



COVID-19 Requirements for Site Works Documentation

These requirements define how COVID-19 control measures should be included in the following documentation which would normally be expected to be in place for physical construction and maintenance work:

- Construction phase health and safety plans
- Method statements
- Risk assessments

The guidance is applicable to Arqiva instructed contractors as well as site sharers and their contractors. It ensures that work is planned and carried out to minimise the risk of contracting and spreading COVID-19.

Approach to Documentation

Short Duration Work (Less than 20 days)

- Each company that forms part of the work group must have a document that details the standard COVID-19 control measures their company has implemented supported by a risk assessment
- This can be a separate generic document applicable to all work or combined within the construction phase health and safety plan and or method statement.
- For Gateway site access that involves approval from a landlord the COVID-19 document will need to be uploaded separately to the RAMS
- Any specific control measures must form part of the task methodology and be reflected in the method statement and risk assessment for the activity

Long Duration Work (20 days or more)

- The principal contractor must have in place a site-specific plan for the COVID-19 control measures supported by a risk assessment
- Any specific control measures must form part of the task methodology and be reflected in the method statement and risk assessment for the activity

Minimum Contents of COVID-19 Plan

Requirement	Overview
Risk Assessment	<ul style="list-style-type: none"> ▪ A risk assessment that supports your COVID-19 plan
Hygiene, Cleaning and Sanitisation of the Workplace	<ul style="list-style-type: none"> ▪ Approach to cleaning and maintaining hand hygiene ▪ PPE requirements
Vulnerable Persons	<ul style="list-style-type: none"> ▪ How clinically vulnerable persons will be protected
Social Distancing	<ul style="list-style-type: none"> ▪ How you will maintain social distancing ▪ How you will move around site ▪ Approach to common areas ▪ Alterations to normal activities such as on-site meetings, emergencies ▪ Approach if someone is taken ill on site
Visitors	<ul style="list-style-type: none"> ▪ Action taken to cooperate with others on site
Face Covering	<ul style="list-style-type: none"> ▪ Approach taken to wearing of face coverings
Managing Your Workforce	<ul style="list-style-type: none"> ▪ Size of work groups ▪ Overnight stays and food arrangements ▪ Transports to and from the work site ▪ How you will communicate the plan to workers
Site Deliveries	<ul style="list-style-type: none"> ▪ Dealing with onsite deliveries if applicable
COVID-19 Poster	<ul style="list-style-type: none"> ▪ How you will display the COVID-19 secure workplace poster