

## Site Operating Procedures

Site Operating Procedures

Issue 05

# Site Operating Procedures During COVID-19 Pandemic

RAIL-PRO-0007

**Note: Please read in conjunction with the latest Government advice on dealing with Coronavirus prior to undertaking works and other SPL advice provided separately.**

**This document will be regularly updated to align with Government advice and feedback from the workforce to maintain safe working practices.**

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## Site Operating Procedures

Site Operating Procedures

Issue 05

### Amendment Record

Review Record			
Date	Purpose and details of amendments	Issue	Reviewed by:
30/03/2020	First Issue	1.0	Andrew Adams
02/04/2020	Updated to reflect feedback from briefings and site works, including: <ul style="list-style-type: none"> <li>• DECT Comms cleaning</li> <li>• Personal Responsibilities</li> <li>• First Aid Arrangements</li> </ul> Changes from last issue highlighted in yellow.	2.0	Andrew Adams
23/04/2020	Updated to include <ul style="list-style-type: none"> <li>• Travelling arrangements for household members</li> <li>• Close Proximity Working</li> </ul> Changes from last issue highlighted in yellow.	3.0	Andrew Adams
07/05/2020	Updated to include: <ul style="list-style-type: none"> <li>• Revised requirements for COVID-19 testing for those displaying symptoms.</li> <li>• Site Waste Management Arrangements</li> </ul>	4.0	Andrew Adams
18/05/2020	Updated to include requirements of Powerlines Group procedure on the wearing of respiratory protection.	5.0	Andrew Adams

## Site Operating Procedures

### **Contents**

Introduction .....	4
Section 1 – Management of Suspected/Actual Cases of Coronavirus (COVID 19) within SPL Powerlines UK .....	5
Section 2 - Working From Home .....	6
Section 3 – Office Working.....	7
Section 4 – Travel Arrangements.....	8
Section 5 – Site Access .....	9
Section 6 – Site Briefings .....	10
Section 7 – Delivering Work On Site .....	12
Section 8 – Canteens And Eating Arrangements .....	13
Section 9 – Pool Vehicles & Tools - Hygiene .....	14
Section 10 – Plant & Machinery - Hygiene .....	16
Section 11 – Personal Responsibility .....	17
Section 12 – Site Waste Management Arrangements .....	18
Section 13 – First Aid Arrangements.....	19
Section 14 – Competence and Training .....	20
Appendix 1 - Risk Assessment.....	21
Appendix 2 – Key Worker Letter .....	24

## Site Operating Procedures

### Introduction

SPL Powerlines UK are a responsible employer and have prepared the following policy and arrangements on how we will manage the prevention (as far as is reasonably practicable) of the spread of the COVID 19 virus within the company and detail the arrangements to deal with suspected and actual confirmed cases of the virus should this be required.

It is important to remember that both Managers and employees have responsibilities in cooperating with SPL Powerlines UK in order for us to contribute towards the control and preventing the spread of COVID 19.

### **Policy**

SPL Powerlines UK have noted government advice (link below) on COVID 19 and as a responsible employer will maintain arrangements to reduce the spread of the virus as far as is reasonably practicable.

SPL Powerlines have noted the instructions and arrangements in place within:

- Government Websites
- Our client organisations
- Our Group companies

The following questions/scenarios, answers and arrangements are not exhaustive but detail our policy in answer to the respective questions.

This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations and rules.

**These are exceptional circumstances and we must comply with the latest Government advice on Coronavirus at all times.**

<https://www.gov.uk/coronavirus>

### **Worksafe Procedure**

The health and safety requirements of any work activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available, it should not take place and the company Worksafe procedure implemented.

You can implement the Worksafe procedure at any time by speaking with your manager/supervisor. Your supervisor will try to satisfy your concerns or escalate to managers and ultimately to the Project Director or the Safety & Services Director.

### **Ideas/Suggestions**

We really do care about our work colleagues and given the gravity of the circumstances which none of us have ever experienced if you have ideas and suggestions to improve this process we are interested to hear it.

## Site Operating Procedures

### **Section 1 – Management of Suspected/Actual Cases of Coronavirus (COVID 19) within SPL Powerlines UK**

#### **Symptoms**

Do not leave home **if you or any people you live with** are experiencing symptoms.

You are reminded to follow the link <https://111.nhs.uk/covid-19> in the first instance and follow the advice given.

Where certificates of isolation are given to you by the NHS for 7 days this will mean **14 days** within SPL Powerlines UK.

#### **Reporting**

You must also advise Toni Kirby, Head of HR [toni.kirby@powerlines-group.com](mailto:toni.kirby@powerlines-group.com) and you will be placed on our monitoring register for a return to work interview the day before you have completed the term of self-isolation or have undergone a COVID 19 test. Your line manager will also be notified.

The period of self-isolation is now **14 days** irrespective as to whether it is you or a member of your family/household suffering symptoms.

#### **Testing**

During the first 3 days of the 14 day isolation you must seek a COVID 19 test at one of the approved testing points by following this link <https://www.gov.uk/apply-coronavirus-test> and provide the results to Toni Kirby as evidence either way.

#### **Returning To Work**

- If the above test is negative, you will be allowed to return to work at that point. If the test is positive you will be advised to remain in isolation for the specified time or until you are fit to return.
- Those who are currently **working from home** can continue to work as normal during their **14-day** isolation period. This should make little difference to the current arrangements.
- Those who are **site based** must not come to work for **14 days** or until you have undergone a COVID 19 test and have authority from the company through Toni Kirby, Head of HR.
- Finally, **YOU MUST NOT** ignore the need to self-isolate for the 14-day period and must not come to work under any circumstances until it has been confirmed you are safe to do so.
- You need to stay safe and protect yourself, your family and your colleagues by staying at home if you are unfortunate in developing symptoms of COVID19.

#### **Procedure if Someone Falls Ill at Work**

If a worker develops a high temperature or a persistent cough while at work, they should:

- Report their condition to their line manager or supervisor
- Return home immediately and consult the NHS 111 website and follow the reporting instructions above.
- 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.

Work areas where individual has worked to be cleaned as soon as reasonably practicable.

They must then follow the Government guidance on self-isolation and not return to work until the above process has been followed.

## Site Operating Procedures

### **Section 2 - Working From Home**

In support of the Government advice, you may work at home if can do so but this must be approved by the company in advance.

It is essential for business continuity and your own personal well-being that you maintain regular contact with your work colleagues.

SPL are encouraging the use of Microsoft Teams to help you do this. Microsoft Teams can help you work online with your colleagues and makes your digital work as simple and structured as possible. Especially in times when you need digital communication, Microsoft Teams is an excellent solution for every employee.

Microsoft Teams offers you:

- Calls
- Share applications and desktop
- Edit files together
- Chat
- Open and edit online Word, Excel, PowerPoint files
- And much more

If you are experiencing problems with Microsoft Teams or need some training, please contact a member of the IT team.

Formal DSE Assessments are not required but the HSE guidance should be applied to reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time

## Site Operating Procedures

### Section 3 – Office Working

In some cases, office work is unavoidable, ensure social distancing is respected in line with Government rules i.e. 2m social distancing and regular hand cleansing.

Each of the SPL UK key locations has established and communicated the attendance and working restrictions for those locations.

#### Face Masks

In line with Powerlines Group arrangements, face masks shall be worn when working in SPL offices. Face masks shall be either a 3-layer mouth/nose protection (surgical mask) or a respiratory protection mask (type FFP2). Self-made protective masks, scarves and similar items are not permitted. This requirement applies to service providers and visitors.

The only exception to this is if you are alone in the room and the air conditioning system is not turned on if people are present elsewhere in the building.

Surgical masks should be replaced every 4 hours or sooner if the mask becomes moist.

#### Cleaning

The following arrangements shall be reviewed to consider

- Increased cleaning around offices.
- Food preparation and eating surfaces
- Telephone equipment
- Photocopiers / Printers



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with disposable tissues



Throw away used tissues (then wash hands)



If you don't have a tissue use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

## Site Operating Procedures

### **Section 4 – Travel Arrangements**

Travel must be limited to essential work as deemed by the business. If you are required to travel to work, the following procedures shall apply:

- Ensure you have a copy of the SPL and Network Rail Key Worker letter printed or available on your phone in case of a challenge by the police or other official body. A copy of the letter is in Appendix 2. If hotels have been secured, you may be required to provide proof you are a key worker, the letter can be used for this also.
- We have increased the number of pool vehicles available and introduced enhanced cleaning arrangements for these (see Section 9).
- Vehicles are for driver use only – no passengers should be carried unless
  - a) the passenger(s) reside in the same household as the driver.
  - b) The vehicle is authorised to carry passengers in accordance with RAIL-PRO-0008A
- If you are concerned about travelling in SPL vehicles even though we are attempting to reduce numbers, you can consider using your personal vehicles if this makes you more comfortable and takes away the current stress of social distancing.

There are two routes for reimbursement, subject to your worker status.

- Workers Engaged through SPL Rail Resourcing

If you decide to use your personal vehicle, we will reimburse you £2.00 an hour **or** 14p per mile.

- Workers Employed by SPL Powerlines UK

If you decide to use your personal vehicle, the company will reimburse you 45p per mile. (Normal rates still apply to company cars/car allowance).

The above reimbursement is subject to the following;

- Approval must be sought prior to travelling from your Line Manager or Resource Manager.
- Fuel Receipts must match the mileage claimed.
- You may not carry others in your personal vehicle – due to social distancing rules.
- You maintain responsibility of the road worthiness of your personal vehicle – tax, insurance and MOT. Drivers using this option are encouraged to check their own insurance covers journeys of this kind.

Due to the current reduction in available hotels, it is anticipated that more travel will be required but the SPL Fatigue Management policy of 14-hour door to door travel will remain in force and shift times may require to be amended to accommodate this. All other working time limits shall remain in force.

## Site Operating Procedures

### Section 5 – Site Access

We will stop all non-essential visitors during this period – TVP's will not be issued unless approved by the Safety & Services Director or Head of HSQE.

If you are required to access an operational site, the following procedures shall apply:

- Where security guards are available, they will record your vehicle details and time of entry. There will be no requirement to sign in with security.
- Site Access Briefings must be carried out in such a manner that it maintains social distancing rules (at least 2 metres apart).
- We will provide hand cleaning facilities at designated points.
- Use soap and water wherever possible
- Hand sanitiser is also available as a personal issue with additional dispensing points provided where required.
- In line with Powerlines Group arrangements, face masks shall be worn **at all times** when working on SPL Controlled sites or when SPL staff are working on sites controlled by other parties. Face masks shall be either a 3-layer mouth/nose protection (surgery mask) or a respiratory protection mask (type FFP2). Self-made protective masks, scarves and similar items are not permitted. This requirement applies to service providers and visitors. Surgical masks should be replaced every 4 hours or sooner if the mask becomes moist.
- We will provide latex gloves to those that require them. Please ensure these are disposed of responsibly in general waste bins (additional waste bags will be available for on-site waste).
- We will provide additional signage to remind everyone to act appropriately, for example washing hands and maintaining social distancing.
- We will assess all forthcoming works to identify the maximum number of persons allowed to access a site at any one time. Where large numbers of people are required to be at any Site Access, we will appoint Social Distancing Marshalls who will tell you where to wait prior to your briefings. Please always respect these Marshalls and adhere to their instructions.
- This element of works will be overseen by an appointed Operations Manager.
- Where appropriate, we will introduce staggered start and finish times, to reduce congestion at busy periods.
- We will regularly clean all common contact surfaces in site accommodation and welfare facilities.



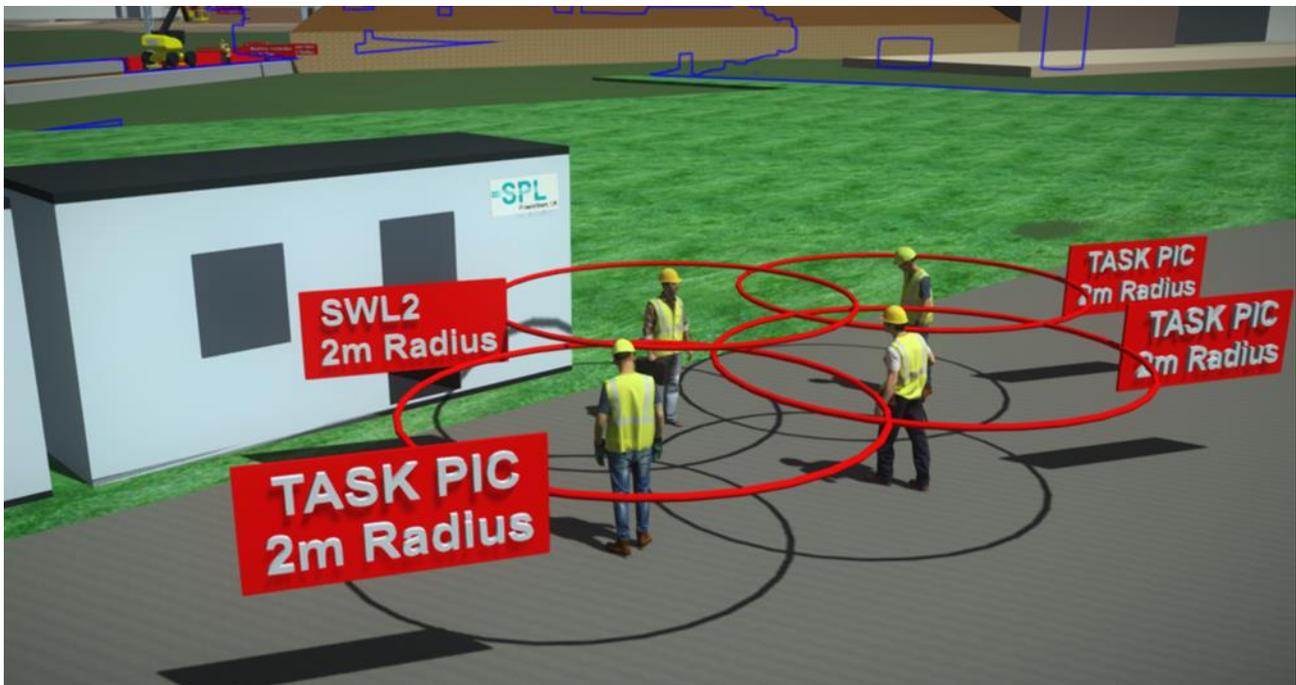
## Site Operating Procedures

### **Section 6 – Site Briefings**

- You will receive your briefing from the likes of the SWL2, COSS, Nominated Persons, POS representative etc. This must also be carried out with social distancing rules maintained.
- It is important that the current rules and regulations are maintained for the safety reasons they are there for. We need your absolute cooperation with this, for everyone's health and safety.
- Task Briefings will include a reminder of cleanliness and social distancing rules.
- You should bring your own pen or request a personal issue. Do not share pens with your work colleagues.

#### **Briefing and signature process:**

**Note: All briefings must be done with compliance to the 'Social Distancing rules' 2 metres social distancing.**



#### **Role: SWL2**

SWL 2 will brief staff give a full briefing whilst utilising the site layout board and they will then complete the RT3199 (ES certificate) on their behalf.

- The SWL2 will then ask to take a photograph of you holding your sentinel card - this will be used to demonstrate you have understood and acknowledged the briefing.
- Once the SWL2 gets permission from the Person in Charge of the Possession (PICOP) he will then phone you and give you authorisation to on track. This phone call will be recorded so we have evidence that you have been contacted and are happy with the planned arrangements and will commence work.
- Remember to “sign out” with the SWL2 when all your work group and machines are clear of the track.
- Take a photo of the completed briefing sheet and send with the individual's photos to the SPL Control Manager.

## Site Operating Procedures

Site Operating Procedures

Issue 05

Role: Task Person in Charge (Task Pic)/ Safe Work leader 1 (SWL1)/ Controller of Site Safety (CoSS).

The above roles will fully brief staff on the planned works- activity etc and complete the RT9909 form (CoSS record of arrangements form) with individual names

- The above roles will then take a photograph of you holding your sentinel card - this will demonstrate that staff have had the briefing and by holding their sentinel card they are showing that they understand and acknowledge the briefing from the above roles.
- If there are multiple staff it may be relevant for the above roles to video staff holding their sentinel cards.
- Take a photo of the completed briefing sheet and send with the individual's photos to the SPL Control Manager.

An alternative arrangement is to use the "swipe in" process on the Sentinel app with the "Record Trackside Briefing" function.

Role: Nominated Person (NP)/ Machine Controller(MC/CC)/ Any Line Open (ALO) etc. briefings

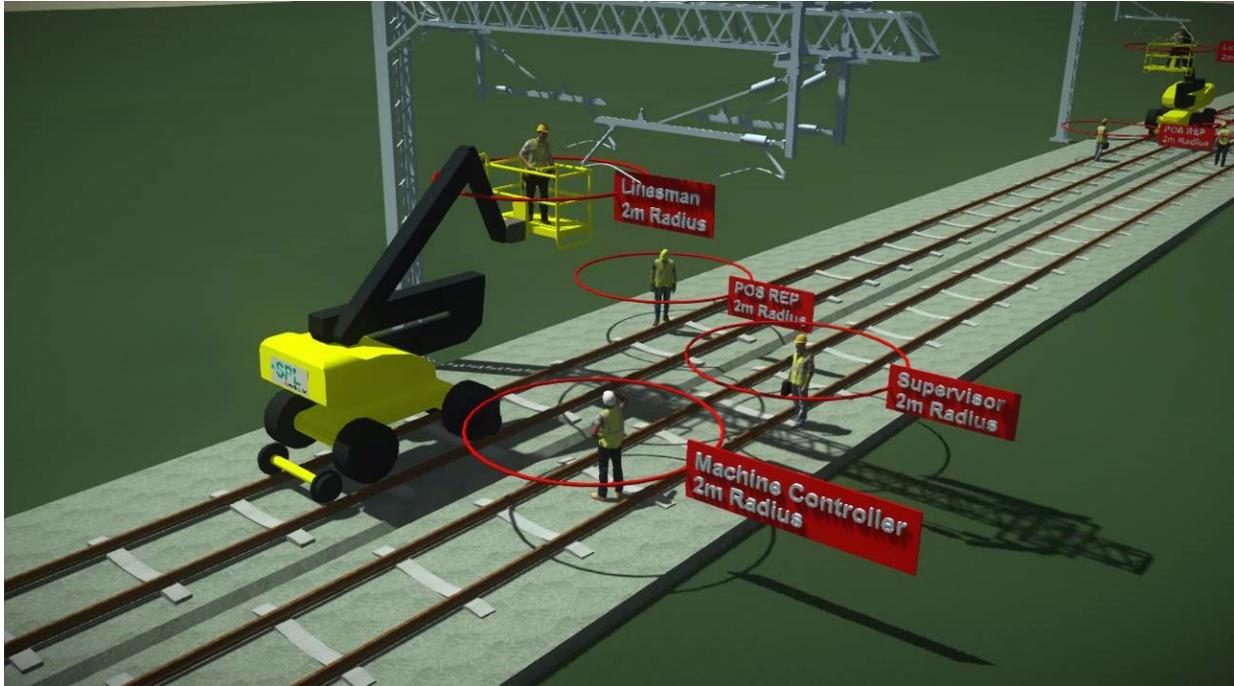
The above roles will fully brief staff on the planned works and complete the relevant briefing form with individual names

- The above roles will then take a photograph of you holding your sentinel card - this will demonstrate that staff have had the briefing and by holding their sentinel cards they are showing that they understand and acknowledge the briefing from the above roles.
- If there are multiple staff it may be relevant for the above roles to video staff holding their sentinel cards.
- Take a photo of the completed briefing sheet and send with the individual's photos to the SPL Control Manager.

## Site Operating Procedures

### Section 7 – Delivering Work On Site

- POWRA's should factor in the requirements of this document.
- Planning processes shall include the social distancing rules as the number one risk, all other risks are always there, and they must be followed as always.



- **No tasks** shall be carried out where social distancing rules cannot be maintained unless a Close Proximity Work Permit is issued and the controls mandated in RAIL-PRO-0008 are applied.

## Site Operating Procedures

### **Section 8 – Canteens And Eating Arrangements**

Whilst there is a requirement for Railway Construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. may be removed from use.

- Efforts will be made to provide you with a tea or coffee, but you should bring your own food and drink and consume this in your vehicle or other appropriate place. Eating at the point of work is discouraged as washing facilities are not available on track.
- Dedicated seating areas will be closed to maintain social distancing rules.
- Break times may be staggered to reduce congestion and maintain social distancing.
- Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by everyone when entering and leaving the area.
- Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for preparing food will be thoroughly cleaned at the end of each break and shift.

## Site Operating Procedures

### **Section 9 – Pool Vehicles & Tools - Hygiene**

#### **Pool vehicles (including pick-ups, welfare vans, minibuses, tool vans)**

Pool vehicles have multiple users and during these unprecedented times we need to ensure that hygiene and cleanliness standards are maintained at a higher standard than normal. Each driver is responsible for keeping these vehicles clean **at all times**; however, we need to take extra precautions at present to avoid the transmission of the COVID-19 virus as far as is reasonably possible.

Principles for all pool vehicles are as follows:

- There should not be more than one person travelling in a vehicle at any time, unless all occupants reside in the same household or the vehicle is permitted to carry passengers in accordance with RAIL-PRO-0008A.
- The exterior of all pool vehicles will be cleaned weekly as a minimum, this will be done by the Depot teams. The vehicles should be taken to an external car wash. SPL will set up accounts as required to allow authorised users to wash the vehicles.
- Interior cleaning will be completed at every driver change and includes surfaces sprayed and wiped with disinfectant and disposable cloths, including interior & exterior door handles, door frames, seatbelts, steering wheel, indicator levers, gear stick, dashboard and buttons. All rubbish is to be removed.
- Supplies such as disinfectant spray, spray bottles and cloths are available at depots and a stock also held at stores and compounds.
- A deep clean of all pool vehicles will be carried out on a regular basis on top of the daily cleaning routine.

#### **Pick-ups**

The interior of pickups will be cleaned before and after every shift by the allocated driver. This should also be done if the driver changes mid shift. All surfaces will be sprayed and wiped with the disinfectant and disposable cloths: interior & exterior door handles, door frames, seatbelts, steering wheel, indicator levers, gear stick, dashboard and buttons. All rubbish is to be removed. Once cleaned at the end of the shift, the vehicle will be inspected by a nominated Supervisor who will sign a cleaning receipt and leave it on the dashboard. The receipt will detail the name of the cleaner/driver and date. Routine spot checks of cleaning will be carried out.

#### **Welfare vans**

Vans used by Black Diamond security guards are cleaned internally daily by the Overt Security teams. All surfaces will be sprayed and wiped with the disinfectant and disposable cloths: interior & exterior door handles, door frames, seatbelts, steering wheel, indicator levers, gear stick, dashboard and buttons. All rubbish is to be removed. The effluent tanks are emptied on site, other than those vans brought back to a depot. The above rules apply; all drivers must clean down the internal surfaces and external door handles before leaving for the next driver.

#### **Tool Vans**

The interior of tool vans will be cleaned before and after every shift by the allocated driver. Once cleaned, the vehicle will be inspected by a nominated Supervisor who will sign a cleaning receipt and leave it on the dashboard. The receipt will detail the name of the cleaner/driver and date.

## Site Operating Procedures

The allocated tool van driver is responsible for the cleaning of all interior surfaces, with support from a nominated Supervisor where required; this should be done before keys are signed back in with the Supervisor.

### Tools

A standard list of tools has been derived for each OLE discipline's tool van. The teams will be issued with the same tool van and the same tools each night as far as reasonably practicable. Each MEWP and OLEC3 operator will have their own tools within the basket. IF a tool has to be shared on shift then the tool will be cleaned but the operator before being left for the second operator to pick up; 2m separation must be maintained between operatives at all times.

One person will drive the vehicle to and from site, this person is to be confirmed by the supervisor. If the team is the same for multiple shifts i.e. mid-week the same person will drive the tool van each time.

The tool van driver will have cleaning products made available to them to undertake any cleaning at the start and end of their shift for their own peace of mind; however as per below the vans will be cleaned daily by the depot teams.

Interior cleaning will be completed at every driver change and includes: surfaces sprayed and wiped with disinfectant and disposable cloths, including interior & exterior door handles, door frames, seatbelts, steering wheel, indicator levers, gear stick, dashboard and buttons. All rubbish is to be removed. Notification will be placed with the van to confirm to the next user that the van has received its daily clean.

Supplies such as disinfectant spray, spray bottles and cloths are available at the depot and a stock also held at the Wellingborough compound.

Tools vans used on the night shift will be brought back to the depots every morning and all tools removed for cleaning. Tools will be wiped down with either industrial wipes or spray household disinfectant type cleaner depending on the tool. Slings are not able to be cleaned but will be quarantined for 3 weeks before re use.

No material other than short rolls of copper wire should be stored in tool vans as this adds to the risk of cross contamination. Construction Managers and Supervisors should make efforts to limit the number of tools to what is required for that shift, rather than keeping unnecessary tools in the van.

Where possible, tools such as height and stagger gauges will be issued to an individual for a period of time which will help limit cross contamination. Latex type gloves will be made available for those involved in the handling of tools.

## Site Operating Procedures

### **Section 10 – Plant & Machinery - Hygiene**

#### **On-Track and Civils Plant**

These machines have multiple users, both during delivery and collection from site and when in operation on site or on track. During these unprecedented times we need to ensure that hygiene and cleanliness standards are maintained at a higher standard than normal.

Fitters will be issued with spray bottles of cleaner and rags so they can wipe machines down on site with the POS Representative who will confirm it has been done prior to work.

This operation will be repeated every time there is a change of operator and confirmed by the POS rep on site.

#### **DECT Comms**

The comms units will be cleaned by the POS Rep before issuing to the MC/MO. The MC/MO will be provided with additional cleaning wipes if cleaning is required during the shift.

Additional hygiene kits will be available from the POS rep if required over and above the current cleaning method.

#### **Hauliers and Meet & Greets**

The delivery drivers for the machinery also need to follow basic hygiene rules when loading and unloading the plant between site accesses and from their respective depots. They should wipe down surfaces including interior & exterior door handles, door frames, seatbelts, levers, gear stick, dashboard and buttons as they deliver each machine to site.

If the drivers do not have their own supply of cleaning materials, gloves etc, the Meet and Greet on site will provide these from their vans, with stock available at the stores if required.

## Site Operating Procedures

Site Operating Procedures

Issue 05

### **Section 11 – Personal Responsibility**

#### **Social Distancing**

Whilst Social Distancing Marshall's are being deployed at large compounds, **everyone** has a responsibility to maintain social distancing.



#### **PPE**

If you are concerned about taking potential contamination home from your PPE, remove it before going home, place it into double plastic bags and seal for 72 hours, or transfer straight to the washing machine when you arrive home.

#### **Hand Sanitiser**

When you are issued with Hand Sanitiser, please look after it. Resources are scarce at this time and you will be asked to justify why you need a replacement. Please understand and respect why we are doing this.

## Site Operating Procedures

### **Section 12 – Site Waste Management Arrangements**

All general site waste (including disposable, single use PPE) must be placed in the appropriate site waste receptacles.

In accordance with Public Health England and Network Rail guidance, there is no requirement to treat site waste any differently during the outbreak unless there are reasonable grounds to suspect any waste is contaminated (e.g. where a person has started showing COVID-19 symptoms during working time) In this unlikely event, this waste shall be double bagged for 72 hours before being disposed of as general waste.

## Site Operating Procedures

### **Section 13 – First Aid Arrangements**

Fundamentally, this no different to treating people who may have HIV/Hepatitis etc. The Government have however published COVID-19 guidance for first responders.

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

## Site Operating Procedures

### **Section 14 – Competence and Training**

#### **Sentinel Scheme**

Network Rail have implemented temporary arrangements to extend any Sentinel Competence and Medical expiry dates by 4 months.

Any SPL Primary sponsored staff falling into this category will be subject to a competence review to ensure their ongoing suitability.

#### **Training**

Internal training and assessment will continue but only for events deemed essential for business continuity.

Any events will be subject to the social distancing rules.

## Site Operating Procedures

Site Operating Procedures

Issue 05

### Appendix 1 - Risk Assessment

Hazard	Persons in danger	Risk rating			Control measures	Final risk rating
		Severity	Likelihood	Rating		
<p>Illness caused by exposure to Covid 19.</p> <p>Applicable both to:</p> <ul style="list-style-type: none"> <li>Your illness caused by exposure to others who have the virus</li> <li>Illness caused by passing the virus to others</li> </ul>	<p>All staff working on or visiting SPL premises, subcontractors, delivery drivers, cleaners, service staff.</p> <p>All SPL staff working on third party premises.</p> <p>Family and friends.</p>	H	H	H	<p><b>It is vital that you protect your own health, Social Distancing is the #1 control.</b></p> <p>All but a few named staff work from home.</p> <p>Do not report for work if you or any one you live with have any virus symptoms.</p> <p>Self-Isolate for 7 days if you have symptoms or 14 days if someone you live with has symptoms. Carry out an on-line assessment on <a href="http://www.111.nhs.uk">www.111.nhs.uk</a> or <a href="http://www.nhsinform.scot">www.nhsinform.scot</a> and advise your manager.</p> <p>This COVID19 Risk Assessment to be fully briefed to all persons on site and recorded.</p> <p>Avoid car/van sharing (1 person per car) unless travelling with members from the same household or where the vehicle is permitted to carry passengers (refer to RAIL-PRO-0008A), use own vehicle if necessary.</p> <p>Face masks shall be worn at all times when working on SPL Controlled sites or when SPL staff are working on sites controlled by other parties.</p> <p>Security guards sign staff in (staff name, employer and registration, no staff signature). Only pre-authorised named staff will be admitted to site.</p> <p>Wash hands with soap and water regularly, for at least 20 seconds. Use sanitiser and wear latex/nitrile (allergy risk) gloves under task gloves. Don't share PPE.</p> <p>Avoid touching your face whenever possible.</p> <p>Bring your own food and drink (and cup, cutlery etc) to work. Wash hands before and after eating. Don't share food. Stagger breaks when possible.</p> <p>Avoid gathering in cabins, maintain 2m distance from others as far as possible (this includes at the smoking shelter). Consider marking out distances with tape.</p> <p>Facilities for making tea and coffee and for heating food continue to be provided, but eating of food in mess rooms is not encouraged. Consider eating alone in your car or outside.</p>	L

## Site Operating Procedures

Site Operating Procedures

Issue 05

Hazard	Persons in danger	Risk rating			Control measures	Final risk rating
		Severity	Likelihood	Rating		
		H	H	H	<p>Consider the use of a Social Distancing Marshall to discourage staff from gathering together.</p> <p>Avoid passing cards, pens, tablets and paperwork from one person to another.</p> <p>Maintain clean toilets and mess rooms, clean contact surfaces, door handles, switches, control panels, desk surfaces etc regularly (twice a day).</p> <p>Wipe down plant control panels, seats, door handles, plant and equipment etc with sanitiser before and after use.</p> <p>Note that sanitiser or dilute bleach may cause skin irritation, wear gloves and protect eyes.</p> <p>Remove unnecessary equipment (to make cleaning easier) and remove rubbish regularly.</p> <p>Deliver briefings in small groups, ideally outside (weather permitting)</p>	L
Mental health and morale	All staff	M	L	M	<p>Regular phone calls and virtual meetings, briefings and updates to be provided.</p> <p>All personnel encouraged to ask any questions and answers to be provided promptly.</p> <p>Regular Newsletter published sharing of good news to be encouraged.</p> <p>Staff to be involved in planning and decision making.</p> <p>If a colleague appears to be struggling, please report this. Staff may be worried about the health of others.</p> <p>Remind staff of charities such as Samaritans or Mind that can offer support and assistance.</p> <p>Support to be given by those trained to manage and assist with mental health related issues.</p> <p>Additional resource to be brought in to cope where necessary</p> <p>Reporting of observations to be encouraged, along with prompt action.</p> <p>Staff working fewer shifts will be under financial pressure, provide information where possible.</p> <p>Provide permission letters to key staff to avoid potential Police action.</p>	L

## Site Operating Procedures

Site Operating Procedures

Issue 05

Hazard	Persons in danger	Risk rating			Control measures	Final risk rating	
		Severity	Likelihood	Rating			
Resources, material, plant & equipment availability	All site personnel	M	M	M	Resources Conference Call to confirm availability of vehicles, plant and equipment with reference to working practices allowing for Social Distancing. Shared learning to be encouraged throughout region, business and industry. Materials, plant & equipment to be brought to site early to reduce likelihood of aborting works. Additional parking to be provided if existing space is inadequate due to fewer shared vehicles Additional office space to be utilised (use meeting rooms as additional office space) Additional kitchen facilities may be provided, stagger breaks to maintain social distancing. Central register of those ill and/or in isolation to be maintained by Head of HR Monitor competency matrix to ensure capability is maintained. Named staff may change at short notice due to health, isolation or childcare limitations. Negotiate hotel arrangements for key workers (include food provision) where necessary.	L	
Lack of focus as controls become more familiar	All persons	M	M	M	Regular conference calls to manage developing situation. Social Distancing Marshall to be appointed to monitor and enforce COVID19 controls where large groups of staff are planned to work.	L	
<b>Prepared by:</b>	Fiona McMahon	<b>Reviewed by:</b>			Andrew Adams	<b>Valid until:</b>	Weekly review

## Site Operating Procedures

Site Operating Procedures

Issue 05

### Appendix 2 – Key Worker Letter



Member of the  
**POWERLINES**  
GROUP

**SPL Powerlines UK**  
Unit 4 Potteric Carr Industrial Estate  
Potteric Carr Road  
Doncaster  
DN4 5NP

Wednesday, 25 March 2020

Reference: Key Worker – (Transport)

To Whom It May Concern,

SPL Powerlines UK is a railway contractor to Network Rail delivering safety critical services associated with railway overhead line operations.

The person in possession of this letter is authorised by SPL Powerlines UK Ltd to travel in association with safety critical work activities, support functions and in accordance with current government guidelines.

Should you require any further information please contact me on 07957 880095 or [chris.hext@powerlines-group.com](mailto:chris.hext@powerlines-group.com)

Regards,

Chris Hext  
**Safety & Services Director**  
(HSQE, HR, Security, Plant & Transport)

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Company Registration Number: SC202412

## Site Operating Procedures

Site Operating Procedures

Issue 05



**Andrew Haines**  
Chief Executive  
Network Rail  
Infrastructure Ltd  
One Eversholt Street  
London  
NW1 2DN

**25 March 2020**

To whom it may concern,

The Government has defined key workers as: "those who will keep the air, water, road and rail passenger and freight transport modes operating during the Covid-19 response, including those working on transport systems through which supply chains pass".

Network Rail relies on suppliers to keep the railway running and maintained on a daily basis. These suppliers are crucial to the operation of the railway, and would therefore be defined as key workers. This letter, along with the corresponding letter from the supplier, provides confirmation that the individual is a key worker for Network Rail.

Thank you for your support.

Yours sincerely

A handwritten signature in black ink, appearing to read "Andrew Haines".

**Andrew Haines**  
Chief Executive