during and at the end of the shift. Where possible B&A Group will use the same driver same cab. If a vehicle/plant is going in for service, the driver is required to thoroughly clean the inside of the cab with disinfectant wipes, especially all surfaces that have been touched and then repeat this procedure when the vehicle is returned. Wipe down any tools or equipment that have been used, with disinfectant wipes.
6 Personal Protective Equipment (PPE) and face coverings	
	<p>All employees whose job roles have identified them as required to wear PPE to protect them against health and safety risks at work should continue to adhere to B&A Group PPE Policy.</p> <p>B&A Group have assessed the risks and implemented steps to manage COVID-19 in the workplace and have identified that additional PPE beyond what employees would usually wear is not beneficial. The role of PPE in providing additional protection is extremely limited.</p>

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	<p>Face coverings are not the same as PPE. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. This does not however protect the user, it helps to protect others if you are infected.</p> <p>Wearing a face covering is optional. Should employees choose to wear one it is important to following the steps below to ensure you are using them safely:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • change your face covering if it becomes damp or if you've touched it. • continue to wash your hands regularly. • change and wash your face covering daily. • if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Adhere to all the B&A Group steps to minimise COVID-19 risk.
7. Workforce Management	
7.1 Shift patterns and working groups	Steps
<p>Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.</p>	<ul style="list-style-type: none"> • B&A Group currently operates distinct groups, being: <ul style="list-style-type: none"> - Reception - Accounts - Transport - Weighbridge - Yard - Workshop - Drivers

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	<ul style="list-style-type: none"> • Mixing between these groups should be kept to a minimum. • Should items or supplies need to be transferred between these groups they should be left at drop off points, being: <ul style="list-style-type: none"> - Reception lobby - On the end of the spare workstation on accounts and transport floor or pigeon tray. - Outside of the workshop reception entrance - On de-brief desk
7.2 Work related travel	
7.2.1 Cars, accommodation and visits	Steps
Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations	<ul style="list-style-type: none"> • All employees travel separately to sites. • Employees to clean and disinfect vehicles prior to handover to another employee or the workshop.
7.2.2 Deliveries to other sites	Steps
Objective: To help works delivering to other sites such as branches, or suppliers, or customers premises to maintain social distancing and hygiene practices.	<ul style="list-style-type: none"> • Single person deliveries should be made. • All payments made on account or via phone. • No requirement for drivers to leave their cabs on delivery. Should a driver need to exit the cab follow social distancing measures on Customers sites.
7.3 Communication and Training	Steps
Objective: To make sure all workers understand COVID-19 related safety procedures and are kept up to date with how safety measures are being implemented and updated.	<ul style="list-style-type: none"> • B&A Group will provide clear, consistent and regular communication to improve understanding and consistency of ways of working.

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	<ul style="list-style-type: none"> • Employees will receive this information by toolbox talks, email briefings, notice boards, posters, memo's and training. • The information will be simple, clear and using Government guidance. • B&A Group procedures will be communicated to sub-contractors, suppliers and customers.
8 Inbound and outbound goods	Steps
<p>Objective: To maintain social distancing and avoid surface transmission when good enter and leave the site.</p>	<ul style="list-style-type: none"> • Drivers are encouraged to stay in their vehicles when collecting and unloading. • All Office and Workshop deliveries are left in the reception lobby or outside the workshop and are not to be signed for. • All drivers are able to access welfare facilities located at the rear of the main building, but are required to following B&A Group guidance. • The weighbridge has a screen installed to minimise contact during the delivery of tickets.