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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Prevention of COVID19* | *COVID19*  *The main symptoms are as follows:*   * *Fever* * *Dry Cough* * *Difficulty in breathing*   *The symptoms can be mild (similar to a cold) or more severe (similar to those associated with flu or pneumonia and respiratory or kidney failure).*  *In rare cases, infection can lead to death. People most at risk of complications are those with a weakened immune system or a chronic disease and older people.* | *X* |  |  | *All Personnel* | *3* | *3* | *M* | *The company has provided posters and/or leaflets to advise workers at all work locations of the hazards associated with COVID-19 and the measures to be taken to prevent the spread of the disease.*  *Employees are advised of the following simple measures to protect against the spreading the virus, which include the following:*   * *Employees to maintain the recommended “social distancing”.* * *Stagger meal breaks to assist with social distancing.* * *Wash hands regularly.* * *Practice good respiratory hygiene by covering your mouth and nose with a tissue or your sleeve when you cough and sneeze.* * *Dispose of used tissues into a bin and wash your hands immediately after use.* * *Clean and disinfect frequently touched objects and surfaces.* * *Avoid touching eyes, nose or mouth.* * *Provide information to staff – (Toolbox Talks, Posters , inductions etc.)* | *1* | *3* | *L* | *Supervisor/*  *All Personnel* |
| *Arriving at the work site has the potential for virus droplets to have made contact with your hands during the journey.* | *Anything you touch in the workplace could be infected if you have the virus on your hands even if you personally have not been infected.* | *X* |  |  | *All Personnel* | *3* | *3* | *M* | *Avoid the potential for transmission of COVID-19 through hand contact.*   * *When you arrive, wash your hands with soap and hot water.* * *Where it is available use the sanitizer on your hands between washing to protect them from contaminated surfaces.* * *When changing into work gear and PPE in the drying room maintain the social distance clearance from others at all times.* * *Maintain verbal greeting only – No shaking hands.* | *2* | *3* | *L* | *All Employees* |
| *Promotion of good hygiene standards on company and customer sites.* | *Poor hygiene standards will lead to additional cases of the virus and potential harm to staff and their families.* | *X* |  |  | *All Personnel* | *3* | *3* | *M* | *Hand sanitisers (and dispensers) should be placed at strategic locations where workers congregate, use clocking equipment, interact or wash.*  *Alternatively, and ideally collectively, provide adequate hot water and soap or disinfectant hand wash liquid for utilisation by workers.*  *Employees are advised of the following simple measures to protect against the spreading the virus, which include the following:*  *Encourage employees to “social distance” – both in travel to and from work.*   * *Stagger breaks to assist with social distancing.* * *Wash hands regularly.* * *Practice good respiratory hygiene by covering your mouth and nose with a tissue or your sleeve when you cough and sneeze.* * *Dispose of used tissues into a bin and wash your hands.* * *Clean and disinfect frequently touched objects and surfaces.* * *Avoid touching eyes, nose or mouth if hands are not clean.* | *2* | *3* | *L* | *Supervisor/*  *All Employees* |
| *Use of common equipment and services where infectious surfaces could exist.*  *Working within social distance for specific work tasks* | *Handling any infectious surfaces or equipment could be a means of transferring the virus amongst all persons on the site.*  *Contracting COVID19* | *X*  *X* |  |  | *Persons carrying out task/ Other Personnel*  *Persons carrying out task/ Other Personnel* | *3*  *3* | *2*  *2* | *M*  *M* | * *Do not share PPE with any other persons.* * *Do not bring your hands to your face.* * *Wipe down exterior surfaces.* * *Keep up to date with the latest COVID-19 information posted on site and follow the advice.* * *When in consultation with fellow workers or Safety Representatives on site, ensure you follow the rules on distance, touching and sharing.* * *Wash your hands on a regular basis throughout the day.* * *If you do cough or sneeze, cover your mouth with a tissue or your sleeve so as not to infect others.* * *Restrict the workplace to those who need to be there.* * *If you are sharing tools or equipment, ensure you are wearing gloves or use wipes to clean each time.*   *All reasonable precautions will be put in place to enforce social distance restriction. Where works must be completed within social restriction distance the below measures must be enforced.*  *Safe Plan of Action must be completed documenting the activity and signed off by Supervisor/EHS Representative.*  *Appropriate PPE to protect eyes/nose/mouth/hands.*  *(Glasses/Goggles/ Mask or Full-Face Visor) must be worn. Visor must be cleaned regularly especially if removed for any period of time.* | *2*  *2* | *2*  *2* | *L*  *L* | *All Employees*  *Supervisor/*  *Persons carrying out task (s).* |
| *Sharing welfare facilities* | *Handling any infectious surfaces or canteen equipment could be a means of transferring the virus amongst all persons on the site.* | *X* |  |  | *All Personnel* | *2* | *3* | *M* | * *Wash your hands before preparing any food.* * *Maintain good housekeeping standards by cleaning up after yourself using anti-bacterial wipes* * *Anti-bacterial spray should be used to sanitise and keep all work surfaces where staff place food.* * *Keep the social distance space at canteen tables.* * *Place any used wipes or kitchen roll tissue in the bin immediately after use for safe and controlled disposal.* | *2* | *3* | *L* | *All Employees* |
| *Feeling ill at home or at work which may include symptoms of COVID-19 (e.g. cough, high temperature, shortness of breath, difficulty breathing).* | *Coming into work may spread the virus if you are infected to all your colleagues.* | *X* |  |  | *All Personnel* | *4* | *4* | *H* | *If you feel unwell with symptoms of COVID-19 (e.g. cough, high temperature, shortness of breath, difficulty breathing), do not attend work and contact your GP/Public Health Authority for advice on what to do. Your GP/Public Health Agency will give you guidance on the next steps to take. It is important that you notify Human Resources and your line manager by phone or email.*  *Seek medical advice and forward a medical cert to Human Resources. You must provide written medical clearance before returning to work.* | *2* | *4* | *M* | *All Employees* |
| *Confirmed case of COVID-19.* | *Potential for the infected person to have spread the virus before they began to show symptoms.* | *X* |  |  | *All Personnel* | *4* | *4* | *H* | *The company must be informed immediately by the employee or sub-contractor whose employee is affected, should they test positive for COVID-19.*  *The company will follow the advice given by the relevant Public Health Authority in the event of a confirmed COVID-19 case and will work with them in regard to potential contact tracing.*  *All staff working in close proximity to the infected person should immediately self-isolate for up to 14 days to determine if any symptoms should appear. It is also important to self-isolate from family members of the 14 days until you are clear.* | *2* | *4* | *M* | *All Employees* |
| *Site Shut-down/Lock-down as a development of the spread of the virus.* | *The risk of spreading the virus may reach a point where the Government under instruction of the WHO may have to shut down workplaces and increase the level of social isolation to all employees to slow down the transfer of the virus.* | *X* |  |  | *All Personnel* | *4* | *4* | *H* | *The company will follow the advice of the relevant Public Health Authority/Main Contractor/Client in the event of a confirmed COVID-19 case, and where a site shut-down is instructed in the interest of health, safety and wellbeing for site personnel and the wider community.*  *In the event of such outcome, the Project Director in consultation with the Project Team will develop a site shut down plan.*  *This Plan should include, but is not limited to:*   * *Communication to site staff, sub-contractors and suppliers contracting staff.* * *Site security during shut down period.* * *Site safety during shut down e.g. adverse weather etc.* * *Logistics/ delivery cancellations.* * *Cancellation of planned operations e.g. crane hire etc.* * *Regular communications with stakeholders.* * *Deep cleaning to be carried out before the site reopens.* * *Liaison with staff who contract the COVID-19 virus/isolation to ensure appropriate arrangements are in place.* | *1* | *4* | *L* | *Client/Main Contractor/*  *Company Management supported by Employees and Sub-Contractors* |
| *Local travel using public transport or sharing vehicles.* | *Cross infection in restricted spaces and handling common areas such as seating, handles, support bars and buttons.* | *X* |  |  | *All Personnel* | *2* | *3* | *M* | *Staff with company vehicles should not carry passengers unless it is approved.*  *If you are using public transport, the risk of infection is higher. Some of the ways you can avoid this:*   * *Use an alcohol-based wipe to clean your hands or wipe down surfaces at start and end of journey.* * *Drive yourself or walk or cycle if you live close enough.* * *Leave earlier when it is not so crowded, and you can socially isolate.* * *Do not handle roof straps, handles, isolation bars etc.* | *1* | *3* | *L* | *All Employees* |
| *Travelling for work resulting in close contact with other passengers and increased risk of being infected by the virus.* | *Getting the virus and potentially spreading it to fellow workers or clients before you become aware of the symptoms.* | *X* |  |  | *Employees,*  *Members of Public* | *4* | *4* | *H* | *All non-essential business travel is suspended, and employees must get approval from their line manager before travelling.*  *No travel to designated countries on WHO and HSE lists.*  *Employees must notify Human Resources/Line Manager of any personal travel before returning to work.*  *If you are still considering travelling or are already outside of the country:*   * *Check your destination’s safety and security, Entry/exit requirements and Health sections.* * *Get the Government latest updates on COVID-19.* * *Check the Pandemic COVID-19 travel health notice.* * *Find out what commercial options are still available to return to your county of domicile. Consider returning earlier than planned if these options are becoming more limited.* * *Ensure that you have sufficient finances and necessities, including medication, in case your travels are disrupted.* * *Check with your travel insurance provider to know more about their policies related to COVID-19. Find out if you are covered for medical treatment if you become infected with COVID-19 as well as for extended stays outside of your country of domicile.* | *1* | *4* | *L* | *All*  *Employees* |
| **CORONAVIRUS HYGIENE CONTROLS TO BE USED** | | *Social Distance*  *Alcohol Based Wipes/Sanitiser/ Hot Water & Soap.*  *Signage/Posters* | | | | | | | | | | | |
| **P.P.E. TO BE USED** | | *Hard Hat. Safety Glasses/Full face visor/Mask as required.*  *Gloves Safety Boots*  *Hearing Protection as appropriate* | | | | | | | | | | | |