



Good hand hygiene and hand washing

A TOOLBOX TALK TO HELP KEEP YOU SAFE

TOOLBOX TALK: HAND HYGIENE AND WASHING

Overview

This toolbox talk is aimed at supporting everyone in the workplace to promote good hand hygiene to reduce the spread of coronavirus. This information can be used for people working in all site types, from construction sites to homes. All businesses should provide suitable hand hygiene supplies to their employees. Larger construction sites will provide suitable facilities to wash, workers on these sites should still have their own hand hygiene supplies. Workers in domestic properties will be more dependent on their own supply of soap and hand sanitisers as there may not be access to washing facilities at their job location.

Communication

Communication is essential to allow a good health and safety culture to be created within your business. Consult your employees on any health and safety processes and controls you plan to implement. Having your staff input into these processes will promote a good working environment.

Employee 'buy in' can be achieved by:

- Working with your team to create health and safety solutions
- Regular support and interaction
- Collecting feedback from your team
- Ensuring your team has the right knowledge to understand the risks
- Training your team to know what to do.

Preparation

Toolbox talks can be delivered to a group either face to face or through the use of video conferencing. If a face to face method is to be used, you should:

- Follow physical distancing guidelines for 2 metre spacing
- Have the meeting outside if possible
- If inside, use a well-ventilated area/open windows and doors
- Have access doors open to minimise touch points
- Remove face coverings as they can distort voices and hinder understanding.

Use the toolbox talk to get feedback from your team, allow it to be a two-way conversation. Use props and visual aids if possible, this will allow your message to be communicated better. Review your toolbox talk on a regular basis to keep up with industry development.

Useful information sources

NHS Inform – www.nhsinform.scot

Scottish Government – www.gov.scot

The World Health Organization – www.who.int

Health and Safety Executive – www.hse.gov.uk

Hand hygiene

Motive	As COVID-19 is a highly infectious virus that has devastating effects on the lives of people, limiting the spread of this virus is essential to protect the population and not put strain on the health services. Good hygiene is vital in limiting the spread of the virus through the population and to protect the workforce, the families of the workforce and the public.
Objective	For everyone who works in your business.

Hand hygiene is essential in the control of the spread of coronavirus. Everyone should wash their hands on a regular basis. The World Health Organization and the NHS provide correct hand washing procedures (see the pictures on the facing page). You and your employees should always plan your work with hand hygiene in mind. You should consider if you have adequate supplies for you and your staff and monitor levels of supplies on a regular basis. Ensure you can source adequate supplies to allow work to be carried out safely.

Washing hands

Do:

- Wash on a regular basis
- Wash for a minimum of 20 seconds
- Use soap and water if available
- Use hand sanitiser (min 60% alcohol content)
- Wash hands before and after work
- Wash between jobs and sites if 'jobbing'
- Wash before and after eating
- Wash after coughing and sneezing
- Wash after using the toilet
- Wash before smoking or using an e-cigarette
- Clean tools and equipment before, after or between jobs to avoid spreading the virus
- Avoid common touch points – buildings and vehicles
- Clean your mobile phone on a regular basis
- After using fuel pumps at service stations
- After using touch keypads of any type – ATMs, card payment machines, entry systems, etc.

Do not:

- Shake hands, fist bump, high five or embrace others
- Use gloves for long periods
- Touch your face, eyes, nose or mouth with your hands
- Come to work if you have symptoms
- Share mobile phones, handsfree equipment and headphones
- Share e-cigarettes and cigarettes
- Share clothing
- Use common touch points – communal handrails, etc.

Summary

Good hand hygiene practices will limit the spread of the virus and keep everyone safe.



Guidance on correct hand washing

CURRENT MEMBERS OF THE CONSTRUCTION INDUSTRY CORONAVIRUS (CICV) FORUM:

- Association of Consultancy and Engineering (ACE)
- Association of Project Safety (APS)
- British Constructional Steelwork Association (BCSA)
- Building Engineering Services Association (BESA)
- Builders Merchants Federation (BMF)
- Chartered Institute of Architectural Technologists (CIAT)
- Chartered Institute of Building (CIOB)
- Civil Engineering Contractors Association (CECA Scotland)
- Construction Plant-hire Association (CPA)
- DHF
- Electrical Distributors' Association (EDA)
- Federation of Master Builders (FMB)
- Finishes and Interiors Sector (FIS)
- Lift and Escalator Industry Association (LEIA)
- National Federation of Roofing Contractors (NFRC)
- Royal Incorporation of Architects in Scotland (RIAS)
- Royal Institution of Chartered Surveyors (RICS)
- Scaffolding Association
- Scottish Building Federation (SBF)
- Scottish Contractors Group
- Scottish Plant Owners Association (SPOA)
- Single Ply Roofing Association (SPRA)
- SELECT
- SNIPEF
- Stone Federation (GB)

Further information



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This document has been prepared by way of guidance and anyone who proposes to use it should consider the details based on their businesses obligations and, if necessary, take independent advice either from their own trade or professional body or legal advisors. This will of course include recognition of all relevant health and safety legislation. Again, your trade or professional body will be able to assist with this.
