Site Managers must dedicate ONE operative to sign each individual in from a 2-meter distance.

|  |  |
| --- | --- |
| TOPIC | COMMENTS |
| On Display | |
| COVID-19 Policy | Provided by Principal Contractor |
| Catch It, Kill It, Bin It Poster | Provided in Site Entrance, Site office, Toilet and Welfare. Site manager can use digression to place around site and on multiple floors. |
| Public Health England Poster | Provided in Site Entrance, Site office, Toilet and Welfare |
| NHS Hand Washing Technique Poster | Welfare and Toilets |
| Written Site Conduct | Display in Welfare and site office. |
| Construction Leadership Council (CLC) COVID Safe Operating (ensure current version is displayed) - Procedures Version 3 Guidance | Display in Welfare and site office |
| Warning signs/notices | Provided around site |
| Operative conducting signing in should direct all to wash hands on entry OR point out locations of hand sanitiser. |  |
| Cleaning Regime/ Register | Site Manger to set out a regular cleaning rota with a sign of sheets. Display in Toilet and welfare Unit. |
| Available on-site for inspection | |
| RAMS for Contractors that include COVID-19 arrangements | Provided by each trade and review by H&S or competent site manager. |
| YOUR COMPANY COVID-19 Risk Assessments | Available on request from YOUR COMPANY H&S Manger or Site supervisor |
| COVID Daily Sign-in and “Fit for Work” sheets | Located at the site entrance with ONE operative conducting sign in from a 2-meter. Sign in sheet filed at the end of each day. |
| Social Distancing Toolbox Talk | COVID Ste File |
| Coronavirus Toolbox Talk | COVID Site File |
| General Health Questionnaire | BLANK copies in COVID File.  Completed questionnaires MUST be stored securely with limited access. |
| GUIDANCE | |
| CLC Guidance | Located COVID File section of company H&S file or on request from H&S Manger  <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf> |
| Special Environments | Located COVID File section of company H&S file or on request from H&S Manger |
| Working Within Close Proximity | Located COVID File section of company H&S file or on request from H&S Manger  <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf> |
| Official Guidance on COVID-19,Social Distancing and Testing for construction | <https://www.gov.uk/search/all?keywords=corona&order=relevance> |