

CC03: COVID-19 – A toolbox talk for construction workers

Overview

During the Coronavirus (COVID-19) pandemic it is essential to ensure the workforce is protected to minimise the risk of the infection spreading.

This toolbox talk is designed to be delivered to your workforce (construction workers). It has been approved by the Construction Leadership Council (CLC) and is aligned to the CLC guidance document on *Site operating procedures*: <https://www.constructionleadershipcouncil.co.uk>

The toolbox talk applies to general site operations, where social distancing measures of two metres can be applied. Where social distancing measures of two metres cannot be applied, each activity should be specifically assessed. The results of your specific assessment(s) should then be included in the 'Close working' element of the toolbox talk.

Communication

Good communication is essential for health and safety management on construction sites. It is vitally important that contractors, managers and supervisors engage and consult with workers, as it is an effective way of identifying hazards and controlling risks.

Willing and effective worker participation will be achieved when workers:

- are consulted
- have confidence in their managers and supervisors
- know their ideas and concerns will be listened to and, if required, acted upon
- have sufficient knowledge to recognise when something is not safe or could be harmful to their health
- have been trained in the skills necessary to deliver effective feedback.

Preparing and delivering a toolbox talk

It is important that you prepare in advance for any toolbox talk. Think about the location for delivery of the talk. Is the area set up so that:

- social distancing rules can be applied
- there will be no distractions
- it is suitable for using any equipment that will be demonstrated?

A toolbox talk shouldn't be just one-way communication. It is important to engage people in discussion and allow time for questions.

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Notes

There are four forms in this range.

- CC01: COVID-19 Site operating procedures compliance checklist.
- CC02: COVID-19 Health, safety and environmental risk assessment template.
- CC03: COVID-19 A toolbox talk for construction workers.
- CC04: COVID-19 Weekly site operating procedures checklist.

Sites should ensure that the latest version of the CLC guidance is being used. This toolbox talk is based on Version 3 of the CLC *Site operating procedures*.

Any additional, site specific content should be delivered under the relevant toolbox talk heading.

This is a rapidly developing situation – please ensure that you follow the latest Government guidance as it is published.

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COVID-19 – toolbox talk

Reason	COVID-19 is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.
Outline	This talk covers the ways to maintain your health while working on construction sites.

Getting to work

1. Wherever possible travel to site alone using your own transport (for example, a car or bicycle).
2. If you need to use public transport, try to avoid peak times: 05:45–7:30 and 16:00–17:30.
3. Wash your hands before and after using any form of transport.

On site

1. Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough, and before and after eating or handling food, using any shared equipment or tools, and using toilet facilities), and again when you leave site.
2. You should follow social distancing guidelines whilst on site (for example, keep at least two metres away from other workers), unless you are working under specific activity risk assessment measures, which might allow for closer working.
3. Social distancing guidelines also apply during breaks and mealtimes.
4. Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups). All rubbish should be disposed of in the bins provided.

Close working

Note: Close working should **only** be carried out under specific activity risk assessment. Before you start, consider whether there is any other way you can complete the activity in order to avoid close working and, if you have another solution, talk to your supervisor.

The following points should be reinforced, in addition to the site and activity specific control measures.

1. Work requiring skin-to-skin contact should not be carried out.
2. If you are using reusable PPE, it should only be used by you, and should be thoroughly cleaned after use.
3. You should dispose of single use PPE so that it cannot be reused.

Cleaning

If you are involved with the additional cleaning being carried out on site, it should focus on the following areas.

1. Access and egress points, gate handles and turnstiles.
2. Taps and washing facilities.
3. Toilet flush and seats.
4. Door handles and push plates.
5. Handrails on staircases and corridors.
6. Lift and hoist controls.
7. Machinery and equipment controls.
8. Food preparation and eating surfaces.
9. Seats, seating areas and locker room surfaces.
10. Telephone equipment, keyboards, photocopiers and other office equipment.

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What to do if you think you are ill

1. If you become ill, develop a high temperature or a persistent cough while at work, you should:
 - report this to your supervisor or manager
 - avoid touching anything
 - cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow
 - return home immediately.
2. You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

Self-isolation

If you meet any one of the following criteria, do not come to site.

1. If you have a high temperature or a new persistent cough, or within 14 days of the day when the first member of your household showed symptoms of COVID-19. Follow the guidance on self-isolation.
2. If you are at increased risk of severe illness from COVID-19, you are strongly advised to work at home and should be particularly stringent about following social distancing measures.
3. Anyone identified as extremely vulnerable will be advised by their health authority, and must follow the guidance on shielding and protecting extremely vulnerable people.
4. If you are living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from COVID-19, you should stringently follow the guidance on social distancing and minimise contact outside the home.

Site policy

Now inform your workers of the site-specific procedures with reference to COVID-19. Procedures should include areas such as: use of company vehicles, close working, reporting ill health and emergency response.

Make sure you are following the site-specific distancing rules at all times.