

Introduction

This work instruction covers additional responsibilities and requirements of CGT and Supply Chain staff who have been identified to fulfill the role of Controller of Social Separation.

Remember – The overriding principle is that our work on site must meet the Government guidelines to stay at least 2 meters away from others at all times.

The scheme has followed the steps and requirements detailed in the “Social Distancing Guidelines” published in the Costain COVID-19 Portal on 27 March 2020 as well as taking appropriate and further measures to reduce the likelihood of the spread of COVID-19 by Social Distancing whilst keeping the site operational. However, even with all of these measures taken Social Distancing is a change in the basic day-to-day behavior of our operational team and at times the guidelines are not followed on site or in the office.

Examples of breaches are but limited to;

- Site gangs in vehicles travelling to site,
- Number of people in welfare,
- Office staff looking at the same document, computer screen or tablet,
- 2 or more people walking down the scheme talking,
- Staff on site working or discussing operations,
- Staff talking in the car park pre-shift and post-shift.

To strengthen CGTs management and compliance of Social Distancing the role of Controller of Social Separation has been created to monitor and intervene where required.

Controller of Social Separation (CSS) – this is an individual employed by CGT or Supply Chain staff who has been given the role and responsibility to monitor social distancing throughout site – both within their own working operation and any other activity that they observe.

The responsibilities of the CSS include but are not limited to;

- Monitoring Social Distancing during work activities and to alert individuals where they are not following Social Distancing guidance;
- Monitor Social Distancing of office staff during the working day to alert individuals to any breaches;
- Monitor Social Distancing during briefings to ensure that suitable space is available or smaller numbers are briefed at any time;
- Monitor numbers in welfare during break times to ensure that Social Distancing guidelines are met;
- Monitor any other activity/personal they observe and raise with individuals (no matter of position on site) where they are breaching Social Distancing guideline;
- Provide praise and recommendations to the CGT Leadership Team for reward for good examples of Social Distancing.

CSS will be identified with an arm band. They will be issued this once they have received a briefing from CGT and agreed to carry out on their role and additional responsibilities.

Method of raising breaches

All CSS will be issued with a whistle to alert individuals where there has been a breach of Social Distancing guidelines. The CSS will discuss with the individuals what the breach was and discuss ways to avoid it again. Where 2 metres distance can be maintained the operation can continue. If the breach is required due to the nature of the work activity, then the work activity must stop, and the methodology reviewed.

Stopping Works

All CSS are authorised to stop all and any operation that cannot be completed within the Social Distancing Guidelines. When this is the case the CSS must notify the Foreman/Supervisor of the operation. A RAMS review will need to take place by the CGT Leadership Team in line with the “How to Ensure Compliance with Social Distancing Rules” flow chart detailed on the Costain COVID-19 Portal. Where it is deemed necessary for the operation to continue and 2 metre rule cannot be followed then advice from the Sector SHE Manager must be sort and approval of a new safe system of work from the Sector Operations Director.

Recording Breaches

To help monitor improvement breaches should be recorded by the CSS. The CSS must detail if the issue was rectified at the time or if the works needed to be stopped until a review of the methodology can be undertaken. These must be passed to the SHE Team and they will be kept on a register which will be reviewed by the CGT Leadership team on a regular basis. Repeat offenders will be engaged with by the CGT Leadership team to identify what can be done to make it easier for individuals to comply to the 2 metre rule.

As this is a behavioral change all good practices need to be rewarded and reinforced so the CSS should also record where there are continued good examples of social distancing so that these individuals can be rewarded and examples of good practices shared.