



Document  
 Title Heightened Capacity On-Site Work (COVID-19)  
 Author Group Head of H&S and Facilities  
 Version 1.4

**Site:** All Sumo sites

**Activity:** On-Site Working During COVID-19

**Date of Last Review:** 19/04/21

**Assessor:** C Denham/A Ward

**Employee representative:** \_\_\_\_\_

- Notes:**
1. Gravity assumes that employees are likely to touch their face at some point during the day
  2. Employees must receive recorded briefing of risk assessment controls
  3. Existing risk assessments remain active in addition to this document

**COVID-19 Specific Controls for reintroduction of employees to all sites (Controls MUST be monitored)**

		Uncontrolled Risk		Controlled Risk
Hazard	Contact Risk	Risk	Mandatory Controls	Risk
Infectious person on site	<p>Employee may come into close contact (&lt;2m) with any other employees working seated at allocated desks</p> <p>Employees may be asymptomatic carriers unaware that they are infectious</p> <p>Potential for inhaling airborne droplets containing COVID-19</p> <p>Potential for contaminated surfaces to spread Covid-19 via fomite transmission</p>	<b>Excessive</b>	<p>2m distancing between employees briefed by line managers of staff on site and supported by signage on site</p> <p>Desks to be checkerboarded (all desks adjacent to an employee to be left empty) and reallocated as required. Employees should be seated no less than 2m apart at all times.</p> <p>Plan layouts to minimise the need for employees to pass within 2m of each other to access desks. Screen where this cannot be achieved</p> <p>Risk Assessment Checklists must be signed off and controls implemented as far as reasonably practicable. Each studio must ensure that these controls are reviewed regularly</p> <p>Where a staff member suspects that they are experiencing symptoms of COVID-19, has been for a test, has been in contact or lives with anyone who has experienced symptoms, or for any reason thinks they are at high risk of transmission, then they must inform their line manager immediately and stay at home until further information of their circumstances or medical advice has been given</p>	<b>Low</b>



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Infectious person on site	<p>Employee may come into close contact (&lt;2m) with other employees while moving uncontrolled around the site or when team handling</p> <p>Employees may be asymptomatic carriers unaware that they are infectious</p> <p>Potential for inhaling airborne droplets containing COVID-19</p> <p>Potential for contaminated surfaces to spread Covid-19 via fomite transmission</p>	<b>Excessive</b>	<p>Personal face coverings that can be washed at home are recommended, but disposable masks should also be stocked as a precaution. Personal face coverings must be worn in designated areas, or at times when 2m distancing is not possible</p> <p>Face coverings to be provided across all sites, readily available to any staff who might find themselves without a personal mask</p> <p>Create one-way access or define one-way right of way at pinch points, require face coverings to be worn where this is not practical</p> <p>Employ 'Entrance Only', 'Exit Only' points to combat access/egress pinch points</p> <p>Define 2m spacing using floor markers in areas where employees are likely to congregate e.g. entrance corridors, kitchens etc</p> <p>Max of one occupant in a server or storage room, or any room signed as single occupancy at any time. If twoperson work is required in these spaces, face coverings must be worn and work limited to 15 minutes</p> <p>Staff should work from home as a default and only work in the office on a request or need basis</p> <p>All meeting rooms should be checked for maximum occupancy and signed at the entrance. Meeting rooms that do not have fresh air mechanical ventilation must have a door or window wedged open when in use.</p>	<b>Low</b>
Infectious person on site	Employee may come into close contact (<2m) with other employees while using shared facilities such as canteens, kitchens, or toilet facilities	<b>Excessive</b>	<p>Limit kitchens to one in, one out system where a space <math>\geq 2.5m^2</math> is not provided</p> <p>Require face coverings in enclosed kitchen areas that cannot be restricted to a one user system</p> <p>Define 2m spacing using floor markers in kitchens where they cannot be closed</p> <p>Restrict toilet occupancy to one person at a time. Implement low/no-touch occupancy notices. Where possible, issues 'occupied' signs or tokens on toilets to aid in one in, one out policy</p>	<b>Slight</b>



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			<p>Where toilets cannot be restricted in this way due to site demand, some cubicles, sinks and urinals should be closed to create a 2m gap between them and face coverings must be worn by users.</p> <p>Provide cleaning kits and hand sanitiser at kitchens and toilets</p>	
Surfaces/Items potentially contaminated by COVID-19	<p>Contact with contaminated items/surfaces (e.g. shared tools or equipment, door handles)</p> <p>Contact with high-touch equipment (e.g. printers, water coolers)</p> <p>Contact with hard surfaces where contamination is unknown (e.g. other staff desks)</p> <p>Limited resources available for dedicated cleaning during the day</p>	High	<p>Ensure cleaning kits are available throughout the studio:</p> <ul style="list-style-type: none"> <li>- Latex-free gloves</li> <li>- 70% alcohol hand gel</li> <li>- Anti-bacterial cleaning spray or wipes</li> <li>- Paper towels</li> </ul> <p>N.B. A list of acceptable PPE is found on the risk assessment check sheet</p> <p>Provide additional cleaning kits at commonly used areas e.g. Reception, IT office, water coolers</p> <p>Discourage use of printers and shared kitchen equipment</p> <p>Daily full clean of the building(s) being used by any employees</p> <p>Cleaning schedules to be assessed by studio management and arranged in accordance with site visits. Cleaning should be twice a day minimum</p> <p>Studios should operate a clear desk policy at the end of each day to allow for adequate cleaning</p> <p>Provide adequate soap and antibacterial hand gel. Management must encourage regular hand washing</p> <p>Ensure suitable, government-issued Covid guidance is on display at regular intervals throughout the building</p>	Low
Potentially contaminated items	Employees may need to handle items that have recently been touched by another employee	High	Wear gloves for team handling and when working in areas where accidental contact with a lot of surfaces is likely (e.g. comms cabinets, parcel rooms)	Low



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	<p>Employees may need to handle items where it cannot be ascertained if they were recently used by another</p> <p>Employees may need to participate in team handling of large or bulky items</p>		<p>Ensure adequate stocks of PPE are contained and managed within the building</p> <p>Wash and dry hands before putting on gloves</p> <p>Provide disposable paper towels for hand drying and cleaning, do not offer material cloths/towels</p> <p>Do not share hand tools, office equipment etc</p> <p>Wipe equipment before and after handling</p> <p>Designate drop off points for IT kit issued to employees working outside of the studio. Make cleaning equipment available throughout the building and at all drop off points</p>	
Customer / Suppliers & Public visitors	Visitors will not be aware of controls on site	High	<p>Should visitors be required to come to site, they must be attended by their host throughout the visit. Social distance should be encouraged at all times</p> <p>Visitors must sign in for contact tracing purposes</p> <p>Visitors, when being shown around site, should be encouraged to wear face coverings</p> <p>Any visitor to site can only be planned with permission of a studio director</p> <p>Require non-contact deliveries and clean received items before handling</p> <p>Require delivery staff to remain outside the building and at 2m distance</p> <p>Where practicable, set up drop off points with cleaning stations for all deliveries and couriers</p>	Low
Contractors	Contractors may not be aware of controls in place on site (but are likely to be aware of their own company's controls)	High	Contractors must be briefed on Sumo controls and submit their own site risk assessments before being allowed on site	Low



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	Employees and contractors may be exposed following noncompliance with controls		<p>Staff must be made aware of contractors on site and where they will be. Contractors should not be booked to work in areas where staff are working and staff should avoid contractor work areas as much as possible</p> <p>Organiser of works should ensure that their contractors carry out due diligence with regards to Covid controls</p>	
Vulnerable Workers	<p>Any worker denoted as vulnerable (through pre-existing conditions, or who resides with a high-risk person etc) is at increased risk from contraction of Covid-19.</p> <p>Critically Extremely Vulnerable Persons</p>	High	<p>Priority must be given to continued working from home for all vulnerable workers and workers cohabiting with other vulnerable people</p> <p>Any request to return to the studio from a vulnerable worker must be undergo a risk discussion on a case-by-case basis before they return</p> <p>Line managers should ensure contact is made regularly to address any concerns which could arise regarding the safety and wellbeing of the vulnerable person</p> <p>Any person considered 'critically extremely vulnerable' should seek advice from a doctor, as well having an individual assessment carried out, prior to their return to work</p>	Low
Emergency Procedures	In the event of an emergency on site, such as a fire or severe accident, could aid the spread of infection through sudden congregation of persons on site.	High	<p>Emergency evacuations must take precedent over social distancing controls to ensure the safety of employees. In the event of any emergency such as a fire, ensure all are present before attempting to maintain any Covid controls. All usual emergency procedures and controls should be checked prior to reintroduction of staff to sites.</p> <p>Reintroduced staff to site must include:</p> <ul style="list-style-type: none"> <li>At least one fire marshal per 20 persons</li> <li>At least one appointed first aider per 25 persons</li> </ul> <p>Where these cannot be placed on site, online training should be provided to ensure an appointed person can be on site during work hours</p> <p>Evacuation points are outside the building, reducing the risk of contracting COVID-19 during the temporary closer contact of the evacuation</p>	Low



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Heightened Capacity of Employees on Site	Greater numbers of staff and any other persons on site under relaxed guidance presents a heightened risk of spread of infection.	Excessive	<p>Staff encouraged to work from home. Reintroduction of staff only for essential work that cannot be done from home, and for those who cannot work effectively from home. Any such reintroduction should be thoroughly assessed and approved beforehand</p> <p>Prior to reintroducing staff to site, plans should be in place to ensure that any staff instructed to return are socially-distanced as far as reasonably practicable. Floor plans and office layouts should be altered in accordance with the risk assessment, checklist, and consultation, and any engineering controls (e.g. shields, altered access/egress points) should be in place before re-opening</p>	Low
Statutory Inspections: <ul style="list-style-type: none"> <li>Legionella</li> <li>Fire safety systems</li> </ul>	Regular statutory checks may have lapsed prior to reopening of premises, giving potential for (in the case of legionella) presence of contaminated water systems, (in the case of fire) unmaintained fire evacuation systems and unsuitable fire-fighting equipment	Excessive	All statutory checks should be carried out by usual methods (e.g. external service providers) prior to opening premises to staff. Any works should be pre-approved and planned in accordance with the measures in this risk assessment	Low
Staff Site Visits	Inadequately planned trips to site during tighter covid measures or lockdowns could increase spread of virus	High	<p>Any short visits to site should be approved by a studio director. COVID controls as outlined in this document must be observed.</p> <p>Any site visits should be considered for their criticality, and avoided where possible</p>	Low
Contact Tracing	Any personnel on-site must be contactable under laws regarding track and trace	High	Any staff on site must be logged on a weekly record, alongside regularly updated records of the previous 21 days' staff and visitors (regardless of the brevity of the visit) on site	Low
Lateral Flow Testing	Personnel visiting site or joining support bubbles may be positive carriers of covid, asymptomatic, or show no symptoms	High	<p>Anyone visiting a site for any reason must be asked to voluntarily confirm a negative lateral flow test result taken up to 72 hours before they visit the site</p> <p>Employee (only) results should be logged and retained in accordance with information security procedures</p> <p>Where a visitor or employee does not want to take a test or provide a result, alternative provisions should be considered so that the person does not need to visit the site if possible</p>	Moderate



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			Negative lateral flow test results must not be used as a basis for relaxing other COVID-secure measures	

Although controls have been put in place to minimise, as far as reasonably practicable, the spread of Covid-19 across Sumo premises, we should adopt a flexible approach to employee wellbeing, and any concerns or issues arising from our employees should be discussed as urgently as possible between management and the EHS dept. to ensure we create as safe a working environment as possible.