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Services to the Onshore Natural Gas Industry

## **Office Operating Procedure WCL**

### **For use by personnel operating in offices where premises have limited or free access**

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). **EVERYONE** needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

Where workers enter people's homes, they should follow the PHE guidance on <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#tradespeople-and-working-in-peoples-homes> .

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. at least one of the following symptoms: a new persistent cough, high temperature and loss or change to your sense of smell or taste) or someone else in their household has symptoms. If you develop symptoms whilst on site,

#### **YOU MUST:**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin. If no tissues are available cough and sneeze into the crook of your elbow.

#### **TRAVEL TO WORK**

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- If using public transport wear a face covering if you can.

### **Measures YOU MUST adopt whilst in the office:**

#### **Practice Good Hygiene**

- Wash your hands thoroughly once you arrive at the office before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day. Where no washing facilities are available approved hand sanitizer to be used.
- Avoid touching surfaces when traversing the office.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities (toilets) and canteen (kitchen) areas.
- The office should be thoroughly cleaned at agreed intervals depending on the level of use.

#### **Avoid Close Working / Contact With Others**

- Remote working options should be considered as the most appropriate option. Working from home requires no additional measures.
- Remain a 2 metre (3 steps) distance from others, wherever possible. Ensure you sit 2 metres apart from each other, whilst eating and avoid all contact.
- Meetings should be held remotely if 2 metre distancing cannot be achieved i.e. video conferencing.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Do not enter the office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops.

- Avoid stopping and chatting to people in communal areas throughout the office complex where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the complex.

### **Where essential work cannot be done whilst avoiding close working**

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

#### **Eliminate**

- Rearrange the task to enable it to be done by one person, or by maintaining social distancing (2 metres).
- Consider alternative or additional electronic aids to reduce worker interface.

#### **Reduce**

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Workers should wash their hands before and after using any equipment.

#### **Isolate**

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

#### **Control**

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes duration or less where possible.

#### **PPE**

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and / or gloves. This **MUST** be worn for work activities where a **2 metre** distance cannot be achieved, such as a two person lift. PPE is not required to be worn when momentarily passing someone if it is unavoidable.

- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

**NB** - You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre social distancing guidelines are met. RPE is also the last resort in the hierarchy.

## BEHAVIORS

- The measures necessary to minimise the risk of spread of infection rely on everyone taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between all in the office. Any issues should be openly discussed and addressed.
- If remote working is an option this should be considered as preferred.
- Entry points (handles etc.) to be wiped after use.
- Wipes to be used to clean workstations on start and finish of shifts.
- Handwashing facilities and / or sanitiser should always be available. To be used on entry & exit from the office and regularly throughout the shift.
- Workstations should be a minimum of 2m apart.
- Where practical workers should not directly face their colleagues in the office.
- Consider the use of screens if possible.
- Contact to be discouraged until changes are made in the guidelines.
- PPE should be used to reduce the risk only where appropriate.
- Deep cleaning of the office area to be planned regularly; the more heavily trafficked the area the cleaning regime should be more regular.
- Deep cleaning of social areas (entry points, corridors, toilets and canteen (kitchen) to be agreed (if not already) with the building owner or other responsible person. It is likely this will need to be cleaned more regularly.



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