

Coronavirus (COVID-19) Local Highways Safe Operating Procedures – Protecting Your Workforce Guidance Document

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1 Introduction

This guidance is based upon the [Construction Leadership Council \(CLC\) Site Operating Procedures Version 7](#) published on 7th January 2021 and has been adapted for the local highways sector where appropriate.

These Highways Safe Operating Procedures (SOP) are based on Government guidance on [Working safely during coronavirus \(Covid-19\) - Construction and other outdoor work](#); other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#), as well as in areas subject to a localised lockdown. The objective is to introduce consistent measures on construction sites of all types and sizes and employers and individuals should make every effort to comply.

Section 14 contains information relevant to the Construction Scotland Construction Re-Start Plan phased return approach.

Where workers enter people’s homes, they should follow the Government guidance on [Working in Other People’s Homes](#).

The [HSE](#) is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site or premise is not complying with the latest Government advice on Coronavirus (Covid-19), it may be subject to enforcement action. For further guidance, please refer to HSE COVID-19 web page [HSE COVID-19 Latest Advice](#). Note: COVID-19 has been classified as a Notifiable Disease under RIDDOR

Maintenance and repair depots and sites operating during the Coronavirus COVID-19 pandemic need to ensure they are protecting their workforce and the general public, as well as minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

Government guidance for employers in England states “where the social distancing guidelines cannot be followed in full in relation to a particular activity, and the activity cannot be redesigned, businesses should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff”. **Other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#).**

We are aware that emergency services are also under great pressure and may not be able to respond as quickly as usual. Please ensure first-aid requirements in the depots or on site are not compromised and be aware of the location of your local automatic emergency defibrillator ([AED locations](#)) if not on site/ in your depot / in your vehicle ([Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings](#))

Supervisory personnel at depots and work sites should reminded employees visitors during inductions and daily briefings of the specific social distancing and coronavirus (Covid-19) control measures necessary to protect them, their colleagues, families and the UK population.

The health and safety requirements of any construction activity, depot or site based, must not be compromised at any time. If an activity cannot be undertaken safely and by consistently implementing these measures, it should not take place.

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2 When to Go to Work

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing	Workers in the highways sector should follow the guidance on Social Distancing . Where they cannot work from home, they must follow guidance on Meeting With Others Safely and Safer Travel while travelling to and from work and while at work.
Self-isolation	<p>Anyone who has;</p> <ul style="list-style-type: none"> • Has a high temperature, a new continuous cough, or a loss of, or change in, their normal sense of taste or smell • Is within 10 days of receiving a positive Coronavirus (Covid-19) test result; • Is within 10 days of the day when the first member of their household or support bubble showed symptoms of Coronavirus (Covid-19) or received a positive test result • Has returned from a country that is not on the travel corridors list and is required to quarantine for 10 days • Has been contacted by the NHS Test & Trace Service or NHS Test and Protect Scotland or awaiting the results of a Covid-19 test <p>should not come to their respective depot or site must follow the guidance on self-isolation and should not come to site.</p>
Persons defined on medical grounds as clinically extremely vulnerable	Anyone identified as extremely clinically extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 .
If someone falls ill	<p>If a worker develops a high temperature or a continuous cough whilst at work, they should:</p> <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They should get a Coronavirus (Covid-19) test. They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell. Further information can be found in the ‘What to do if a worker has Covid-19 or has to self-isolate’ flowchart.</p>

3 Travel to depot/site

Using Private Vehicles

Private vehicles should not be used for business use without the appropriate business insurance cover. Note: commuting to and from work will be covered by personal insurance as this is not classed as business use

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble. If workers have no option but to share transport, they should try to:

- Share with the same individuals and with the minimum number of people (up to a max. of 6) at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times (05:45 - 8:15 and 16:00 - 17:30); and
- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- Providing hand cleaning facilities at entrances and exits.
- This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home.

4 Driving at work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should follow the [Government guidance on Working Safely during Coronavirus \(Covid19\) - Vehicles](#), which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles and similar

The following simple steps will help staff minimise the risk of contamination to anyone using works vehicles:

- Avoid all non-essential travel both by private or works vehicle

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- Keep the time spent in the vehicle to a minimum – do not stop off or take the “long route” to the depot or the site
- All vehicle keys should be sanitized at the start and end of shift
- At the start of shift, clean the external handles and locks / catches on the vehicle with soap and water. If this is not practicable, then open external door handles using either a gloved hand, disinfectant wipes or disposable paper towel
- Remember to sanitize items of work equipment that may be used in the cabin of the vehicle such as mobile phones, tablets and cameras. Avoid passing these between occupants or using these inside the vehicle unless essential
- Where possible maintain 2m social distancing if sharing vehicles. However, if this is not practicable you must sit as far apart within the vehicle cabin as possible. If 2 people are sharing a vehicle with front and rear seats (e.g. a car, welfare van or double crew cab) then one person should sit in the rear seat diagonally opposite the driver
- Where practicable, a temporary partition (e.g. suitable secured clean polythene sheet) may be installed in the vehicle between passengers to prevent the direct transmission of respiratory droplets between passengers. Partitions must not hinder visibility for the driver or hinder with essential driving controls. If the installation of screens is being considered, advice should be sought from the vehicle manufacturer/supplier or a suitably qualified and experienced vehicle engineer to ensure critical safety aspects are not compromised.
- Keep the windows at least partially open whilst travelling and the climate control system switched to blow external air to ensure continuous air change within the cabin area
- During the day, sanitize your hands regularly either by handwashing with soap and water (for at least 20 seconds) or using hand sanitizer if available, every time you get into or out of the vehicle, every time you blow your nose, sneeze or cough, eat or handle food
- Where possible, avoid touching your eyes, nose, and mouth with unwashed hands and avoid touching the vehicle after sneezing or coughing until you have sanitized your hands
- If available, use disinfectant wipes to sanitize any areas of the vehicle that hands may typically touch including the steering wheel, gear stick, handbrake, indicator and wiper control arms, beacon switches, door handles, seat belts and buckles, window buttons, mirrors, stereo and climate control buttons
- Always sanitize your hands after cleaning your vehicle - if your hands are dirty, you are putting germs right back onto that clean surface
- Aim to sanitise the vehicle regularly e.g. start of shift, before lunch and end of shift
- If wipes are not available, soap and water may be used but ensure it does not get into the vehicle’s electrical systems and thoroughly dry items like the steering wheel before driving. Chlorine based cleaning products should only be used in accordance with the relevant COSHH assessment
- Wherever possible do not eat or drink in the vehicle. There may be occasions where the use of the vehicle as a welfare facility is necessary. Do not store food or drink directly on any surface in the cab unless you know that part of the cab and the food packaging has been cleaned beforehand
- Ensure you have a supply of clean tissue / paper towel and a waste bin/bag in your vehicle. Catch your cough or sneeze in a tissue, then throw the tissue in the bin and sanitize your hands. Remove the bin bag at the end of your shift and dispose of it

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5 Depot/site access points

The following should be implemented at depot and site access / egress points and at maintenance works locations on the existing highway network:

- In taking cognisance of the requirements in Scotland and the position also being taken by the Construction Leadership Council, all persons should wear a face covering in all indoor communal areas and whilst moving around buildings.
- This applies to all employees and visitors (other than those with appropriate exemptions) and requires everyone to:
 - Wear a face covering when you enter, exit or move around any indoor communal areas of the building
 - Wear a face covering when using workplace kitchen facilities, canteens etc. unless you are seated at a table or eating and drinking
 - Wear a face covering when accessing all welfare facilities
- Stop all non-essential visitors
- Issue specific guidance for material deliveries.
- Introduce staggered start and finish times at depots and sites to reduce congestion and contact
- Plan and manage depot and site access points to enable and control social distancing – you may need to change the number of access points - either increase to reduce congestion or decrease to enable monitoring.
- Introduce one-way systems, including within depot buildings where it is practical to do so
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners. One person should be employed to collect names of persons entering and leaving depots and sites at an access or egress point (including depot gates)
- Require all workers to wash or clean their hands before entering or leaving the depot or site
- Allow plenty of space between people waiting to enter a depot or site. Use signage such as floor markings, to ensure 2 metre distance is maintained between people when queuing.
- Also use signage to remind workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.
- Where there are multiple crews, introduce staggered start and finish times to reduce congestion and contact
- Reduce the number of people in attendance at depot/site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, delivery drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Drivers must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- Regularly clean common contact surfaces in reception, office, access control, storage and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- In the case of highway maintenance works, politely request that any approaching member of the public keep their distance from the immediate area until works are complete and workers have departed
- If the site-specific risk assessment for the intended highway maintenance activity indicates that social distancing from the general public cannot be achieved by temporary barriers and the like, consider whether there is scope to make any highway defect safe but do not otherwise

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proceed with any work. Advise the works supervisor/works scheduler of the circumstances, including whether a road or footway closure or other forms of traffic management are required

6 Plant and Equipment

The following simple steps will help staff minimise the risk of contamination to anyone using plant and equipment including hand tools;

- Sanitisation of all hand tools, controls, machinery and equipment after use
- Cabs and touch points of site vehicles and plant (for example, mini excavators and forklift trucks) should be thoroughly cleaned and a cleaning regime be maintained for the parts of shared equipment you touch after each use, thinking about equipment, tools and plant
- Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical
- Arrangements should be made for tools not to be shared wherever possible

7 Hand washing

- Allow regular breaks to wash hands
- Provide dedicated hand washing facilities in addition to the usual welfare facilities if on a large footprint depot/site or there are significant numbers of personnel in the depot or on site
- Ensure soap and fresh water is always readily available
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

8 Toilet facilities

- In taking cognisance of the requirements in Scotland and the position also being taken by the Construction Leadership Council, all persons should wear a face covering in all indoor communal areas and whilst moving around buildings.
- This applies to all employees and visitors (other than those with appropriate exemptions) and requires everyone to:
 - Wear a face covering when you enter, exit or move around any indoor communal areas of the building
- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Stop using urinals, please use the toilet cubicles. Alternatively, close off alternate urinals to ensure social distancing measures can be maintained
- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Where local or regular welfare facilities are not readily available alternative transient welfare facilities (considering the length and proximity to the depot or site) should be provided.

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9 Canteens and eating arrangements

A canteen is a place that serves food and an [NHS QR code](#) must be displayed (in England only).

Rest areas where no food is served but which have facilities to prepare and eat food and a means of boiling water are not required to display an NHS QR code.

In taking cognisance of the requirements in Scotland and the position also being taken by the Construction Leadership Council, all persons should wear a face covering in all indoor communal areas and whilst moving around buildings.

This applies to all employees and visitors (other than those with appropriate exemptions) and requires everyone to:

- Wear a face covering when using workplace kitchen facilities, canteens etc. unless you are seated at a table or eating and drinking
- Wear a face covering when accessing all welfare facilities

Whilst there is a requirement for depot/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 and microwaves etc. must be removed from use. Where possible, workers should be encouraged to bring their own food.

- Consider increasing the number or size of facilities available in a depot or on site if possible
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Dedicated eating areas should be identified in depots and on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact - this may be 1 person per table. Seating and tables should be reconfigured to reduce face to face interactions.
- Where catering is provided on site it should provide pre prepared and wrapped food only
- Payments should be taken by contactless card wherever possible
- Crockery, eating utensils, cups etc. should be either disposable or should be brought by individuals from home and returned with them at the end of the working day for washing etc
- Drinking water should be provided, with enhanced cleaning measures for the tap mechanism
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food

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- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

10 Changing facilities, showers and drying rooms

- Introduce staggered start and finish times to reduce congestion and contact
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available in the depot or on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal
- If possible, workforce to take work clothes home to wash / clean there.

11 Work Planning to Avoid Close Working

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Depots, sites and work locations (mobile, semi-static and static) need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Local Highways Safe Operating Procedures.

The workforce should be reminded (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

Hierarchy of Controls

If you are not able to work whilst maintaining a two-metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. The results of risk assessments should be shared with the workforce and this [poster](#) displayed in the workplace.

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Eliminate	<ul style="list-style-type: none"> • Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace • Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) • Avoid skin to skin contact and face to face working • Stairs should be used in preference to lifts or hoists and consider one-way systems • Consider alternative or additional mechanical aids to reduce worker interface <p>Site Meetings</p> <ul style="list-style-type: none"> • Only absolutely necessary meeting participants should attend • Attendees should be at least two metres apart from each other • Rooms should be well ventilated / windows opened to allow fresh air circulation • Hold meetings in open areas where possible • Where visitors are required, limit the numbers at any one time and explain the social distancing and hygiene control arrangements on site (on or before arrival).
Reduce	<p>Risk mitigation, where current social distancing requirements cannot be maintained, could include the following;</p> <ul style="list-style-type: none"> • Minimise the frequency and time workers are within 2 metres of each other • Minimise the number of workers involved in these tasks • Consider the minimum number of people required to operate safely and effectively • Workers should work side by side, or facing away from each other, rather than face to face • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment
Isolate	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible
Control	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance
PPE	<ul style="list-style-type: none"> • Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE • Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).

<p>Face Coverings</p>	<ul style="list-style-type: none"> • In taking cognisance of the requirements in Scotland and the position also being taken by the Construction Leadership Council, all persons should wear a face covering in all indoor communal areas and whilst moving around buildings. • Premises Responsible Persons must ensure that all employees and visitors (other than those with appropriate exemptions) comply with the following for the premises under your control; <ul style="list-style-type: none"> • They wear a face covering when they enter, exit or move around any communal part of the premises • They wear a face covering when using workplace canteens, kitchens etc. unless they're seated at a table or eating and drinking • They wear a face covering when accessing all welfare facilities <p>The provision of face coverings remains the personal responsibility of employees and visitors. It would however be best practice to arrange for a small supply to be held on site for those who may require one and it is essential they access your premises.</p> <p>All Covid19 Secure Risk Assessments should be updated to reflect these requirements.</p> <p>Face coverings are not a replacement for the other ways of managing risk, (e.g. minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing). These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments. You may choose to wear one for your own reassurance, but it is important to use them properly using following the appropriate hygiene rules.</p>
<p>Behaviours</p>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>

12 First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. ([Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings](#))

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

13 Cleaning

Enhanced cleaning procedures should be in place across the depot/site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls

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- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

14 Return to Work

We are continuing to evolve plans to ensure we adopt the new “adaptive normal”. Arrangements must include requirements for preparing detailed local plans for new ways of working in offices, depots and work sites which will include;

- [Premise Requirements](#) for all offices, depots and work sites
- Scottish sites and activities must prepare a [Construction Scotland Restart Plan](#)
- Monthly pulse surveys to support emotional wellbeing and gather feedback on ways of working
- Toolbox Talk sessions at all offices, depots and work sites to explain new ways of working following Covid19 Secure Risk Assessments.

Many Depots and Work Sites have remained fully operational throughout this period in order to provide essential services and these should continually be assessed against all current and evolving guidance to ensure controls are in place and ensure they remain Covid19 secure.

15 QR Code Display

Premises Responsible Persons must ensure that a QR code is generated for each of your sites and depots across England and Wales. Depot /Site leads will need to follow this [link](#) and generate a site QR code (one per site/ depot). The QR codes should be displayed prominently at the entrance and/ or the site reception in our sites and depots across England and Wales only

The following details are requested in order to generate a site QR code;

- Poster receiver email: site lead email
- Poster receiver name: site lead name
- Site type: Other
- Business, organisation or event name: (depot / site name) e.g. Stone Depot
- Address: depot / site address
- Who can we contact at this address: senior responsible manager at site

Where we are on a shared client site or in a client depot, you must agree with the client who will take the lead on generating the QR code

16 Maintaining ‘Trace’ Data

To assist the test and trace service, temporary records should be kept for those attending locations (inclusive of visitors). These records should be held for at least 21 days to assist NHS Test and Trace (or Test and Protect in Scotland) with requests for that data if needed. This could help contain clusters or outbreaks.

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