



NEWBURN COVID - 19 SITE / OFFICE PROCEDURE

1.0 Introduction

MGL Group (MGL) has established, implemented, and maintained this procedure to introduce consistent measures in our Workplace in accordance with the Government's recommendation of managing the risk of COVID-19 within our Offices.

Responsibility and authority for this procedure has been delegated to the Managing Directors.

2.0 About this procedure

This office operating procedure has been produced to assist our employees and any visitors to our Offices to understand how to work safely during the COVID-19 pandemic, keeping as many people as possible social distanced from those who they do not live with. We understand how important it is that you can work safely and support your health and wellbeing during the COVID-19 pandemic.

This document outlines our plans for the continued safe operation of the Newburn site under which all employees will operate whilst in the office and all other work areas (weighbridge, technical laboratory etc.).

It will assist those who are already working because they cannot work from home, as well as helping other people to think about how to work safely and securely on returning to the office and all other work areas.

This has been prepared in accordance with all current Government guidance, particularly [Working safely during coronavirus \(COVID-19\)](#).

Within the operational areas of the Newburn site, the Government's guidelines on social distancing must be followed, as defined in [Working safely during Coronavirus \(Covid-19\) – Construction and other outdoor work](#).

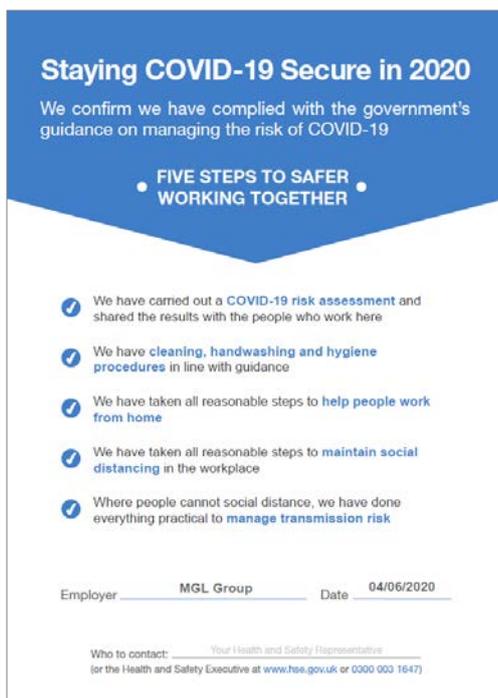
Staff should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. If you are not able to work whilst maintaining a two-metre distance, you must consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls set out in the **Pandemic Site Operating Procedure**. The results of risk assessments must be shared with the workforce and this [poster](#) displayed in the workplace.

3.0 Exposure Scenarios

There are two main ways in which coronavirus can be spread:

- From contaminated surfaces when an individual touches the surface with their hands and then touches their eyes, nose, or mouth
- From contaminated respiratory droplets released by individuals who are currently infectious. This mainly happens when someone coughs, sneezes, or blows their nose but can also occur during normal respiration. Respiratory droplets are not airborne for long and is the reason for the government's emphasis on social distancing involving people not coming within 2 metres of each other.

As an employer, MGL have a legal responsibility to protect our workforce and others from risk to their health and safety.



We have assessed the risks of COVID-19 within the office and all other enclosed and external work areas, using Government guidance (as noted within this document) to inform our decisions and control measures. The risk assessment identifies appropriate measures to control the risks in the workplace and we will communicate our risk assessment with you via our recognised internal channels and will make it available to interested parties via the Company website.

We will be displaying, 'Staying COVID-19 Secure' declaration in 2020 to demonstrate our commitment to you and that we are complying with the Government guidance to ensure that our office is safe for you to return / visit.

All of us have a responsibility and play a big part in the effort to continue to lower the risk of transmission of the virus. Guidance on this can be found at [Coronavirus \(COVID-19\): Social distancing](#).

4.0 Prevention of Infection in the Workplace

4.1 Basic Hygiene

Basic hygiene is very important and the most effective way to reduce the spread of this virus is **regular and thorough handwashing**.

- Wash your hands with soap and water often, for at least 20 seconds
- Use hand sanitiser gel provided throughout the office and all other work areas
- Clean and disinfect frequently touched objects and surfaces
- Do not touch your eyes, nose, or mouth if your hands are not clean
- Cough or sneeze into the crease of your elbow or in a tissue and then bin the tissue and wash your hands.

4.2 Social Distancing

Workers should follow the guidance on [Social Distancing](#). Where they cannot work from home, they must follow guidance on [Meeting With Others Safely](#) and [Safer Travel](#) while travelling to and from work and while at work.

Anyone who is [clinically extremely vulnerable](#) to Coronavirus (Covid-19) should follow the latest guidance on [shielding](#).

4.3 Self-Isolation

Anyone who has:

- [Symptoms of Coronavirus \(Covid-19\)](#)
- Received a positive Coronavirus (Covid-19) test result
- A member of their household or support bubble showing symptoms of Coronavirus (Covid-19) or with a positive test result
- Returned from a country that is not on the [travel corridor list](#); or
- been contacted by the [NHS Test & Trace Service](#)

must follow the guidance on [self-isolation](#) and should not come to site.

Self-isolation if you have symptoms' means you and all household members must remain at home. The [guidance for households with possible coronavirus infection page](#) has more information on self-isolation.

It is a legal requirement to self-isolate in the event of a positive test result or when by NHS Test & Trace.

4.4 If Someone Falls Ill

If a worker develops [symptoms of Coronavirus \(Covid-19\)](#) whilst at work, they should:

- Ensure their manager or supervisor is informed
- 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 should get a [Coronavirus \(Covid-19\) test](#).

They must follow [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.

Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team.

Further information can be found in the [‘What to do if a worker has Covid-19 or has to self-isolate’ flowchart](#).

5.0 Communication

We will ensure that employees are kept up to date with current safety measures. We will do this by the following:

- Using simple, clear messaging to explain guidelines using images and clear language
- Using visual communications, e.g. signage and posters
- Using digital communications such as emails, text messages, newsletters, bulletins, and alerts
- Ongoing engagement with employees to monitor and understand any unforeseen impacts of changes to working environments
- Awareness and focus on the importance of mental health at times of uncertainty
- Communicate operational procedures to our suppliers, customers, and visitors to site.

All employees are required to demonstrate acceptance of Covid related documentation, either physically or electronically.

6.0 Moving Around the Site, Arrival and Exiting Site

6.1 Temperature Check Area

On arrival to site, you must and have your temperature checked at the testing station.

On entering the test station via the designated traffic route:

- Maintain social distancing at all times by keeping to the designated routes
- Only 1 person to be in the area at any one time
- Visual signage is in situ on the outside of the building, inside the test area
- Temperature Check – A designated employee will take and record your temperature in accordance with **Pandemic Procedure Thermometer Guidance** and employees should use their electronic key fob to gain access as appropriate in accordance with the **Newburn Security Manual**.



6.2 Office and All Other Work Areas

On entering the office and all other work areas:

- Maintain social distancing at all times by keeping to the designated routes and any demarcated areas where provided
- Hand sanitiser will be provided within these areas
- Hands must be sanitised when entering and leaving the building
- Upon exiting the building, social distancing must be maintained
- Visual signage is in situ on the outside of the building, inside the entrance area and around the office / workshop areas to articulate these arrangements.

6.3 Start and finishing times

- All employees coming onto site are to work their full contracted hours, however, subject to prior agreement, the start and finish times maybe be flexible (start earlier, finish earlier etc.). This will assist with reducing the number of employees entering and leaving the site at the same time.

6.4 Moving around the Site (external)

Access to and from office to be strictly adhered to:

- Maintain social distance at all times by adhering to the demarcation both outside and inside
- Use designated in and out routes to ensure social distancing rules are applied
- Use supplied hand sanitiser available upon entry to the building
- Keep to designated walkways at all times when moving around the office or from building to building and comply with the social distancing floor markings
- Visual signage and barriers are in situ around the site to articulate these arrangements
- A one-way system is to be operated, where routes allow, or alternative pedestrian passing to be adopted to facilitate the social distancing rule.

7.0 Arrangements For Working In The Office And All Other Work Areas

7.1 Social Distancing

- Maintain social distance rules between each other at all times
- The office and meeting rooms have been assessed to determine the maximum occupancy, which should be clearly displayed, and this must be strictly adhered to
- Seating plans and workstation layouts have been arranged accordingly to ensure compliance with social distancing rules
- No hot desking is permitted.

7.2 Signage

To support the education and enforcement of social distancing and personal hygiene, the following signage has been erected in various locations within the office:

- Social distancing posters are positioned to raise awareness and remind employees / visitors of the social distancing rules
- Occupancy signage is positioned on the doors of areas / rooms to inform users of maximum occupancy
- Sanitising signs are displayed next to photocopier, printers etc. and at various other locations around the office other work areas
- The NHS Hand Washing poster is displayed at entry points to the building, toilets, and kitchen areas
- The Hand Wash '20 seconds' poster is displayed in the kitchen areas and toilet facilities.

7.4 Visual Guide

Examples showing the implementation of the requirements and signage:



Examples of the typical signage you will encounter within the enclosed areas:



8.0 Eating / Drinking Arrangements

The following measures will apply in each kitchen / welfare facility area located around the Newburn site to ensure that social distancing and hygiene precautions are applied during lunch and break times.

- Employees must bring in their own cutlery and crockery e.g. own mugs, all office cutlery and crockery will not be supplied by the company until further notice
- Employees to use kitchen / welfare facilities specific to their business operations
- There is a maximum occupancy of 1 person in the kitchen at any one time, to maintain social distancing
- Hands must be sanitised prior to and following use of kitchen / welfare / facilities
- Only one person to use each microwave at a time and social distancing must be observed
- Break times will be staggered to minimise interaction with other people in the kitchen areas
- Hand washing facilities will be available with soap, paper towels and hand sanitiser
- Cleaning products are available to wipe down taps, the kettle, the fridge, and microwaves before and after use
- Signage is displayed throughout the kitchen / welfare / facilities on social distancing rule / hygiene standards
- Employees to dispose of waste food and packaging in the waste receptacles provided.

8.1 Local food establishments

Where possible, employees are encouraged to bring their own food and stay in the yard once they have entered it and avoid using local shops to further minimise the risk of exposure.

9.0 Meetings

All meetings, where possible, should be held using the Microsoft Teams or similar platforms. Employees with laptops should dial into meetings from their desks where possible. If a meeting must take place face to face, social distancing rules must be observed. The meeting rooms must be booked in advance.

The meeting room that can be used is as follows:

- Main office downstairs meeting room (maximum occupancy is 3 people)
- Where the meeting room meets all of the criteria below, face coverings should be worn:
 - Where social distancing is not always possible and
 - Where you may come into contact with others you do not normally meet.

Note: The meeting room will have hand sanitiser available and the maximum occupancy should not be exceeded under any circumstances.

To reduce the number of unnecessary visits to the office the following mitigating actions apply:

- Encourage visits via remote connection / working, where possible
- Where visitors are expected / required, the guidance on social distancing and hygiene will be explained on or before their arrival via email / phone
- Limiting the number of visitors at any one time
- Limiting visitor times to a specific time window and restricting access to required visitors only
- Visitors must sign in using their own pen.

10.0 Cleaning of Workspaces

In the office and other work areas, cleaning will be undertaken in accordance with **COVID-19 Office Cleaning Procedure**.

This process instruction applies to the routine cleaning of the office, ad-hoc cleaning of personal workspaces, equipment and any additional cleaning required following suspected COVID-19 affected areas within the office and all other work areas.

The purpose of this process is to:

- Define the cleaning protocols and guidance for routine cleaning and dealing with the clean-up of potentially contaminated areas because of suspected cases of COVID-19 symptoms
- Enable the operational environment to deal with the cleaning of the area affected by COVID-19 and disposal requirements in a safe and timely manner
- Ensure employees have an awareness of the correct process for handling and disposal arrangements to deal with any cleaning waste generated in line with Government guidelines for COVID-19.

10.1 All Employees

All employees must clean their own desk at intervals not exceeding daily, using the cleaning materials provided.

All employees have a responsibility for reporting any location requiring specific cleaning to the SHEQ or HR Dept. clearly stating the specific location.

10.2 Cleaning of Vehicles

To assist us in maintaining a safe and secure environment and to ensure the welfare of all MGL Group (MGL) Vehicle drivers, all vehicles must be sanitised prior to a change of driver taking place

(to cover shift patterns etc.). It is essential that only a trained and authorised person applies the fog, mist, vapor to ensure the correct concentration of the active chemical is used, this means there is enough for it to work properly, but not so much as to leave a residue which may remain at unsafe levels for some time after treatment ends. Upon completion the trained and authorised person must sign to confirm cleaning has been completed between driver changes.

Vehicles sanitised by fog, mist or vapour will be empty and sealed off for a minimum of 30 minutes to allow the treatment to work and to avoid risk of human exposure to the sanitising agent.

10.3 Cleaning Employees

The overall cleaning of the office will be delivered by our local cleaning company who will be wearing the appropriate PPE, which includes the mandatory wearing of face coverings at all times, in accordance with the **Office Cleaning Procedure**.

11.0 Ventilation (Aircon)

There is currently no substantiated evidence to suggest that ventilation systems spread Coronavirus and it is recommended that fresh air ventilation systems are used as a preferred option.

We have decided that fresh air ventilation will be achieved by the opening of windows, however if you need to use the aircon units in specific areas ensure that the windows are closed to allow the aircon units to function efficiently.

12.0 First Aid Arrangements

To limit the requirement for people working in close proximity or having contact with each other during this period of adjusted working arrangements, the use of local first aiders for providing first aid treatment which would compromise social distancing guidelines should be avoided.

Where appropriate for the injury and where it is possible to comply with social distancing, first aiders may continue to provide guidance and support for injured parties to self-administer basic first aid for their own minor injuries, without the need to be in close proximity. In these cases, both the injured party and the first aider must follow the hand washing guidance before and after dealing with the first aid case.

Any person that requires close proximity non-emergency first aid attention will be referred to local medical centre which will be following enhanced protocols to prevent the potential spread of COVID-19 virus. In emergency situations first-aid will be administered in accordance with updated guidance.

- First Aiders and notices are clearly displayed
- First Aid provision is suitable for number of persons in the office.

13.0 Fire Arrangements

Existing fire procedures are sufficient for the office and all other work areas:

- Fire Marshall and notices are clearly displayed

- Fire Marshall provision is suitable for number of persons in the office and all other work areas.

14.0 Smoking Arrangements

Employees must maintain social distancing within the smoking area by:

- Keeping to the designated floor markings at all times
- Observe social distancing rules.

Further advice for people who smoke or vape during the coronavirus can be found [COVID-19: advice for smokers and vapers](#)

15.0 Handling Goods, Merchandise and Other Materials

To help reduce transmission through contact with objects that come into the office and the wider site, we have introduced the following actions:

- Revised pick-up and drop-off collection points, procedures, signage, and markings on site
- Minimised unnecessary contact at gatehouse security, weighbridges, yards, coating plants, waste transfer station, recycling / reprocessing areas and the workshop
- Introduced greater handwashing and handwashing facilities for workers handling goods and merchandise and provided hand sanitiser where this is not practical
- Restricted non-business deliveries, for example, personal deliveries to employees
- Drivers are encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice.

16.0 Face Coverings

Wearing face coverings is mandatory on public transport, shops and in all indoor premises, with the exception of medical exemptions. Wearing a face covering is optional at the Newburn site, if you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Should you require face coverings whilst working in the office, please contact the SHEQ Dept.

17.0 Monitoring compliance

Every person in the office has the right to challenge anyone who does not demonstrate responsible behaviours in accordance with this guidance. If a challenge is not well received, this should be reported to line management so that further action can be taken.

Instances of non-compliance with the arrangements detailed in this document will be reported to the SHEQ / HR Dept. The deviation shall also be submitted in accordance with normal near-miss reporting protocol.

The SHEQ Dept. has assigned a resource for continual monitoring of the arrangement outlined in this document. Checks will be conducted and recorded on a sample basis, ensuring that all areas are covered on a rotational basis.

18.0 Where to Obtain Further Guidance

MGL

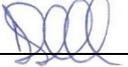
- Pandemic Site Operating Procedure
- Pandemic Procedure Thermometer Use
- Coronavirus Poster Campaign
- COVID-19 Office Cleaning Procedure
- Site Facilities COVID-19 Cleanliness Register
- COVID-19 Site Procedures and Controls
- COVID-19 Site Inspection
- COVID-19 Risk Assessments

Government

COVID-19: what you need to do: <https://www.gov.uk/coronavirus>

Rules and restrictions during coronavirus: [Guidance](#)

[COVID-19: cleaning in non-healthcare settings outside the home.](#)

Revision & Approval			
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