



AARSLEFF



**AARSLEFF GROUND ENGINEERING'S
MEASURES IN THE COVID-19 PANDEMIC**

As our valued customer, I wanted to communicate the actions we have put in place in the last month to enable our operations to continue throughout the Covid-19 pandemic. We have taken the advice provided by the Government, revised our safe systems and risk assessments and put in place return to work plans to ensure we are protecting our employees on our sites and in our offices.

Three weeks ago, the Covid-19 situation rapidly accelerated as a wider issue. This became more serious in general on the 20th March when a partial lockdown was implemented by Government, quickly followed up on the 23rd March when the restrictions became tighter on the UK all round. At the same time the social distancing issues we faced ramped up rapidly which resulted in our practices, way of working and interaction with colleagues and family changing daily.

In amongst all of this, the hotels and accommodation also shut down, essentially closing our operations. In this time, we made the decision to shield our workforce and temporarily suspend our operations. This both gave us time and focus to roll out a health and safety focused plan to comply with the advice and guidance given.

Attached to this letter is our documentation for Site Operating Procedures, which has been created to protect our workforce on our sites. We have also implemented the initiatives below to ensure the safety of our staff and workforce.

- Set up home working to enable 100% of staff to work remotely, but also efficiently.
- Undertaken project clearances, completed site visits and pre-let meetings via Teams and Google Earth.
- Implemented enhanced social distancing risk assessments in our manufacturing facility Centrum Pile and on project sites
- Arranged and set up new accommodation on sites for operatives in the way of Bunkabins and private welfare.

With the measures in place we are encouraged by the responses we are gaining from our employees and clients – therefore ensuring our daily business is able to continue.

For those of us who are affected by CV19, I extend my support. I also believe in our system, our country and our ability to navigate through difficult times in a considered and deliberate way.

If you have any concerns or further questions regarding our actions and how we can assist, please don't hesitate to contact our Director of Specialist Retaining Walls John Storry at johnstorry@aarsleff.co.uk or on 01636 611140.

Kind regards,

Kevin Hague
Managing Director

Site Operating Procedures – Protecting our workforce

Source: Construction Leadership Council Version 4 18th May 2020 with Aarsleff Ground Engineering amends)

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Introduction

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Government guidance on [Working safely during coronavirus \(Covid-19\) - Construction and other outdoor work](#); other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#).

Where workers enter people's homes, they should follow the Government guidance on [Working in Other People's Homes](#).

The [HSE](#) is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not consistently implementing the measures set out by the Government, it may be subject to enforcement action.

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

Government guidance for employers in England states "where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff".

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

Additional Aarsleff Guidance

- Revised first aid guidance has been issued across the company.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

Aarsleff Company Procedures

Aarsleff have taken the guidance produced by the Construction Leadership Council with a few additional Aarsleff amends and created a Social Distancing Checklist for use on all our operational sites / locations as a guide to assist in determining the extent of protection being afforded to our personnel [Social Distancing Checklist](#).

In addition, the company has carried out a series of operational risk assessments and critical reviewed all process steps to determine where and when problems may exist in relation to social distancing. Where problems exist, the company has modified working practices in line with the hierarchy of controls and implemented these enhanced controls.

Aarsleff documentation as detailed above has been added into the company integrated management system, so it is readily accessible at all locations [IMS COVID-19](#)

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When to Travel to Work

For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible. All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open, this includes construction, manufacturing, logistics and distribution.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing	Workers in the construction industry should follow the guidance on Staying Alert and Safe (Social Distancing) . Where they cannot work from home, they must follow guidance on Staying Safe outside your Home while travelling to and from work and while at work.
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation .
Person at increased risk	Anyone who is clinically vulnerable to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household..
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely clinically extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 .
Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If someone falls ill	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • 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. <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>

Additional Aarsleff Guidance

- If an employee is unwell at work with symptoms of COVID-19, they should follow the guidance above and notify their line manager. If safe to do so, they should be sent home and follow the self-isolating guidance from the NHS.
- Individuals shall also record their absence on Bright HR.
- If there is a concern that their symptoms are severe, call NHS 111 for advice

Travel to Work

Wherever possible workers should travel to site alone using their own transport.

If workers 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

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- 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

Sites should consider:

- Parking arrangements for additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres and avoid touching their faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- 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
- 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.

Additional Aarsleff Guidance

- Avoid all non-essential travel both by private and works vehicle
- Keep the time spent in the vehicle to a minimum – do not stop off or take the “long route” to site
- All persons to travel to work individually, either in their works van or own private vehicle.
- Due to the closure / demobilisation of some Aarsleff sites, works vehicles may be available for redeployment around the business – contact the Business HR Manager for further information.
- NOTE – travel to work (*commuting*) is allowed under individual insurance policies. *If in doubt check with your insurer.*
- Aim to sanitise the vehicle at least daily.
- Ensure you have a supply of clean tissue / paper towel and a waste bin / bag in your vehicle. Catch your cough or sneeze in a tissue, then throw the tissue in the bin and sanitize your hands. Remove the bin bag as soon as possible and dispose of it

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of

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emergencies

- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprints scanners) unless they are cleaned between each individual use
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

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- Consider increasing the number or size of facilities available on site if possible
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- A distance of 2 metres should be maintained between users, wherever possible
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

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Work Planning to Avoid Close Working

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures. Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families, and the UK population.

Hierarchy of Controls

If you are not able to work whilst maintaining a two-metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. The results of risk assessments should be shared with the workforce and this [poster](#) displayed in the workplace.

Eliminate	<ul style="list-style-type: none"> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) Avoid skin to skin and face to face contact Stairs should be used in preference to lifts or hoists and consider one ways systems Consider alternative or additional mechanical aids to reduce worker interface <p>Site Meetings</p> <ul style="list-style-type: none"> Only absolutely necessary meeting participants should attend Attendees should be at least two metres apart from each other Rooms should be well ventilated / windows opened to allow fresh air circulation Consider holding meetings in open areas where possible
Reduce	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> 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 Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces Workers should wash their hands before and after using any equipment
Isolate	<p>Keep groups of workers:</p> <ul style="list-style-type: none"> Together in teams e.g. do not change workers within teams As small as possible Away from other workers where possible

Control	<ul style="list-style-type: none"> Consider introducing an enhanced authorisation process Provide additional supervision to monitor and manage compliance
PPE	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19). <p>The Government has provided information on Face Coverings in section 6.1 of its guidance Working safely during coronavirus (Covid-19) - Construction and other outdoor work.</p>
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>

Additional Guidance

The coronavirus operational risk assessment shall identify all tasks in detail and using the hierarchy above shall determine whether tasks can be carried out by workers distancing themselves from each other by 2m. Where necessary, revised safe work methods have been identified and these shall be implemented. Where close working is unavoidable for specific essential tasks then the specific measures detailed above shall now be adopted.

Face coverings can be used if desired by the individual. More information can be found on the Government Website [Face coverings](#).

Note – it is important to wash you hands thoroughly for 20 seconds or use hand sanitiser prior to putting a face covering on, and after removing it. Avoid touching your face or the face covering and change this if it becomes damp or dirty. Continue to wash hands regularly and change the face covering daily. If suitable face coverings can be washed in line with manufacturers instructions, if not dispose of these carefully. Practice social distancing wherever possible.

RPE (FFP3 dust masks) should not be worn in relation to protecting from covid-19. These FFP3 masks shall be utilised where there is a risk of exposure to dust i.e. cementitious products.

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of [adequate first aid resources](#) must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

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Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Appendices

- 1 General Risk Assessment
- 2 Social Distancing Checklist
- 3 Operational Risk Assessments
 - g) Centrum – Factory
 - h) Driven Precast Piling
 - i) Pre-Augering
 - j) Kingpost Walls
 - k) Grouting
 - l) *Template for use with ALL other disciplines*
- 4 CITB Toolbox Talk
- 5 First Aid Treatment - Coronavirus

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