



Task:	COVID-19	RA Reference No.	SIM-Risk10_COVID-19_RA_R1.6	
Department:	Sigma Group	Date completed/reviewed:	06/07/2020	
Assessor:	Stephen Woolf Head of SHEQ	Next Review Date:	31/07/2020	
References and other associated Sigma documentation:				
Associated Risk Assessments:	N/A	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 SIM-Form46l_Coronavirus Travel Guidance_R1.2	

Task/Activity <i>(What are we doing?)</i>	What are the hazards? <i>(please see guidance tab for definition)</i>	How might people be harmed/equipment be damaged?	Persons at risk (Y/N) SG = Sigma Group OCC = Other Contractor/Client P/V = Public/Visitor			Initial Risk Level** - before the implementation of any risk control measures <i>(Assessor to hide columns, if required, once RA has been completed/reviewed)</i>			Risk Control Measures <i>(e.g. What are we doing already? What additional measures do we need to take?)</i>	Residual Risk Level ** - after the implementation of the risk control measures <i>(Assessor to hide columns, if required, once RA has been completed/reviewed)</i>			Who needs to implement the control measures?	When do these need to be done by?	Date completed or on-going action?
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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 * ERT, 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	Travelling on behalf of Sigma Group overseas	Increased risk of infection, exposure and spread of COVID-19. Colleagues becoming stranded and unable to return. Reduced assistance and support	Y	N	Y	3	5	15	<ul style="list-style-type: none"> * Avoid overseas travel: consider whether planned business travel is really necessary and follow the Foreign Commonwealth Office (FOC) guidance * If travel is deemed necessary then Government/WHO guidance followed and proportionately manage the risk, with controls identified and implemented * Consider whether we can achieve the same result with video conferencing and spare the organisation and traveller the risk, time, cost and environmental impact * Situation can change rapidly, potentially leaving travellers stranded or quarantined. SLT to make 'fly/no fly' and travel decisions based on best available guidance such as government travel advice * Provide your journey and contact details when you travel to the UK to the Government and Sigma * Coronavirus regulations mean that you must self-isolate for 14 days if you return to the UK from a country outside the common travel area. The government is satisfied that it is now safe to ease these measures in England and has introduced travel corridor exemption for some countries and territories * Those not in the travel corridor exemption list you are not allowed to leave the place you are staying for the first 14 days you are in the 	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 in the UK	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"> * 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 and stagger seating * 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 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 BCPs and VPNs to provide assurance on capacity 	1	5	5	All colleagues	Following release of guidance and at regular intervals to refresh, when undertaking	On-going action

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Remote 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, a new continuous cough or a high temperature (37.8 C or more) or a loss of, or change in, normal sense of taste or smell (anosmia) * 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 at least 2m/6 feet distance * 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 site 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 * Sigma policies and insurances checked to ensure the necessary cover is in place e.g. business interruption policies have an extension which includes losses arising from a notifiable disease (if the rest of the policy conditions are met / no applicable exclusions) * In the event of this cover, each policy will have its own definition of what qualifies as a notifiable disease, the specific circumstances in which cover will apply, and any applicable exclusions. The inclusion on the list of Covid-19 as a notifiable disease will allow this trigger to occur * Commercial insurance policies provide cover against a wide range of risks, that can be tailored to the needs of individual businesses, including extensions to cover. We will check the scope of our cover, and speak to our insurance adviser or broker * It may be possible to buy consequential business interruption cover for notifiable diseases as an extension to a business insurance 	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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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	* 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
Impact on construction contracts		Reliance on worldwide resourcing, any effects on shipping and transport throughout Europe and beyond are likely to see knock-on effects on the availability and price of goods and materials on site. On site labour is critical and may also be in short supply. Delays on existing construction projects.	Y	Y		4	5	20	* Review of all contracts to be undertaken * Construction contracts should allow the agreed construction period to be extended where there is a delay that is not our fault; an extension of time (EOT) * Responsibility lies with Sigma to give written notice, flagging up the Relevant Event that has caused, or is likely to cause, the delay * Such notice will be given as soon as practically possible when a period of delay is anticipated * We shall award a "fair and reasonable" extension of time in cases where Relevant Events, including force majeure, are likely to cause a delay to the agreed Completion Date * We will demonstrate the effect of any coronavirus related delay on the "critical path" of the project, and support its claim with adequate evidence * Further, a delay to a project caused by force majeure may also give rise to grounds for termination. Where a force majeure event has	1	5	5	All line managers and SLT	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
Impact on business contracts		Interruption in our supply chain component factory closed, or our goods are stuck in a quarantined ship, or because our logistics firm is unable to transport them. Unable to provide a service because colleagues numbers are depleted.	Y	Y		4	5	20	* Review of all contracts to be undertaken * Is there a force majeure clause which anticipates events that might prevent, hinder or delay performance of the contract * Even if there is no applicable force majeure clause, it will still be possible in many cases to work out from the contract which party has to bear the risk that performance will be more difficult and expensive * If not, check whether the contract has been "frustrated" under general contractual rules * Thought will be given to which particular country's law governs the contract * Across the jurisdictions of the UK, the bar for frustration is set high. If the contract is ultimately held to have been frustrated, this will release the parties from their obligations, although we may have to	1	5	5	All line managers and SLT	Following release of guidance and at regular intervals to refresh, when undertaking tasks	On-going action
New contracts		Business continuity, if performance is affected by the coronavirus new awards may not arrive. Client confidence impacted	Y	Y		4	5	20	* We will be prudent across all sectors and review contractual terms and think about whether force majeure provisions are sufficient * In particular, we will consider incorporating provisions into contracts which fairly apportion the risk of potential delays * With the spread of coronavirus rising/changing at a rapid rate, we will review the potential implications regularly	1	5	5	All line managers and SLT	Following release of guidance and at regular intervals to refresh, when	On-going action

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	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	* 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.	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	* 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.

Date	Name (Print)	Signature	Mandatory Sigma site SHEQ awareness training/inductions completed (Y/N)?

Please see 'PPE Requirements' tab for details of the personal/respiratory protective equipment you may require