

Task: Coronavirus Risk Assessment (Phase 1 Recovery) - Coronavirus risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice.							Completed by:					
Location:							Reviewed					
							Next Review					
No	Describe the Hazard	What is the Effect (Risk) from the hazard?	Who/what would be at risk	Likelihood x Severity = Uncontrolled Risk Factor / Rating				Control Measures	Likelihood x Severity = Controlled Risk Factor / Rating			
				L	S	RF	RR		L	S	RF	RR
	Transmission person to person (Offices)	Contraction of Covid-19 through droplets via coughing, sneezing and exhaling	Employees, Public, Contractors	4	3	12	Medium	<p>The approach for Siemens within offices remains working from home during the pandemic, as the first and most desirable option. Any visit MUST be authorised first by your Line Manager.</p> <p>For activities that need to be completed, and cannot done from home, site specific risk assessment must be completed to determine the most appropriate control measures to prevent exposure, considering the following (non-exhaustive):</p> <ul style="list-style-type: none"> - Social Distancing (>2m) must be maintained at all times this will be supported by floor and wall signs in the office to aid with distancing - Good personal hygiene to be maintained - Very low office occupancy, due to only essential work requiring office attendance - Avoiding face-to-face seating/use of shielding between opposing desks and communal areas, such as reception - Occupation allowing for 2m or more, in terms of rows and seats apart - Only one person in an lift at one time - Maximum occupancy is based on the available desk space - however the people coming into the office must meet the requirements of an assessment by their Line Manager - One-way flow of pedestrians at the front-end of floors 3 and 4, by the large kitchens - Kitchens on floor 3 are one occupant at a time (being mindful of 2m distance of people entering/leaving the kitchens) - Kitchen on floor 4 is two occupants maximum at a time (being mindful of 2m distance of people entering/leaving and moving around the kitchen) - Marking/barriers of public areas/lobbies/reception etc to maintain social distancing - Toilets ideally should be single occupancy at point of entry (i.e. from corridor) to maintain social distancing <p>Communication via Teams/Circuit meetings, email and printed media around site.</p>	2	3	6	Medium

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	Transmission from surfaces (Offices)	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose.	Employees, Public, Contractors	5	3	15	High	<p>Office use shall be restricted, given the above conditions and the below considerations:</p> <ul style="list-style-type: none"> - Increased cleaning regime by cleaning contractor, focussing on surfaces people touch - "hot spots" - desks, doors, counters, taps, switches, buttons etc. - Provision of hand sanitiser at strategic locations (e.g. access/egress points) - Desk sharing shall not be practiced - Same desk must not be used by different individuals in the same work day - Desk cleaning prior to use by the next person - Consideration is being given to anti-bacterial door handles/push plates for main entrance doors and fire doors - Individuals to bring their own keyboard and mouse to site - only monitors and laptop docking stations can be left on desks - Sanitising wipes are available across the office to clean down monitor and docking station buttons before and after use - Good hand hygiene must be maintained - Canteen areas remain off limits for communal eating of meals/breaks, but making of/collecting drinks remains available, with due regard to >2m distancing and cleaning regimes - Meeting rooms remain off-limits, with the following caveats: <ol style="list-style-type: none"> 1. Single use of the rooms by someone who needs to conduct a private phone call; no-one else to enter the room whilst in use 2. Meeting Rooms 1 or 2 used by a Mental Health First Aider to hold a discussion with someone seeking their support. A maximum of those 2 people in the room, with at least 2 meters distancing, and no-one else to enter the room whilst occupied 3. Meeting room 3 is used for the Siemens Real Estate-defined "Isolation room" as per current procedure <p>The building landlord (Knight Frank) will also have additional controls and signing in place, in the communal areas of Maple House - the car park, Ground floor, floors 1 and 2, and the toilet/communal areas at the front and back of floors 3 and 4. Please observe any such additional requirements - further information regarding these areas is in the final section of this assessment</p>	2	3	6	Medium	

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	Employee starts to show symptoms	Contraction of Covid-19	Employees, Public, Contractors	3	4	12	Medium	<p>Communication to employees that anyone showing symptoms such as higher temperature (they will know if they are hot to the touch on their chest or back) or new, persistent cough must self isolate as per Government requirements and inform line manager.</p> <ul style="list-style-type: none"> - Employee beginning to show symptoms whilst on site must immediately go home and inform line manager - If employee is too unwell to transport themselves, they must go to the designated site isolation room (meeting room 3) immediately without touching surfaces or breaking social distancing and inform management via mobile once in isolation room - Employee to list all the parts of the building they have been in - Arrangements to be made for their isolated exit from site - Sanitisation of areas employee has been in immediately - Employee must arrange for COVID-19 test via Government online portal (if eligible) and inform Line Manager of results 	2	4	8	Medium	
	Household member of employee contracts Coronavirus or is advised to self isolate	Contraction of Covid-19 from family member	Employees, Public, Contractors	3	4	12	Medium	<p>Self isolation of employee as per Government requirements. Inform line manager.</p>	1	4	4	Low	
	'Vulnerable' and 'Extremely Vulnerable' Employees and Household	Employees with certain existing conditions can be more acutely affected by Covid-19	Employees, Public, Contractors	3	5	15	High	<p>Communicate to employees that those defined as 'Vulnerable' and 'Extremely Vulnerable' by the NHS must work from home as per shielding advice given by the Government.</p> <p>Employees who share a household with anyone defined in the above categories must also work from home in line with shielding guidelines and inform their line manager.</p>	1	5	5	Medium	
	Contractors	Contractors contracting Covid-19 Contractors transmitting Covid-19	Employees	4	4	16	High	<p>Communicate the Covid-19 prevention measures ahead of attendance to site and repeat once on site immediately via induction. Provide contractors with the same control measures being afforded to employees on site. Essential contractor works only (e.g. to maintain legislative compliance of building services, production critical works etc)</p>	2	4	8	Medium	
	Visitors/Public Delivery Drivers	Visitors contracting Covid-19 Visitors transmitting Covid-19	Employees, Public, Contractors	3	4	12	Medium	<p>Eliminate any non-essential visits to Siemens locations.</p> <p>If essential, communicate Covid-19 prevention measures ahead of visit and repeat immediately at the point of entry to site.</p> <p>Delivery drivers have a right to use toilet at their destination. Covid-19 prevention measures shall be communicated to drivers if they request to use facilities and all prevention measures must be observed</p>	1	4	4	Low	

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	Travelling employees (abroad)	Transmission from members of the public via coughing/sneezing/exhaling	Employees	4	4	16	High	Avoid use of public transport (e.g. tube, buses) Ensure employees have alcohol based hand gel for regular hand sanitising Use Circuit wherever possible as an alternative to meeting face to face Before foreign travel check the following website for advice and guidance and ensure the need for travel is agreed with line manager https://new.siemens.com/uk/en/general/employee-updates.html Check the Foreign Office website for travel advice from the Government Employees should carry sanitising wipes to wipe down common areas when travelling by air or hire car.	2	4		Medium		
	Travelling employees (UK)	Transmission from members of the public via coughing/sneezing/exhaling	Employees	4	4	16	High	Only essential, business-critical travel is permitted (i.e. field service engineer visits) Avoid use of public transport (e.g. tube, buses). Individual means of transportation advised. One person per vehicle. Ensure employees have alcohol based hand gel for regular hand sanitising Use Circuit/Teams wherever possible as an alternative to meeting face to face	2	4	8	Medium		
	Mental Health	Effects on employee mental health if a case of Covid-19 is confirmed in the workplace Effects on employee mental health (loneliness, depression, cabin fever) if quarantined/ self-quarantined.	Employees, Public, Contractors	4	2	8	Medium	Clear and transparent communication with the workforce on developments with internal handling of the pandemic. Guidance on where to find information from the NHS, WHO, IOSH, HSE etc Reminders on EAP access and other support services, including Mental Health First Aiders provided for employees Line manager to stay in regular contact with team members working from home or in isolation.	2	2	4	Low		
	Emergency Arrangements	In case of fire or other emergency, or injury/ill health in the workplace	Employees	3	4	12	Medium	First Aid cover is maintained by existing "Full" First Aiders, and supported by PTS holders, and others, who hold "Emergency" First Aid qualifications. First Aid kits, plasters and Defibs still in place and checks maintained. All personnel are already aware of the need to exit the building and muster in the "Hancock Memorial" space should an alarm occur. Additional temporary fire wardens have been informed on how sweeps of the building should an emergency alarm occur. Testing of the alarm system, which doesn't require evacuation, still occurs at 8.45am on Tuesdays.	1	4	4	Low		

