

**SIEMENS**  
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Office COVID-19  
Risk Assessment

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Task: Corona Virus 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: Siemens Office Locations										Reviewed	29/04/2020		
										Next Review	11/05/2020		
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>If job role allows, employee <b>must</b> work from home (i.e. computer-based roles).</p> <p>For business-critical roles which <b>cannot</b> be 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"> <li>- Social Distancing (&gt;2m) must be maintained at all times</li> <li>- Good respiratory hygiene must be communicated and observed</li> <li>- Flexible work hours</li> <li>- Staggered start/finish and break/lunch times</li> <li>- Rotation of staff</li> <li>- Distribution to office areas with lower occupancy</li> <li>- Avoiding face-to-face seating</li> <li>- Occupation of every 2nd desk or row</li> <li>- Only one person in an elevator at one time</li> <li>- Occupancy density requirements must be defined</li> <li>- Consideration of pedestrian flows, labelling of directions in stairs/aisles</li> <li>- For break rooms, kitchens, restrooms, meeting rooms, locker rooms, shower facilities, IT bars, terraces, and smoking areas, the maximum allowable number of simultaneous occupants must be determined and clearly indicated</li> <li>- Shielding in reception areas (e.g. polycarbonate screens)</li> <li>- Restaurants and gyms to remain closed</li> <li>- Marking/barriers of public areas/lobbies/reception etc to maintain social distancing</li> <li>- Consider changing toilets to single occupancy at point of entry (i.e. from corridor) if possible, to maintain social distancing.</li> </ul> <p>Communication via Yammer, email, dedicated intranet page and printed media around site.</p> <p>Obtain posters and media from NHS, PHE, HSE etc on good hygiene to be employed in the workplace in regard to Covid-19</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>Site specific risk assessment must be carried out in conjunction with SRE/landlord considering the following (non-exhaustive):</p> <ul style="list-style-type: none"> <li>- Increased cleaning regime by cleaning contractor using disinfectant, plus provision of additional protective equipment for cleaners. Focus on surfaces people touch - "hot spots" - desks, doors, counters, taps, switches, buttons etc.</li> <li>- Provision of hand sanitiser at strategic locations (e.g. access/egress points)</li> <li>- Desk sharing must be prevented (e.g. through desk booking systems)</li> <li>- Same desk must not be used by different individuals in the same work day</li> <li>- Desk cleaning prior to use by the next person must be ensured</li> <li>- Plan with FM regarding increased cleaning/sanitising/disinfecting regimes</li> <li>- Consideration of technical means for fire door holds (e.g. Dorguard) to prevent door surface transmission while maintaining fire compartmentation.</li> <li>- Minimum requirements for cleaning agents to be established: 1:100 dilution bleach solution, hand sanitisers &gt;60% ethanol</li> <li>- Individuals to bring their own keyboard and mouse to site - only monitors and laptop docking stations to be left on desks each night.</li> <li>- Desk users to be provided with sanitising wipes to clean down monitor and docking station buttons before and after use.</li> <li>- Good hand hygiene must be communicated and observed</li> <li>- Site management arrangements must be fully reviewed in conjunction with SRE/landlord and communicated</li> <li>- Review drinking water dispensing arrangements and equipment; consider other controls such as bottled water supply if necessary</li> <li>- Potentially COVID-19 infected waste/used PPE will be separated as a waste stream, double bagged, bags dated and stored for 72hrs before disposal.</li> <li>- Shared articles to be removed/restricted (e.g. biometric scanners, signing in/out books and pens)</li> </ul>	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 (37.3c or more) or new continuous cough must self isolate as per Government requirements and inform line manager.</p> <p>Employee beginning to show symptoms whilst on site must immediately go home and inform line manager.</p> <p>If employee is too unwell to transport themselves, they must go to the designated site isolation room immediately without touching surfaces or breaking social distancing and inform management via mobile once in isolation room.</p> <p>Employee to list all the parts of the building they have been in.</p> <p>Arrangements to be made for their isolated exit from site.</p> <p>Sanitisation of areas employee has been in immediately.</p> <p>Employee must arrange for COVID-19 test via Government online portal (if eligible) and inform Line Manager of results.</p>	2	4	8	Medium	
	Household member of employee contracts Covid-19 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.</p> <p>Inform line manager.</p>	2	4	8	Medium	
	'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.</p> <p>Provide contractors with the same control measures being afforded to employees on site.</p> <p>Essential contractor works only (e.g. to maintain legislative compliance of building services, production critical works etc)</p>	2	4	8	Medium	

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	Visitors/Public Delivery Drivers	Visitors contracting Covid-19 Visitors transmitting Covid-19	Employees, Public, Contractors	3	4	12	Medium	Eliminate any non-essential visitations to Siemens locations.  If essential, communicate Covid-19 prevention measures ahead of visit and repeat immediately at the point of entry to site.  Delivery drivers must be afforded the use of welfare facilities by law. Covid-19 prevention measures must be communicated to drivers if they request to use facilities and all prevention measures must be observed.	1	4	4	Low	
	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 <a href="https://new.siemens.com/uk/en/general/employee-updates.html">https://new.siemens.com/uk/en/general/employee-updates.html</a> 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 provided for employees Line manager to stay in regular contact with team members working from home or in isolation.	2	2	4	Low	

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	Emergency Arrangements	In case of fire/injury/ill health in the workplace	Employees	3	4	12	Medium	<p>Review provision of first aid and update first aid risk assessments in line with social distancing and respiratory hygiene requirements. Ensure all first aiders are adequately trained in new measures.</p> <p>Review provision of fire marshals due to reduced occupancy/likelihood of fire marshals continuing to work from home. Ensure all those who are designated as fire marshals are suitably trained.</p> <p>Review evacuation plans with specific consideration to muster points and maintaining social distancing.</p> <p>Communicate to all staff any changes to emergency arrangements/plans including induction for visitors/contractors.</p>	1	4	4	Low	
			Employees			0	Low					Low	
			Employees			0	Low					Low	
			Employees			0	Low					Low	