Hierarchy of control close working

Work Planning to Avoid Close Working In line with Public Health (PH) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PH and HSE guidance and the advice within these Site Operating Procedures. Sites should remind the workforce (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.

Eliminate	• 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 and face to face contact • Stairs should be used in preference to lifts or hoists and consider one ways systems • Consider alternative or additional mechanical aids to reduce worker interface **Site Meetings** • 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 • Consider holding meetings in open areas where possible
Reduce	Where the social distancing measures (2 metres) cannot be applied: • Minimise the frequency and time workers are within 2 metres of each other • Minimise the number of workers involved in these tasks • 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	Keep groups of workers that have to work within 2 metres: • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible

Control	Where face to face working is essential to carry out a task when working within 2 metres: • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance
PPE	Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met. • Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk
Behaviours	The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.