2 METRES

Keep your distance
– do not give the virus
an easy target

COVID-19

Operational Guidance

Version 1: May 2020

make the link
to mineral products

Mineral Products Association

The Trade Association for the Aggregates, Asphalt, Cement, Concrete, Dimension Stone, Lime, Mortar and Silica Sand Industries

Operating safely during the COVID-19 Pandemic

Guidance and Information for Member Organisations

DISCLAIMER

The Mineral Products Association (MPA) has prepared this document in the interests of promoting a high standard of safety awareness in its industry. Compliance with any guidance set out in this document does not absolve the user from their legal duties under the Health and Safety at Work etc Act 1974 to form their own site specific risk assessment of their workplaces and operations and to provide accordingly for such matters.

Whilst the MPA has taken all reasonable care in preparing its guidance neither MPA nor its members will accept any liability in relation to the guidance. Readers are reminded that Government policy, legislation, official guidance and best industry practice relating to COVID-19 continue to evolve – MPA will attempt to keep the document up to date but cannot warrant that it is.

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1. INTRODUCTION

The ability to manage effectively the hazards associated with COVID-19 will be essential if we are to keep our employees, contractors, suppliers and customers safe both at work and when they return to their families.

I believe that as an industry we are well placed to achieve this as the assessment and control of risk is fundamental to all that we do. During our adaptation to living and working with COVID-19 we need to ensure that we do not compromise our existing health and safety standards and our wider vision of eliminating incidents and fatalities. All member companies will need to review each aspect of their business and review their systems from on site operations through to deliveries at the customer's site.

We must make sure that we are providing the leadership, operational procedures, cleansing materials, PPE, signage, space, supervision and support that will help minimise the hazards associated with COVID-19. Most importantly, we need to have in place procedures to help everyone maintain social distancing or understand what to do if this is not possible. Behavioural and cultural change will be key to adaptation.

As always, I believe that by sharing our experiences, innovations and best practice we will shorten the learning curve and make our workplaces safer for all, we will be 'Safer and Healthier by Sharing'.

This document seeks to provide a summary of the different issues that managers and supervisors should be considering when planning to recommence operations or, if operating, should already have in place. The information has been compiled by drawing on a wealth of information and advice provided by Government, HSE, our H&S committee, members and many other sources.

Nigel Jackson,
Chief Executive MPA

2. PRINCIPLES AND STRUCTURE OF THE GUIDELINES

These guidelines have been prepared to provide a manager with information about COVID-19 and a check list to review each aspect of their operation. It provides recommendations on how to mitigate the hazards associated with the pandemic for each of these activities.

Each section of the guide also includes links to a range of additional resources such as videos, posters or websites that may be helpful for the manager.

A successful and safe return to work will depend on employees adapting their behaviour to the new disciplines required to mitigate the risks associated with COVID-19. MPA has prepared a list of 10 key strategies that employees should follow, and these are: .

1. **Watch for the symptoms of the COVID-19 virus in yourself and others**

2. **Only go to work if you cannot work from home**

3. **Wash your hands frequently and thoroughly**

4. **Maintain a minimum distance of 2m between you and others if possible. If you need to be closer take steps to mitigate the risks**

5. **Do not share personal items and avoid sharing equipment if possible**

6. **Use PPE to protect both yourself and others**

7. **Cough or sneeze into a tissue or your elbow and dispose of tissues immediately, then wash your hands**

8. **Carry out regular cleaning and sanitising**

9. **Look after the physical and mental health of every member**

10. **Do not compromise any existing health and safety controls. If you do not think it is safe – STOP!**

Employers will need to facilitate and encourage these behaviours, how to achieve this is reflected in the different sections of the guide. To support employers in managing operations during the COVID-19 crisis MPA has also produced pocket book guides for employees and managers to assist them in understanding and implementing new controls and behaviours in the workplace. These can be accessed by clicking on the following icons or go to **www.safequarry.com**
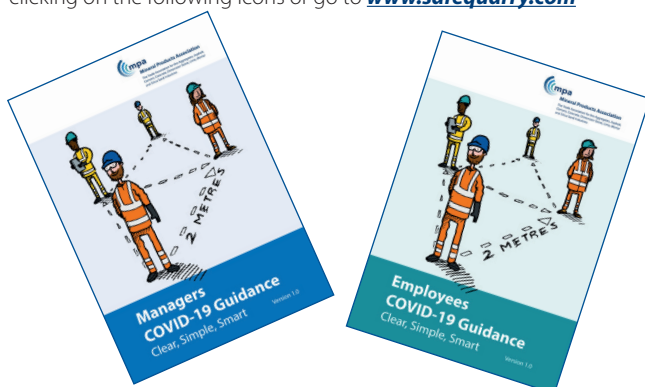
Managers should take every opportunity to reinforce the first of the MPA's new Core Health and Safety Values:

EMPOWERMENT – EVERY WORKER* HAS THE RIGHT TO STOP ANY JOB IF CONCERNED IT MAY BE UNSAFE OR UNHEALTHY TO CONTINUE

3. UNDERSTANDING COVID-19

COVID-19 is an infectious disease that can affect the lungs and airways. It can be very serious, and in some cases, lead to profound illness or even death. Evidence suggests that the virus is significantly more infectious than the flu virus that circulates every winter.

Key Points

- **How can you catch COVID-19?** – the disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. These droplets can land on objects and surfaces around the person such as tables, doorknobs and handrails. People can become infected by touching these objects or surfaces, then touching their eyes, nose or mouth. This is why it is important to wash your hands regularly with soap and water or clean with alcohol-based hand rub.

- **What are the Symptoms** – fever, tiredness, a dry cough – sometimes aches and pains, headache, nasal congestion, sore throat, loss of taste or smell, runny nose, red or irritated eyes, skin rash, discolouration of fingers and toes, or diarrhoea, and up to 1 in 6 people may become seriously ill with breathing difficulties.

- **Should you attend work?**
  - If you have symptoms, then do not go to work
  - Any employees displaying symptoms must self-isolate in accordance with **GOV.UK** guidelines until they can be tested.
  - If an employee lives with someone in an 'at risk group' and/or who is self-isolating or waiting for a COVID-19 test, they should restrict movement in accordance with GOV.UK advice.

- **Handwashing and Hygiene**
  - **Hands should be washed** thoroughly and frequently
  - Ensure that all surfaces, controls, work tools, IT equipment, vehicles and equipment are frequently cleaned and sanitised before and after use
  - Ensure social distancing measures are maintained at all times
  - Try to eliminate sharing of tools and work equipment and where unavoidable, ensure they are cleaned and sanitised before and after
  - Ensure your employees wear their PPE, and do not share it with others

- **Keeping Well Informed**
    - Ensure everyone understands COVID-19 and its potential consequences
    - Educate them about what they must do
    - Ensure they understand why they are doing it
    - Implement management controls and checks to ensure compliance
    - Important to note that information and guidance is being updated all the time so watch out for updates

USEFUL LINKS

World Health Organisation – Q & As on COVID -19

MPA – Handwashing Posters

UK Government – Coronavirus: What you need to do

HSE COVID-19 - Latest information and advice

HSE Guidance on Social Distancing

Public Health England - Coronavirus Resource Centre

NHS - Symptoms

Cabinet Office - Social Distancing

NHS - Handwashing

4. PREVENTING INFECTION/KEY CONTROL MEASURES

COVID-19 is a highly infectious disease and there are a number of controls which can be put in place to minimise the chances of infection.

Principles

- **Continuing Operations** – if it is not possible to operate/carry out certain tasks in accordance with PHE/HSE guidance STOP, they should not proceed.

- **Symptoms/Self-Notifying** – Encourage all workers to inform you as soon as they become aware of any symptoms of fever or if they think they have been in close contact with someone who has Coronavirus

- **Health checks** – consider implementing health checks at the start of each shift to identify persons who may have a fever, if anyone is displaying symptoms send them home to isolate.

- **Awareness** – Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrances to the workplace and in other areas where they will be seen.

- **Social Distancing** – ensure workers maintain a minimum of 2m separation so far as possible while working, when using toilet facilities, canteens, in weighbridges and offices. Promote social distancing by workers when travelling and in their daily lives to limit potential for exposure outside work (**Link**).

- **Cough etiquette/respiratory hygiene** – educate and encourage workers to cough/sneeze into their sleeve or elbow or preferably a tissue and wash their hands afterwards. Make provision for the safe disposal of soiled tissues. Workers should be informed to avoid touching the face, nose and eyes (**Link**).

- **Hand Washing** – ensure everyone is washing their hands regularly and thoroughly or, where that is not possible, using hand sanitiser. Ensure that sufficient facilities are provided including at entry and exit points and maintained to allow this to happen. Consider providing disposable paper towels as an alternative to hot air hand dryers. (**Link**).

- **Cleaning** – ensure that all frequently touched objects and surfaces, handrails, canteens and welfare facilities, weighbridge and batch cabins, vehicle cabs and IT equipment are regularly cleaned and disinfected. Make provision for the supply of the necessary cleaning products and equipment. Check that cleaning products used are effective against COVID-19.

- **Identify and Regularly Clean (if possible Eliminate) Contact Hotspots** – for example door handles/door push plates, photocopiers, kettles, paper-based systems, keypads, pens, workstations, keyboards, iPads, PPE, handrails, taps, lockers, phones, desks etc.

- **Ventilation** – Try to keep enclosed spaces well ventilated

- **PPE** – can be used to protect yourself and others.

- **Face Coverings** – Current Government advice is to wear a face covering in enclosed spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet, for example, on public transport. Evidence suggests that wearing a face covering does not protect you but if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with. Note that face coverings are not classed as PPE and do not replace the requirement for social distancing and good hygiene measures. (**Link**)

USEFUL LINKS

World Health Organisation – Q & As on COVID -19

UK Government Guidance on COVID-19

Gov UK advice on distancing and Face Coverings

Gov UK advice on the making and wearing of face coverings

UK Government advice on staying safe outside your home

Public Health England – Support & Guidance on COVID-19

NHS Latest Information and Advice on COVID-19

BEIS Guidance Sheets: Working safely during coronavirus (COVID-19) guidance.

NHS Cough Hygiene

5. SITE MANAGEMENT AND OPERATING SAFELY

It is likely that normal, unrestricted work activity will not be possible/permitted for several weeks/months. Therefore, managers of sites that are continuing to operate and sites that restart after temporary shutdowns will need to ensure that they can comply with Government, PHE and HSE guidelines and restrictions. Various COVID-19 resources are available on Safequarry and Safeprecast to help you to work out what you need to do.

Principles

- **Risk Assessment** – for businesses planning to reopen during the pandemic it is essential to carry out and record a written COVID-19 risk assessment of working conditions for staff as part of the re-opening process. Consult your workers as part of the risk assessment process to ensure that they support the proposed control measures and revised working arrangements. You are encouraged to share the results of your risk assessment see COVID-19 Risk assessment (***Link***)

- **Safe Operations and Site Opening** – If your site cannot comply with GOV.UK/PHE/HSE rules on COVID-19 and the activity is not essential, it should not operate

- **Identify and Stop Non-Essential Activities** – especially those which cannot maintain social distancing OR those which present an increased risk of transmission should be postponed where possible.

- **Working from Home** – employees should continue to work from home unless it is impossible for them to do so.

- **Social Distancing** – If home working is not possible, employers should make every effort to comply with the social distancing guidelines set out by the government. Review pedestrian walkways and general access routes and amend to achieve social distancing. Provide one-way routes and separate entry and exit points for pedestrians if possible.

- **Monitoring** – Consider appointing a COVID-19 Supervisor to monitor and maintain standards especially on larger sites.

- **Coordinating the Workforce** – for sites with larger workforces consider implementing staggered start, break and finish times for workers to avoid congestion. Formalise shift changeover and cleaning arrangements for eg plant & machinery, workstations. Aim to reduce job and location rotation by for example, assigning employees to specific roles. Reduced personnel on site, to maintain social distancing or with self-isolation absences will need to be planned for and managed but you should aim to operate safely with the minimum number of people required.

- **Cleaning** – formalise shift changeover and cleaning arrangements for plant & machinery, workstations etc. (***Link***)

- **PPE and Cleaning Materials** – Ensure you have sufficient stocks of PPE and cleaning materials available to maintain safety and hygiene standards

- **Induction/Keeping everyone Informed** – When restarting a site, plan to provide a back to work briefing for all personnel on new/amended working procedures and ensure everyone has been inducted

- **First Aid provision** – social distancing may not be possible so control measures including PPE and rigorous hygiene are essential

- **Avoiding Distraction stick to the basics** – Don't forget the usual day to day safety rules and procedures for example isolation (LOTOTO), don't allow the workforce to be distracted by COVID-19

USEFUL LINKS

CRH Workplace Controls

CRH Workplace check list

St John Ambulance COVID-19 advice for first aiders

HSE COVID – 19 First aid advice

UK Government 'COVID-19 Secure' Compliance Poster

6. PREPARATION FOR THE FIRST DAY BACK AT WORK

If you are planning to restart operations which have been suspended due to COVID-19, you will need to make some preparations in advance for the first day back on site to ensure that you can fully comply with any COVID-19 restrictions from the outset.

Principles

- **Pre-Opening** – Consider organising for managers or a small team, as appropriate, to attend on site to plan/prepare the operations for safe reopening. This would include considering the use of new barriers, markings, posters, site rules & social distancing arrangements. The team should review all systems of work and similar safety processes to check if they need to be changed or amended in the context of COVID-19. They need to plan for reduced personnel due to requirement to social distancing or staff self-isolating.

- **Keeping Everyone Informed** – Engage, consult and communicate plans to your workforce in advance of return to work and identify who is and who is not required and available to return to site.

- **Risk Assessment and Safe Systems etc** – Review your risk assessments and SSOW to check that your Covid-19 measures can be implemented without compromising other controls

- **Induction/Briefing the Workforce** – Prepare briefing notes/materials to communicate the information and re-induct/provide back to work training for all employees and contractors returning to work to explain the new arrangements and restrictions

- **Social Distancing** – Plan to maintain two metres separation between individuals at all times to minimise risk of transmitting the COVID–19 virus. Identify the locations where workers normally congregate and make plans for segregation/social distancing (canteens, changing facilities etc). Provide clear signage and erect barriers etc in order to help workers understand what they should do (***Link***)

- **Awareness** – Display signage and posters to inform and remind workers of the rules and advice on COVID-19 (***Link***)

- **Keeping in Touch with your sites** – Managers/Senior Managers who are working from home should take steps to ensure they are able to frequently interact with the workforce even if this is only possible virtually (***Link***)

- **Secure Essential Supplies** – Identify what supplies you will need to have available (PPE, barriers, signage, sanitiser, cleaning materials etc) and ensure that these can be and are procured where necessary. Management should ensure that any cleaning substances/materials procured are known to be effective against the COVID-19 virus.

- **Hand Washing/Sanitisation** – Review what hand washing (and drying) facilities are available and consider providing additional if required. Hand sanitisation or handwashing at the entry and exit points should be provided.

- **Travel to Work** – Providing additional parking or bike racks to reduce reliance on public transport for travel to/from work.

- **Cleaning and Hygiene Arrangements** – Make arrangements for additional cleaning and sanitising of communal areas,

- **Postponing Work Activities** – Any non-essential activities and especially those which cannot maintain social distancing or those which present an increased risk of transmission should be postponed where possible.

- **Check/Review and Keep up to date** – Once your operations have restarted, you should make arrangements to check that the COVID-19 measures are achievable and are being complied with. Regularly review the advice from GOV.UK, HSE and PHE to identify any changes required. MPA will also be doing this and will frequently update this document.

USEFUL LINKS

Public Health England resources

Cemex virtual felt leadership guide

7. MAINTAINING MENTAL HEALTH

Individuals may be highly stressed as a result of the impact COVID-19 has already had on their domestic life, financial security, concerns about friends or family, grieving for someone, concerned about caring for their children, worried about potential infection particularly in relation to a return work.

If they feel that there is a lack of information and or contact, workers may feel disconnected, isolated or abandoned and this can adversely affect mental health.

Principles

- **Provide Information** – Employers should ensure staff are kept well informed about what is happening, any new arrangements and make sure they are appropriately supported at this time.

- **'Be there' for your Colleagues and your Team** – Be aware that new working arrangements may create pressure/stress and encourage your workers to discuss any concerns with their manager

- **Watch for signs and Symptoms** – Managers and supervisors should be advised to keep an especially close watch on their teams and to identify early warning signs of stress or anxiety (***Link)***

- **Maintaining Contact** – ensure that workers have a point of contact, share details so people know how to get help if they need it. Managers should be especially careful to maintain regular contact with their teams (***Link***)

USEFUL LINKS

Mates in Mind

Samaritans

Mental Health Foundation - Looking after your mental health

Mind – Corona virus and your wellbeing

HSE – Protecting those working alone

HSE Home workers toolbox

HSE Signs of Stress in Teams

HSE Stress Talking Toolkit

8. HOME WORKING

Home working can cause work-related stress and adversely affect some people's mental health. Being away from managers and colleagues could make it difficult to get proper support. As an employer, you have the same health and safety responsibilities for home workers as for any other workers. There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong.

Principles

- **Keep in touch** – with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe. Put procedures in place so you can keep in direct contact with home workers so you can recognise signs of stress as early as possible. (**_Link_**)

- **Make Adjustments** – Recognise that home working may involve additional pressures (childcare, lack of workspace etc.) for which adjustments may need to be made

- **Provide Equipment** – Ensure that homeworkers have the necessary equipment for them to do their job

- **Provide guidance** – on establishing a home working space, including ergonomics, what work they should/should not be doing and maintaining a good work/life balance

- **Working with display screen equipment** – For those people who are working at home on a long-term basis, the risks associated with using display screen equipment (DSE) must be controlled. (**_Link_**). This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home temporarily, so in that situation employers do not need to do home workstation assessments.

USEFUL LINKS

HSE Home workers toolbox

Mental Health Foundation - Looking after mental health/ wellbeing when staying at home

HSE Signs of Stress in Teams

HSE Display Screen Equipment

9. ARRIVALS ON SITE

When planning to restart sites/operations, you need to consider how you receive visitors. These may include contractors, drivers delivering or collecting goods and materials and members of the public. Being prepared to receive and deal with visitors will ensure that your COVID-19 controls are not compromised.

Principles

- **Symptoms** – No visitors or contractors who are displaying symptoms of COVID-19 should be permitted on site – encourage self-reporting

- **Managing Visitor Numbers** – Schedule contractor and visitor arrivals to avoid overlap. Reduce unnecessary visitors (by appointment only) and restrict access to parts of the site. Eliminate any unnecessary visits for example postpone non-essential tasks/ meetings or use virtual meetings etc.

- **Induction** – Ensure that inductions continue to take place and that site induction arrangements satisfy social distancing & hygiene requirements

- **Signage** – Display signage for arrivals/visitors so they know where to go and what to do and what procedures they need to follow

- **Reception** – Brief any reception staff on any new rules or procedures that you will be introducing

- **Social Distancing** – Avoid physical contact, no handshakes, etc. and keep a minimum of 2m between you and anyone else you interact with. Minimise face to face contact by use of phone/email or radios.

- **Use of barriers** – Maintain 2m separation by installing physical barriers e.g. Perspex screens, hatches, floor markings etc. at reception areas

- **Hand sanitisation** – Ensure visitors have access to soap, water and hand drying facilities or sanitising gel at site/building entry and exit points.

- **PPE** – provide necessary PPE, including disposable gloves for everyone including visitors

- **Drivers** – Instruct drivers to stay in their cabs wherever possible/ practicable use signage to encourage this behaviour

- **Handheld equipment** – Avoid sharing equipment with visitors (pens etc) If any items must be shared ensure they are sanitised between use

- **Documentation procedures** – if possible, implement contactless procedures, where this is not possible ensure provision for hand santitisation

- **Suppliers** – Identify and brief your suppliers on the measures in place in your operations so that they can inform their own workers before they visit

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) is used for many routine work activities every day within the minerals industry. There are well established legal requirements and guidance relating to training, selection, provision, use and inspection of PPE.

COVID-19 restrictions will require additional PPE to be used and the same principles should be applied when deciding who needs to use it and where and when it must be used. PPE is always last in the hierarchy of control so alternative control measures should be considered first.

Current Government advice is to wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet, for example, on public transport. Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with. Note that face coverings are not classed as PPE and do not replace social distancing.

Principles

- **Availability of PPE** – ensure that there are adequate stocks of essential PPE in order to maintain safe operations. Be aware that some items may be in limited supply during the COVID-19 crisis. If you are unable to obtain your usual PPE supplies, use of alternative items with lower assigned protection factors must be risk assessed.

- **Maintain standards** – Current best practice PPE includes lace-up safety boots, gloves, eye protection and top to toe hi vis workwear and COVID-19 measures should not impact on this

- **Hand Washing, Hygiene Control and Cleaning** – educate staff and visitors to understand that hand washing/sanitisation should be regarded as THE key forms of personal protection from COVID-19.

- **Sharing PPE** – PPE must not be shared (welding masks, visors, goggles, gauntlets) remember the COVID-19 virus can live on hard surfaces

- **Visitors** – Consider whether you need to provide PPE (gloves, face masks) for visitors to maintain hygiene controls and reduce the risk of virus transmission

- **Social Distancing and good hygiene** – should be maintained wherever possible even where additional PPE is used

- **Disposal** – Make provisions for safe and hygienic disposal of used PPE

- **Workwear** – Where possible make provision for washing workwear/overalls on site or via contract laundry cleaning rather than at home

- **Training** – Ensure your workforce understand how any additional COVID-19 PPE should be used and its limitations (e.g. the virus can still be transferred between items touched when using disposable gloves)

11. OFFICES, WEIGHBRIDGES, CONTROL ROOMS & CANTEENS

These are the spaces where your workforce would normally be present in close proximity to each other and therefore you will need to manage access and cleaning to minimise the risk of individuals passing on infections to each other. As with other aspects of your COVID-19 controls, social distancing should be the primary control method, supplemented by PPE and rigorous cleaning/hygiene measures.

Principles

- **Control Access** – limit access to ensure social distancing can be maintained. Wherever practicable, eliminate the need for people to access offices.

- **Personnel and visitors with Symptoms** – Do not permit access to anyone displaying symptoms of Coronavirus, send them home and check for any symptoms in persons who they may have been in close contact with

- **Social distancing** – arrange seating in offices and canteens to achieve a minimum of 2m spacing and restrict access accordingly. Avoid employees working face to face, for example, by working side by side or facing away from each other. Eliminate hot desking where possible.

- **Drivers** – Keep delivery drivers in their cabs so far as possible, can they stay in the cab for their rest/lunch breaks?

- **Canteens/Mess Rooms** – control access and encourage workers to provide their own food plates, cups and cutlery and certainly not to share utensils or prepare food for one-another

- **Signage** – Provide barriers/walkways/markings/signage on site to promote social distancing and so that people know where to go and what to do and what procedures they need to follow

- **Break times** – should be staggered to limit the numbers using shared spaces at any one time. Consider using outside spaces where possible.

- **Cleaning and Sanitisation of workstations and other surfaces** – Allocate responsibility for cleaning workstations at shift change overs and keep surfaces free of clutter to aid thorough cleaning provide wipes and appropriate cleaning products to enable any shared equipment to be sanitised between use.

- **Ventilation** – avoid cramped/congested workspaces and ventilate enclosed spaces as much as possible. If air conditioning systems are installed, get them serviced and adjusted to ensure they do not recirculate any airborne virus

12. CHANGING ROOMS, WASHROOMS AND TOILETS

High standards of personal hygiene and frequent handwashing will be key aspects of your measures to minimise the risk of COVID-19 infection amongst your workforce and the availability of sufficient changing and washing facilities is therefore essential to facilitate this. However, these are the spaces where your workforce would normally congregate so measures to ensure social distancing will need to be introduced. You will also need to provide for more frequent and thorough cleaning of these areas to prevent infection from contaminated surfaces.

Principles

- **Social distancing** – Implement site rules on use of facilities to prevent overcrowding and use signage, barriers, posters and floor markings to support this. Introduce staggered break times as a further control measure.

- **One at a Time** – Ensure there is only one worker at a time in washrooms and small changing rooms by introducing a 'one out – one in' system

- **Washrooms** – allowing contractors, visitors and drivers access to your washroom facilities will help them to avoid becoming infected and reduce the risks of virus transmission for everyone - this needs to be managed/controlled to maintain social distancing

- **Cleaning** – Make provision for more frequent cleaning and sanitisation of changing rooms and toilet facilities

- **Getting changed** – provide lockers for separate storage of work gear, normal clothes and personal effects.

- **Toilets** – provide posters encouraging staff to keep toilets clean and put the lid down before flushing

- **Hand Sanitisation** – promote washing/sanitising of hands when entering and leaving changing facilities/toilets

13. TOOLS AND WORK EQUIPMENT

Tools and work equipment are usually available for shared use by a number of employees. However, sharing presents a risk of transmitting the COVID-19 virus between users. A risk assessment should be conducted to identify where shared use of equipment occurs and to help you identify what measures you can take to reduce or eliminate the risk.

Principles

- **Avoiding Distraction** – Don't cut corners on existing controls (e.g. risk assessment/safe systems of work) or become distracted by additional COVID-19 controls

- **Pre-Planning** – organise and plan work so that plant and machinery, work tools and equipment are used/operated by one person so far as practicable. All opportunities to minimise sharing should be taken

- **Workstations and Work Benches** – should be allocated to individuals wherever possible and thoroughly cleaned down between users

- **Cleaning** – Formalise procedures for cleaning all shared tools and equipment before and after use, ensuring all contact points are covered and specified cleaning materials used. Don't forget things like radios and battery packs. Management should ensure that any cleaning substances/materials procured are known to be effective against the COVID-19 virus

- **PPE** – Provide supplies of disposable gloves to wear when using shared items and ensure all task specific PPE (goggles, gauntlets, welding visors etc.) is for individual use only

- **Provide More Time** – Allow workers additional time for pre-task briefings, preparation and clean-up and ensure they are not under unreasonable pressure

- **Statutory Checks** – Check HSE statements/advice on work equipment requiring Thorough Examination and Testing (lifting equipment, pressure vessels etc.) link to HSE advice

14. PLANT, MACHINERY AND VEHICLES

Processing plant, mobile plant and service vehicles will typically have more than one operator/driver. Multiple users present the potential for the COVID-19 virus to be transmitted via contact with contaminated surfaces. Therefore, a rigorous cleaning procedure should be implemented to reduce the potential for transmission.

Principles

- **Operators** – Minimise the number of users/drivers of all plant and vehicles to reduce the amount of cleaning required. Aim for 'one operative one vehicle' wherever possible

- **Cleaning** – Provide adequate cleaning materials. Introduce standard cleaning procedures to ensure all contact points internal and external, are cleaned before and after use and between users (ie person exiting cleans and new user cleans) – (*Link*)

- **Eliminate Contact Points** – Identify and eliminate known contact points and introduce paperless systems for completion of daily checks, process data and inspection records wherever possible

- **Housekeeping** – Encourage operators to keep vehicle cabs and processing plant control rooms free of clutter to make cleaning easier

- **Signage and information** – provide posters and brief all users on any new procedures introduced and implement regular checks to ensure they are being followed

- **Ventilation** – Where possible, keep indoor spaces well ventilated

USEFUL LINKS

GOV.UK Guidance: COVID-19: cleaning in non-healthcare settings

15. MAINTENANCE OPERATIONS

Maintenance operations are likely to be one of the activities where it is difficult or impossible to maintain social distancing at all times. Elimination of close working should always be the aim and you should investigate the scope to maintain social distancing as a first step. If this is not possible then consider the following principles:

Principles

- **Avoiding Distraction** – Don't allow workers to cut corners on existing controls or become distracted by additional COVID-19 controls

- **Eliminate Unnecessary Tasks** – Consider whether the task needs to be conducted or can it be delayed? If the task is essential, you must conduct a risk assessment to ensure that all COVID-19 related measures can be implemented, without compromising on existing risk controls

- **Planning** – Provide for appropriate planning, briefing, sequencing, coordination and communication to relevant workers

- **Social Distancing** – Where workers must operate with 2m of each other:

  - All individuals must be free of any Coronavirus symptoms

  - Full PPE in relation to the existing work hazards and COVID-19 hazard must be provided and used

  - An exclusion zone should be provided to exclude all other personnel

  - Arrangements for washing/sanitising hands before and after the work and disposal of used PPE must be provided

  - Workers avoiding facing each other when in close proximity will reduce the potential for transmitting infection

  - Aim to limit the duration of close working to no more than 15 minutes

  - Consider using a consistent pairing system if people have to work in close proximity

USEFUL LINKS

AI COVID-19 Risk assessment spreadsheet

16. CONTRACTING OPERATIONS

Contracting operations may present different challenges compared to other types of work when seeking to control COVID-19 risks. They may involve tasks where it is difficult or impossible to maintain social distancing. Each work site will be different and facilities for hygiene and handwashing will depend on what mobile units are provided. There may be scope for increased contact and encounters with the general public. Travel to work may also be an issue if works vans are normally provided. Maintaining social distancing should always be the aim when organising work.

Principles

- **Avoiding Distraction** – Don't allow workers to cut corners on existing controls or become distracted by additional COVID-19 controls

- **Planning Work** – Operations may be compromised by reduced workforce & / or supervision due to self-isolation and infection absences within workforce. Plan your work and assess the resources required.

- **Sharing Transport with co-workers** – Employees may breach social distancing guidelines whilst being transported to work in shared vehicles. Limit numbers, conduct extra cleaning of contact surfaces, keep vehicles cabins well ventilated.

- **Social Distancing and Hygiene** – Where workers must operate with 2m of each other, consider provision of exclusion zones, make arrangements for washing/sanitising hands before and after the work, do not share work equipment wherever possible, ensure any shared equipment is cleaned before and after use and ensure provision for safe disposal of used PPE, tissues and waste etc

- **Social Distancing and Use of shared Welfare Facilities** – Employees may be at risk of breaching social distancing guidelines whilst using the shared facilities. Stagger breaks and set limits on numbers using any mess vehicles at any one time, clean surfaces and items between users.

- **Management of Subcontractors and Agency Employees** – Consider whether the sub-contractors and agency employees have received the same guidance and information on the COVID-19 specific control measures as your employees. Provide briefings for all personnel to deliver a consistent message. Ensure that the employment agency is aware of your expectations and COVID-19 requirements for temporary staff

- **Interaction with Members of the public** – Employees and other stakeholders may be at additional risk of confrontation with members of the public, given the current restrictions on normal life. Posting signage to explain the critical nature of work can help to keep the public informed. Train employees in avoiding confrontation – see also 19 below.

USEFUL LINKS

MPA Members Briefing – Dealing with the public

AI Risk Assessment Contracting Activity

17. LOADING, DISPATCH AND TRANSPORT TO SITE

These activities entail multiple movements of people and vehicles into and around sites for which COVID-19 control measures will need to be applied. You also need to consider how your transport fleet drivers may interact with the general public (at motorway services, transport cafes, filling stations etc.) when travelling to/from the delivery point.

Principles

- **Avoiding Distraction** – Don't cut corners on existing controls (e.g. risk assessment/safe systems of work) or become distracted by additional COVID-19 controls

- **Preparing for work** – drivers should wash hands before work, and carry sufficient supplies of hand sanitiser and PPE in their cab

- **Cab Access** – Drivers must not allow anyone else to access their cab during their shift

- **Cleaning** – Each driver is responsible for cleaning vehicle contact points at start and end of every shift and in-between users, using approved cleaning materials and covering all identified contact points (internal and external)

- **PPE** – Drivers should be provided with a bag in the cab for PPE storage and another bag for disposal

- **During the shift** – drivers should remain in cab as much as possible and wherever possible stay outside of enclosed spaces (offices, weighbridges, batch cabins), practice social distancing and wash/sanitise hands frequently

- **Breaks** – drivers must take appropriate breaks. During breaks, they should practice social distancing at all times when accessing canteen etc facilities and wash hands before and after break periods

USEFUL LINKS

Cemex truck mixer cleaning guides

Cemex tanker cleaning guides

Cemex tipper cleaning guides

18. AT THE CUSTOMER SITE – MAKING A DELIVERY

Drivers delivering products to sites will need to comply with the COVID-19 measures and restrictions that the customer has implemented. They will also need to observe the customers vehicle safety rules and offloading procedures. However, in addition to these requirements, there are a number of principles that drivers should follow:

Principles

- **Avoiding Distraction** – don't forget the basics, safe tipping, safe lifting, use of banksmen etc. observe all customer site vehicle rules

- **Cab Access** – Stay in cab where possible/practicable and do not allow anyone else to access your cab.

- **Social Distancing**. – where drivers have to dismount the vehicle, they must practice social distancing at all times. Use PPE and/or wash/sanitise hands before getting back into the vehicle

- **PPE** – Use PPE (gloves, face mask etc.) where required. Where face to face contact with customers on site is required/unavoidable, consider use of mask or face shields and ensure in any case Government rules on use of PPE in public are being followed

- **Hand Washing, Hygiene Control and Cleaning** – educate drivers to understand that hand washing/sanitisation are key ways of reducing risk of infection. Wash/sanitise hands after each site visit and wherever possible before re-entering cabs

- **Paperwork and POD** – drivers should use contactless procedures where provided, (e.g. no paper or pens, take photographs of delivery location and customer)

- **Welfare Facilities** – Drivers should follow rules on use of customer welfare facilities, practice social distancing at all times and wash hands/sanitise hands

- **At the delivery Point** – Driver only to conduct unloading operations (truck mixer discharge, tipper tailgates, opening curtain siders, removing flatbed straps, connecting tanker pipework etc.)

- **Safety Concerns** – if it's not safe to make the drop the driver should leave the site and draw this to the attention of their manager and or the shipping office

19. DEALING WITH THE PUBLIC

Whilst COVID-19 restrictions are in force, there is a risk that employees either travelling to work or involved in work activities off-site (such as delivering materials) may encounter members of the public or protesters objecting to their activities. There is also an increasing potential for individuals to be challenged by the police. The principles below should help member companies and their employees to handle these encounters in a safe and courteous manner.

Principles

When dealing with members of the public, your employees should be instructed to:

- never to be drawn or provoked into confrontational situations

- never become involved in situations that would put health, safety or lives at risk

- adopt a slow, deliberate, calm but firm approach to all eventualities

- display the highest standards of behaviour when dealing with protesters

- Maintain 2m separation between individuals at all times, in accordance with Government advice to minimise risk of transmitting the virus

Employers should:

- Provide a letter for each employee/driver which can be shown to police or the public to explain why they are still working (opening narrative in line with MPA Members Briefing)

- Refer to GOV.UK guidelines which explain about essential services and support for crucial infrastructure work guidelines

- Consider what different or additional arrangements may be required to respond to road traffic collisions involving your fleet

20. SECURITY AND PUBLIC SAFETY

Whilst people are required to isolate themselves, some may seek to meet in places where they are less likely to be observed. Members of the public will also be seeking places to exercise. Disused quarries and active sites that have been temporarily closed, particularly those with water, may seem a very attractive option. Closed sites may also be attractive for trespassers, arsonists, thieves and graffiti artists. Enhanced security measures will therefore need to be taken to improve security and make premises intruder proof so far as practicable.

Principles

- **Risk Assessment** – Ensure the public safety risk assessment for the site is up to date and reflects the change of circumstances. Identify what controls are in place to mitigate the hazards identified in the risk assessment and ensure implemented

- **Signage and security** – Check appropriate warning and information signage is in place? Is appropriate fencing in place and is it intact? Ensure that checking of sites, signage, fencing, public trespass is being recorded together with any action taken.

- **Physical Checks** – ensure employees responsible for site security checks/inspections are still available to work (not furloughed or, isolating etc) and if not then make alternative arrangements.

- **Emergency Services** – Consider that the emergency services may be overstretched and unable to undertake normal duties or be delayed when responding. Nevertheless, it is worthwhile notifying the local police force of sites which are being temporarily closed.

- **Security** – Consider whether further measures required e.g. security patrols/guards, such as regular security checks? Have measures been taken to make the site and work equipment secure against attempted theft

21. STICKING TO THE BASICS/MAINTAINING CONTROL

The COVID-19 Pandemic is having an impact in every country and the social and economic disruption caused is unprecedented. Inevitably, the focus is on living and working within Government restrictions and ensuring that insofar as possible, everyone is protected from the disease. However, there is a corresponding danger that focus on COVID-19 may become a distraction in itself posing an increased risk of accidents and incidents.

Principles

- **Maintain Focus on Basic Safety Processes and Procedures** – Don't just focus on the COVID-19 issues take steps and provide leadership aimed at ensuring that proper focus is maintained on day to day health and safety

- **Keep an Eye on your Staff** – Consider that your employees and contractors may have many other concerns (family health and wellbeing, bereavement, money worries, job security, social isolation etc) which can distract them

- **Don't compromise existing health and safety controls** – even where you may have to amend many of your existing working practices, if it cannot be done safely then don't do it

- **Make Allowances for Reduced Manpower** – You may need to consider how to adapt or restrict operations if your workforce is depleted due to furloughing, vulnerable individuals, shielding or self-isolation

- **Be Ready for Increased workload** – Demand for some mineral products is likely to increase once operations recommence, putting extra pressure on production operations

- **Statutory Inspection Schedules for Work Equipment** – check and follow HSE advice on how to manage these issues, don't compromise on safe operations (***Link***)

- **STOP** – If a task cannot be conducted safely it must not be conducted until suitable changes can be made/are permitted.

USEFUL LINKS

Cemex Virtual Felt Leadership Guide

22. MPA AND MEMBERS SHARED RESOURCES

COVID-19 information and guidance is being issued by various organisations including GOV UK, HSE, PHE, other trade associations and trade unions. MPA members have also shared numerous resources to support the industry and help businesses adapt to operating within COVID-19 restrictions. Links to relevant MPA Documents and resources shared by members are listed below.

MPA and shared member resources:

1. *MPA Members Briefing – Public safety on disused and temporarily closed sites*
2. *MPA Members Briefing – Dealing with the public*
3. *MPA Members Briefing – Site Security on temporarily closed sites*
4. *MPA Guidelines on Management of Public Safety*
5. *MPA Stay Safe leaflet – keeping communities safe around water*
6. *MPA Members Briefing: Protester Advice.*
7. *MPA Drivers Handbook*
8. *Cemex truck mixer cleaning guides*
9. *Cemex tanker cleaning guides*
10. *Cemex tipper cleaning guides*
11. *AI COVID-19 Risk assessment spreadsheet*
12. *CRH Workplace Controls*
13. *CRH Workplace check list*
14. *Cemex Virtual Felt Leadership Guide*

USEFUL WEBSITE LINKS

Links to websites providing information and guidance on Covid-19 are listed below.

1. *UK Government*
2. *Public Health England*
3. *World Health Organisation*
4. *HSE*
5. *HSE Home workers toolbox*
6. *HSE Signs of Stress in Teams*
7. *HSE Stress Talking Toolkit*
8. *HSE Display Screen Equipment*
9. *NHS*
10. *Samaritans*
11. *BOHS Guidance on Restarting Work*

OTHER COVID-19 RESOURCES AND INFORMATION

World Health Organisation – Handwashing Posters

BEIS Guidance Sheets – Working safely during COVID -19 Guidance

NHS Cough Hygiene

UK Government 'COVID-19 Secure' Compliance Poster

HSE Talking Toolkit