

A man with a beard, wearing a blue button-down shirt, is shown in profile, talking on a white mobile phone. He is also holding a white spiral-bound notebook with a yellow pen. The background is a blurred indoor setting with green plants. The entire image has a dark, semi-transparent overlay.

COVID-19

Social Distancing

Site Advice Report

Report For: D-ENERGi

Conducted: 03 07 2020

Citation

Background:

- As businesses look to return to work and implement the social distancing measures arising from Covid-19, it is important to ensure that a holistic approach is taken to looking at aspects of common social interaction whilst in the workplace.
- The following checklist is designed to document the current arrangements within the workplace in relation to social distancing measures and recommend changes or additions if required.
- Significant changes which may be identified will be required to be reflected within a risk assessment.

Executive Summary & Recommendations:

Hello Zico Ahmed,

Thank you for your time during the visit, it was good to see you all.

As we discussed, there is a significant amount of space available at the D-ENERGi office and this should allow you to implement social distancing measures proportionately. My main recommendations are as follows:

- 1. Risk Assessment:** Ensure that your team have read and understood the risk assessment we put together earlier today and that they have the opportunity to ask you any questions. Please also adjust your fire risk assessment to reflect the new arrangements. Review this regularly and introduce new controls if required such as additional floor markings.
- 2. Team Briefing / Training:** Ensure that your team carry out the training package I put together for them, you may also want to consider training additional staff in fire procedures etc. Where the team cannot access Atlas, I recommend providing them with a copy of the Team Briefing.
- 3. Hygiene:** Ensure that the premises is regularly cleaned / sanitised and that cleaning is recorded to show due diligence. I also recommend cleaning any shared tools such as the clamps and any start / stop buttons on machinery.
- 4. Welfare:** Please ensure that just one person at a time uses the toilets and / or kitchenette on site and that these areas are cleaned down after use. I recommend ensuring that staff do not eat together or share tea / coffee mugs and spoons. Where staff smoke, I recommend allowing just one person at a time to go out for a cigarette. This will need to be closely monitored.
- 5. Signage:** Whilst I don't think it is necessary or practical to install floor markings due to the amount of space available, I recommend putting the signage up within the work areas in order to remind staff of social distancing.
- 6. Site Work:** Ensure wherever possible that social distancing is maintained and that site staff have minimal interaction with the client.

I appreciate that we covered a large number of items in a relatively short space of time, however I'm confident that you will take a pragmatic approach,

If you need any further assistance in the meantime, please don't hesitate to contact us,

Many Thanks,



Premises Information:

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|--|--------------------------------|--|
| Premises Name / Address: UK Healthcare Corporation t/a D-ENERGi, Unit D, Madison Place, Northampton Rd, Manchester M40 5AG | Date: 3/7/2020 |  |
| | Inspected By: Ian White | |

Checklist:

| | Question: | Yes | No | Comment / Action: |
|---|---|-----|----|---|
| Policy, Arrangements & Administration: | Can workers follow the principles of social distancing when travelling? | Yes | | Staff travel separately to work and there is no travelling for work purposes. |
| | Do workers understand if they have a high temperature, a new persistent cough or within 14 days of a household member displaying symptoms they should not come to site? | Yes | | |
| | Are workers who are at an increased risk of severe illness strongly advised to stay at home and self-isolate? | Yes | | This is addressed in the company's Covid-19 return to work policy |
| | Do workers understand anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people. | Yes | | |
| | Do workers understand 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 & minimise contact outside the home. | Yes | | |
| | Are there procedures in place if a worker develops a high temperature or a persistent cough while at work? | Yes | | |
| | Staff Will: <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. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. | | | |
| Travel to Work: | Do workers travel to site in their own transport? | Yes | | The premises have allocated parking spaces. Staff wash their hands immediately on entering the premises |
| | Are workers travelling to work in shared vehicles following the principles of social distancing with minimum number of people and the same individuals? | N/A | | |
| | Where social distancing cannot be achieved are mitigating actions in place to reduce risk of exposure? | N/A | | |
| | Are shared vehicles cleaned regularly using protection and cleaning products? | N/A | | |
| | Is there sufficient provision for parking for increase of vehicles and bicycles? | No | | |
| | Are their sufficient hand washing facilities at entrances and exits to site? | Yes | | |
| | Are there arrangements for someone who falls ill to be taken home? | Yes | | |

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| Are there staggered site hours to in place to reduce workers using public transport at peak times? | N/A | | |
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| Driving at Work: | Are workers only sharing vehicles with the same individuals and with the minimum number of people at any one time? | N/A | | |
| | Wherever possible can workers maintain a distance of two metres and avoid touching their faces? | N/A | | |
| | Do workers maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey | N/A | | |
| | Are workers washing 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 | N/A | | |
| | Are vehicles regularly cleaned using gloves and standard cleaning products, with emphasis on handles and other surfaces which may be touched during the journey. | N/A | | |

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| Site Access and Egress Points: | Are all non-essential visitors prohibited from entering site? | Yes | | All visits to the office have stopped. |
| | Are there staggered start and finish times to avoid congestion? | Yes | | |
| | Are there sufficient access and egress points to avoid congestion? | Yes | | There is a one way system in place |
| | Is there sufficient space to allow social distancing at access and egress points? | Yes | | |
| | Are there floor markings at access and egress points to maintain 2mtr distancing? | Yes | | |
| | Are common surface areas regularly cleaned? | Yes | | |
| | Are site induction times staggered to reduce contact and held outdoors? | N/A | | |
| | Are delivery drivers advised to remain in the vehicle where this is safe to do so? | Yes | | |
| | Are there arrangements in place to monitor compliance of rules? | Yes | | |

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| Hand Washing: | Are there sufficient breaks to allow regular hand washing? | Yes | | Hand sanitiser is available for use |
| | Have sufficient additional hand washing facilities been provided? | | No | |
| | Are supplies of soap and fresh water adequate and readily available for the size of workforce (including delivery and plant operators) on site? | Yes | | |
| | Where hand washing facilities are not available is there a adequate supply of hand sanitiser (minimum 60% alcohol based)? | Yes | | |
| | Are hand washing facilities regularly cleaned and monitored? | Yes | | |
| | Are there sufficient rubbish bins provided for hand towels and regularly emptied? | Yes | | |

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|---------------------------|---|-----|--|--|
| Toilet facilities: | Is signage and floor markings displayed to maintain 2mtr distancing? | Yes | | The cleaner now comes on site in the afternoon and cleans for the rest of the day. |
| | Is signage displayed to inform workers to wash hands before and after using facilities? | Yes | | |
| | Is there a facilities cleaning routine in place, particularly common contact surfaces? | Yes | | |

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| Canteen and Rest Areas: | Are workers advised to remain on site and avoid local shops for breaks? | Yes | | The canteen has been closed with staff eating at their desks. Staff have been encouraged to bring their own crockery and food. |
| | Are there adequate facilities for rest areas and 2mtr distance maintained? | Yes | | |
| | Are break times staggered to avoid congestion and maintain 2mtr distance? | Yes | | |
| | Are common surface areas regularly cleaned? | Yes | | |
| | Are hand washing facilities or hand sanitiser provided at entrance to rest area and used by workers on access and egress? | | No | |
| Are there monitoring arrangements in place? | | | | |
| Close Contact Working: | Is there a suitable and sufficient risk assessment in place to avoid close contact working and for essential work that cannot be done without close working, is there a suitable and sufficient risk assessment in place to reduce the risk from close contact working? | N/A | | There is no need for close working in the premises due to the reduced number so of staff returning from furlough in the first instance. |
| Emergencies: | Is there adequate first aid provision on site (are there arrangements in place if First Aid personnel have self-isolated)? | Yes | | There are no higher risk activities as the premises is an office |
| | Are emergency plans kept up to date? | Yes | | |
| | Are higher risk activities prevented or rescheduled to ensure adequate first aid is provided. | N/A | | |
| Cleaning: | Have enhanced cleaning arrangements been put in place? | Yes | | Where possible doors have been held open to reduce touch point and the lift has been taken out of service in the short term. |
| | Are all common contact surfaces regularly cleaned (door handles, taps, handrails etc.)? | Yes | | |
| | Are shared plant and vehicles cleaned before and after used (particularly shared equipment)? | Yes | | |
| | Is office equipment (telephones, computers desks) considered in enhanced cleaning routine? | Yes | | |
| | Are enhanced arrangements in place for the collection, storage and disposal of rubbish in place and followed? | Yes | | |

General Principals For Social Distancing:

Eliminate:

- 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

Site Meetings:

- 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:

- Where the social distancing measures (2 metres) cannot be applied:
- 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:

Keep groups of workers that have to work within 2 metres:

- Together in teams e.g. (do not change workers within teams)
- As small as possible
- Away from other workers where possible

Control:

Where face to face working is essential to carry out a task when working within 2 metres:

- Keep this to 15 minutes or less where possible
- Consider introducing an enhanced authorisation process for these activities
- Provide additional supervision to monitor and manage compliance

PPE:

Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

- Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy [and should be used in conjunction with all other controls]
- Re-usable 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
- Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered **specific to the Covid-19 risk.**

Behaviours:

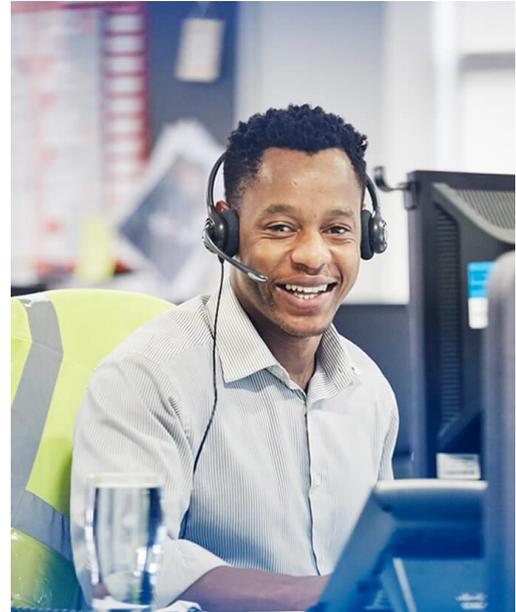
The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers on site where any issues can be openly discussed and addressed.

Disclaimer:

As anticipated, there was no time during the visit for our consultant to consider whether you may be in breach of any of your other health and safety duties and responsibilities. This means that there may be matters not relevant to coronavirus risks where you are not complying with health and safety law. Our consultants may have identified these on an annual visit but had no time to do so on the coronavirus inspection visit. This does not excuse you from your duty to comply with all relevant health and safety law and regulations.

It was a condition of the coronavirus inspection visit, that you accepted, that Citation cannot accept any civil or criminal responsibility if, by substituting or postponing your annual visit in favour of a coronavirus inspection visit, you fail to comply with any of your duties under health and safety law and regulations longer than might have been the case had the annual visit occurred as originally scheduled.

Such non-compliance remains your responsibility. You also agreed that having a coronavirus inspection visit in place of your annual inspection visit, or postponing your annual inspection visit to prioritise the coronavirus inspection visit, amounted to an acceptable variation to the terms of your current agreement with us.



Get In Touch:

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Other Resources:

- RPE & PPE Toolbox Talks.
- Fire Safety Awareness Toolbox Talks.
- Social Distancing Checklist.
- Site Start Up Checklist - Fire.
- Back to business guide: social distancing & face masks.
- Back to business guide: personal protective equipment (PPE).
- Atlas Coronavirus and Social Distancing eLearning Modules.

These resources are hyperlinked to our Atlas platform - please click to open!