COMESA IDEA PROJECT - INFRASTRUCTURE AND LOGISTICS DIVISION

ENVIRONMENT, SOCIAL, SAFETY AND HEALTH RISK REGISTER - **PROJECT COORDINATION UNIT**

No.	Identified	Risk description	Risk category	Root causes to the risk	Consequences of the risk	Impact	Likelihood	Inherent risk	Current business processes / controls in place to manage the risk	Risk owner	Perceived control	Residual risk rating	Urgency	Mitigating action plans to further address the residual risk exposure / risk of controls	Action owner	Target date for completion	Action status	Link to risk register	Link to opportunities
1	COMESA-SEA-P04	Project staff may experience ergonomic-related musculoskeletal disorders (MSD), including neck pain, lower back pain, carpal tunnel syndrome, and work-related injuries, due to poor workstation setup.	Ergonomics	Prolonged workplace use, poor workstation ergonomics, repetitive tasks, and the use of workstations/chairs in inadequately adjusted office spaces.	Reduced employee well-being, productivity, and occupational health.	Low	Likely	Moderate	Workplace wellness and ergonomic risk management, desk setup/training, and work breaks. Ergonomic training, desk and office chairs, and adequate office furniture.	C&A Experts	Satisfactory	Moderate	High	Conduct ergonomic assessments and ergonomic training for staff, ensure proper workstation setup, and encourage regular breaks and exercises.	Project Coordination Unit	12 months	In progress	Yes	Yes
2	COMESA-SEA-P04	Project staff may experience eye strain, visual fatigue, headaches due to screen use, and reduced productivity.	Health	Prolonged computer screen use, poor lighting conditions, inadequate breaks from screen use, overworking, and failure to take regular visual rest breaks.	Reduced employee well-being, productivity, and occupational health.	Moderate	Likely	Moderate	Regular office maintenance is conducted, including timely repairs of electrical systems, lighting, and other facilities, and procurement of modern computers, office facilities, and consumables. Staff are encouraged to report issues promptly to ensure a safe and comfortable working environment.	C&A Experts	Satisfactory	Moderate	Medium	Enforce computer ergonomics and visual display screen (VDS) awareness, including proper screen positioning, lighting, and regular breaks. Provide computer screening, eye exams and corrective use, when necessary. Encourage staff to take regular breaks and practice the 20-20-20 rule to prevent eye strain. Set reminders to promote regular breaks. Use of computer glasses.	Project Coordination Unit/Safety Manager	6 months	In progress	Yes	Yes
3	COMESA-SEA-P04	Stressed workcaused stressand mental fatigue for Project staff	Health	Tight project deadlines, excessive screen operating, unrealistic expectations, poor time management, interpersonal conflicts, lack of support, and dissatisfaction associated with project funding, and excessive workload. Occasional levels of workcaused stress and mental fatigue.	Reduced employee well-being, productivity, and occupational health.	Moderate	Likely	Moderate	Workplace culture that supports physical and mental wellbeing	Human Resources	Satisfactory	Moderate	Medium	Enforcing workplace and behavioral support systems, creating incentives and encouraging staff participation in wellness activities, and promoting work-life balance, stress management, and active support from management.	HR Director	3 months	In progress	Yes	Yes
4	COMESA-SEA-P04	Increased risk of musculoskeletal disorders, fatigue, and other adverse health effects in Project Staff	Health	Limited physical activity, Prolonged sitting due to desk-bound activities.	Reduced overall wellbeing	Moderate	Likely	Moderate	Mental health and wellbeing programs	Human Resources	Satisfactory	Moderate	Moderate	Enhance mental health and wellbeing programs	HR Director	12 months	In progress	Yes	Yes
5	COMESA-SEA-P04	Increased risk of Pregnancy Unsteps Infectionsfor Project Staff	Health	Bacterial infections spreading in shared office environments, Poor sanitation systems	Reduced well-being	Low	Unlikely	Low	Regular cleaning and disinfection of office facilitiesand equipment, Promotion of personal hygiene practices among staff, Provision of hand sanitizers and clean washrooms	Project Coordinator	Satisfactory	Moderate	Low	Enhance good hygiene and communicable disease prevention practices among staff with Provide adequate handwashing facilities and clean washrooms	Facility Manager	12 months	In progress	Yes	Yes
6	COMESA-SEA-P04	Risk of laboured injuriesin slippery surfaces	Safety	Wet floors due to cleaning activities or rain water, Absence of slip-resistant mats at the entrance, Poor lighting in certain areas, Lack of caution signs to alert staff and visitors to slippery surfaces, Uneven flooring	Injuries	Moderate	Likely	Moderate	Cleaning supervisor personnel are instructed to place caution signs during cleaning activities, Entrance mats are placed to encourage employees to dry footwear, Promptly clean and dry spills and wet areas, Regular inspection and housekeeping and workplace inspection programs	C&A Experts	Satisfactory	Moderate	Moderate	Ensuring Proper Foot Care, Daily Inspection, Provision of Suitable Footwear, Training and Awareness, Use of Protective Gear, Immediate Reporting and Treatment	Facility Manager	12 months	In progress	Yes	Yes
7	COMESA-SEA-P04	Risk of Injury, fall, unsettled stands and fire hazards	Safety	Office personnel may be exposed to slip, trip, fall hazards, unsettled stands, and fire hazards due to poor housekeeping practices, inadequate safety measures, and lack of awareness among staff.	Injuries	Moderate	Likely	Moderate	Effective safety management systemsis passed equipment maintenance, Regular inspections and maintenance of electrical equipment, cables, and connections.	C&A Experts	Satisfactory	Moderate	Moderate	Ensure personnel's workplace, Hazardsand to identify and address potential hazards, Implement safe work practices, such as proper lifting techniques and avoiding overloading of extension cords, Maintain clean and housekeeping and workplace safety measures, Train employees on emergency response procedures, including fire evacuation and first aid.	Facility Manager	12 months	In progress	Yes	Yes
8	COMESA-SEA-P04	Health risksassociated with exposure to viral (Polio) or Polio-like viral diarrheal illness	Health	Poor sanitation facilities, recreational activities, poor hygiene practices, and inadequate water treatment in natural resources, and other outbreak contexts.Diarrheal virus infection or outbreak may also occur in areas with poor water quality and unsafe health risksand disposal.	Reduced overall wellbeing	Moderate	Likely	Moderate	Improvements in project WASH and Human Unions for Scheduling and Maintenance of Water Supply Facilities, Including regular facilitating maintenance areas using Sanitary partitioning, or Implementing Water Safety Plans to ensure safe water supply after humanitarian activities, Regularly clean and disinfect shared surfaces and equipment, Enforce personal hygiene practices among staff, including proper handwashing techniques, Provide adequate handwashing facilities and clean washrooms	C&A Experts	Satisfactory	Moderate	Moderate	Ensure personnel's workplace, Hazardsand to identify and address potential hazards, Implement safe work practices, such as proper lifting techniques and avoiding overloading of extension cords, Maintain clean and housekeeping and workplace safety measures, Train employees on emergency response procedures, including fire evacuation and first aid.	Facility Manager	12 months	In progress	Yes	Yes
9	COMESA-SEA-P04	Project staff may be exposed to slip/trip/fall accidents, fire hazards, and equipment damage due to inadequate workplace safety and housekeeping practices, electrical wiring, and unsafe maintenance of electrical equipment	Safety (Electrical Safety)	Electrical faults, Overloaded outlets, Inadequate fire detection and suppression systems, Poor emergency preparedness and housekeeping practices.	Injuries	Moderate	Likely	Moderate	Implementation of safety management systems from the project supply before maintenance, Implement lockout/tagout procedures to prevent accidental startup of equipment, Use authorized personnel for perform electrical maintenance, Use personal protective equipment (PPE), Use personal protective equipment (PPE), Inspect equipment before maintenance activities, Maintain clear access to electrical panels and emergency equipment, Ensure fire safety equipment, Instructionand and Safety Training and assessment skills are clear	C&A Experts	Satisfactory	Moderate	Low	Ensure proper and safe electrical maintenance practices, including lockout/tagout procedures, Provide regular training and awareness sessions on electrical safety, fire prevention, and emergency response procedures, Conduct regular inspections of electrical equipment, wiring, and fire safety systems, Maintain clear access to electrical panels and emergency equipment, Develop and implement a comprehensive safety management plan, including risk assessment and mitigation strategies	Facility Manager	12 months	In progress	Yes	Yes
10	COMESA-SEA-P04	Project personnel to be exposed to risk associated with theft, loss or unauthorized access to sensitive project information, data breaching, or data breaches, financial loss, operational disruption and reputational damage.	Security	Theft of laptops and confidential information	Loss of property, breaks and unauthorized Information Disclosure	Moderate	Likely	Moderate	Restricted access office premises through access control measures, Use of secure storage facilities, such as safes, with dual-control authorization for critical documents, Implementation of data encryption and secure data transfer protocols, and cybersecurity protection measures, Locks offices, cabinets and storage areas containing confidential documents.	IT Officer, Security Officer	Satisfactory	Moderate	Moderate	Implement effective physical security, information security, and cybersecurity measures to safeguard project assets and sensitive information.	IT Officer, Security Manager	12 months	In progress	Yes	Yes
11	COMESA-SEA-P04	Increased energy consumption leading to GHG emissions.	Environmental	Office operationsincludes the use of computers, lighting, and heating/cooling systems, Inefficient office/incubation systems, which increase electricity and contributes to greenhouse gas emissions.	Increased Carbon Footprint	Low	Likely	Low	Appliances and Energy efficiency and conservation programme	Facility Manager	Satisfactory	Low	Low	Regularly review and update as the energy efficiency programme	Facility Manager	12 Months	In progress	Yes	Yes
12	COMESA-SEA-P04	Increased generation of Greenhouse Gas(GHG) Emissions.	Environmental	Inadequate use of alternative energy (e.g. PMU staff can commute in a petroleum gas-powered bus, Inadequate energy conservation, and environmental measures, Inefficient energy use in office operations)	Increased Carbon Footprint	High	Likely	Low	Effective travel planning and the use of virtual communication technologies	Project Coordinator	Satisfactory	Low	Low	Regular have purchased GHG use of virtual communication technologies	Director	12 months	In progress	Yes	Yes
13	COMESA-SEA-P04	Improper disposal of waste (hazardous & non-hazardous) leading to environmental contamination	Environmental	Office activities generate paper waste, used printer cartridges, packaging materials, and general office waste, Inadequate waste segregation and disposal practices, and environmental impacts if not properly managed.	Environmental pollution	High	Likely	Low	Paperless working practicesand problem document management systems Encourage double-sided printing and reduce paper use, Recycling bins are provided for paper waste, plastics, and electronic waste, and partners waste management companies are engaged to collect and dispose of recyclable materials and hazardous waste, Maintain detailed waste records and invoices.	C&A Experts	Satisfactory	Low	Low	Conduct periodic assessments and audits to identify areas for improvement in waste management practices, Provide training and awareness sessions for staff on proper waste segregation, recycling, and disposal procedures, including hazardous waste, Develop and implement a comprehensive waste management plan, including waste minimization, segregation, recycling, and disposal procedures, Maintain detailed records of waste generation, Ensure fire safety equipment, Instructionand and Safety Training and assessment skills are clear	C&A Experts/ Facility Manager	12 months	In progress	Yes	Yes
14	COMESA-SEA-P04	Environmental pollution from improper Disposal of Obsolete Electronic and Electronic Equipment (Computers, Printers, Monitors)	Environmental	Disposal of Obsolete Electronic Equipment (Computers, Printers, Monitors, and Other Electronic Devices)	Environmental pollution	Low	Likely	Low	Financial Management Manual (2019) which remains Financial and Administrative Policies no. 10, no asset disposal shall be undertaken without the approval of the Asset Register, replacement and disposal of the Fixed assets within COMESA including surveys and other solutions	Asset Manager	Partially Satisfactory	Low	Low	Develop and implement a comprehensive E-waste Disposal Standard Operational Procedure (SOP) to ensure the monitoring of electronic equipment to facilitate proper and safe disposal/recycling	ICT Experts	6 months	Planned	Yes	Yes
15	COMESA-SEA-P04	Inefficient waste use in office kitchens, washrooms, and other facilities	Environmental	Work overlaps may reach from lacking resource coordination, Lack of awareness regarding water conservation, lack of user awareness regarding water conservation, Inefficient water fixtures(leaky taps and faulty toilets), Inadequate maintenance routines, and non-compliance with organizational sustainability	Increased water consumption and unnecessary water wastage in offices and washrooms, dissatisfaction impacts, Increased water bills due to inefficient water use, and non-compliance with organizational sustainability	Low	Likely	Low	The organization conducts routine maintenance of water fixtures and plumbing systems to prevent leaks and waste, including taps, and promptly addresses any issues identified. Staff are encouraged to report water-related problems and participate in water conservation initiatives.	Facility Manager	Satisfactory	Low	Low	Implement staff sensitization and awareness programs	ICT Experts	3 months	Complete	Yes	Yes
16	COMESA-SEA-P04	Project staff, consultants, trainers, and visitor workspaces (external or internal) may be exposed to Sexual Exploitation, Abuse, and Harassment (SEAH) in the workplace or during workcaused interactions.	Social	Inadequate awareness of SEAHamong some staff, power and authority, weak reporting and grievance mechanisms, cultural and gender norms, Inefficient monitoring and supervision of staff and visitors in the workplace, and poor workplace environments.	Reduced employee well-being, increased Health Risk for the victims	Moderate	Likely	Moderate	Workplace SEAH SEAH Action Plan, SEAH Code of Conduct, Policy on SEAH Prevention	C&A Experts	Satisfactory	Low	High	Ensuring that SEAH prevention through regular monitoring, including surprise visits, feedback and complaints, and the prompt, confidential and victim-centered reporting channels, protect staff, consultants, trainers, and visitors from SEAH, and that any incidents are addressed promptly and effectively	ICT Experts	3 months	Planned	Yes	Yes
17	COMESA-SEA-P04	Project staff, consultants, trainers, and visitor workspaces (external or internal) may be exposed to Sexual Exploitation, Abuse, and Harassment (SEAH), including sexual exploitation, sexual abuse, and other workplace misconduct that can occur in the workplace, during workcaused interactions, or during workcaused activities, or other unfamiliar settings.	Social	Lack of awareness of diversity, equity and inclusion (DEI) principles among staff, Inadequate policies and procedures to prevent and address SEAH, Power imbalances between staff, consultants, and visitors, Cultural and gender norms that perpetuate SEAH, Inadequate reporting mechanisms, and poor workplace culture.	Reduced staff morale, employee turnover, and decreased productivity, Damage to the workplace reputation, Legal liability and financial losses, Decreased trust among staff, consultants, and visitors, Negative impact on the workplace environment, and Loss of talent and expertise.	Low	Likely	Low	Workplace GRM	Gender Specialist	Satisfactory	Low	Low	Strengthen diversity, equity and inclusion practicesthrough regular training and awareness programs for staff, consultants, and visitors, Establish a clear code of conduct that prohibits SEAH, Implement a confidential and accessible reporting mechanism for SEAH incidents, Conduct regular monitoring and supervision of workplaces, and Foster a culture of respect, inclusivity, and zero tolerance for SEAH.	Gender & Social Officer	3 months	In progress	Low (before full mitigation)	Yes
18	COMESA-SEA-P04	Project staff may be exposed to interpersonal conflicts and poor workplace relations.	Social	Poor communication, personality differences, unclear roles and responsibilities, and limited conflict resolution skills.	Reduced team work, delays, low productivity, poor decision-making, and reduced productivity.	Moderate	Likely	Moderate	Team meetings, Supervisory structure, Job descriptions, Formal performance appraisal	C&A Experts	Satisfactory	Low	Medium	Promote team-building and effective communication, clarify roles and responsibilities, and provide conflict resolution skills to address issues promptly, strengthen supervisory support.	ICT Experts	3 months	Planned	yes	yes
19	COMESA-SEA-P04	Project staff may be exposed to road traffic and vehicle-related hazards while attending official travel, assisting loading	Safety (Road)	Inadequate driver training, driver fatigue, speeding, distracted driving, poor vehicle maintenance, unsafe road conditions, and lack of awareness of defensive driving and safety procedures.	Serious injury or fatality, property damage, risk of psychiatric and/or physical disorders, loss of productivity, and liability, and reputational damage to the organization.	Moderate	Likely	Moderate	The organization uses licensed and authorized drivers, conducts routine vehicle inspections and maintenance, provides defensive driving training, and has a policy in place that sets limits for driving hours and requires regular breaks. Seat belts, first aid kits, fire extinguishers and impairment, survey planning and vehicle safety procedures.	Transport Manager	Satisfactory	Low	Low	Develop, implement and enforce a comprehensive road safety policy, including regular vehicle maintenance and inspections, driver training, and monitoring of driving behavior, ensure drivers are not driving while impaired or fatigued, and promote a culture of safety and responsibility among all staff members.	Transport Manager	3 months	Planned (before full mitigation)	Yes	Yes
20	COMESA-SEA-P04	Disclosure of confidential information	Data Protection	Unauthorized disclosure, Loss of sensitive information	Financial, reputational damage to the organization	Moderate	Likely	Low	Access controls and encryption of documents and data protection procedures	IT Specialist	Satisfactory	Low	Low	Ensure access and updating of documents and data protection procedures	IT Officer	3 months	In progress	Yes	Yes