



DEFINITIONS

'Site Manager'	Matthew Whittle.
'Tradespeople'	All skilled trades and professionals.
'Customers'	Prospective and contracted customers.
'Residents'	All people and pet living in the property.
'Interior of the property'	The current habitable living space of the property (excluding the loft space).
'Initial quotation meeting'	The free consultation with Whittle Lofts where some measurements will be taken in the loft space, and ideas discussed to produce an accurate no obligation quote.
'Design measured survey'	This is the meeting Customers have with the Site Manager during the planning and design stage. Whittle Lofts Designer will visit the loft space and take detailed measurements to produce the drawings.
'Products and spec meeting'	This is the meeting Customers have with the Site Manager during the planning and design stage, to view samples of products to choose from.
'Onsite meetings'	These are the meetings agreed in advance for the Customers and Site Manager to discuss the progress of the loft conversion on site during the construction stage.
'Onsite work zone'	The loft space during the construction stage.

1.0 MEETINGS

It's important that Customers are still heavily involved in the decision making and have the opportunity to assess the progress of the work. To do this effectively some meetings will still need to happen face to face.

This will affect:

- 1.1 Initial quotation meeting
- 1.2 Design and measured survey
- 1.3 Products and spec meeting
- 1.4 Onsite meetings

1.5 We will try to limit as many face to face meetings where possible, in this instance phone or Skype video conferencing facilities will be utilised.

2.0 PLANNING AND DESIGN

If the loft space can only be reached by entering the interior of the property, the Site Manager will attend the property beforehand ensuring that the loft hatch is open, access ladders prepared and sufficient loft floor space is set-up for the Tradespeople. The Site Manger will remain on site until the work has been completed.

This will affect:

- 2.1 Design measured survey
- 2.2 Asbestos survey (may be required if the property was built before 2000)

3.0 CONSTRUCTION

When construction commences the Site Manager and Tradespeople will access the onsite work zone from the scaffolding in week 1 – 3 of the construction stage (may vary depending on size of the loft conversion), thus minimising access through the interior of the property. After the roof has been completed and windows fitted (weather proofed), the Site Manager and most of the Tradespeople will access the onsite work zone through the interior of the property.

This will affect:

- 3.1 Construction
- 3.2 Building Control

4.0 WORKING TOGETHER SAFELY

We must ensure the following practices are carried out by the Site Manager, Tradespeople and Customers, where 1.0, 2.0 and 3.0 have highlighted the areas of risk.

ACTION

- 4.1 Only essential participants should attend face to face meetings

PERSONS RESPONSIBLE FOR ACTION

Site Manager, Tradespeople and Customers

4.2 Residents of the property should minimise their use of the hallway, stairs and first floor landing when the Site Manager and Tradespeople are onsite	Customers
4.3 Remaining 2-meters apart (where possible)	Site Manager, Tradespeople and Customers
4.4 If 2-meter distance is not possible wearing a face mask is advisable	Site Manager, Tradespeople and Customers
4.5 Frequent hand washing or hand sanitizer should be used	Site Manager, Tradespeople and Customers
4.6 Surfaces in the hallway, stairs, first floor landing and onsite work zone will be cleaned throughout the construction stage	Site Manager and Tradespeople
4.7 Residents of the property are advised not to enter the onsite work zone whilst under construction and unsupervised by the Site Manager. *Days will be agreed with the Site Manager in advance for the Customers onsite meetings.	Customers
4.8 Full disclosure to the Site Manager if a member of your household becomes unwell.	Site Manager, Tradespeople and Customers

We have also summarised the additional precautions in the construction onsite work zone for our Site Manager and Tradespeople.

ACTION

PERSONS RESPONSIBLE FOR ACTION

4.9 Reducing the number of Tradespeople each person has contact with by using 'fixed teams or partnering (where possible)	Site Manager and Tradespeople
4.10 Using back-to-back or side-to-side working rather than face-to-face (where possible)	Site Manager and Tradespeople
4.11 Limiting tool sharing (where possible)	Site Manager and Tradespeople

4.12	If limiting tool sharing is not possible, tools surface cleaning will be carried out	Site Manager and Tradespeople
4.13	Windows will remain open (where possible)	Site Manager
4.14	Limiting the amount of Tradespeople on site at one time	Site Manager
4.15	Encouraging staff to avoid public transport (where possible)	Site Manager

5.0 SUPPLIES

Whittle Lofts will supply the following:

- 5.1 Hand sanitizer (with alcohol)
- 5.2 Face masks
- 5.3 Cleaning solution for surfaces
- 5.4 Cleaning roll
- 5.5 Compliance signage