

MP Awards COVID-19 Procedure for Work

Introduction

COVID-19 Coronavirus is a new threat that we have not encountered before and we must all take steps to reduce the spread and prevent the infection rate increasing.

By taking the following precautions we should be able to work safely with our colleagues and clients to provide the full range of services.

It is everyone's responsibility to adhere to the government guidance and as such MP Awards staff and our external contractors are empowered to withhold services if resources are not appropriate or if individuals refuse to comply.

General guidance

- Wash your hands with soap and water often, do this for at least 20 seconds on arrival, at regular intervals and before you leave.
- Use hand sanitiser gel if soap and water are not available.
- Do not shake hands with anyone.
- Cover your mouth with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Dispose of used tissues in the bin immediately and wash your hands.
- Avoid close contact with people, maintain a social distance of 2 metres wherever possible.
- If closer contact is required keep this to a minimum, avoid direct face to face discussion and wear a face covering if appropriate.

Prior to arrival

- Make initial call to the site contact and ascertain if a COVID secure risk assessment has been carried out, and that controls/welfare arrangements are in place for your visit.
- Ensure that you understand, safe access and parking arrangements, sign in/out procedures and induction arrangements.

Upon arrival

- Wash hands thoroughly or use hand sanitiser gel.
- Where there is a requirement to sign-in MP Awards staff should use their own pen and not share with others.
- If an induction is required, this should be done with minimal contact to surfaces and at a distance of at least 2 metres.
- Ensure relevant individuals are fully aware of the purpose of the visit and any specific requirements for the activity to be undertaken.
- Before commencing any activity ensure that the facilities and resources are sufficient to enable it to be carried out safely.
- Review and apply the standard MP Awards RAMS along with the additional measures appropriate for COVID-19.

Working in the office

- Rooms should be set out to ensure the safe separation of individuals by at least 2 metres, if this is not possible move to a bigger room or reduce attendees.
- Arrange the seating so individuals are not directly facing each other.
- Do not share pens, documents or other resources and do not leave them in a room unattended.
- Surfaces and resources should be regularly cleaned/sanitised.
- Keep the room well ventilated where possible.
- Any breaks should start and end with hand washing, social distancing should be maintained at all times, make own drinks and clean afterwards.
- Do not share food, cutlery or plates etc.
- Rooms should be left clean and tidy on completion of activity with all documentation and resources removed.

Working out on site

- Full standard PPE to be worn, including hi-vis clothing, safety footwear, hard hat, eye protection and gloves (additional PPE where appropriate).
- Social distancing of 2 metres should be maintained at all times.
- If two-way radios are to be used, they should be cleaned thoroughly on receipt and when handing back.
- Only one person to be allowed in a vehicle cab at any time, if using a site vehicle, the touchpoints should be cleaned/sanitised before and after use.
- Only enter control rooms and buildings if able to maintain 2 metre distance from others.
- Disposable gloves and face coverings are optional, where circumstances dictate or hosting company's site-specific rules require the use of such PPE.
- Irrespective of the PPE that is worn, the hygiene requirements of handwashing with a combination of sanitising gel where available must be complied with for the safety of everyone.
- Any documents, including portfolios that are being brought away from site should be placed into a plastic bag, and stored securely for 72 hours before being processed.

Contact us

If you have any concerns please call MP Awards office number 0115 972 6121 or make contact using info@mpawards.co.uk email address.

Please stay safe and follow the guidance the government has made available.

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>