

MWCC Best Practice Guidance Note – October 2020

COVID-19 Second Wave v2

Approved by: HS2 MWCC, SCS JV, Align JV, EKFB JV and BBV JV.

This guidance note should be read in conjunction with the Construction Leadership Council guidance including their Site Operating Procedures (CLC SOP), currently at version 5 at time of writing and HM Government working safely during COVID-19. The MWCCs are all committed to working in accordance with these procedures.

Objective

This guidance note provides a set of best practice guiding principles and behaviours that builds upon the CLC SOP addressing the medium term (second Wave) response to the COVID-19 to be adopted by HS2s Main Works Contractors until further guidance is advised.

These guiding principles represents the MWCC IPTs further commitment to 'I care, You Count, We Matter'. The health, safety and wellbeing of all staff, our supply chain and their families comes first whilst we will consistently apply our 4 values of Safety, Integrity, Respect and Leadership to COVID-19 controls and best practice.

Agile Working

- Workers who can work productively and effectively in a safe and healthy manner at home should be encouraged to do so.
- Managers should identify opportunities where working from home can be effective and rota their weeks and teams accordingly.
- All home workers should have completed a DSE assessment and be provided with the tools to work at home.
- Public transport should be avoided where social distancing cannot be achieved.
- Managers should respect where workers are unable to travel or are delayed on their way to work due to social distancing issues on any particular day.
- Managers should encourage and promote regular mental wellbeing meetings for those working at home full time.

Offices

- 2m separation should be maintained in open areas on site and in offices. Where 2m separation cannot be maintained a specific risk assessment should be undertaken.
- Where perspex screening is provided at desks, 1m separation should be sufficient.
- The use of social distancing tracking devices that provide personal alarms and management information should be used to test the robustness of embedded arrangements and identify areas of concern.

- Thermal screening devices (that do not require individuals to be in close contact) should be used at regular intervals and where significant workforce populations are present.
- All offices should be cleaned on an hourly/regular basis.
- Canteens/rest areas should provide outside covered options as required.
- Options should be provided to undertake inductions and daily briefings outside and on-line.

Reducing Time on Site

- Site working hours should be staggered working patterns to alleviate congestion areas such as changing facilities and canteens.
- Designs should take into account social distancing for improved constructability.
- IPT's should look to maximise the amount of offsite manufacture prior to installation.
- Digital footage of sites should be made available regularly to avoid the need for some site visits.
- Daily movements, including site visitor tours, between sites should be balanced, controlled and kept to a minimum.

Improving Supplier Engagement

- MWCCs should maintain routine contact with supply chain senior management to understand specific impacts from COVID-19 and maintain continual improvement.
- Routine contact should be made with supply chain workers to ensure their health, safety and wellbeing is being taken care of and they are not under pressure to break best practice.
- MWCCs should actively support and upskill the supply chain management in business continuity and scenario planning.
- MWCCs should ensure key suppliers of critical path items and activities have effective business continuity plans in place.

Providing Resilience

- Team bubbles should be implemented where collaborative working is required, noting that this should be repercussions, should one of the bubble fall ill with suspected COVID-19.
- Weekly rotas should be established to prevent transmission to all staff and ensuring works can continue.
- Private testing should be considered where NHS is unable to provide a service.
- Regular team surveys for safety and wellbeing should be undertaken.
- There is an expectation that all people working on HS2 enrol in the NHS track and trace system.
- Managers to promote adhering to the COVID-19 rules outside of work.
- COVID-19 champions in place at every workplace and regular COVID-19 compliance checks should be undertaken.
- Business continuity teams should be established to continually scenario plan and prepare for likely outcomes such as the impact of local lockdowns or reduction in public transport.