



		<p><b>High</b></p>	<p>and other areas where passengers may touch surfaces</p> <p><b>On Site:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increase parking arrangements for additional vehicles and bicycles</li> <li><input type="checkbox"/> Discuss means of transport to avoid public transport e.g. cycling</li> <li><input type="checkbox"/> Hand cleaning facilities installed at entrances, exits and mess rooms. This should be soap and water wherever possible or hand sanitiser if soap and water are not available</li> <li><input type="checkbox"/> Install signage on: COVID19 symptoms, Hygiene, Social distancing and measures to take if feeling unwell.</li> <li><input type="checkbox"/> Install cleaning stations in Mess rooms and toilets</li> <li><input type="checkbox"/> Signing in should be done separately and queued at 2m intervals. Use own pen.</li> <li><input type="checkbox"/> All workers to undertake COVID 19 Tool Box Talk and Induction, preferably outside and workers to use own pen or wipe down after use.</li> <li><input type="checkbox"/> Where possible only use your own tools and equipment. If not possible wipe down all tools and equipment before and after use.</li> <li><input type="checkbox"/> Empty waste bins daily</li> <li><input type="checkbox"/> Ensure adequate supply of cleaning products on site and in store room.</li> <li><input type="checkbox"/> Take all clothing home to wash and dry daily</li> <li><input type="checkbox"/> If someone is taken ill - contact a member of their household to take them home</li> </ul> <p>Where public transport is the only option for workers, you should consider::</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Changing and staggering site hours to reduce congestion on public transport</li> <li><input type="checkbox"/> Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)</li> </ul>	<p><b>Medium</b></p>
		<p><b>High</b></p>	<p><b>Smoking</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Smoking will only be permitted in areas designated by the site management team.</li> <li><input type="checkbox"/> Individuals using the smoking areas must obey the 2 metre social distancing measures.</li> <li><input type="checkbox"/> 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.</li> </ul>	<p><b>Low</b></p>
		<p><b>Medium</b></p>	<p><b>Driving at Work</b></p> <p>When travelling at work or between site locations, workers should travel alone.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where possible use the same driver same cab.</li> <li><input type="checkbox"/> Clean the cab regularly (Vehicles and Plant), paying particular attention to handles, levers, gearbox controls and indicator stalks.</li> </ul>	<p><b>Low</b></p>

		<p style="text-align: center;"><b>High</b></p> <p style="text-align: center;"><b>High</b></p> <p style="text-align: center;"><b>High</b></p>	<p><input type="checkbox"/> Refrain from leaving your cab while on customers sites.</p> <p><input type="checkbox"/> Do not request signatures for WTN. Do not share pens.</p> <p>If workers have no option but to share a vehicle, then they should:</p> <p><input type="checkbox"/> Share with the same individuals and with the minimum number of people at any one time</p> <p><input type="checkbox"/> Wherever possible maintain a distance of two metres and avoid touching their faces</p> <p><input type="checkbox"/> Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey</p> <p><input type="checkbox"/> Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</p> <p><input type="checkbox"/> Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</p> <p><b>Welfare Facilities</b></p> <p><input type="checkbox"/> Stagger rest breaks in order to maintain social distance in mess rooms</p> <p><input type="checkbox"/> Remove extra chairs and tables to reduce the number of workers allowed in the canteen. Use 'green ticks' for seats workers can sit in.</p> <p><input type="checkbox"/> Encourage workers to bring in own food and drink.</p> <p><input type="checkbox"/> Clean down area prior to eating using disinfectant spray or wipes.</p> <p><input type="checkbox"/> Thoroughly wash hands for 20 seconds prior to eating and smoking</p> <p><input type="checkbox"/> It is recommended to take your breaks in your own vehicle which has been kept clean and only used by yourself.</p> <p><b>Reduce</b></p> <p>Where the social distancing measures (2 metres) cannot be applied:</p> <p><input type="checkbox"/> Minimise the frequency and time workers are within 2 metres of each other</p> <p><input type="checkbox"/> Minimise the number of workers involved in these tasks</p> <p><input type="checkbox"/> Workers should work side by side, or facing away from each other, rather than face to face</p> <p><input type="checkbox"/> Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</p> <p><input type="checkbox"/> Increase ventilation in enclosed spaces</p> <p><input type="checkbox"/> Workers should wash their hands before and after using any equipment</p> <p><b>Isolate</b></p> <p>Keep groups of workers that have to work within 2 metres:</p>	<p style="text-align: center;"><b>Low</b></p> <p style="text-align: center;"><b>Medium</b></p> <p style="text-align: center;"><b>Medium</b></p>
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