

*Generic/Project Ref and Name: Leeds Site – COVID19

Hazard No.	Task / Activity	Persons exposed	UNCONTROLLED					CONTROLLED					Risk Owner	Dept
			Hazard	Effect	L	S	R	Description of controls mitigating the risk.	L	S	R			
1	General – Various Site Activities	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Employees to Work from Home where their role permitsFrequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Exercise social distancing measures – maintain 2m distance from others.Circuit / Microsoft Teams to be used rather than face-to-face meetings.Staggered shifts to prevent interactionWhen handling materials / working wear glove (Nitrile or Latex).Follow advice from UK Government and Public Health England.Extra tea and coffee facility's available	2	2	4	Site management	Leeds Site	

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2	Working in the Office	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Employees to Work from Home where their role permitsFrequently wash hands with soap and water (provided by Siemens)Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).daily cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Where possible doors to remain open to reduce physical contact pointsExercise social distancing measures – maintain 2m distance from others.Follow advice from UK Government and Public Health England.Limit interaction with others – if physical interaction is required, maintain 2m distance from others.Maintain good standards of hygiene and wash hands before and after eating.Avoid touching eyes, mouth and nose.	2	2	4	Site management	Leeds Site	

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3	Transport to / from site	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Follow advice from UK Government and Public Health England.Wherever possible, do not use public transport to get to / from work.Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Wash hands / sanitize hands after travelling to / from work.Exercise social distancing measures – maintain 2m distance from others.Do not eat or drink whilst travelling to / from work – maintain good standards of hygiene and wash hands before and after eating.Avoid touching eyes, mouth and nose.	2	2	4	Site management	Leeds Site	

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4	Work Travel (i.e. Travel Between Sites)	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Do not travel unless it is absolutely essential (see SMOUKI Guidance).Where travel is absolutely essential, do not use public transport – use a company vehicle / hire car / personal vehicle instead.Do not eat or drink whilst travelling to / from work – maintain good standards of hygiene and wash hands before and after eating.Avoid touching eyes, mouth and nose.Wash or sanitize hands when entering / leaving a site and before entering and exiting a vehicle.Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Follow advice from UK Government and Public Health England.	2	2	4	Site management	Leeds Site	

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5	Deliveries to / from Site	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Only allow business critical deliveries / couriers onto site.Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Exercise social distancing measures – maintain 2m distance from others.When handling materials / working, wear glove (Nitrile or Latex).Follow advice from UK Government and Public Health England.Ask courier to remain in the vehicle when loading / unloading onto the vehicle.Drivers not to enter facility	2	2	4	Site management	Leeds Site	

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6	Stores and Management of Material	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Only allow business critical deliveries / couriers onto site.Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Exercise social distancing measures – maintain 2m distance from others.When handling materials / working on or cleaning trains, wear glove (Nitrile or Latex).Follow advice from UK Government and Public Health England.Restricted access into Stores – only authorised personnel allowed in stores.Ask courier to remain in the vehicle when loading / unloading onto the vehicle.	2	2	4	Site management	Leeds Site	

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7	Production Activities	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Frequent cleaning of surfaces with disinfectant (particularly points of contact such as door handles).Exercise social distancing measures – maintain 2m distance from others.When handling materials / working on or cleaning trains, wear glove (Nitrile or Latex).Follow advice from UK Government and Public Health England.Risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).Staggered breaks to maintain social distancing.Limit interaction with others – if physical interaction is required, maintain 2m distance from others.	2	2	4	Site management	Leeds Site	

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8	Cleaning	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Frequent cleaning of surfaces with disinfectant (particularly points of contact such as door handles).Exercise social distancing measures – maintain 2m distance from others.When handling materials / working, wear glove (Nitrile or Latex).Follow advice from UK Government and Public Health England.Risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).Staggered breaks to maintain social distancing.Limit interaction with others – if physical interaction is required, maintain 2m distance from others.	2	2	4	Site management	Leeds Site	

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9	Use of Mess Room / Kitchen / Locker Rooms	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Frequent cleaning of surfaces with disinfectant before and after useExercise social distancing measures – maintain 2m distance from others.Seats removed from canteen to limit volume of personsRota for using canteenFollow advice from UK Government and Public Health England.Staggered breaks to maintain social distancing.Limit interaction with others – if physical interaction is required, maintain 2m distance from others.Sit at least 2m from the next person to ensure social distancing in the mess room.Maintain good standards of hygiene – wash hands before and after eating, or smoking.Avoid touching eyes, mouth and nose.	2	2	4	Site management	Leeds Site	

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10	Visitors to / from Site	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">No access to site for non-essential visitors.Any essential visitors to site to be briefed on the COVID19 restrictions and preventative measures.Essential visitors to site to confirm that they are fit and healthy to be in the facility – if they have symptoms, turn them away from site.Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Exercise social distancing measures – maintain 2m distance from others.Follow advice from UK Government and Public Health England.Visitors / Staff to be kept separated wherever possible – only minimal required contact is permitted (such as signing in and out).	2	2	4	Site management	Leeds Site	

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12	Contractors on site	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">No access to site for non-essential contractors (essential would include contractors such as Zurich attending site to complete statutory inspections of equipment).Any essential contractors to site to be briefed on the depot COVID19 restrictions and preventative measures.Essential contractors to site to confirm that they are fit and healthy to be in the depot – if they have symptoms, turn them away from the depot.Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Exercise social distancing measures – maintain 2m distance from others.Follow advice from UK Government and Public Health England.Contractors / Staff to be kept separated wherever possible – only minimal required contact is permitted (such as signing in and out).	2	2	4	Site management	Leeds Site	

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13	Access / Egress into Depot	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation	4	2	8	<ul style="list-style-type: none">No access to site for non-essential personnel, visitors or contractors.Any personnel attending site to be briefed on the depot COVID19 restrictions and preventative measures.Frequently wash hands with soap and water (provided by Siemens)Use paper towels / hand driers for drying hands.Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Exercise social distancing measures – maintain 2m distance from others.Follow advice from UK Government and Public Health England.	2	2	4	Site management	Leeds Site	

PE CODE

O OPERATIONAL	C CLEANING	M MAINTENANCE	I INSTALLATION	T TRANSPORT & DELIVERY	A ADMIN	E EXTERNAL VISITOR CONTRACTOR ETC.
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FURTHER ACTION REQUIRED

HAZ No	Requirement	Action by	Target date

REVISION HISTORY			
Rev	Summary	Reviewed By	Date
A	First Issue		April 2020

RESPONSIBILITIES		
Risk Assessor – EHS & Production Coordinator	Name –	
	Risk Assessment Date – 29 April 2020	Proposed Review Date – April 2021 or Change in circumstances

1 ST Review		
Reviewing Risk Assessor:	Name:	Signature:
Reviewing Responsible Manager:	Name:	Signature:
	Risk Assessment Date: 29 April 2020	Proposed Next Review Date: April 2021 or Change in circumstances