

# STANDARD OPERATING PROCEDURES DURING COVID-19

## PRE-INSPECTION PREPARATION

- Surveyors will pre-arrange ALL site visits via telephone and/or email and will not arrive on site unannounced.
- Surveyors, when arranging site inspections, will carry out a risk assessment to establish the procedures and protocols in place on site. All of these questions are in line with the CLC Site Operating Procedures version 3 issued April 14th 2020 N.B this is not an exhaustive list but focusses on key issues to establish risk mitigation:
  - Are there hand washing facilities available at both entrances and exits to the site?
  - What enhanced cleaning regimes, if any, are taking place on site to protect site staff?
  - Is there a COVID-19 site induction required and can this be done before arriving on site remotely?
  - Do you have COVID-19 specific Site Operating Procedures that clearly outline protocol on site which can be provided pre-site inspection?
  - When a surveyor arrives is there specific access, car parking procedures or any special form of ID required to gain entry to site?
  - What measures have been put in place on site to ensure the current 2m social distancing rules have been implemented?
  - What units/ plots require the surveyor's attention as a priority whilst visiting site and can these be made vacant to allow a safe plot visit?
- If we are not satisfied with your Site Operating Procedures or the answers to any of the above, our surveyors they reserve the right to refuse site attendance. In the event a site visit is refused, an Escalation Form will be completed, saved to the electronic file for that site and a copy shared with the site in question.

It is the responsibility of a site receiving an Escalation Form to provide mitigating evidence to ensure the safety of a surveyor can be assured. Until such time, a site visit will not be attempted to be re-arranged.

- Surveyors will not be using public transport (unless absolutely necessary) to travel to site to reduce any additional risk to themselves or site staff. Any staff having to use public transport will do so in line with Government guidelines.
- Any surveyors that have been identified as a high risk of contracting COVID-19 will not be attending sites. An internal risk assessment has been conducted to ensure staff attending sites during this time are in a safe position to do so.

## ON SITE ACTIVITIES

- At all times whilst on site, surveyors will maintain a 2m distancing measure. This begins from arrival in the car park, during plot inspections and whilst navigating all areas of a site to the point of exit.
- Surveyors will ensure they have a facial covering with them to be used when required whilst on site. Surveyors will use these in line with current Government Guidelines regards when to use facial coverings: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-to-wear-a-face-covering>
- Surveyors will attempt to keep site visits as brief as possible within the realms of politeness and professional responsibility. If multiple areas of site need to be visited in a single visit this must be specified when arranging visits as multiple visits in the same week will not be supported to ensure risk of infection is reduced.
- Surveyors will not engage in group conversations on site unless in line with the social distancing rules.
- Surveyors will not enter a unit/ plot that has any other members of site staff in. The area must be made be clear as surveyors will ONLY enter a unit/plot in isolation. It is the responsibility of the site to ensure the unit/plot is made safe and clear before entrance.
- Surveyors will not share or offer the use of any equipment whilst on site.
- Surveyors will not share or offer the use of any equipment that they bring onto site to perform their onsite duties.
- Surveyors are advised to take their own food out with them during site visits. This food will not be consumed on any site. Surveyors will not use any on site facilities such as canteens, social areas, rest areas, changing facilities, shower rooms or drying rooms whilst attending site or any other enclosed areas during their visits unless absolutely necessary due to medical emergencies or to mitigate serious risk or harm to that surveyors whilst on site.
- Surveyors will be completing the sections of the site record book focussed on Defect management, Risk Management and Plot Matrix Updates. If the SRB is completed in an enclosed spaces, surveyors will be wearing facial coverings and maintaining social distance measures as previously stated. Site attendance will be confirmed through the email distribution of the site inspection reports post site visit which will detail what has been witnessed during that specific visit as per our current processes.
- Surveyors, at any point during a site inspection, reserve the right to abandon the site visit if they feel their health and safety is at risk in line with current COVID-19 guidelines. In the event a site visit is abandoned, an Escalation Form will be completed, saved to the electronic file for that site and a copy shared with the site in question.

It is the responsibility of a site receiving an Escalation Form to provide mitigating evidence to ensure the safety of a surveyor can be assured. Until such time, a site visit will not be attempted to be re-arranged.

Every surveyor representing Premier Guarantee have the full support of the company in taking necessary action if they feel either a site visit cannot be conducted at Site Preparation Stage or at Site Inspection Stage. The necessary documentation will be completed, escalated, shared with site and until clear evidence of mitigating actions can be evidenced, that site visit will not resume.

The Site Operating Procedure above has been written in line with current government social distancing guidelines:

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

The Site Operating Procedure above has been written in line with current CLC Site Operating Procedures Version 5- 4th July 2020:

<http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf>

The Site Operating Procedure above has been written in line with current HBF (Home Builders Federation) Charter for safe working practice COVID-19 version 1 May 13th 2020: [https://www.hbf.co.uk/policy/coronavirus/charter-safe-working-practice-covid-19/?pk\\_campaign=newsletter\\_1353](https://www.hbf.co.uk/policy/coronavirus/charter-safe-working-practice-covid-19/?pk_campaign=newsletter_1353)