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Services to the Onshore Natural Gas Industry

Site Operating Procedure WCL

For use by auditors and others operating on site or in premises with 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)

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.
- Journeys should allow access to site to carry out work and return home within 1 working day

Measures YOU MUST adopt whilst on site:

Practice Good Hygiene

- Wash your hands thoroughly once you arrive on site 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 is to be used.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.

Avoid Close Working / Contact with Others

- Maintain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email / text message / phone call to the Site Manager.
- Do not enter the site 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. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- Meetings should be held remotely if 2 metre distancing cannot be achieved i.e. video conferencing.
- Avoid overnight stays until clearance has been received from PHE or the local government bodies that this can be done safely. Follow the guidelines given

in these circumstances. Travel will then be allowed to encompass overnight stays.

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 interaction.

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 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 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 on site where any issues should be openly discussed and addressed.
- Work in Progress Audits which cannot be completed with social distancing should **NOT** be carried out unless there is a relaxation of current requirements or the safe use of PPE and minimal contact can be maintained.
- Audits where social distancing can be achieved can be carried out (e.g. external meter box with no contact required).
- Audits where remote operation has been agreed can be carried out (e.g. Remote Office Audits).
- Site operations of any sort should be planned with social distancing as the primary operating method.
- PPE should be used to reduce the risk where appropriate.
- Entry into premises (commercial or domestic) should only be considered where appropriate safety measures can be agreed and managed with your safety in mind as a priority.