



METRO PRODUCTION GROUP

**Coronavirus Company Policy**

**Developed By: Maddy Atkinson**

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*Review Period: Every six weeks or a dynamic change following a significant change in government policy*

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## 1. General Statement of Intent

### 1.2 Commitment of Duty Holder

# 1.1 General Declaration of Intent

## Staying COVID-19 secure in 2022

We confirm we have complied with the government's guidance on managing the risk of COVID-19

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work remotely
- We have taken all reasonable steps to maintain a 2 meter distance in the workplace
- Where people cannot be 2 meter apart, we have done everything practical to manage transmission risk

**Signed:**

(Duty Holder London  
& Duty Holder Edinburgh)

Mary Moleff.  
O. Askin

**Dated:**

10/01/2022  
10/01/2022

Who to contact: **Jamie Tilleray**, London & Grant Packwood, Edinburgh (Senior Support)  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

### 1.3 Benchmarking – Legislation & Best Practice

The following standards are referred to in this document (list not exhaustive):

- [Government Coronavirus \(COVID-19\) Website](#)
- [Government Guidance: Working safely during coronavirus \(COVID-19\)](#)
- [WHO Clean Care is Safer Care - Hand Cleaning Guidance](#)
- [Risk assessment: A brief guide to controlling risks in the workplace \(INDG163\(rev4\)\)](#)
- [IOSH Coronavirus Risk Assessment Guidance](#)
- The Health & Safety at Work, etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020

## 2. Organisation and Responsibilities

### 2.1 Duty Holder - Mary Metcalfe – Managing Director London,

#### Oscar Askin- Managing Director Edinburgh (MD)

The **MD's** have overall responsibility for Coronavirus (COVID-19) safety for MPG, and will:

- Act as the Duty holder.
- Ensure suitable financial provision is made for Coronavirus (COVID-19) safety obligations
- Provide appropriate information and instruction to our people.
- Ensure work is planned to take into account Coronavirus (COVID-19) safety issues
- Ensure that our people at all levels receive appropriate training.
- Monitor and assess risk to Coronavirus (COVID-19) safety.
- Understand the Coronavirus Company Policy for (COVID-19) safety and ensure it is readily available for all our people.
- Set a personal example by adhering to all safety regulations set out within this policy
- Actively promote at all levels the Company's commitment to effective Coronavirus (COVID-19) safety management.
- Delegate daily Coronavirus (COVID-19) safety responsibilities, where required to assist in the implementation of this policy, ensuring suitable allocation of resources to carry

out the delegated duty.

- Appoint competent persons (including external consultants if required ) to assist the Coronavirus (COVID 19) safety in the Company's undertaking as required. Maddy Atkinson, HR Manager (London), Jamie Tilleray, Director (London) & Grant Packwood, Event Producer (Edinburgh), have been appointed as competent persons to undertake day-to-day checks and re stock as required
- Ensure a '[Staying COVID-19 Secure in 2022](#)' Poster is displayed in a prominent position.

## **2.2 Senior Support – Jamie Tilleray, London & Grant Packwood, Edinburgh (SS)**

The **SS's** will undertake daily responsibility for:

- Monitoring the implementation of the Coronavirus (COVID-19) safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out throughout the premises.
- Ensuring there is a robust and effective Coronavirus (COVID-19) hygiene strategy implemented throughout all operational activities.
- Ensuring there is a robust and effective social distancing strategy implemented throughout all operational activities.
- Reviewing Coronavirus (COVID-19) safety legislation and Government Guidance to implement any new requirements pertaining to the company's undertaking.
- Liaising with managers, our people, sub-contractors and specialists as and when appropriate.
- Collating any Coronavirus (COVID-19) issues , reportable under the *Reporting of Injuries, Disease And Dangerous Occurrences Regulations 2013* (RIDDOR). HR Manager will undertake responsibility for reporting any Covid-19 issues to the RIDDOR.
- Carrying out Coronavirus (COVID-19) specific risk assessments as determined by relevant legislation.

## **2.3 Employees and Freelancers (“Person and People”)**

It shall be the duty of every person while at work:

- to take reasonable care for the Coronavirus (COVID-19) safety of themselves and of other persons who may be affected by their acts or omissions at work; and

- to take reasonable care to operate and comply with any of the relevant statutory provisions under which MPG are obligated to operate.

In order for every person to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's Coronavirus (COVID-19) safety policy and carrying out their work safely and in accordance with its requirements.
- Complying with any temperature checking requirements (when entering MPG premises are on site that MPG is working from
- Ensuring all hygiene procedure and social distancing requirements are adhered to.
- Reporting any Coronavirus (COVID-19) issues relating to work equipment immediately to their line managers.
- Reporting to the management any incidents, which have led or might lead to an outbreak of Coronavirus (COVID-19).
- Reporting any accidents or near misses, relating to Coronavirus (COVID-19), however minor to the managers.
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

### **3. Arrangements**

#### **3.1 Communication**

In order to meet the legal requirements of *the Safety Representatives and Safety Committees Regulations 1977* and the *Health and Safety (Consultation with Employees) Regulations 1996*, the company will communicate and consult with all its people on the following issues:

- The content of this policy;
- explain the changes made to deal with Coronavirus (COVID-19);
- to get their thoughts and ideas about how to change the workplace to keep people safe and to ensure those changes are workable; and
- continue to operate our business safely during the outbreak.

This communication and consultation will take place directly with our people via regular communications, emails memos posted on the notice board.

### 3.2 Induction

All new joiners (including temporary people) will be given a full Coronavirus (COVID-19) safety induction on their first day of work or their return to work after a period of absence, records of induction are held in the personnel file.

This induction will be carried out where possible by the **HR Manager** or by a delegated person who has received full instruction on the induction process.

### 3.3 Training

All of our people will be given training appropriate to their responsibilities in accordance with the *Management of Health and Safety at Work Regulations 1999*. Training will be provided for the following situations:

- Induction training for new joiners and returning colleagues (Covid-19) awareness, company procedures etc.
- The introduction or modification of new/existing procedures in respect to Coronavirus (COVID-19)A change in a person's position/work activity or responsibility.

Training will be provided to cover Coronavirus (COVID-19) advises, e.g. effective hand washing, social distancing, correct wearing of PPE, storage and replacement of PPE, Selected training provided by the Company will be formally recorded either electronically or hard copy.

A programme of refresher training will be undertaken where required to keep our people up to date with legislation, industry best practice and Government Guidance

### 3.4 Visitors

Planned visitors including but not limited to freelancers, clients and contractors will be required to complete the Health Declaration prior to visiting MPG premises.

All visitors are subject to a thorough Coronavirus (Covid-19) safety brief on arrival including;

- Coronavirus (COVID-19) Policy requirements
- Coronavirus (COVID-19) hygiene strategies
- Social distancing strategies
- Reporting of near miss incidents relating to Coronavirus (COVID-19)
- Location of toilets, welfare facilities and the location of hand sanitiser stations that can be used

- Designated work areas and any restriction

All employees and visitors attending the MPG premises must receive a confirmation of a negative lateral flow test result twice a week (or more often if required.)

### **3.5 Remote Working**

All of our people who can work effectively from home can work remotely until further notice. You will be contacted regularly to ensure you are supported by management and do not feel isolated and will receive regular updates. Any employee who specifically prefers to work from the office should use the Hot Desking system in order to book a desk (London office only) and must complete the Process Documentation before attending the MPG premises (London and Edinburgh office).

### **3.6 Clinically Extremely Vulnerable Workers**

We are aware of the UK GOV guidance on those persons defined as clinically extremely vulnerable. As restrictions have been eased following the move to Step 4 of the roadmap, GOV are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else.

We will make suitable provision for any person who alerts a MPG staff member that they belong to clinically extremely vulnerable group or they living in the households with the person classified as clinically extremely vulnerable person.

### **3.7 Social distancing**

We should always try to maintain social distancing, a distance of 2 meters between individuals, in the workplace wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, managers should consider whether that activity needs to continue for the business to operate, and, if so, managers must take reasonable steps to ensure that persons follow the social distancing guidance.

Social distancing should always be maintained within all parts of the Company, not just the place where people spend most of their time, but also entrances and exits, corridors, toilets and kitchens. For further information please read the following online documents:

[HSE Guidance Working Safely During Coronavirus Outbreak](#)

[HSE Guidance 'Working Safely During Coronavirus COVID-19 In Offices and Contact Centers](#)



### **3.8 Travelling to and From Locations**

We advise to avoid using public transport during busy periods and/or on busy routes when possible. We encourage walking, cycling, or driving as a more suitable, alternative method.

When using public transport [up-to-date] government guidelines should be followed at all times, these will be communicated through the organization periodically; current guidelines include wearing a face covering and routinely cleaning your hands with sanitizer.

Everyone in any MPG premises MUST maintain 2 m distance at all times .

Please follow the WPP policies on international travel. During the current time, Mary Metcalfe (London) or Oscar Askin (Edinburgh) must authorize all international travel.

If MPG staff are going to car share then we further ask that they ensure that no more than 2 person are in the car. Ensure that the windows are open and person establish social distancing when traveling in the car. The car is cleaned before and after use.

### **3.9 Handwashing**

There are general principles we advise you to follow to help prevent the spread of Coronavirus (Covid-19)

- Washing your hands frequently with soap and water after you blow your nose, sneeze or cough, and before you eat or handle food;
- Avoiding touching eyes, nose, and mouth with unwashed hands; and
- Covering any coughs or sneezes with your elbow or their sleeve or a tissue, then throwing the tissue in a bin.

For further information view the online videos: [NHS The Best Way To Wash Your Hands](#)

### **3.9 Mental Health & Wellbeing**

The Company is fully supportive in the promotion of positive mental health and wellbeing.

Details of the support available to all our people can be found on InsideWPP's [Employee Assistance Programme \(EAP\) page](#) or the Help@hand app – ask HR Manager for the details.

Further information is available in the Public Health England Guidance Document: '[how to look after your mental health and wellbeing during coronavirus \(COVID-19\)](#)'. The [Every Mind Matters page](#) on anxiety and NHS [mental wellbeing audio guides](#) provide further information on how to manage anxiety. If an individual is still struggling after several weeks and it's affecting their daily life, they will be encouraged to contact [NHS 111 online](#), or call NHS 111.

### **3.10 Control of Contractors**

Prior to working at [Metro Production Group](#) contractors are asked, in addition to their standard requirements under the Health & Safety Policy, to provide details of their Coronavirus (COVID-19) policy and arrangements, to ensure they have a safety approach to working at the Company's premises.

Contractors attending MPG premises will comply with company policy alongside all company visitors (Section 3.4)

Contractors will complete the health declaration before entering the MPG Premises and share their lateral flow test results with dedicated person from MPG.

### **3.11 Risk Assessments**

The **SS** will ensure that formal, suitable and sufficient risk assessments are carried out, including a Coronavirus (COVID-19) risk assessment and recorded.

The **HR Manager** ensures employees are provided with appropriate instruction and training on the Coronavirus (COVID-19) risk assessments and their implementation in the workplace.

### **3.12 Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high and will include any issues relating to a risk of Coronavirus (COVID-19). The method statements will provide specific information on the task to be undertaken including workplace set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely and to reduce the risk of a Coronavirus (COVID-19) outbreak.

Contractors carrying out work within the premises will be required to provide method statements for all works being completed that now cover Coronavirus (COVID-19), where this is a factor.

### **3.13 Work Equipment**

All work equipment should be cleaned with sanitizer before and after use, especially where this equipment is shared. The operatives should ensure sufficient sanitizer is used so to ensure any Coronavirus (COVID-19) will be cleaned, but not to cause any damage to the equipment.

Please note we have displayed Cleaning Posters explaining how, when, by whom and how frequently the work equipment should be cleaned

If there are any concerns in relation to the safe use or cleaning of equipment, these will be raised with the **SS**.

### **3.14 Personal Protective Equipment (PPE) to Protect Against Covid-19**

Face masks and gloves will be available to you as and when necessary for work activities. This PPE will be compatible with other “general Event “PPE requirements.

Face coverings are mandatory when on the MPG premises. Everyone must wear a mask covering the nose and mouth this doesn't includes whilst working at a desk.

### **3.15 Temperature checks**

Displaying a high temperature is one of the main symptoms of a COVID-19 infection but equally someone who is infected may show no symptoms at all. Temperature checking is a positive way to provide reassurance that the workplace is safe.

All employee's and visitors to the MPG offices must comply with taking their temperature, using the touch free thermometer, once they have entered the building.

Any concerns with undergoing a temperature check will be raised with the line manager or the HR Manager.

### **3.16 Immediate Action Following Notification of Potential Coronavirus (COVID-19) Case**

All employees and visitors attending the MPG premises or MPG employees visiting the client site should do daily lateral flow test and keep the photographic evidence of the negative test result. This can be obtain from the GOV-UK website or most pharmacies.

If tested positive on lateral flow test the employee is not required to take a confirmatory PCR test but must self-isolate immediately and should not leave their house or go to work and they should follow the Government self-isolation advice. If employee has a positive result on any Covid-19 test they must inform their line manager and HR manager immediately (by phone call wherever possible).

Employees do not have to self-isolate if they are a close contact of someone who has tested positive for Covid-19. Instead, those in a household where someone has tested positive or has

symptoms are advised to get a free lateral flow test as soon as possible. Employees who receive negative lateral flow test results on day 6 and day 7 of their self-isolation period (with tests taken 24h apart) will no longer have to self-isolate for the full 10 days the first test must be taken no earlier than day 6 of the self-isolation period.

Those who leave self-isolation on or after day 7 are strongly advised to limit close contacts with other people in crowded or poorly ventilated spaces, work from home (if they can) and minimize contact with anyone who is at higher risk of severe illness if infected with COVID-19.

There is no change to the guidance for unvaccinated contacts of positive COVID-19 cases, who are still required to self-isolate for 10 full days after their date of exposure to the virus.

If a member of staff, during working hours, is informed that have been in direct contact with someone who has a confirmed case of Coronavirus (COVID-19) then they **must** immediately inform their Line Manager & the HR Manager. The member of staff **must do lateral flow test immediately regardless if the LFT result was negative in the morning of the same day. If tested positive** then go straight home, ideally avoiding public transport and follow the Government guidance. If a member of staff starts to feel unwell, during working hours with the symptoms of Coronavirus (COVID- 19), then they **must** immediately inform their Line Manager & the **HR Manager** .The member of staff will be placed into an isolation room and asked to do lateral flow test immediately, if tested positive then go straight home, avoiding public transport and follow the Government guidance.

The line manager or **HR Manager** will ensure transport is arranged for the member of staff, this could be a person from the same household or a taxi. A taxi can only be considered if the transportation of member of staff, who feels unwell or suspects they have Coronavirus (COVID-19), has previously been agreed with the taxi company. If a member of the same household does come to collect them, it is vitally important they **wait in their vehicle**, as they may also have the virus, but may not be aware of this.

Staff must not wait to get cases of coronavirus (COVID-19) confirmed. It is critical to take immediate action to minimize the risk of the spread of coronavirus (COVID-19) the workplace and the community.

The **HR Manager** will arrange for the deep cleaning with normal household disinfectant of areas the individual has been in contact with, in accordance with [Public Health standards for cleaning non-health workplace](#). Cleaners must have all necessary PPE, this includes face mask, face visor, disposable gloves and apron, as a minimum.

Along with disposable cloths and mop heads.

The **HR Manager** will inform staff that all action is being taken to protect them and listen to any staff concerns and address them promptly.

The **HR Manager** will then facilitate deep cleaning to take place.

In addition, all areas that the individual may have touched – workstation and common areas, will also need to be initially isolated and then deep cleaned. This will include desk, phone, chair, pedestal as well as kitchen, toilets, door handles, , bins and anything else that may have been touched. Areas **must** be washed with soapy water first with a disposable cloth and then disinfectant used.

All IT equipment that the individual has used, in the last 72 hours, **must** also be cleaned with the appropriate cleaning supplies.

All contaminated waste, e.g. cloths and PPE **must** be double bagged and put in a safe place away from normal communal waste areas for 72 hours. The latter disposed of.

The **SS** will also conduct a review of the current risk controls to ensure they remain effective.

### **3.17 NHS Test and Trace**

The [NHS test and trace service](#) has been established to minimize community transmission of COVID-19

If an employee is 'pinged' by Track and Trace app they should share the formal notification provided that they have been told to self-isolate with their line manager and HR manager and then get PCR test.

### **3.18 RIDDOR Reporting**

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reporting Requirements*

*for Coronavirus (COVID-19)*

The **HR Manager** must make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having Coronavirus (COVID-19) and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus

## **4. Monitoring**

### **4.1 Regular Inspections**

Monitoring of Coronavirus (COVID-19) safety within the workplace allows us to quantify how well we are managing our health and safety.

The use of regular checklists, weekly stock checks alongside Periodic inspections of the workplace carried out by the **Managing Director** ensure that the workplace is being managed and maintained in line with our commitment within this policy

### **4.2 Meetings**

You are encouraged to report any workplace issues relating to Coronavirus (COVID-19) safety.

Health and safety meetings between the **MD, SS** and the **HR Manager** will take place on a regular basis to discuss the findings of any monitoring and workplace inspection reports, where required, minutes of the meeting will be taken made available to all staff .

## **5. Summary**

It is **Metro Production Group's** Policy to consult all our people on Coronavirus (COVID-19) safety matters.

Any member of staff disregarding the Coronavirus (COVID-19) safety policy, procedures or requirements, or found to be encouraging others to do so, will be dealt with under **Metro Production Group's** disciplinary procedures.

It is everyone's responsibility to ensure our workplace is a safe place to work.



