



COVID-19 POLICY

Revision	Date	Produced or Revised by	Checked by	Changes
1	May 2020	Stephen Woolf Head of SHEQ	Senior Leadership Team	New document
1.1	May 2020	Stephen Woolf Head of SHEQ	Senior Leadership Team	Minor changes



COVID-19 POLICY

Sigma have a responsibility for the health, safety, and welfare at work of all our employees and those who visit our premises. As a responsible employer during the COVID-19 pandemic and to ensure we manage our duty of care to reduce workplace risk to the lowest reasonably practicable level, we will be ensuring we take preventative measures to control and mitigate potential infection. Sigma will work with all our colleagues, stakeholders, visitors and any other contractors and workers sharing the workplace, so that everybody's health, safety and welfare is protected.

We are continually reviewing our processes and activities and have completed COVID-19 risk assessments and guidance documents which will be communicated and followed by all those who attend and visit our sites. Our colleagues will be supported by training on the steps to take and inductions, which will also be delivered to visitors to our operational sites. Our communications strategy will be further supported by signage and the displaying of the Government "Staying COVID-19 Secure in 2020" (which will be prominently displayed in key locations on our sites). We will ensure compliance with our controls by undertaking inspections of our activities with questions tailored specifically to COVID-19 control adherence and implementation.

As required by The Management of Health and Safety at Work Regulations a suitable and sufficient risk assessment has been carried out to identify the hazards and the level of risk that people are exposed to. Suitable controls have been identified within the risk assessments, to reduce the risk from COVID-19. All available information has been considered and checked or updated, as necessary in line with Government and World Health Organisation guidance. In the context of COVID-19 this means we will work through these steps in order:

- We will make every reasonable effort to enable working from home as a first option and ensure meetings are undertaken remotely (where possible)
- Minimise the number of unnecessary visits to offices/sites
- Sigma will introduce a 'controlled' visitor and meeting policy across our sites that ensures each visitor to Sigma premises is allocated a responsible person. The responsible person will ensure all COVID-19 related mitigations are explained, implemented, and adhered to throughout the visit
- To avoid unnecessary work travel and keep people safe when they do need to travel between locations by maintaining social distancing and good hygiene practices
- We will in all our workplaces, increase the frequency of handwashing, surface cleaning and disinfecting
- Where working from home is not possible, our workplaces will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible)
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we will consider whether that activity needs to continue for our business and the client's business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between ours and their colleagues including others who may visit and share the premises
- To change the way work is organised to create distinct groups and reduce the number of contacts each employee has

As part of our further mitigating measures, we will include:

- To make sure that any site or location that has been closed or partially operated is clean and ready to restart
- Increasing the frequency of good hygiene practices, hand washing, surface cleaning, disinfecting
- Keeping the activity time involved as short as possible
- Using screens, barriers, and reconfiguring layouts to separate people from each other
- Where a 'people' capacity for a site or location has been defined, Sigma will ensure such a capacity will not be breached
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
- If people must work face-to-face for a sustained period with more than a small group of fixed partners, then we will assess whether the activity can safely go ahead. Where it is deemed safe this will be undertaken with the provision of a permit to work and additional PPE/RPE



- Consider whether the people doing the work are especially vulnerable to COVID-19, protect clinically vulnerable and clinically extremely vulnerable individuals
- To treat everyone in our workplace equally and understand individual concerns and family commitments
- To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms
- Providing additional personal protective equipment in line with our risk assessments, including how to look after, clean and dispose of and ensure that it fits properly

Sigma believes that no colleague, stakeholders, or visitor should be placed at more risk due to COVID-19. This includes colleagues working at home, outside of the normal operating hours in the company premises. In this context Sigma understands its duty as an employer being to assess any risks to home workers and take steps to avoid or control those risks where necessary. Examples of working for Sigma include:

- a) people who work from home
- b) mobile workers outside of their fixed base
- c) people visiting domestic and commercial premises
- d) people who work separately from others (e.g. reception workers or people who work outside normal business hours)
- e) people who work in retail/construction premises
- f) people who work in warehouse and facilities premises

With current IT capabilities it is possible for some of our colleagues to work from home and this will be taken advantage of in preference to working in our premises (where the job role allows). Permission should be gained from your line manager before working from home.

We have through consultation with our colleagues taken steps to protect those identified as clinically vulnerable and clinically extremely vulnerable individuals. Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and have been helped to work from home, either in their current role or in an alternative role.

Extra precautions have been taken where clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home. For example, they have been offered the option of the safest available on-site roles, enabling them to stay 2m away from others. Time spent within 2m of others, is as an absolute minimum and has been risk assessed to ensure it involves an acceptable level of risk. Consideration of those colleagues who live with clinically extremely vulnerable individuals has also been given, for example working from home with increased flexibility around working hours. We have considered specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found.

In applying this policy Sigma are mindful of the needs of different groups of workers or individuals. We do not directly or indirectly, discriminate against anyone because of a protected characteristic such as age, sex, disability, and those who are new or expectant mothers. This has included steps such as:

- Understanding and considering the circumstances of those with different protected characteristics
- Involving and communicating appropriately with colleagues whose protected characteristics might either expose them to a different degree of risk or might make any steps we have thought about inappropriate or challenging for them
- Making reasonable adjustments to avoid disabled workers being put at a disadvantage
- Assessing the health and safety risks for new or expectant mothers
- Ensuring the steps, we take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments

Table 1 – Responsibilities:

Organisation and manager responsibilities	Colleague responsibilities
Undertake risk assessments/SoPs	Contribute and follow risk assessments/SoPs
Undertake guidance and inductions	Contribute and follow guidance and inductions
Communicate this policy and guidance	Understand and follow the policy and guidance
Develop training and instruction	Take all reasonable care of yourselves and other people affected by your work activities by following training and instruction
Control access to the place of work	Ensure you are familiar with entry and exit points and systems
Ensure emergency channels and process are clear	Follow all safety systems and procedures strictly, if in doubt ask
Ensure processes are checked and reviewed	Inform your Line Manager when there is an issue, or a process cannot be followed
Provide support for home working/returning to places of work	Ensure WFH checklist completed and you have the correct equipment to enable you to work from home
Provide mental health support	Know escalation routes and contact details of key personnel
Maintain any systems developed for COVID-19	Notify when supplies/stock levels are running low or damaged



Signed.....

Chief Executive Officer

Date: 19/05/2020