

Health and Safety - Coronavirus

This is the statement and arrangements are for:

M Group Services – Telecom Division

Day-to-day responsibility for ensuring this policy is put into practice:

Managing Director(s)

Statement	Responsible Person	Action / Arrangements
Prevent and minimise the spread of Coronavirus across the workforce.	All	As per company issued communications
Ensure control measures / management guidance are communicated and implemented.	Managers	As per company issued communications
Maintain and implement Business Continuity Plan(s) to maintain operational functionality.	Risk Managers	As per Business Continuity Plans
Generate communications and management guidance (distributing centrally where required) and provide ongoing advice.	Human Resources	As per company issued communications
Keep up to date with latest official guidance.	Human Resources	Regular review of official news outlet reports, guidance and directives
No one is to report to work if they exhibit any symptoms and / or anyone within their household or any individual they have come in to contact with are self-isolating.	All	As per company issued communications

Risk Assessment – Coronavirus – Field Based Workers

This model risk assessment is to minimise the contracting and spread of Coronavirus

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Risk Rating
<p>Contraction of or spread of virus due to:</p> <ol style="list-style-type: none"> 1. Living with someone with a confirmed case of COVID-19 2. Coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3. Being advised by a public health agency that contact with a diagnosed case has occurred 	<ul style="list-style-type: none"> • Staff and suppliers, particularly field based engineers • Supervisors • Auditors • SHEQ Advisors • Assessors • Public <p>Contraction and spread of virus</p>	<ul style="list-style-type: none"> • Comply with one of the Work Methods: <ul style="list-style-type: none"> – Work Method 1 - Maintain 2 metre social separation; e.g. 'Step Out and Step In' process between team members; if unable to maintain; stop, reassess, innovate if safe to do so. – Work Method 2 - Where no alternative work method is available you are permitted to work within 2 metres of each other in exceptional circumstances e.g. short duration of up to 15 minutes such as manual handling activities. You must then revert back to Work Method 1. – Work Method 3 - Where work activities require closer working for a longer period (exceeding 15 minutes duration) additional Supervision will be required to aid the consistent application of the rules (revert back to Work Method 1 on completion of the task). • Self-isolation and recording of those affected • Monitoring of staff and suppliers • Avoiding use of non-essential public transport • Update HR with absence identifying Coronavirus and manage absence in line with company HR policies / procedures • Social distancing including at break times and site meetings. • Do not come into work where someone you live with has been diagnosed • Follow NHS / 111 advice as required • Vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed • Follow good hygiene measures at all times • Minimise the rotation of plant between team members where possible 	<ul style="list-style-type: none"> • Review measures in line with official guidance and directives 	Low

Insufficient hygiene practices	<ul style="list-style-type: none"> • Staff and suppliers, particularly field based engineers • Supervisors • Auditors • SHEQ Advisors • Assessors • Public <p>Contraction and spread of virus</p>	<ul style="list-style-type: none"> • Issuing guidance including: <ul style="list-style-type: none"> – Washing hands thoroughly and regularly. – Use soap and water for at least 20 seconds. – Use alcohol-based hand sanitiser if soap and water is not available. – Avoid touching face/eyes/nose/mouth with unwashed hands and cover a cough or sneeze with a tissue then dispose. • Liaising with equipment suppliers regarding stock levels and lead times • Equipment ordered at local level • Provision of vehicle based welfare facilities including running water and soap, paper towels, hand sanitiser and anti-bacterial wipes. • Take a packed lunch and fluids to avoid using shops. 	<ul style="list-style-type: none"> • Review measures in line with official guidance and directives • Regular and continued contact with equipment suppliers 	Low
Inability to meet client work delivery requirements	M Group Telecom Division not meeting contractual requirements	<ul style="list-style-type: none"> • Monitoring and recording of sickness and self-isolation 	<ul style="list-style-type: none"> • Continuing liaison and review with client regarding short, medium and long term work requirements 	Low
Working in inclement weather which allows the disease to survive	<ul style="list-style-type: none"> • Staff and suppliers, particularly field based engineers • Supervisors • Auditors • SHEQ Advisors • Assessors • Public <p>Contraction and spread of virus</p>	<ul style="list-style-type: none"> • Provision of Personal Protective Equipment • Provision of vehicle based welfare facilities, including running water and soap, paper towels, hand sanitiser and anti-bacterial wipes • Use of RPE where appropriate 	<ul style="list-style-type: none"> • Review measures in line with official guidance and directives 	Low

Risk Assessment – Coronavirus – Office Based Workers

This model risk assessment is to minimise the contracting and spread of Coronavirus

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Risk Rating
<p>Contraction of or spread of virus due to:</p> <ol style="list-style-type: none"> 1. Living with someone with a confirmed case of COVID-19 2. Coming into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 3. Being advised by a public health agency that contact with a diagnosed case has occurred. 	<ul style="list-style-type: none"> • Office Staff • Visitors to offices and depots • Delivery drivers <p>Contraction and spread of virus</p>	<ul style="list-style-type: none"> • Issuing guidance • Implementation of home working where appropriate • Home working assessment • Remote meetings • Self-isolation and recording of those affected • Monitoring of staff and suppliers • Avoiding use of non-essential public transport • Update HR with absence identifying Coronavirus and manage absence in line with company HR policies / procedures • Social distancing implemented – minimum of 2 metres between work stations • Non-essential visitors and deliveries avoided • Do not come into work where someone you live with has been diagnosed • Follow NHS / 111 advice as required • Vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed • Follow good hygiene measures at all times • Avoid sharing desk space, computers keyboards, pens, tablets etc. • Do not make drinks for others. • Increase regular cleaning of shared workspaces and equipment and wipe down with appropriate cleaning products after use.eg printers. • Stagger meal breaks to allow use of shared welfare facilities singularly. • Do not congregate in break out areas. 	<ul style="list-style-type: none"> • Review measures in line with official guidance and directives 	Low

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Risk Rating
		<ul style="list-style-type: none"> Housekeeping – in mess rooms, kitchens, communal areas to include increased cleaning of work surfaces and communal areas and high contact areas such as door handles, light switches etc. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Increase ventilation by opening windows (ensuring they are closed at the end of the day). Rotate staff - make arrangements to rotate key staff between site, office and home-working, as appropriate, to ensure that there is minimal people in one location. Review of working hours and arrangements to stagger start and/or finish times to reduce numbers of key workers sharing workplace. 		
Insufficient hygiene practices	<ul style="list-style-type: none"> Office Staff Visitors to offices and depots Delivery drivers <p>Contraction and spread of virus</p>	<ul style="list-style-type: none"> Issuing guidance including: <ul style="list-style-type: none"> Washing hands thoroughly and regularly Use soap and water for at least 20 seconds Use alcohol-based hand sanitiser if soap and water is not available Avoid touching face/eyes/nose/mouth with unwashed hands and cover a cough or sneeze with a tissue then dispose Provision of welfare facilities including running water and soap, paper towels, hand sanitiser and anti-bacterial wipes. Welfare facilities available to visitors and delivery drivers Liaising with equipment suppliers regarding stock levels and lead times Equipment ordered at local level 	<ul style="list-style-type: none"> Review measures in line with official guidance and directives Regular and continued contact with equipment suppliers 	Low
Inability to meet client work delivery requirements	M Group Telecom Division not meeting contractual requirements	<ul style="list-style-type: none"> Monitoring and recording of sickness and self-isolation 	<ul style="list-style-type: none"> Continuing liaison and review with client regarding short, medium and long term work requirements 	Low

Risk Assessment – Coronavirus – Vehicle Use

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Risk Rating
<p>Contraction of or spread of virus due to:</p> <ol style="list-style-type: none"> 1. Contact with or close vicinity to infected persons. 2. Contact with infected surfaces. 	<ul style="list-style-type: none"> • Drivers of vehicles <p>Contraction and spread of virus</p>	<ul style="list-style-type: none"> • Eliminate dual occupancy within vehicles where possible. Where not possible: <ul style="list-style-type: none"> – Both members of the working party reside at the same address – Team member does not hold a valid driving licence – No alternative available • If assessed and authorised to undertake dual occupancy of a vehicle, the following must be complied with: <ul style="list-style-type: none"> – Avoid changing team members – Minimise duration and distances of travel – Keep windows open for ventilation – Avoid touching face and objects within the vehicle – Do not eat or drink whilst travelling – Maintain hygiene compliance when leaving and entering the vehicle – Rest breaks must be staggered to avoid unnecessary sharing of the vehicle cab at the same time – Frequently clean and disinfect the surfaces within the interior of the vehicle (steering wheel, door handles and controls) • General: <ul style="list-style-type: none"> – Reduce travel distances. – Wear gloves when in contact with any part or surface of the vehicle. – Wear gloves when refuelling and using vehicle washing facilities. – Do not eat or drink whilst travelling. – Keep windows open to let in fresh air; do not use air conditioning. 	<ul style="list-style-type: none"> • Review measures in line with official guidance and directives 	Low

Risk Assessment – Coronavirus – Vehicle Use

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Risk Rating
		<ul style="list-style-type: none">– Frequently clean and disinfect objects and surfaces that are touched regularly, such as steering wheel, door handles and controls.– Wash hands for 20 seconds before entering and after exiting the vehicle.– Catch coughs and sneezes in tissues.– Ensure access to welfare facilities is maintained at all times.– Maintain a sealed bag for all waste and used PPE and dispose of correctly.– If someone becomes unwell whilst on their journey to and from work with a new, continuous cough or a high temperature, they should be sent home to self-isolate for 14 days.		