



Document  
 Title Heightened Capacity On-Site Work (COVID-19)  
 Author Group Head of H&S and Facilities  
 Version 1.5

**Site:** All Sumo sites  
**Activity:** On-Site Working During COVID-19  
**Date of Last Review:** 11/10/21  
**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            |
| COVID-19 virus brought to the site by an asymptomatic carrier | <p>A person carrying COVID but with no symptoms may enter the site and encounter staff or visitors.</p> <p>Vaccinated individuals (staff, public and young persons) on site may contract COVID from an asymptomatic carrier and develop serious symptoms.</p> <p>Unvaccinated groups may also come into contact with an asymptomatic carrier.</p> <p>Depending on the individual's personal health and vulnerability, outcomes from contracting COVID-19 may be severe or fatal.</p> <p>Outcomes are likely to be more severe for vulnerable and/or unvaccinated persons.</p> | Excessive         | <p><b>Lateral Flow Testing</b><br/>           Employees and visitors (except deliveries/collections) must take a lateral flow test before attending the studio. Evidence of a negative test must be recorded by the studio.</p> <p>Tests must be taken EITHER less than 24 hours before attending OR twice per week (Sunday &amp; Wednesday) for individuals attending more than once per week.</p> <p>Employees who receive a positive lateral flow result must not visit Sumo facilities until they have completed a PCR test and complied with guidance following the PCR result.</p> <p><b>Minimise Contact Transmission</b><br/>           1.5 metre social distancing must be enforced throughout the studio</p> <p>Desk, break-out and meeting room seating should be spaced at 1.5m</p> <p>Meeting room capacities based on 1.5m seating distancing must be signposted outside the room</p> <p>Equipment (e.g. stationery, peripherals) should not be shared, or should be cleaned between users</p> | Low             |



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| Hazard | Contact Risk | Risk              | Mandatory Controls   | Risk            |
|        |              |                   | <p>Any enclosed areas (such as meeting rooms) where 1.5m distancing is not possible must be identified and closed OR signposted as single occupancy</p> <p><b>Maximise Ventilation</b><br/>           Ventilation must be increased using available methods at each site, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Adjusting HVAC settings to maximise fresh air exchange</li> <li>• Opening windows and doors in offices and meeting rooms</li> </ul> <p>Ventilation risks must be reviewed prior to staff returning. Rooms where ventilation is a concern should be monitored for CO2 concentrations and reviewed.</p> <p>Meeting rooms with no HVAC should be ventilated (door left open) for at least 5 minutes between uses if they cannot be left open for the duration of the meeting</p> <p><b>Face Coverings</b><br/>           Persons wishing to wear a face covering must be allowed to do so</p> <p>Face coverings must be worn in small rooms with high or unknown traffic, such as toilets and kitchenettes</p> <p><b>Enhanced Cleaning</b><br/>           All areas of the studio should be cleaned in accordance with UK Government guidelines for <a href="#">“cleaning in non-healthcare settings outside the home”</a></p> <p>Sites should be cleaned in full either at the beginning or end of the working day including all shared surfaces, door and cupboard handles/push pads.</p> <p>Studios must minimise the number of personal belongings left on desks that prevent cleaning. A full clean desk policy is recommended.</p> <p>Frequently touched surfaces and equipment including, but not limited to, kitchen counters, door handles, kettles, water dispensers should be cleaned at least twice per day.</p> |                 |



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| Hazard  | Contact Risk  | Risk              | Mandatory Controls  | Risk            |
|   |   |                   | <p>Meeting room furniture and equipment (desks, peripherals, chair arms etc.) should be cleaned between uses by different teams</p> <p>Where possible, employees should clean surfaces or equipment immediately after use</p> <p><b>Support Test &amp; Trace</b><br/>           Studios must maintain a register of all staff, visitors and contractors every day and retain records for 30 days</p> <p><b>Hygiene</b><br/>           Provide hand sanitiser (80% ethanol or 75% isopropyl alcohol) at studio entrances and in common areas.</p> <p>Ensure that the need for hand hygiene is regularly communicated</p> |                 |
| <p>COVID-19 risks present in areas outside Sumo control</p> <p>e.g. landlord-controlled areas</p> | <p>Vaccinated individuals (staff, public and young persons) on site may contract COVID in areas outside of Sumo's direct control, such as lifts or lobby areas.</p> <p>Unvaccinated groups may also come into contact with an asymptomatic carrier.</p> <p>Depending on the individual's personal health and vulnerability, outcomes from contracting COVID-19 may be severe or fatal.</p> <p>Outcomes are likely to be more severe for vulnerable and/or unvaccinated persons.</p> | <b>Excessive</b>  | <p><b>Landlord Control</b><br/>           Confirm that the landlord/building management has a risk assessment and controls to minimise the risk of COVID in common areas</p> <p>Studios must brief employees on all controls relevant to common areas</p> <p>Employees must follow all landlord COVID controls when in common areas</p>   | <b>Low</b>      |