Date: Wed, 06 January 2021

**To All Whom it may Concern**

**COVID-19 Landscape Safe operating Guidance – WINTER 2021**

**Protecting our workforce and the public at large**

With the recent increases in infection rates locally, spread of the new strain of virus and changing government

guidelines and legislation, we are providing you with this updated guidance which should form, the basis of your

working day for the forceable future.

This is to ensure our workforce, clients and general public are protected by minimizing the risk of spreading the

infection.

We ask you to read these guidelines carefully and try to ensure they are followed as closely as possible.

We take the health and safety of our staff and the general public seriously, and we must **all** take responsibility

for the safety of ourselves and others.

Some office staff will be required to undertake work from home or reduce their physical attendance but

there will always be some management and administrative presence in the office to ensure the safe continuation of

tasks.

However, in order to do what we do, and in line with government guidance we need site-based employees to

undertake works in the yard and on site as normally as possible but minimizing their risk.

The guidance below is based on Site Operating Procedures (SOP) issued by the Construction Leadership Council and

endorsed by the Secretary of State for Business, Energy & Industrial Strategy, and aligns with guidance issued by Public

Health England. This has been developed further by BALI our trade organization to meet the specific needs of the

landscape industry.

In addition to the measures outlined in this document, which aim to protect against the contraction and spread of

Covid-19, all landscape activities must and will continue to comply with all health and safety regulations.

Tasks must not be undertaken if the safety of operatives and third parties cannot be ensured.

**1) Guidance / Procedures**

**A) Before coming to work**

Any employee who meets one of the criteria below should not attend work and should instead follow guidance on self-isolation:

• High temperature or a new, persistent cough or recent loss of taste or smell.

• Is vulnerable by virtue of their age, underlying health condition, clinical condition or are pregnant.

Follow the link below to identify individuals who are at high risk

: <https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-people-at-high-risk/>

• See the following link for more information if you meet any of the

criteria above: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

**B) Office and yard areas**

•Where possible avoid going to the yard or office and use other forms of communication if possible.

• When in the yard do not enter the offices workshop or buildings unless required specifically to do so,

• DO NOT gather inside buildings to talk with others. If you need to speak to them do so outside.

• A maximum of two persons should enter or use the mess room/ toilets at any one time.

•Keep your social distance of at least 2 meters with others you do not work / travel closely with normally.

•When needing to speak to someone in the office wait in the reception do not enter the main office without

permission.

•If you are given permission to access the office use the hand sanitizer located in the reception area and wear a mask

or face covering

• When needing something in the workshop knock on the door or ring the bell and await someone to deal with you.

•When in the yard/office avoid touching anything unless it is necessary to do your job/task.

**C) Travelling to/from site**

• Limit the number of occupants in vehicles to two and try to keep with the same travelling partners each day

• Clean vehicles with disinfectant spray or alcohol wipes prior to first use and regularly on going, paying attention to all hard surfaces. (steering wheel, dashboard and door handles etc.). Only use sanitizers which contain at least 60% alcohol (not baby wipes) A supply of wipes is available from the workshop.

• Maintain good ventilation (i.e keeping the windows open or turn up the fan) and face away from each other during the journey

• Wear masks or face coverings during the journey if sharing the cab with others if it is safe for you to do so without compromising your driving ability.

• Wash hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle

• Avoid touching your eyes and faces.

• Try not to stop to purchase papers, food and drink from supermarkets and garages whilst on-route to site We would encourage the use of pre-prepared meals and drinks from home wherever possible.

•Try to reduce travel and journeys to a minimum, plan your work to avoid unnecessary trips

•Drive even more considerately and careful than normal to avoid the slightest risk of being involved in an accident and putting the NHS at further strain.

**D) At work**

• Check sites are open, and that the works planned can proceed prior to going to site to avoid unnecessary travel

• Stop all non-essential visitors to site, do site visits and surveys via photos or videos if possible.

• Minimize contact and maintain social distancing with delivery drivers and visitors to site. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practices.

• Organize work so that operatives are working in different areas of the site at least 2 metres apart but do not create lone working risks stay visible to others at all times

• Encourage frequent hand washing, on arrival, before meals, at the end of the day and after removing gloves.

• Hold close contact meetings outside where possible and wear a mask / face covering when dealing with customers

even if they choose not to, it shows we are taking this seriously and protecting them from infection.

**E) Ensure social distancing guidelines are adhered to**

• Avoid shaking hands, hugging or close contact with fellow employees and clients

• Maintain a 2-metre distance between each employee as well as clients wherever possible.

• Non-essential physical work that requires close contact between workers (e.g., two-person lifting or loading within 2 meters of each other) should avoided if possible and alternative means i.e., ramps lifts etc. used instead.

• Where the 2 metre rule cannot be met i.e., a quick two man lift of equipment onto the truck, try to keep at least 1m

apart, minimize the period of time for this closer contact and avoid facing each other directly or talking, wear face

coverings or masks if possible, without it causing a communication problem that could create a safety hazard.

• Avoid using other employees’ phones and tools, use personal tools where appropriate and clearly mark these for identification.

• Do not share food or drink, make sure cups are clearly identifiable as yours.

• Remain on site once you arrive and ideally do not leave for food or drink, these should be bought with you from

home.

**F) PPE and equipment**

• Frequently clean with disinfectant or alcohol based handwipes all, equipment, and frequently touched surfaces, try to limit tools to each employee.

• Provide adequate detergent, single use towels

• Promote the importance of wearing gloves at all times where possible.

• Don’t share PPE, especially masks and respirators and anything that comes directly into contact with skin

• Safely discard any contaminated or single use PPE into a bin

• Store all PPE in sealed containers and only open new PPE as needed

• Wash hands and exposed skin immediately when entering home after work at the end of each day.

**G) Site-based hygiene and toilet facilities**

• Use equipment for site-based hand washing facilities where facilities are available on arrival, before eating and on departing site.

• Some of the following …. Hand cleaner, hand wipes, soap and water or hand sanitizer and disposable paper towels should be available, in your vehicles at all times should on site washing facilities not be available. If you run low on these items, you must tell your supervisor so more supplies can be provided.

**H)** **Accidents, security, and other incidents**

Objective: To prioritise safety during incidents.

In an emergency, for example, an accident, provision of first aid, fire, break-in or trespass, people **do not** have to comply with social distancing guidelines if it would be unsafe or put another person at risk.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterward the incident, including washing hands, skin, changing clothes etc.

**2) If anyone develops symptoms**

Including…..a high temperature, persistent cough or loss of taste or smell whilst at work, they should:

• Return home immediately, ideally avoiding any further contact with others, and avoid public transport.

• Avoid touching anything and cough into a handkerchief of tissue.

• Contact the office using your own phone advising them what you are doing.

• Follow government guidance on self-isolation until your period of self-isolation has been completed

• Keep in regular touch with the management/office by phone to advise them of your likely return date.

Please see link below for more information on self-isolation:

[www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

All remaining colleagues should, using gloves, place, tools etc. which may have been used by the infected person in a black bin bag and deposit them sealed (ideally marked clearly) to the yard for cleaning or disposal making sure some one knows what is in the bag!

All plant, vehicles, rest facilities etc. used by the infected person should wiped and cleaned using gloves which should then be safely disposed of immediately after use.

KEEP SAFE EVERYONE AND PLEASE FOLLOW THIS GUIDANCE CLOSELY

THANKYOU FOR READING

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Managing Director

Baylis Landscape Contractors Ltd