



COALESCE CONSTRUCTION

BUILDING THE FUTURE

Covid-19 Engineers
Working Procedures

ELECTRICAL

GAS

BUILDING

HVAC

Introduction

It is Coalesce Construction's responsibility to ensure the safety of its employees and put procedures in place to adhere to the safety precautions. The precautions and procedures of which Coalesce Construction are enforcing are as stated below.

I. Social Work Bubbles

All allocated engineers employed by Coalesce Construction are to work in a work bubble or as an individual. The work bubbles have been allocated to all engineers, meaning that the engineers have been either given a work partner or will be working unaccompanied.

Engineers that have been allocated a work partner, meaning that you are in a work-place bubble, are not to mix or work with anyone outside their bubble. This eliminates any congregating or mixing with others on the work force. All engineers that have an assistant are to:

1. Sanitize hands before entering the vehicle, provided by Coalesce Construction.
2. Temperature to be checked and to be noted on their PDA device.
3. Always wear a face mask throughout the journey in the vehicle, provided by Coalesce Construction.
4. When working outside they are to keep a 2m distance when not wearing a mask.
5. When possible, open a window or door to increase ventilation.



Unaccompanied workers are to work strictly on their own and are not to mix with anyone on the work force. This is a decision that has been made due to them being high risk or vulnerable to themselves or others, meaning there may be underlying issues or precautions needed to be taken to protect others.

All engineers in a work bubble or unaccompanied are to follow the government guidelines inside and outside work, minimising the risk of contracting or spreading Covid-19. For further information on the government guidelines please visit: <https://www.gov.uk/coronavirus>

II. Collecting Materials & Equipment - The Work Depot

Materials collected from the works depot will be allocated to the specific job and engineers. This will be arranged by the engineer's line-manager and engineer or vice versa.

The engineers are to arrange a time for collection with their line manager or relevant department.

Upon arrival of the allocated time slot for collection the engineers will be required to wear a face mask before entering the premises and visit the temperature/handwash station positioned on the left-hand side after entering the premises. The station is in the line of sight of anyone who enters the site.



The temperature and handwash station procedure for the engineers are as follows:

1. Sanitize hands (hand sanitizer is positioned on the wall).
2. Remove anti-bacterial wipe clean the temperature gun and take temperature.
3. Remove pen from the pot labelled clean (meaning that the pens have been cleaned with anti-bacterial cleaner and are safe for use).
4. Record Name / Date / Time / Temperature and dispose Pen to the pot labelled used (meaning that the pens are used and that they are not to be re-used until clean again).

Once the engineer has carried out all the relevant safety precautions, they will find the materials and equipment that have been requested in the designated bay or bays specified by their line manager/department.

If the engineers require any material or equipment from a store/supplier, they are to contact their line manager or relevant department and must receive confirmation prior to purchasing.

Once the engineer has confirmation from the line manager/department, they will receive a specific order number for that order.



Any materials or equipment that are purchased from a store or supplier must have the invoice uploaded to the PDA device and the line managers/department are to have the following information provided from the engineer:

1. Name of supplier i.e. Travis Perkins, Screw fix etc.
2. The product.
3. Quantity of the product.
4. Price of the product.
5. Date of purchase if delivery or awaiting stock.
6. Specifying the purchase, through account or the individual.

Engineers must sanitize hands before re-entering the vehicle after collecting and loading.

All invoices of the purchases that have been made, are to be put into the invoice tray beside the temperature and handwash station. Invoices will be collected on a Monday allowing 48hrs after contact.

III. Visiting the site

Engineer procedure when on site:

1. Sanitize hands before entering the vehicle, provided by Coalesce Construction.
2. Temperature should have been checked and noted on PDA device. If not, do this immediately with the temperature gun provided.
3. Always wear a face mask on site, provided by Coalesce Construction.
4. When working outside, please keep a 2m distance if you are not wearing a mask.
5. When possible and permitted, open a window or door to increase ventilation.
6. Upon finishing, wipe down equipment and wash or sanitize hands again.

IV. Assigned Works – Awaiting Allocation

All engineers will be allocated work via the PDA device (Personal Digital Assistant Device). The engineer must always have this with them throughout working hours.

The engineer will receive the relevant information for the job that has been allocated to them. If the engineer requires further information, they must contact their line manager or relevant department and they will assist.



When the staff are booking the jobs in, they will have already asked if there has been any cases of Covid-19 and this information will be provided in the description of works, please note that this information can change at any time so please double check with the site when entering.

The engineer must make sure that they have read the job description and that they have a full understanding of the works required. i.e. Ladders to gain access to the roof, materials needed etc.

If the engineer has not been allocated a job, they are to ring through to the office at 08:00am and check to see if any job has come through. If the office is unavailable or the engineer is unable to make contact, then the engineer is to contact their line manager.

Failure to have any response or make contact then they are to message and email the directors:

- Jon@coalesceconstruction.co.uk
- Lee@coalesceconstruction.co.uk

If the engineers are not assigned any jobs and have this confirmed by the line managers, Coalesce Construction will cover the cost of wage up to a standard 8 hour working day. This will not cover the loss of any unearned because of sickness or contracting Covid-19. The engineer may be entitled to SSP (Statutory Sick Pay), Please seek advice through their line manager or visit: <https://www.gov.uk/statutory-sick-pay>



V. Completing Jobs

When the engineer has completed the job allocated. They are to call through to the office on 01233 878090 and inform the office that they are complete and await further instruction. The engineers are to close the job on their PDA device as **Complete** with a full description of work carried out, full use of materials and equipment breakdown and any purchases made to be uploaded.

The office or relevant department are to be informed before leaving site and going onto the next job or home. If the engineer or engineers take it upon themselves to leave site without confirmation this can or may affect their working hours.

VI. Further works required

If the engineer has attended site and carried out works of which they are unable to complete, due to time, another trade needed or for any other reason, they are to call through to the office on 01233 878090 and inform the relevant department of the current job status and await further instruction. The engineers will need to close the job down on the PDA device as **Further Works Required** with a full job description, full use of materials and equipment breakdown, the reason of not completing works, the trade needed to complete and any purchases made to be uploaded.

The office or relevant department are to be informed before leaving site and going onto the next job or home. If the engineer or engineers take it upon themselves to leave site without confirmation this may or can affect their working hours.



VII. Quote Required

If the engineers attend the job allocated and require a quote, they are to call through to the relevant department on 01233 878090 and inform what is required. The engineer will be required to gather all the relevant information, including the following:

1. A good description of work that is required.
2. Measurements. i.e. Door (length/width/depth) door frame (length/width/depth) etc.
3. Colour samples, matches or description of colour.
4. Materials needed.
5. Equipment needed.
6. Precautions i.e. Safety barriers, working at height, ladder required.
7. Anything that obstructs or prevents further works. i.e. Carpark full and preventing ground works being carried out work etc.
8. Quality and clear pictures of evidence to follow as per the description, more than one picture is required to help the QS.

Once all the relevant information has been gathered the engineer is to close the job on the PDA device as **Quote Required**. Before the engineer leaves site, they are to contact the relevant department ensuring they are happy with all the information that has been provided. If the engineer or engineers take it upon themselves to leave without instruction this may or can affect their working hours.

Maintenance
Preventive

Please note that these procedures are to be adhered to with immediate effect. Any questions or queries with regards to the above please contact the relevant line manager or department.

