



## **SITE OPERATING PROCEDURES**

### **Broomhill Depot**

#### **All services**

# BROOMHILL DEPOT

## Introduction

**These are exceptional circumstances and we must comply with the latest Government advice on Coronavirus (Covid-19) at all times.**

**These Site Operating Procedures (SOP) are based on Health Protection Scotland guidance. These should be read and followed in conjunction with your current risk assessments for your area.**

Operational sites operating during the Coronavirus (Covid-19) pandemic are in place to protect the workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from the work site or location.

This guidance is intended to introduce consistent measures on all council depots/sites in line with the Government's recommendations on physical social distancing and ensure the council and individuals make every effort to comply.

The health and safety requirements of any activity will not be compromised at this time. If an activity cannot be undertaken safely, it will not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This will be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

The council will also have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Team Leaders/Managers will be required to ensure that refresh and reminders across the workforce take place at regular intervals.

## Site Access and Egress Points

- All non-essential visitors should not be allowed to visit the premises. Only authorised visits and staff allowed on site.
- Staggered start and finish times and staff rota will be adapted to reduce congestion and contact at all times as shown in Appendix 1.
- Site access and egress points have been adapted to enable social distancing and one way system where applicable.
- If working in general office areas a sign in procedure has been established. Please sign in at entry point.
- Clear signs displaying:

### DO NOT ENTER IF:

- ✗ You have a fever or high temperature
- ✗ You have a new persistent cough
- ✗ You experience a loss of taste or smell
- ✗ You have been contacted by Test & Protect as a close contact and are awaiting test results.

If you are safe to enter please do so and follow the guidance below:

- ✓ Sanitise your hands thoroughly when entering and then regularly with soap and water or alcohol based hand sanitiser
  - ✓ Avoid touching your face with your hands
  - ✓ If you need to cough or sneeze, use a tissue and bin after use.  
Keep a physical distance of 2 metres from others as much as possible
  - ✓ Use of facemasks is compulsory in communal areas and when walking around general office areas. Please wear one.
  - ✓ Log your entry (authorised persons) on the Fire Register at staff entry point.
  - ✓ Go to your assigned workstation and record your name, date and time on desk zone registers.
  - ✓ Keep up to date with the Employee News and Guidance on the latest restrictions and measures in place
- Allow plenty of space between employees waiting to enter site.
  - Floor markings are now preceding doors for entering while maintaining 2 metre physical (social) distancing between people when queuing.
  - Main Reception door will now remain locked and any visitors and deliveries will have to either use the intercom, phone FM staff on site or contact the person they are visiting to be allowed in. Visitors and contractors to be logged into visitors/contractors Register by person attending the main reception door.
  - All workers will be required to wash their hands for 20 seconds using soap and water or sanitise hands with alcohol based hand rub when entering and leaving the site/premises. Signage displayed at suitable locations to remind employees.
  - All workers will be required to wear a face covering in communal areas and when walking around corridors and to/from changing rooms and toilets.
  - Cleaning regime will be regularly conducted on common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times.
  - Training/Toolbox talks will be held outdoors wherever possible. If this is not possible, a reduced number of people in attendance will apply. A possibility of having extra sessions to allow this will apply or leaflet with safety briefing distributed to be read at own time, but sign as read when delivered.

- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
- Team Leaders, Team Co-Ordinators, Shift Planners will monitor compliance of these measures being put in place.

## **ROADS**

### 1. Supervisor Office

- Restricted to one Team Co-Ordinator in office
- Only ONE operative allowed into the office and only to collect keys/worksheets etc and will remain on opposite side of desk
- Marking will be placed on the ground to highlight 2m social distancing
- Sign Displaying Maximum occupancy placed at entrance
- Cleansing station erected at entrance to allow for the cleaning of keys/equipment by employees

### 2. Roads Plant Store Area

- Only Depot Operative allowed in store
- Depot operative will issue plant/materials at entrance ONE operative at a time.
- Ground Markings will be used to highlight 2m social distancing
- Cleansing station erected at entrance to allow for the cleaning of keys/equipment by employees

## **STREETSCENE**

### 1. Site Office:

- Access and egress points have been adapted to enable social distancing at key times: 2 metre physical (social) distancing markers painted and table at office door to allow collection of keys and issuing tasks. Hand wipes available to allow cleaning of keys and HAVS monitors.
- Drivers to collect vehicle keys and paperwork ONE at a time.
- One way system in place to ensure keys are disinfected and collected.
- The operative will then move on to vehicle daily check and collecting tools and equipment.

## **FACILITIES MANAGEMENT (FM) AND PROPERTY MAINTENANCE (PM)**

### 1. Open office area:

- Access door: Side door next to Pool Cars for operatives and general office staff entry point
- Only 2 PM operatives allowed at a time to pick up keys and other items.
- Team Leaders desks area located on ground floor open office area.
- FM staff required to use office space will do so adhering to the 2 metre physical (social) distancing guidelines.

## **FLEET**

### 1. Site Office:

- Same access point as ROADS.
- Drivers to collect vehicle keys and paperwork ONE at a time. Keys are disinfected and collected.
- The operative will then move on to vehicle daily check.

## **H&S**

### 1. Site Office:

- Access point is general office staff entry point.
- Upper floor office area Zone D for 2 members

## **ERC**

### 2. Site Office:

- Access point is Main Reception door.
- Any visitors to ERC should contact ERC directly through intercom
- ERC will allow access as per their risk assessment and procedures
- ERC employees do not need to sign in or have other procedures

## **Workstations and other office areas**

- There are 152 physically distanced workstations at Broomhill. Please do not remove workstation numbers on screens.
- Other workstations have been marked as not in use. The movement of these markings will be considered a breach a Coronavirus guidance and must not be carried out.
- The workstations on certain areas have been assigned to a specific person to aid Test and Protect, Scotland's contact tracing system.
- Pre authorised persons will be assigned to a workstation and should use that workstation only.
- If using office area ad hoc you will be given any free workstation. Please check your name on the list when arriving through staff entry, the workstation number should be next to your name.
- Sign in Register on that work area with date, name and times.
- If your arrival was an urgent request, the H&S Team will be informed and assigned a free workstation. When getting to your assigned seat, log your desk number at that Section's register.
- If using other areas such as meeting rooms and breakout areas, please follow instructions in those areas with maximum number of persons allowed to use the area.
- Please follow Procedures for General use of council offices.

## Hand Washing

- Regular breaks to wash hands will be allowed. Drivers' packs available for each driver of vehicles as per RAs.
- Adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Hand sanitiser provided (minimum 60% alcohol based) where hand washing facilities are unavailable
- Hand washing facilities will be regularly cleaned. If possible, self-clean after use with a disposable paper towel.
- Provision of suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## Toilet Facilities and Showers

- The number of people using toilet facilities located next to drying room in ground floor, at any one time will be restricted to ensure 2 metre distance is maintained between people when queuing. Signs with the amount of people allowed at any one time are displayed on doors.
  1. Urinals restricted to **ONE** person at a time
  2. Toilets restricted to **THREE** people at one time
  3. Floor markings will be used to highlight 2m distances and one way system.
  4. Sign erected at suitable locations displaying Maximum capacity and cleansing techniques
- Wash or sanitise hands before and after using the facilities
- Cleaning regimes for toilet facilities will be enhanced, particularly door handles, locks and the toilet flush. Flush toilets with lids closed when this is available. If not, close the cubicle door.
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently. Extra hygiene care should apply if anyone uses this facility.
- Suitable and sufficient rubbish bins will be in place for hand paper towels with regular removal and disposal.

## Canteens and Rest Areas

- The capacity of each canteen will be restricted to **SEVEN** employees and clear signage erected at the entry to the facility to highlight this.
- Break times will be staggered to reduce congestion and contact at all times. See times in Appendix for each area.
- The Bistro is now open as a breakout area that could also be used for lunch. Please note Lunch is not being served at the Bistro. Employees will be encouraged to bring their own food and bottled water and avoid using local shops.
- Where taps are in place enhanced cleaning will be undertaken at regular intervals.
- High touch surfaces will be cleaned regularly e.g. kettles, refrigerators, microwaves.
- Hand cleaning facilities or hand sanitiser will be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.
- Team Leaders, Team Co-Ordinators, Shift Leaders will monitor to ensure social distancing measures are adhered to.

- A distance of 2 metres should be maintained between users, wherever possible with floor markings and signs erected to remind employees.
- Furniture has been re arranged to support physical (social) distancing.
- Wash your hands before entering canteen area before breaks and lunch.
- DO NOT share food/drinks
- DO NOT leave food uncovered
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed with warm soapy water and dried between uses.
- Tables should be cleaned between each use and disinfectant spray and blue roll available.
- All rubbish should be put straight in the bin and not left for someone else to clear up.

### Changing Facilities

- The use of these facilities will be restricted to **FIVE** employees at any one time
- Signs displayed at entry door and floor markings are used to highlight social distancing
- One way system will be used and to reduce congestion and help maintain social distancing.

### Drying Rooms

- The use of these facilities will be restricted to **FOUR** employees at any one time
- Signs will be erected at appropriate locations and floor markings will be used to highlight social distancing
- One way system will be used and floor markings used to highlight this to reduce congestion and help maintain social distancing.

### Work Planning to Avoid Close Working

In line with Health Protection Scotland guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, we are taking all the mitigating actions possible to reduce the risk of transmission.

Sites and work will be planned and organised to avoid crowding and minimise the risk of spread of infection by following HPS and HSE guidance and the advice within these Site Operating Procedures.

Workforce will be reminded (e.g. at daily briefings, signs) 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:

<b>Eliminate</b>	<ul style="list-style-type: none"> <li>• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li> <li>• Avoid skin to skin and face to face contact, using side-to-side or back-to-back</li> </ul>
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	<ul style="list-style-type: none"><li>• Stairs should be used in preference to lifts or hoists and consider one ways systems</li><li>• Consider alternative or additional mechanical aids to reduce worker interface</li></ul> <p><b>Site Meetings</b></p> <ul style="list-style-type: none"><li>• Only absolutely necessary meeting participants should attend</li><li>• Attendees should be at least two metres apart from each other</li><li>• Rooms should be well ventilated / windows opened to allow fresh air circulation</li><li>• Consider holding meetings in open areas where possible</li></ul> <p>When using meeting rooms, please sign register for that meeting room with name, date, times.</p>
<b>Reduce</b>	<p><b>Where the social distancing measures (2 metres) cannot be applied:</b></p> <ul style="list-style-type: none"><li>• Minimise the frequency and time workers are within 2 metres of each other and wear a facemask.</li><li>• Minimise the number of workers involved in these tasks</li><li>• Workers should work side by side, or facing away from each other, rather than face to face</li><li>• Lower the working capacity of lifts and hoists to reduce congestion and contact at all times</li><li>• Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment.</li><li>• Increase ventilation in enclosed spaces</li><li>• Workers should wash their hands before and after using any equipment.</li></ul>
<b>Isolate</b>	<p><b>Keep groups of workers consistent that have to work within 2 metres:</b></p> <ul style="list-style-type: none"><li>• Keep teams consistent where possible e.g. (do not change workers within teams where this can be avoided)</li><li>• As small as possible</li><li>• Away from other workers where possible</li></ul>
<b>Control</b>	<p><b>Where face to face working is essential to carry out a task when working within 2 metres:</b></p> <ul style="list-style-type: none"><li>• Keep this to 15 minutes or less where possible</li><li>• Consider introducing an enhanced authorisation process for these activities</li><li>• Provide additional supervision to monitor and manage compliance</li></ul>
<b>PPE</b>	<ul style="list-style-type: none"><li>• 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</li><li>• Face coverings should be used throughout the day when walking and sitting around communal areas, unless having food when seated.</li><li>• Re-usable PPE should be thoroughly cleaned after use and <b>not shared between workers</b></li><li>• Single use PPE should be disposed of so that it cannot be reused.</li></ul>
<b>Behaviours</b>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed</p>



## First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- First Aid arrangements have been adapted to suit the number of staff on site. It is recognised not all first aiders are available or at work. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- The premises already have arrangements for fire and electrical safety, assembly points and fire safety signs, first aid kit (if applicable), and isolation kit.
- Isolation procedures in place if someone falls ill at work with COVID-19 symptoms. Medical room (next to mail room is Broomhill isolation room). It contains an isolation kit.
- Health & Safety Team will be the AP for Broomhill offices area.
- There are no Fire Wardens to sweep the designated zones in office areas.
- If the fire alarm activates, everyone should leave by the nearest exit to assembly points in Car park B and C.
- Health and Safety Team will leave the building through the staff entry retrieving the fire register.
- A roll call shall be taken at both assembly points, first at Car Park C then move to Car park B and liaise with the Fire Service on their arrival.
- Any visitors during a fire evacuation will be the responsibility of their contact
- A COVID-19 Emergency Evacuation Plan is in process as new fire alarm system is being installed and will be communicated to all relevant persons using the building.
- Lone working procedures will apply where applicable and after 5pm if still present at office area. Please refer to RA for Lone working procedures.
- Health and Safety Team will do a walkabout at the end of each day through all sections A-E.
- Emergency plans including contact details will be kept up to date and displayed.
- Emergency Evacuation Procedures for EDC Premises during COVID-19 Pandemic are in place: Fire register to be signed in/out for authorised staff working at premises.

## Cleaning

Enhanced cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Key boards, photocopiers and other office equipment

- Rubbish collection and storage points will be increased and emptied regularly throughout and at the end of each day.

*Accompanying documents: Risk Assessments for each task, What to do if someone displays symptoms of COVID-19 while at work, Cleaning and Disinfecting for COVID-19 and Emergency Evacuation Procedures for EDC Premises during COVID-19 Pandemic.*

## **How to book a workstation space**

If your name is not on the pre-authorized entry list then you must seek approval from your Team Leader/ Manager who will subsequently seek approval from their relevant Executive Officer.

Please note the names must be in for Friday at 3pm for the following week's list.

## Appendix 1 – Operational tasks and initial staff numbers

### ROADS

The undernoted table highlights the numbers of operatives, vehicles and equipment required to undertake the tasks as an example for Roads Operations only, actual tasks completed by operatives may vary each day:

	3.5t Pick up	Hot Box/Road Mender	7.5T Lorry	Gully Vehicle/Vactor	CAT Loading Shovel	Inspection Vehicle	Operatives	Vehicles
Broomhill (Roads)	4	2	2	2	1	1		
Total	4	2	2	2	1	1	12	12

### Roads Operations

Operational Task	Service	Statutory	Options/Comments
Gulley cleaning	Roads Network Operations	Yes	Normally completed in overtime but reduced traffic volumes may allow in core hours
Carriageway and footway Inspections and repairs	Roads Network Operations	Yes	Additional vehicles with chevrons/beacons

### Start and finish times

In order to manage the number of operatives attending each location it is proposed that initially the Road Team Coordinators would devise a rota to ensure all operatives played their part in the new temporary system. In addition, the Service would stagger the start time to ensure that a minimum number of operative were in the depot at the start and end of each working day.

The under noted table outlines how this may be implemented:

### Broomhill (Roads)

Start time	Start Location	Team Leader	Operative	Task	Lunch time	Re-start time	Finish time
07.15	Broomhill Office	Roads Network Team Leader	Team Coordinator	Roads Supervision	12.00	13.00	16.30
07.15	Broomhill Depot	Team Coordinator	Depot Operative	Depot Maintenance	11.00	11.40	16.15
07.30	Broomhill Depot	Team Coordinator	Operative 1	Defect Repair/Gully Cleaning	11.25	12.05	15.50
07.30	Broomhill Depot	Team Coordinator	Operative 2	Defect Repair/Gully Cleaning	11.25	12.05	15.50
07.30	Broomhill Depot	Team Coordinator	Operative 3	Defect Repair/Gully Cleaning	11.25	12.05	15.50
07.40	Broomhill Depot	Team Coordinator	Operative 4	Defect Repair/Gully Cleaning	12.10	12:40	16:00
07.40	Broomhill Depot	Team Coordinator	Operative 5	Defect Repair/Gully Cleaning	12.10	12:40	16:00
07.40	Broomhill Depot	Team Coordinator	Operative 6	Defect Repair/Gully Cleaning	12.10	12:40	16:00
07.50	Broomhill Depot	Team Coordinator	Operative 7	Defect Repair/Gully Cleaning	12:45	13.20	16:10
07.50	Broomhill Depot	Team Coordinator	Operative 8	Defect Repair/Gully Cleaning	12:45	13.20	16:10
07.50	Broomhill Depot	Team Coordinator	Operative 9	Defect Repair/Gully Cleaning	12:45	13.20	16:10
08.00	Broomhill Office	Roads Network Team Leader	Roads Inspector	Road Inspection	12.00	13.00	16.00

**STREETSCENE****Streetscene Technical Support**

Operational Task	Service	Statutory	Options/Comments
Open Space Enquiries	Streetscene Technical Support	No	Open Space enquiries and site visits

Start time	Start Location	Team Leader	Operative	Task	Lunch time	Re-start time	Finish time
07:00	Broomhill	Team Leader, Streetscene Technical Support	1 Greenspace Technical Officer in office	Open Space Enquiries (office work a.m., Site visits p.m.)	12:30 (lunch taken at desk)	13:30	15:00
09:00	Broomhill	Team Leader, Streetscene Technical Support	1 Bereavement Officer in office (two mornings per week)	Bereavement and Cemetery Documents/Mail including lair and death certificates	N/A	N/A	13:00
09:00	Broomhill	Team Leader, Streetscene Technical Support	1 Streetscene Technical Support Officer in office (two mornings per week)	Bereavement and Cemetery Documents/Mail including lair and death certificates	N/A	N/A	13:00

The undernoted table highlights the numbers of operatives, vehicles and equipment required to undertake the tasks as an example for Streetscene Operations only:

	Tractor & attachment	Ride-on mower	Pedestrian mower	Strimmer	Herbicide equipment	Street Barrow	Mechanical sweeper	Operatives	Vehicles
Broomhill (SS)	1	1	1	1	1	1	1	9	6
Total	1	1	1	1	1	1	1	9	6

**Streetscene Operations**

Operational Task	Service	Statutory	Options/Comments
Grass cutting	Streetscene Operations	No	Mixture of Parks and EDC Housing open-spaces
Herbicide Treatment	Streetscene Operations	No	Mixture of Park and EDC Housing open-spaces
Mechanical street sweeping (internal)	Streetscene Operations	Yes	Additional pressure on fleet workshop
Burns & trash screens	Streetscene Operations	Yes	Undertaken on behalf of Roads Flood/Drainage Team
Play Area Inspection and Maintenance	Streetscene Operations	No	Complete a visual inspection of all children's play areas in line with ROSPA Guidelines
Public Recycling Centres	Streetscene Operations	No	Increased fly-tipping requires daily visits
Street Barrow	Streetscene Operation	No	Servicing will be required by fleet workshop

In addition, the three cemetery sub-depots have ride-on mowers based at the location so an appropriately trained Streetscene Operative could start at this location to undertake seasonal grass cutting to allow cemetery operatives to continue with burials.

In order to manage the number of operatives attending each location it is proposed that initially the Streetscene Team Leaders would devise a rota to ensure all operatives played their part in the new temporary system. In addition, the Service would stagger the start time to ensure that a minimum number of operative were in the depot at the start and end of each working day.

The under noted table outlines how this may be implemented:

**Broomhill (Streetscene) - – Summer Period (32 weeks, ending first Monday of December – 37 hours p/w)**

Start time	Start Location	Team Leader	Operative	Task	Lunch time	Re-start time	Finish time Mon-Thur (Friday)
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08:00	Broomhill	Team Leader, Operations	Operative 1	Pedestrian mower	11:25	12:05	16:00 (15:15)
08:00	Broomhill	Team Leader, Operations	Operative 2	Ride-on mower	11:25	12:05	16:00 (15:15)
08:00	Broomhill	Team Leader, Operations	Operative 3	Strimmer	11:25	12:05	16:00 (15:15)
08:10	Broomhill	Team Leader, Operations	Operative 4	Tractor	12:05	12:40	16:10 (15:25)
08:10	Broomhill	Team Leader, Operations	Operative 5	Herbicide treatment	12:05	12:40	16:10 (15:25)
08:10	Broomhill	Team Leader, Operations	Operative 6	Mechanical sweeper	12:05	12:40	16:10 (15:25)
08:20	Broomhill	Team Leader, Operations	Operative 7	Litter bins & trash screens	12:40	13:20	16:20 (15:35)
08:20	Broomhill	Team Leader, Operations	Operative 8	Litter bins & trash screens	12:40	13:20	16:20 (15:35)
08:30	Broomhill	Team Leader, Operations	Operative 9	Inspect Play Areas	12:30	13:00	16:30 (15:45)
08:30	Broomhill	Team Leader, Operations	Operative 10	Public Recycling Centres	12:30	13:00	16:30 (15:45)

### Broomhill (Streetscene) - Winter Period (16 weeks, starting the first Monday of December, inclusive – 32 hours p/w)

Start time	Start Location	Team Leader	Operative	Task	Lunch time	Re-start time	Finish time Mon-Thur (Friday)
08:00	Broomhill	Team Leader, Operations	Operative 1	Pedestrian mower	11:25	12:05	14:30 (14:00)
08:00	Broomhill	Team Leader, Operations	Operative 2	Ride-on mower	11:25	12:05	14:30 (14:00)
08:00	Broomhill	Team Leader, Operations	Operative 3	Strimmer	11:25	12:05	14:30 (14:00)
08:10	Broomhill	Team Leader, Operations	Operative 4	Tractor	12:05	12:40	14:40 (14:10)
08:10	Broomhill	Team Leader, Operations	Operative 5	Herbicide treatment	12:05	12:40	14:40 (14:10)
08:10	Broomhill	Team Leader, Operations	Operative 6	Mechanical sweeper	12:05	12:40	14:40 (14:10)
08:20	Broomhill	Team Leader, Operations	Operative 7	Litter & trash screens	12:40	13:20	14:50 (14:20)
08:20	Broomhill	Team Leader, Operations	Operative 8	Litter & trash screens	12:40	13:20	14:50 (14:20)
08:30	Broomhill	Team Leader, Operations	Operative 9	Inspect Play Areas	12:30	13:00	15:00 (14:30)
08:30	Broomhill	Team Leader, Operations	Operative 10	Public Recycling Centres	12:30	13:00	15:00 (14:30)

The tasks may be subject to change depending on weather i.e. inclement weather prevents herbicide treatment so operative will undertake another given task.

## FACILITIES MANAGEMENT AND PROPERTY MAINTENANCE

### Property Maintenance

Start Location: Broomhill Depot (for all operatives)

### Team: Repairs & Scheduling

Operative/Officer	Task	Start time	Lunch time	Re-start time	Finish time	Comments
Operative 1	Joiner - Emergency Repairs	08:30	See comments	See comments	16:30 (16:00 on Friday)	Lunch time varies dependent upon progress on jobs. Most prefer to have lunch at/near job site.



Operative 2	Electrician - Emergency Repairs	08:30	See comments	See comments	16:30 (16:00 on Friday)	As above
Operative 3	Plumber - Emergency Repairs	08:30	See comments	See comments	16:30 (16:00 on Friday)	As above
Operative 4	Heating Technician - Emergency Repairs	08:30	See comments	See comments	16:30 (16:00 on Friday)	As above
Operative 5	Call Out – Reactive Repairs - Plumber	16:30	See comments	See comments	08:30	No lunch break given time of shift. Operatives on call out rota 7 days a week. Only attend site when emergency jobs raised.
Operative 6	Call Out – Reactive Repairs – Joiner	16:30	See comments	See comments	08:30	As above
Operative 7	Call Out – Reactive Repairs – Electrician	16:30	See comments	See comments	08:30	As above
Operative 8	Call Out – Reactive Repairs – Heating Technician	16:30	See comments	See comments	08:30	As above
Operative 9	Call Out – Reactive Repairs - Labourer	16:30	See comments	See comments	08:30	As above
Operative 10	Call Out – Reactive Repairs – Labourer	16:30	See comments	See comments	08:30	As above
Scheduling Coordinator	Coordination of scheduling team	09:00	1.00pm	2.00pm	17:00	All breakout areas has been risk assessed for lunch for two to three and is adequate for social distancing while on lunch breaks. Schedulers may prefer to take lunch breaks at home or at their desk.
Scheduler 1 Week 1	Scheduling of jobs	08.30	12.00am	1.00pm	16:30 (16:00 on Friday)	All breakout areas has been risk assessed for lunch for two to three and is adequate for social distancing while on lunch breaks. Schedulers may prefer to take lunch breaks at home or at their desk.
Scheduler 2 Week 1	Scheduling of jobs	08.30	12.00am	1.00pm	16:30 (16:00 on Friday)	As above
Scheduler 3 Week 1	Scheduling of jobs	08.30	1.00pm	2.00pm	16:30 (16:00 on Friday)	As above
Scheduler 4 Week 2	Scheduling of jobs	08.30	12.00am	1.00pm	16:30 (16:00 on Friday)	As above
Scheduler 5 Week 2	Scheduling of jobs	08.30	12.00am	1.00pm	16:30 (16:00 on Friday)	As above
Scheduler 6 Week 2	Scheduling of jobs	08.30	1.00pm	2.00pm	16:30 (16:00 on Friday)	As above

**Team: Capital Works**

Operative/Officer	Task	Start time	Lunch time	Re-start time	Finish time	Comments
Operative 11	Heating Technician – Gas Safety Inspections	08:30	See comments	See comments	16:30 (16:00 on Friday)	Lunch time varies dependent upon progress on jobs. Most prefer to have lunch at/near job site. Currently operating with 6 Heating Technicians but will be reduced to 4 shortly given reduced volume of work.
Operative 12	Heating Technician – Gas Safety Inspections	08:30	See comments	See comments	16:30 (16:00 on Friday)	As above



Operative 13	Heating Technician – Gas Safety Inspections	08:30	See comments	See comments	16:30 (16:00 on Friday)	As above
Operative 14	Heating Technician – Gas Safety Inspections	08:30	See comments	See comments	16:30 (16:00 on Friday)	As above
Operative 15	Heating Technician – Gas Safety Inspections – Homeless Temporary Voids	08:30	See comments	See comments	16:30 (16:00 on Friday)	Operative only attends Broomhill to collect or drop off keys. They do not return for lunch
Operative 16	Electrician – Safety Checks – Homeless Temporary Voids	08:30	See comments	See comments	16:30 (16:00 on Friday)	As above
Operative 17	Joiner – Minor work within void properties	08.30	See Comments	See Comments	16.30 (16.00 on Friday)	As above
Operative 18	Laborer – Minor Works in void properties – Roof renewal program	08.30	See Comments	See Comments	16.30 (16.00 on Friday)	As above
Operative 19	Roofer – Capital roof renewal program	08.30	See Comments	See Comments	16.30 (16.00 on Friday)	As above
Operative 20	Plaster – Void works	08.30	See Comments	See Comments	16.30 (16.00 on Friday)	As above
Operative 21	Plumber – Void works	08.30	See Comments	See Comments	16.30 (16.00 on Friday)	As above
Operative 22	Electrician – Alarm project	08.30	See Comments	See Comments	16.30 (16.00 on Friday)	Lunch time varies dependent upon progress on jobs. Most prefer to have lunch at/near job site
Capital Works Officer	Supervise delivery of capital works	8.30	See comments	See comments	16.30	Officer will liaise with other capital works officer but for staggered lunch break
Capital Works Officer	Supervise delivery of capital works	8.30	See comments	See comments	16.30	Officer will liaise with other capital works officer but for staggered lunch break
Voids Coordinator	Supervise delivery of void works	08.30	See comments	See comments	16.30	Lunch will be taken at any time due to lone working
Smoke & Heat Detector Project Coordinator	Supervise delivery of heat and smoke detector project	08.30	See comments	See comments	16.30	Lunch will be taken at any time due to lone working
Care and Repair officer	Supervise delivery of care and repair department	08.30	See comments	See comments	16.30	Lunch will be taken at any time due to lone working

### Team: Technical & Compliance

Operative/Officer	Task	Start time	Lunch time	Re-start time	Finish time	Comments
Electrical Safety Lead Officer	Overseeing PAT and EICR testing	09:00	See comments	See comments	17:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Team Leader prior to doing so.
Quantity Surveyor	Valuations, certifications etc.	09:00	See comments	See comments	17:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Team Leader prior to doing so.
Estimator	Costing, pricing tenders and estimates etc.	09:00	See comments	See comments	17:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Team Leader prior to doing so.
Asbestos and Legionella Officer	Providing asbestos and legionella support	09:00	See comments	See comments	17:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Team Leader prior to doing so.



Technical Support Officer	Scheduling, invoicing etc.	09:00	See comments	See comments	17:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Team Leader prior to doing so.
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**Facilities Management**

**Start Location: Broomhill offices (for Manager, Catering Lead and Cluster Coordinators)**

**Team: Various**

Officer	Task	Start time	Lunch time	Re-start time	Finish time	Comments
FM Manager	General Management tasks	08:30	Desk or breakout areas available	See comments	17:00	Ad hoc use of office area
Catering Lead	As needed	08:30	Desk or breakout areas available	See comments	17:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Manager or Team Leader prior to doing so
Cluster 1	As needed	08:30	Desk or breakout areas available	See comments	16:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Manager or Team Leader prior to doing so
Cluster 2	As needed	08:30	Desk or breakout areas available	See comments	16:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Manager or Team Leader prior to doing so
Cluster 3	As needed	08:30	Desk or breakout areas available	See comments	16:00	Individual will only attend Broomhill on an ad hoc basis and only for a short period of time. They will request permission from their Manager or Team Leader prior to doing so

**FLEET**

Fleet operatives/drivers – 2 days a week finish at 12:00. 3 days a week 14.30.

Start time	Start Location	Team Leader	Operative	Task	Lunch time	Re-start time	Finish time
08:30	Broomhill		Operative 1	Fleet driver	12:15 approx. (3 days a week)	13.00	14.30
08:30	Broomhill		Operative 2	Fleet driver	12:15 approx. (3 days a week)	13.00	14.30
08:30	Broomhill		Operative 3	Fleet driver	12:15 approx. (3 days a week)	13.00	14.30
08:00	Broomhill		Operative 4	Fleet driver	12:15 approx. (3 days a week)	12:15	14.30

**LP&D**

Officer	Task	Time/Days	Comments
Validation Officer plus at times a Team Leader or Manager	Neighbor Notification and notices printing	Half day task – every Monday and Thursday	This is usually in the morning.
LP&D Officer and a team leader	Issuing PPE	Ad hoc and infrequent.	The procedure is that the officer will notify their Team Leader if they require more PPE and they will arrange a time for this to be issued.
Planning and Building Standard Officers	Collection of pool car keys	Ad hoc	The team are only using the 2 pool cars identified for LP&D to minimize risk. As there are only 2 cars and they are pre-booked this will mean a maximum of 2 in the office for this task and this may not be at the same time.

**H&S**

Officer	Task	Time/Days	Comments
H&S Adviser 1	H&S on site tasks	Full day Monday	H&S will be responsible for onsite CV-19 compliance of authorised persons entry and use of offices and other related tasks Appointed Person for the upper floor when present



H&S Adviser 2	H&S on site tasks	Full day Tuesday	As above
H&S Adviser 3	H&S on site tasks	Full day Wednesday	As above
H&S Adviser 4	H&S on site tasks	Full day Thursday	As above
H&S Adviser 5	H&S on site tasks	Full day Friday	As above
H&S Senior Adviser	General Management tasks H&S on site tasks	Full day	Ad hoc use of office area

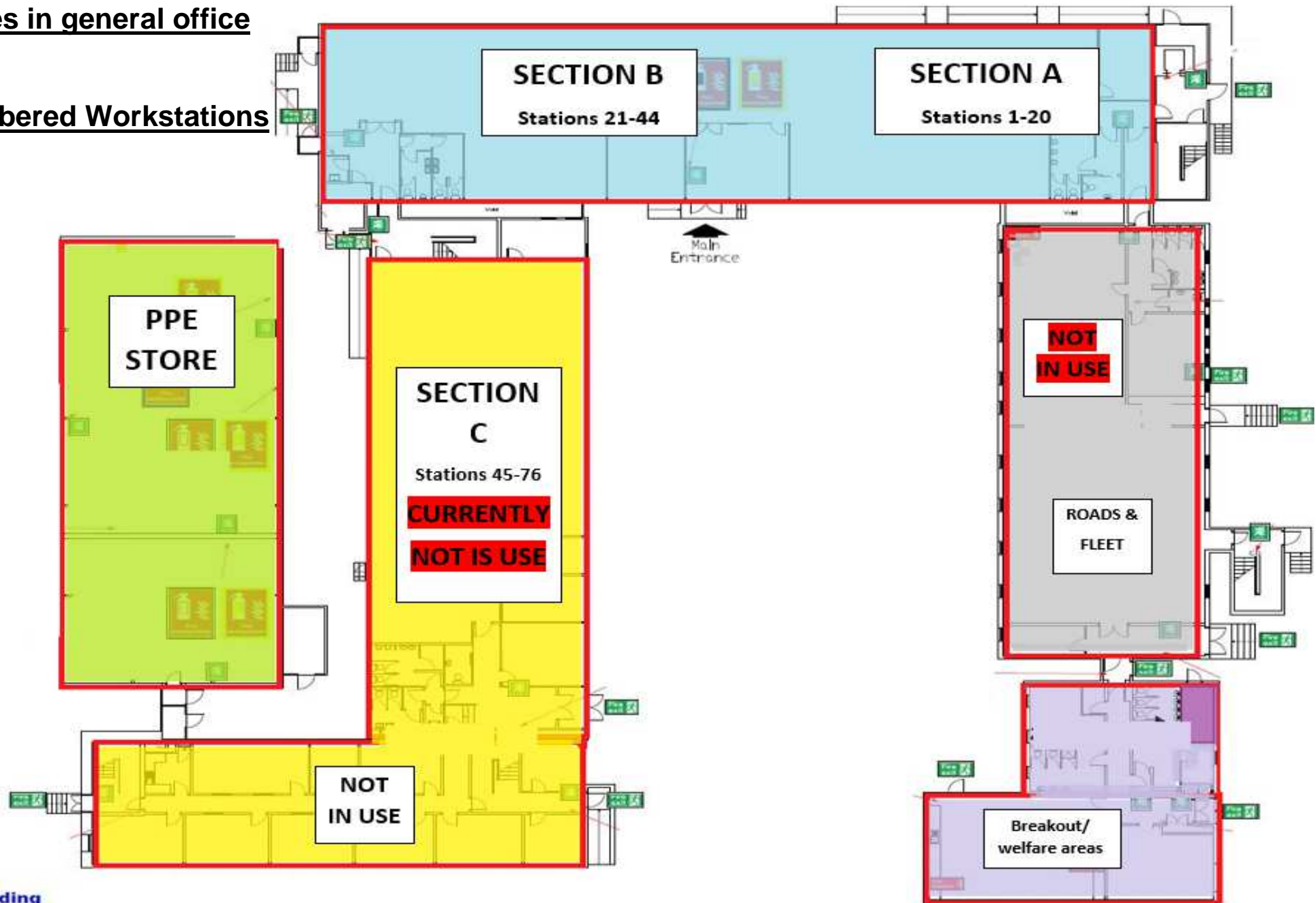
## Appendix 2 – Process for Booking system of Workstations

1. All approved attendance to be registered by 3pm each Friday based on authorisation via silver command for anyone not already authorised on the existing operational attendance.
2. If a name is to be permanently added to pre-authorized list, the same process applies and notification of the longer term approval should be notified to Pauline Halligan and Laura Gold to ensure that they continue to be on the register each week.
3. Please note the list will be refreshed weekly and not daily.
4. A workstation number in the preferred area will be assigned to each person to aid Test and Protect.
5. The spreadsheet will contain numbered stations. Please add names next to the preferred stations.
6. Approved attendance to be logged on the spreadsheet saved in the shared Restrict – SMT – Register of Attendance Folder by 3pm each Friday.
7. Any emergency approved arrangements should be notified to Pauline Halligan & Laura Gold as these are approved.
8. Pre-printed registers of who is authorised to be present will be managed by the Health & Safety Team.
9. Authorised entry will be added by H&S and they will print the register for each Monday.
10. Any ad hoc or emergency attendance will be notified to Laura Gold and H&S rota'd representative to add on that day H&S Team will do 2 x walk rounds in the day to verify work space being used and authorisation to be present.
11. Any persons found on premises without authorisation will be reported to relevant Executive Officer and if required may be asked to leave the premises



Zones in general office area

Numbered Workstations



Main Building  
Ground Floor

