



**Montel Civil Engineering Coronavirus (Covid-19)**  
**Site Operating Procedures**

**Contents**

<b>1.0</b>	<b>Purpose &amp; Scope</b>	<b>page 2</b>
<b>2.0</b>	<b>Self Isolation</b>	<b>page 2</b>
<b>3.0</b>	<b>When to Travel to Work</b>	<b>page 4</b>
<b>4.0</b>	<b>Procedure if Someone Falls Ill</b>	<b>page 4</b>
<b>5.0</b>	<b>Travel to Work &amp; Travel at Work</b>	<b>page 5</b>
<b>6.0</b>	<b>Site Access and Egress Points</b>	<b>page 5</b>
<b>7.0</b>	<b>Hand Washing</b>	<b>page 6</b>
<b>8.0</b>	<b>Toilet Facilities</b>	<b>page 6</b>
<b>9.0</b>	<b>Changing Facilities and Drying Rooms</b>	<b>page 6</b>
<b>10.0</b>	<b>Smoking</b>	<b>page 7</b>
<b>11.0</b>	<b>Canteens and Rest Areas</b>	<b>page 7</b>
<b>12.0</b>	<b>Work Planning to Avoid Close Working</b>	<b>page 8</b>
<b>13.0</b>	<b>Hierarchy of Controls</b>	<b>page 9</b>
<b>Appendix 1</b>	<b>Coronavirus (Covid-19) Checklist</b>	<b>page 12</b>
<b>Appendix 2</b>	<b>Coronavirus (Covid-19) Site Cleaning Checklist</b>	<b>page 13</b>
<b>Appendix 3</b>	<b>Direct Employee Medical Questionnaire</b>	<b>page 14</b>
<b>Appendix 4</b>	<b>Sub Contractor Medical Questionnaire</b>	<b>page 16</b>
<b>Appendix 5</b>	<b>Site Operating Procedures Induction Sheet</b>	<b>page 17</b>



## 1.0 PURPOSE & SCOPE

This document has been produced for all Montel Civil Engineering sites which are operating during the Coronavirus (Covid-19) pandemic. It provides important information that will form the basis of both protecting our workforce and minimising the risk of spread of infection. Whilst the company will implement compliance with these measures, all individuals must also bear responsibility for their own health and well-being and that of their colleagues around them. This guidance is intended to provide consistent measures on all sites in line with the Government's recommendations on social distancing. It also clarifies further measures, including that of PPE, to be deployed on all schemes.

**These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times. Failure to abide by these guidelines will result in disciplinary action – as stipulated in the Montel Civil Engineering Disciplinary Policy.**

The health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due a lack of suitably qualified personnel being available or social distancing being implemented, it should be re-assessed and where PPE/RPE cannot be used as a last resort then the activity should not take place.

Due to pressures on our health service and other emergency providers, it is possible that they may not be able to respond as quickly as would have been normal. It is therefore essential that suitable levels of competent persons in relation to emergency preparedness (fire, first-aid, etc.) are available.

Regarding individual's health and well-being, Montel Civil Engineering will require initial self-certification from **all persons attending site** that they are healthy, safe and fit to carry out work (*via the completion of our Medical Questionnaires – see Appendices 3 & 4*) before being allowed on site. Failure to complete this form will prevent the individual from operating on our site. This includes all bona-fide trade contractors. All workers must be re-inducted and briefed on these Procedures, with further Tool Box Talks undertaken to remind them of the expectations of the business, and that these measures have been introduced in order to protect them, their colleagues, their families, and the wider population.

## 2.0 SELF-ISOLATION

Anyone who attempts to enter a Montel Civil Engineering site or workplace shall be refused access if any of the following apply:

- **If they have a high temperature or a new persistent cough.**
- **Is a vulnerable person (by virtue of underlying health condition, clinical condition, or are pregnant).**
- **Is living with a person in one of the above groups or is self-isolating** – anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.



### **CLINICALLY EXTREMELY VULNERABLE PERSONS\***

Expert doctors have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19 if they:

- Have had a solid organ transplant.
- Are people with specific cancers:
  - people with cancer who are undergoing active chemotherapy.
  - people with lung cancer who are undergoing radical radiotherapy.
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment.
  - people having immunotherapy or other continuing antibody treatments for cancer.
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors.
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs.
- Are people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD (Chronic Obstructive Pulmonary Disease).
- Are people with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe Combined Immunodeficiency (SCID), homozygous sickle cell).
- Are people on immunosuppression therapies sufficient to significantly increase risk of infection.
- Are women who are pregnant with significant heart disease, congenital or acquired.

People in this group should have received a letter confirming that they are in this category. They will have been advised to take extra steps to protect themselves. This includes not leaving their home for any reason (called shielding).

### **CLINICALLY VULNERABLE PERSONS\***

You are at higher risk from Coronavirus (Covid-19) if you:

- Have chronic (long-term) mild to moderate respiratory diseases, such as asthma, COPD (Chronic Obstructive Pulmonary Disease), emphysema or bronchitis.
- Have chronic heart disease, such as heart failure.
- Have chronic kidney disease, chronic liver disease (such as hepatitis).
- Have chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy.
- Have diabetes.
- Have a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets.
- Are seriously overweight (a body mass index (BMI) of 40 or above).
- Are a pregnant women.

This means you should only leave your home if it's essential, for example, to get food or medicine.

\* - accurate as of 04<sup>th</sup> May 2020 – from Government website.



### 3.0 WHEN TO TRAVEL TO WORK

The Secretary of State for Business, Energy and Industrial Strategy advised in a letter to the UK construction industry on the 31<sup>st</sup> March 2020:

*“that wherever possible, people should work at home. However, we know that for many people working in construction their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer’s advice.”*

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below;

- **Social distancing** – workers in the construction industry should follow the guidance on staying at home and away from others. This means maintaining at least a 2 metre separation from other persons. The same principles of social distancing must be followed when travelling to and from work, and while at work.
- **Self isolation** – anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation.
- **Persons at increased risk** – anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work from home and should be particularly stringent about following social distancing measures.
- **Persons defined on medical grounds as extremely vulnerable** – anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people. If you are in this category, you must not return to work until guidance has been issued confirming that this is the case.
- **Living with a person in one of the above groups** – anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.

### 4.0 PROCEDURE IF SOMEONE FALLS ILL

If a worker develops a high temperature or a persistent cough while at work, they should:

- **Ensure their manager or supervisor is informed – while maintaining social distancing.**
- **Return home immediately.**
- **Avoid touching anything.**
- **Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.**

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed and Montel Civil Engineering grant authorisation.



### 5.0 TRAVEL TO WORK & DRIVING AT WORK



Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Wherever possible maintain a distance of two metres from each other and avoid touching their faces.
- Good ventilation – such as keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- Wash hands for (a minimum) of 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle.

### 6.0 SITE ACCESS AND EGRESS POINTS



- Non-essential visitors will not be permitted to site at any time.
- Site management shall arrange staggered start and finish times to reduce congestion and contact.
- Site access and egress points shall be arranged and planned to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.
- Allow plenty of space between people waiting to enter site.
- Use signage;
  - to ensure two metre distance is maintained between people when queuing.
  - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines.
- Hand sanitiser points will be installed at each access/egress point from the car park.
- Operatives will be required to confirm that they are without symptoms of the Coronavirus (Covid-19) when completing the daily signing-in and out process.
- All workers must either wash their hands for 20 seconds using soap and water or use hand sanitiser when entering and leaving site.
- Regularly clean common contact surfaces, and particularly after peak periods.
- Reduce the number of people in attendance at site inductions, and consider holding them outdoors where possible.
- Where loading and off-loading arrangement on site will allow it, drivers should remain in their vehicles. Where drivers are required to exist their vehicle, they should wash or sanitise their hands before handling any materials.
- A Covid-19 Cleaning Checklist must be completed and sent to Head Office twice-a-day.



### 7.0 HAND WASHING



- Allow regular breaks to wash hands.
- Provide additional hand washing facilities to the usual welfare units, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators.
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Sites will be provided with extra supplies of soap, hand sanitiser and hand towels – these must be securely stored.

### 8.0 TOILET FACILITIES



- Restrict the number of people using toilet facilities at any one time. An “engaged” sign will be affixed to the outside of the units with a one in, one out policy. This will need to be monitored by the site team, and failure to abide will result in more stringent methods being enforced. Signage will be used to ensure that a two metre distance is maintained between people when queuing.
- Wash or sanitise hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- A Covid-19 Cleaning Checklist must be completed and sent to Head Office twice-a-day.

### 9.0 CHANGING FACILITIES AND DRYING ROOMS



- Consider increasing the number or size of facilities available on site if necessary.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres and erect signage advising of these numbers.
- Restrict the number of people using these facilities at any one time – limit to no more than two individuals and display signs confirming this restriction.
- Introduce staggered start and finish times to reduce congestion and contact.
- Introduce enhanced cleaning of all facilities throughout and at the end of each day.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.



### 10.0 SMOKING



- Smoking will only be permitted in areas designated by the site management team.
- Individuals using the smoking areas must obey the 2 metre social distancing measures.
- Cigarette butts must only be extinguished in receptacles provided – either a sand/water filled bucket or “proper” cigarette bin – and must not be discarded on the floor.
- Individuals will collect their own butts and take home to dispose of, they will not be permitted to dispose of these on site – they must bag and bin them themselves.
- Individuals must clean up after themselves. They must not rely on others to do so.

### 11.0 CANTEENS AND REST AREAS



All operatives should be encouraged to bring their own food and drink from home. They should also be required to stay on site once they have entered it and avoid using local shops. Rather than using canteen areas, personnel must be requested to consume their food within their vehicles, whilst maintaining social distancing. It is Montel Civil Engineering’s intention to close and lock the canteen units wherever feasible.

Where there are no practical alternatives, canteens may remain open to allow food heating and boiling of water to take place - with appropriate adjustments for social distancing. However, in order to eliminate as much as possible shared surfaces all Montel Civil Engineering sites shall operate the following within communal areas ;

- All electrical (cooking) devices, including toasters, shall be removed.
- Kettles and microwaves will only be available for exceptional circumstances and only then under the guidance of the site management team.
- There will be no drinking water dispensers within the canteens.
- All cutlery and crockery shall be removed.
- If necessary, site management teams shall consider increasing the number or size of facilities available.
- The capacity of each canteen should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures.
- Break times should be staggered to reduce congestion and contact at all times.
- Water will continue to be provided but the site must clearly state whether (or not) this is suitable for drinking. There must be enhanced cleaning measures put in place for the tap mechanism.
- Surfaces that are touched regularly, using standard cleaning products, must be cleaned frequently.
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area.
- A distance of two metres should be maintained between users, wherever possible.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Tables should be cleaned between each use.
- Only allow disposable cutlery and plates (brought to site by individuals for their own use) and ensure that these are placed in the bins at the end of use.
- All staff and operatives should wash their hands with soap and water before and after handling food.
- A Covid-19 Cleaning Checklist must be completed and sent to Head Office twice-a-day.





## 12.0 WORK PLANNING TO AVOID CLOSE WORKING



In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following the PHE and HSE guidance and the advice within these Site Operating Procedures. Sites should remind the workforce (such as at Daily Briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

### GENERAL PRINCIPLES

- Non-essential physical work that requires close contact between workers should not be carried out.
- Work requiring skin to skin contact should not be carried out.
- Plan all other work to minimise contact between workers.
- Increase ventilation in enclosed spaces.
- Where feasible, carry out tasks with one excavator and one operative – to maintain segregation.
- Machine and plant operators must regularly clean the inside of vehicle and plant cabs – and only one operator shall be allowed to use that item on any specific day.
- All tools and equipment – including small plant (disc cutters, drills, mixers, mobile generators, submersible pumps, Wacker plates) shall also be cleaned at the end of each shift. Operatives will not share this equipment and will be responsible for the daily cleaning of it.
- Should there be instances where it is not possible or safe for operatives to maintain the necessary two metres social distancing, then a specific Risk Assessment must be produced and submitted to either the SHEQ Manager or Contracts Manager for approval prior to the works being carried out.
- Single use Respiratory Protective Equipment (RPE) will only be used as an absolute last resort. Sites will be provided with Type IIR surgical style masks for use in these exceptional circumstances – unless the task specific Risk Assessment dictates a more protective mask (such as an FFP1, 2 or 3 type) as was previously the case.
- Single use PPE should be disposed of so that it cannot be re-used.
- **Failure to comply with the above measures will result in disciplinary action being taken.**

### SITE MEETINGS

- Use Microsoft Teams wherever feasible instead of face-to-face meetings.
- If face-to-face meetings are absolutely necessary, then only key attendees must be present.
- Attendees must remain at least two metres from each other.
- Rooms must be well-ventilated with windows open to allow fresh air to circulate – or hold the meeting outside.





### 13.0 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 and against any sector-specific guidance.

#### ELIMINATE



- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (two metres).
- Avoid skin-to-skin and face-to-face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

##### *Site Meetings*

- Only absolutely necessary meeting participants should attend.
- Attendees should be at least two metres apart from each other.
- Rooms should be well ventilated and windows open to allow fresh circulation.
- Consider holding meetings in open areas where possible.

#### REDUCE



- Where the social distancing measures (two metres) cannot be applied;
- Minimise the frequency and time workers are within two metres of each other.
  - Minimise the number of workers involved in these tasks.
  - Workers should work side-by-side, or facing away from each other, rather than face-to-face.
  - Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times.
  - Regularly clean common touchpoints – doors, handles, buttons, vehicle cabs, tools, equipment, etc.
  - Increase ventilation in enclosed spaces.
  - Workers should wash their hands before and after using any equipment.



### ISOLATE



Keep groups of workers that have to work within two metres:

- Together in teams – do not change workers within teams.
- As small as possible.
- Away from other workers where possible.

### CONTROL



Where face-to-face working is essential to carry out a task when working within two metres:

- Keep this to 15 minutes or less where possible – as advised by the Government guidelines (as updated on the 24<sup>th</sup> April 2020.)
- Consider introducing an enhanced authorisation process for these activities.
- Provide additional supervision to monitor and manage compliance.

### PPE



Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

- 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, mindful that masks (RPE) are the last resort in the hierarchy.
- Gloves will be provided to personnel, as appropriate to the tasks being carried out. However users should be reminded that (as with bare hands) the virus may be present on surfaces and therefore they should avoid touching their face even when wearing gloves, to avoid transfer of the Coronavirus (Covid-19). Gloves will not eliminate the spread.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be re-used.

### BEHAVIOURS



The measures necessary to minimise the risk of spread of infection rely on everyone in the Industry taking responsibility for their actions and behaviours.

Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.



### FIRST AID



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

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site.
- Emergency plans including contact details should be kept up-to-date.
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.
- Consider preventing or re-scheduling high-risk work or providing additional competent first aid or trauma resources.
- Should resuscitation be necessary, then mouth-to-mouth ventilation should be avoided. Should this be necessary to preserve life, then the provided face shield should be used. The first aid administer should then monitor themselves for symptoms for the following fourteen days.

### CLEANING



Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touchpoints including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Hand rails on staircases and corridors.
- Lift and hoist controls.
- Plant, machinery and equipment controls.
- Padlocks and security points – such as locked doors and key safes.
- Re-fuelling nozzles.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, kettles, microwaves, water dispensers, tables, crockery and cutlery.
- Telephone equipment.
- Key boards, photocopiers, and other office equipment.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.



<b>Date</b>		<b>Time On Site</b>		<b>Time Off Site</b>	
<b>Inspected By (sign &amp; print)</b>					

	<b>Mitigation Measure</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1	Is social distancing being observed?- <i>(where possible maintaining a two-metre distance from others)</i>			
2	Do the parking arrangements consider social distancing?			
3	Do site access / egress points enable social distancing? <i>(queuing 2m apart)</i>			
4	Are there staggered start / finish times to reduce congestion?			
5	Are there hand cleaning facilities (or hand sanitiser) at entrances and exits?			
6	Do site inductions allow for social distancing?			
7	Are workers informed on Covid-19?			
8	Are workers aware of extra personal hygiene precautions – washing hands for 20 seconds?			
9	Are workers aware of the action to be taken if they develop Covid-19 symptoms?			
10	Does site signage reinforce Covid-19 mitigation measures?			
11	Are common contact surfaces regularly cleaned?			
12	Do welfare facilities allow for social distancing? <i>(extra facilities)</i>			
13	Are welfare facilities cleaning regularly?			
14	Are there adequate supplies of soap / hand sanitiser?			
15	Are there suitable and sufficient rubbish bins for hand towels and are these emptied regularly?			
16	Where the two-metre social distancing guideline cannot be met is RPE used?			
17	Do site meetings take account of social distancing?			
18	Are mitigation measures monitored?			



<b>Site</b>					
<b>Date</b>		<b>Time Of Inspection (Morning)</b>		<b>Time Of Inspection (Afternoon)</b>	
<b>Inspected By (sign &amp; print)</b>					

	Area / Item to be Cleaned	Checked (initial)		Comments
		Morning	Afternoon	
1	Basins			
2	Canteen Areas			
3	Changing Areas / Drying Rooms			
4	Chairs			
5	Desks			
6	Door Handles (including filing cabinets and cupboards)			
7	Drawing Racks / Hangers			
8	Kitchen Sinks			
9	Laptops / Keyboards			
10	Light Switches			
11	Mobile Phones			
12	Refrigerators			
13	Tables			
14	Taps			
15	Toilets (including urinals)			

Please complete the questionnaire below. The information is required with your interest in mind. As a result of the information you have given you may be referred to a doctor appointed by the company so that a medical examination can be carried out.

<b>A. Have you ever:</b>	<b>No</b>	<b>Yes</b>	<b>Please provide date(s) &amp; details</b>
1. Had an operation?			
2. Been seriously injured (especially head injury)?			
3. Received hospital inpatient?			
4. Been treated by a psychiatrist or psychologist?			
5. Been refused or dismissed from employment or been declined life insurance at normal rates for health reasons?			
6. Received a disability pension?			
7. Been made ill or harmed by your work?			
8. Been refused a drivers' licence because of ill health?			

**B. Do you suffer from or have you ever had (give details in section E):**

Diabetes	Yes / No	Skin rashes / eczema	Yes / No	Swelling of legs/ankles	Yes / No
High blood pressure	Yes / No	Anaemia	Yes / No	Period /prostate problems	Yes / No
Asthma	Yes / No	Headaches (frequent)	Yes / No	Varicose veins	Yes / No
Cough (frequent)	Yes / No	Chest trouble	Yes / No	Rupture (hernia)	Yes / No
Rheumatic fever or Heart trouble	Yes / No	Numbness, Tingling or muscular weakness	Yes / No	Arthritis or joint problems	Yes / No
Back trouble / sciatica	Yes / No	Fainting / dizziness	Yes / No	Ear trouble (hearing)	Yes / No
Epilepsy / fits	Yes / No	Hay fever / allergies	Yes / No	Eye trouble	Yes / No
Shortness of breath	Yes / No	Jaundice	Yes / No	Have you had other serious illnesses?	Yes / No

**C. Please answer the following questions (\* you should check with your GP about these questions):**

Do you take medicine regularly?	Yes / No	Do you smoke tobacco?	Yes / No	Have you ever smoked tobacco?	Yes / No
Have you had a tetanus booster in the last 10 years?*	Yes / No	Have you been immunised against Hepatitis A?*	Yes / No	Do you need glasses to read or for distance?	Yes / No
What is your height (ft, ins)?		Do you have any disability in every-day activity?	Yes / No	Do you take regular exercise/have strenuous job?	Yes / No

<b>D. If you have been exposed to any of the following, please state the number of years of exposure.</b>			
Noise at work		Gunfire	Loud music
Asbestos		Dust	Chemicals
Pesticides		Vibrating hand-held tools (chain saws, jack hammers...)	Vehicles other than cars, vans, buses & lorries
Waste water or sewage		Underground mining	Highly repetitive work
Add any other exposures	→		
Add any other exposures	→		

**E. Use this space for any further information. Make it clear the question to which you are adding information.**

.....

.....

.....

<b>F. Name and address of GP:</b>	.....
	.....
	.....

<b>G. Paying attention to the Government guidance and NHS information concerning Coronavirus (Covid-19) and in particular, regarding vulnerable and high-risk health conditions, are you safe and fit to carry out work on behalf of Montel Civil Engineering?"</b>	Yes		No	
<b>Do you share a property with anyone who is within the Clinically Vulnerable and/or Extremely Vulnerable categories?</b>	Yes		No	
<b>Are you living or co-habiting with anyone who is currently self-isolating on the suspicion of Coronavirus (Covid-19) symptoms?</b>	Yes		No	
<b>Do you believe that you have displayed symptoms of Coronavirus (Covid-19) or have been tested positive for it?</b>	Yes		No	
<b>If yes to the above question, can you provide the date whereby you commenced self-isolation?</b>				

**H. To the best of my knowledge and belief the information given is correct. I understand that if I am appointed and this information is inaccurate, or I have failed to disclose a medical condition, I am liable to dismissal. I also consent to a report being requested from my GP or specialist\*\*: I have been advised of my rights and do/do not wish to see a copy of any such report before it is sent.**

<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Date of Birth:</b>	
<b>Division:</b>		<b>Job Title:</b>	

\*\* You will be told if this is necessary. You have the right to see any medical report before it is sent to Montel Group and you have other rights under the Access to Medical Reports Act of which you have been advised, **but you must make the arrangements to do this with your GP or specialist, who may make a charge. Any delay in receiving this report could affect your appointment.** Such a report will not be used to prevent your appointment without reference to Montel's own medical adviser who will be available to you for a discussion of the report.



Please complete the questionnaire below. The information is required with your interest in mind.

<b>A. Have you ever:</b>	<b>No</b>	<b>Yes</b>	<b>Please provide date(s) &amp; details</b>
1. Had an operation?			
2. Been seriously injured (especially head injury)?			
3. Received hospital inpatient?			
4. Been refused or dismissed from employment for health reasons?			
5. Received a disability pension?			
6. Been made ill or harmed by your work?			
7. Been refused a drivers' licence because of ill health?			

**B. Do you suffer from or have you ever had:**

Diabetes	Yes / No	Skin rashes / eczema	Yes / No	Swelling of legs/ankles	Yes / No
High blood pressure	Yes / No	Anaemia	Yes / No	Period /prostate problems	Yes / No
Asthma	Yes / No	Headaches (frequent)	Yes / No	Varicose veins	Yes / No
Cough (frequent)	Yes / No	Chest trouble	Yes / No	Rupture (hernia)	Yes / No
Rheumatic fever or Heart trouble	Yes / No	Numbness, Tingling or muscular weakness	Yes / No	Arthritis or joint problems	Yes / No
Back trouble / sciatica	Yes / No	Fainting / dizziness	Yes / No	Ear trouble (hearing)	Yes / No
Epilepsy / fits	Yes / No	Hay fever / allergies	Yes / No	Eye trouble	Yes / No
Shortness of breath	Yes / No	Jaundice	Yes / No	Have you had other serious illnesses?	Yes / No

**C. Paying attention to the Government guidance and NHS information concerning Coronavirus (Covid-19) and in particular, regarding vulnerable and high-risk health conditions, are you safe and fit to carry out work on behalf of Montel Civil Engineering?"**

**Yes**
**No**

**Do you share a property with anyone who is within the Clinically Vulnerable and/or Extremely Vulnerable categories?**

**Yes**
**No**

**Are you living or co-habiting with anyone who is currently self-isolating on the suspicion of Coronavirus (Covid-19) symptoms?**

**Yes**
**No**

**Do you believe that you have displayed symptoms of Coronavirus (Covid-19) or have been tested positive for it?**

**Yes**
**No**

**If yes to the above question, can you provide the date whereby you commenced self-isolation?**

**D. To the best of my knowledge and belief the information given is correct. I understand that if this information is inaccurate, or I have failed to disclose a medical condition, I am liable to be removed from site.**

**Signature:**
**Date:**
**Name:**
**Date of Birth:**
**Employer:**
**Job Title:**



**Contract Name;**

**Contract Number;**

In signing this sheet:

1. I confirm that I have received Montel Civil Engineering's Site Operating Procedures for Coronavirus (Covid-19)
2. I confirm that I understand the requirements fully.
3. I confirm that I will support and comply with the requirements
4. I understand that failure to comply may lead to disciplinary action being taken.

	DATE	PRINT NAME	COMPANY	CSCS/CPCS CARD NUMBER	SIGNATURE	INDUCTION GIVEN BY
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