

Task:	COVID-19 Operational Sites	RA Reference No.	SIM-Risk14_COVID-19 Operational Sites RA_R1.2	
Department:	Sigma Group	Date completed/reviewed:	08/06/2020	
Assessor:	Stephen Woolf Head of SHEQ	Next Review Date:	30/06/2020	
References and other associated Sigma documentation:				
Associated Risk Assessments:	SIM-Risk10_COVID-19 RA_R1.5	Associated Safe Working Procedures and Guidance:	SIM-Form46d_Operational Site Coronavirus Guidance_R1.7 SIM-Form46h_Operational Cleaning Coronavirus Guidance_R1.0 SIM-Form46i_First Aid Coronavirus Guidance_R1.0	

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Infection		Death, serious illness, fever, high temperature, coughing, contagious individual, spread of infection	Y	Y	Y	4	5	20	<ul style="list-style-type: none"> * Good personal and respiratory hygiene from all colleagues, personal responsibility * Good washing and welfare facilities provided, with hot/cold water, soap and paper towels available * Colleagues instructed/informed in correct washing techniques, frequent/thorough (at least 20 seconds) following NHS guidelines * Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake * All cuts and abrasions covered with waterproof plasters * Cleaning of buildings, offices and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, equipment, door and window handles, Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff * All colleagues to clean desks and work areas regularly * Provision of antiseptic wipes at each desk location * All cleaning materials, tissues and waste disposed off in appropriate receptacles/regularly emptied * Colleagues reminded to thoroughly wash/dry hands before and after eating/drinking/smoking * Support the specific needs of vulnerable/high risk colleagues who 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
Time off sick		Death, serious illness, fever, high temperature, coughing, contagious individual, significant business disruption, impact on client/customers	Y	Y	Y	4	5	20	<ul style="list-style-type: none"> * Line management being clear to colleagues who feel unwell that they should not be coming into the workplace and notifying HR/SHEQ * SHEQ and HR to monitor cases of self-isolation/quarantine and statutory sick pay * Arrangements for remote working to be put in place, where possible, so that business can continue as usual during self-isolation and employees can be paid their normal salary if they are able to work * If colleagues are not symptomatic, but cannot work remotely during self-isolation, they will be entitled to Statutory Sick Pay from day 1 where they have been given written notice, typically issued by a GP or by NHS 111 * It will be made clear to colleagues to work from home in first instance, then lieu days or holiday before sick leave * Payment of SSP will also alleviate concerns that colleagues could spread the virus by leaving self-isolation because they want to be paid * Colleagues may also be entitled to contractual sick pay if applicable and depending on the terms of the contract * Absences should be managed in the normal way. However, allowances may be made where, for example, an employee has 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action

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Contact cleaning materials/utensils and food	Skin/mouth/eye absorption from direct contact with cleaning materials/utensils and food, spread of infection		Y	Y	Y	4	5	20	<ul style="list-style-type: none"> * Mops, brushes and strong rubber gloves are provided and used * Colleagues shown how to use cleaning products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container * Colleagues reminded to wash gloves before taking them off carefully and storing in a clean place * Tissues are available at our workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them * COVID-19 secure bins to be kept separate for 72 hours before disposal * Colleagues encouraged to bring their own food in containers and shared kitchen areas should be cleaned with warm water and 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
Communication	Misunderstanding, panic, lack of perceived support, frustration, lack of perceived leadership, growing uncontrolled concern for well-being, relationships breakdown		Y	Y	Y	5	4	20	<ul style="list-style-type: none"> * Set up an Emergency Response Team (ERT) as single point of contact for communication to include Senior Leadership Members (SLT) * Use a business relevant channel e.g. Teams/email primary * Encourage all colleagues to check in regularly when in work and in the evening at home with line management for updates * Encourage colleagues to discuss their questions and concerns * Provide information in an honest, open and timely manner * Ensure line managers are aware of resources for own well-being * Prevent stigma by using facts and reminding colleagues to be considerate of one another * No employee will be singled out in any action we take because of their race or ethnicity * Signs and instructions posted onto notice boards encouraging good hand and respiratory hygiene practices * Good practice guidance issued through email/intranet/notice boards and updated regularly encouraging all employees to be extra-vigilant to avoid the spread of infection. This will include reminders to wash their hands regularly and dispose of used tissues immediately in designated COVID-19 bins * Colleagues to be made aware of workplaces to be clean and hygienic. Surfaces regularly used e.g. desks, tables, telephones, and 	1	4	4	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
Separation distances	Skin/mouth/eye absorption from direct contact, inhalation of particles leading to infection, spread of infection		Y	Y	Y	3	5	15	<ul style="list-style-type: none"> * Offices and working environments will be run on reduced capacity with the first option considered to work from home * Implement social distancing practices 2m/6 feet where possible * Staggering the beginning and end of the work day * Cancelling meetings in person (Skype/Teams etc. preferred) and other events that create crowded conditions * Where possible, create space for desks to be at least 2m apart * Introduce screens for reception/desk areas * Instruct and inform on creating space and avoiding close contact * Staggering the beginning and end of the work day * Sufficient space for colleagues to work safely and maintain safe personal positioning * Plans for different working shifts, so that staff overlap is kept at a minimum to be implemented * Stagger breaks and lunchtime * Understand capacity of site and plan work to be undertaken to reduce numbers in an area at a given time including maximum occupancy of welfare areas/toilets * Implementing split site or location operations where feasible * Signage/floor markings to highlight COVID-19 requirements and 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action

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Undertaking work on behalf of Sigma during outbreak of COVID-19	Deliveries to site/visitors/third parties	Skin/mouth/eye absorption from direct contact, inhalation of particles leading to infection, spread of infection, verbal and physical abuse	Y	Y	Y	3	5	15	<ul style="list-style-type: none"> * Stop all non-essential visits * Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials * Delivery drivers must not be refused access to toilet facilities if required. However, they must be instructed on the guidance and operating requirements of the site including good hygiene etc. * Allow plenty of space between people waiting to enter site (two metres) * Use signage, floor markings, to ensure 2 metre distance is maintained between people when queuing * Remind workers/visitors not to attend if they have symptoms of 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
	Travelling on behalf of Sigma Group	Increased risk of infection, exposure and spread of COVID-19. Colleagues becoming stranded and unable to return. Reduced assistance and support	Y	Y	Y	4	5	20	<ul style="list-style-type: none"> * Consider whether we can achieve the same result with video conferencing and spare the organisation and traveller the risk, time, cost and environmental impact * If travel is deemed necessary then Government/WHO guidance followed and proportionately manage the risk, with controls identified and implemented which reflect the nature and severity of the risk. * The travellers themselves will be involved in this process * All colleagues are required to liaise with line managers on where they are and where they are going * Wellbeing considered and colleagues not placed in a position that they feel uncomfortable with e.g. if they do not want to travel they should not be made to * Wherever possible workers should travel to site alone using their own transport. If workers have no option, but to share transport consider shared with the same individuals and with the minimum number of people at any one time * Wherever possible maintain two metres distance * Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle * The vehicle should be cleaned regularly using disposable gloves 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
	Lack of IT infrastructure and capacity to facilitate extra remote and site working requirements	Significant business disruption, lack of support and continuity to colleagues, clients and customers	Y	Y	Y	4	5	20	<ul style="list-style-type: none"> * IT to test BCPs and servers through liaison with OPUS to ensure enough VPN certificates available to facilitate large numbers of colleagues working from home simultaneously * Check all emergency contact details are up to date and accessible for all colleagues * Run simulation tests of dongles/intranet signal/VPNs to provide assurance on capacity * Check connectivity and supply of dongles for site 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action

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On site location, lack of local knowledge, unfamiliar site	Death, infection, spread of infection, broken bones, serious injury, cuts and bruises, panic attacks, disorientation, exposure/exhaustion, damage to vehicle	Y	Y	Y	4	5	20	<ul style="list-style-type: none"> * Colleagues reminded to check for signs of symptoms, temperature above 37 degrees, new continuous cough * Colleagues, contractors and customers have access to places where they can wash their hands with soap and water * Colleagues reminded to wash hands frequently with alcohol-based hand wash or wash with soap and water for at least 20 seconds when in other areas * Maintain social distancing- maintain at least 2m distance between yourself and anyone who is coughing or sneezing * Avoid touching eyes, mouth and nose * Practice respiratory hygiene - Using the nearest waste receptacle to dispose of the tissue after use * Colleagues reminded when working away if they have fever, cough and difficulty breathing, seek medical care early. Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action	
Verbal and physical abuse from aggressive, aggrieved colleagues and visitors	Physical violence, panic attack, damage to vehicle	Y	Y	Y	3	4	12	<ul style="list-style-type: none"> * Sites are built and maintained to provide safe working environments * Review previous reports to ensure sites are safe with good access to all areas * Check with colleagues of any previous issues before attending site * Ask permission to enter property through liaison with client/site manager where required * Politely explain the purpose of your visit and give them your Sigma contact details/Carry Sigma ID * Remain calm, maintain safe personal positioning * If feeling threatened, leave the site and inform line manager, Sigma SHEQ at the earliest opportunity 	1	4	4	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action	
Notifiable disease	Potential legal/insurance action due to none compliance	Y			4	5	20	<ul style="list-style-type: none"> * Covid-19 has now been confirmed as a notifiable disease * HR/SHEQ are to be notified immediately of suspected cases * Accident/incident procedures to be followed * If a worker develops a high temperature or a persistent cough while at work, they should notify site management, return home immediately, avoid touching anything * Colleagues and the individual must follow the SIM-Form 46 Coronavirus/GOVT Guidance revisions on self-isolation and not 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action	
Operational Continuity	Interruption in our business impacting delivery and service to our customers. Unable to transport goods and provide a service because colleagues numbers are depleted.	Y	Y		4	5	20	<ul style="list-style-type: none"> * Colleagues, Sub-contractors and Workers who are unable to work from home have been sent detailed guidance in line with NHS and Government advice on Hygiene, Travel and Contact when working in the field and on client sites * Our Installers and Merchandisers are able to carry out work out of store opening times if required to reduce the number of individuals in store and therefore less contact and risk of exposure * Guidance has been given to all individuals associated with Sigma for if they become unwell, are diagnosed with the virus, need to go into isolation or need to look after a dependent * If resourcing levels in any part of our business are compromised due to illness or inability to work, we will refocus our teams as necessary to deliver to project deadlines. This would mean 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action	

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Access and egress in and around site		Death, serious illness, fever, high temperature, coughing, contagious individual, spread of infection, panic, significant business disruption, poor response times/delays	Y	Y	Y	4	5	20	<ul style="list-style-type: none"> * All site access and egress points should be vigilantly monitored and main touch points cleaned regularly on a rota * Install and mark out one way systems around site * Introduce staggered start and finish times to reduce congestion and contact points * Monitor site access points to enable social distancing – either increase to reduce congestion or decrease to enable monitoring * Remove or disable entry systems that require skin contact e.g. fingerprint scanners * Require all workers to wash or clean their hands for 20 seconds minimum using soap or sanitisers before entering or leaving the site/welfare facilities * Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times * Reduce the number of people in attendance at site inductions and consider holding them outdoors or via Teams/SKYPE etc. wherever possible * Temperature stations to be implemented at site entrances, 	1	5	5	All line managers and SLT	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
Lack of emergency arrangements/planning/fire/first aid		Death, serious illness, fever, high temperature, coughing, contagious individual, spread of infection, panic, significant business disruption, poor response times/delays	Y	Y	Y	3	5	15	<ul style="list-style-type: none"> * Plans consider business continuity in the case of absenteeism/sick leave or closures of business * BCPs to be tested to ensure the organisation continues to function if colleagues, contractors and suppliers cannot come to our place of business * Provision of online strategies * Assigning work from home * Assigning line managers to conduct remote daily or weekly follow up with colleagues * Continuous review/develop accelerated emergency strategies to ensure fit for purpose * Work with mental health first aiders to identify and support colleagues who exhibit signs of distress * Ensure continuity of critical services/site teams to have all key contact details available 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
Personal Protective Equipment	Misuse, incorrect use, equipment damage, personal injury	Infection, spread of infection	Y	Y	Y	2	5	10	<ul style="list-style-type: none"> * In the event where work outside of 2m cannot be avoided authorisation must be sought from a director and additional PPE/RPE worn * Face shield/goggles that protect against droplets and spray * FFP2 (minimum) face masks that project against droplets/spray should be used * Face masks must be correctly fitted and operatives face fit tested to optimise protection * Used masks should be disposed of at the end of the day and in the appropriate containers * Colleagues informed to wear protective gloves (where possible) * Site based personnel to wear protective gloves during shifts and dispose off in appropriate containers at the end of each shift 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
Insert additional rows above here ensuring unique risk code is entered								0							

Circulation/Briefing Record

All colleagues and people working on our behalf must sign below to confirm that they have read and understood the hazards, risks, and selected control measures prior to undertaking work. Typically this declaration is completed via Sigma's online portal. When this is not possible a hand signed copy must be kept on record.

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Date	Name (Print)	Signature	Mandatory Sigma site SHEQ awareness training/inductions completed (Y/N)?			<p><u>Please see 'PPE Requirements' tab for details of the personal/respiratory protective equipment you may require</u></p>									