

STANDARD OPERATING PROCEDURES

V2 FEBRUARY 2022



LABC Warranty's Standard Operating Procedures will be adhered to by all surveyors preparing to visit site. Should there be any issues in being able to support our surveyors in keeping to our detailed Site Operating Procedures, these need to be addressed and mitigated **BEFORE** our surveyor attends site.

<p>Pre-Inspection Preparation</p>	<ul style="list-style-type: none"> Surveyors will continue to pre-arrange <u>ALL</u> site visits via telephone and/or email and will not arrive on site unannounced.
	<ul style="list-style-type: none"> Surveyors that are required to use public transport to travel to site will comply with the face covering requirements of the transport operator in line with current COVID guidelines as set out by Government.
	<ul style="list-style-type: none"> Any surveyors that have been identified as a high risk of contracting COVID-19 will be reviewed as part of internal risk assessment to ensure staff attending sites during any level of COVID restrictions are in a safe position to do so.

<p>On Site Activities</p>	<ul style="list-style-type: none"> Surveyors are encouraged to continue to wear face masks and coverings whilst going into indoor spaces, canteens and toilet facilities however this is down to the individual as current Government guidelines do not require them to wear them.
	<ul style="list-style-type: none"> Surveyors will conduct site visits in a timely and prompt manner. If multiple areas of site need to be visited in a single visit this will be discussed and arranged as part of arranging the site inspection to accommodate extended lengths of time on site.
	<ul style="list-style-type: none"> Surveyors are encouraged to conduct group conversations outside and in well ventilated areas where possible.
	<ul style="list-style-type: none"> Surveyors will not use, share or offer the use of any equipment whilst on site.
	<ul style="list-style-type: none"> Surveyors will not use, share or offer the use of any equipment that they bring onto site to perform their onsite duties.
	<ul style="list-style-type: none"> Surveyors are advised to take their own food out with them during site visits. This food will not be consumed on any site. Surveyors will not use any on site facilities such as canteens, social areas, rest areas, changing facilities, shower rooms or drying rooms whilst attending site or any other enclosed areas during their visits unless absolutely necessary due to medical emergencies or to mitigate serious risk or harm to that surveyors whilst on site.

	<ul style="list-style-type: none">• Surveyors will update site record books with key information such as defect information and signature of proof of visit and entries into shared record books will be kept to this minimum requirement. Site attendance will also be confirmed through the email distribution of the site inspection reports post site visit which will detail what has been witnessed during that specific visit as per our current processes.
	<ul style="list-style-type: none">• Surveyors, at any point during a site inspection, reserve the right to abandon the site visit if they feel their health and safety is at risk in line with current COVID-19 guidelines. In the event a site visit is abandoned, an Escalation Form will be completed, saved to the electronic file for that site and a copy shared with the site in question. It is the responsibility of a site receiving an Escalation Form to provide mitigating evidence to ensure the safety of a surveyor can be assured. Until such time, a site visit will not be attempted to be re-arranged.

Note: Every surveyor representing LABC Warranty has the full support of the company in taking necessary action if they feel either a site visit cannot be conducted at Site Preparation Stage or at Site Inspection Stage. The necessary documentation will be completed, escalated, shared with site and until clear evidence of mitigating actions can be evidenced, that site visit will not resume.

References:

The Site Operating Procedure above has been written in line with current CLC Site Operating Procedures version 9 13th January 2022. <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2022/01/Site-Operating-Procedures-Version-9.1.pdf>

The Site Operating Procedure above has been written in line with current HBF (Home Builders Federation) Charter for safe working practice COVID-19 <https://www.hbf.co.uk/policy/coronavirus/charter-safe-working-practice-covid-19/>

Every care was taken to ensure information in this article was correct at the time of writing (February 2022). For the most up to date LABC Warranty technical guidance please refer to your risk management surveyor and the latest version of the [LABC Warranty Technical Manual](#).