



Document
 Title Heightened Capacity On-Site Work (COVID-19)
 Author Group Head of H&S and Facilities
 Version 1.2

Site: All Sumo sites

Activity: On-Site Working During COVID-19

Date of Last Review: 15/10/20

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 (<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> | Excessive | <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>Reintroduce employees after all measures set out in Risk Assessment Checklist have been implemented as far as reasonably practicable</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> | Low |



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| Hazard | Contact Risk | Risk | Mandatory Controls | Risk |
| Infectious person on site | <p>Employee may come into close contact (<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> | Excessive | <p>Masks to be provided across all sites, readily available to any staff who choose to wear them. Personal and disposable masks are encouraged to be used by staff but are not a mandatory requirement</p> <p>Create one-way access or define one-way right of way at pinch points</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, meeting, or storage room at any time</p> <p>Require non-critical staff to work from home</p> <p>Fresh air ventilation should be ensured as far as reasonably practicable throughout studios. However – internal, rated fire doors without specific alarm activated closing mechanisms should not be wedged open</p> | Low |
| Infectious person on site | <p>Employee may come into close contact (<2m) with other employees while using shared facilities such as canteens, kitchens, or toilet facilities</p> | Excessive | <p>Limit kitchens to one in, one out system where a space $\geq 2.5m^2$ is not provided</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> <p>Provide cleaning kits and hand sanitiser at kitchens and toilets</p> | Slight |
| 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> | High | <p>Provide all staff with their own cleaning kit:</p> <ul style="list-style-type: none"> - Latex-free gloves - 70% alcohol hand gel - Anti-bacterial cleaning spray or wipes - Paper towels <p>N.B. A list of acceptable PPE is found on the risk assessment check sheet</p> | Low |



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| | <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> | | <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 as employee base</p> <p>Staff to clean surfaces before and after contact as they move around the site</p> <p>Provide soap and antibacterial hand gel. Managers must encourage regular hand washing.</p> <p>Ensure suitable, government-issued Covid guidance is on display at regular intervals throughout the building</p> | |
| Potentially contaminated items | <p>Employees may need to handle items that have recently been touched by another employee</p> <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> | High | <p>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).</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. Make cleaning equipment available throughout the building and at all drop off points</p> | Low |
| Customer / Suppliers & Public visitors | Visitors will not be aware of controls on site | High | 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 | Low |



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| | | | <p>Visitors, when being shown around site, should be encouraged to wear face masks and gloves.</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> | |
| Contractors | <p>Contractors may not be aware of controls in place on site (but are likely to be aware of their own company's controls)</p> <p>Employees and contractors may be exposed following noncompliance with controls</p> | High | <p>Contractors must be briefed on Sumo controls</p> <p>Contractors must submit their own site risk assessments before being allowed on site</p> <p>Staff must be made aware of contractors on site and where they will be</p> <p>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> | Low |
| Vulnerable Workers | <p>Any worker denoted as vulnerable (through pre-existing conditions, who reside 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</p> <p>Any request to return to the studio from a vulnerable worker must be undergo a risk assessment 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 |



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| 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 | 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. Reintroduced staff to site must include: <ul style="list-style-type: none"> At least one fire marshal At least one first aider Where these cannot be placed on site, online training should be provided to ensure an appointed person can be on site during work hours | Low |
| 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 | Prior to reintroducing staff to site, plans should be in place to ensure that any staff instructed to return are segregated 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 | Low |
| Statutory Inspections: <ul style="list-style-type: none"> Legionella Fire safety systems | 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 | Low |

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.