### Transmission person to person (Offices)

**Contraction of Covid-19 through droplets via coughing, sneezing and exhaling**

**Employees, Public, Contractors**

**Likelihood x Severity = Risk Factor / Rating**

| 1 | Transmission person to person (Offices) | Contraction of Covid-19 through droplets via coughing, sneezing and exhaling | Employees, Public, Contractors | 4 | 4 | 16 | High | Site specific risk assessment must be carried out in conjunction with SRE/landlord considering the following (non-exhaustive):  
- 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.  
- Provision of hand sanitiser at strategic locations (e.g. access/egress points)  
- Desk sharing must be prevented (e.g. through desk booking systems)  
- Same desk must not be used by different individuals in the same work day  
- Desk cleaning prior to use by the next person must be ensured  
- Plan with FM regarding increased cleaning/sanitising/disinfecting regimes  
- Minimum requirements for cleaning agents to be established: 10% bleach, hand sanitisers >60% ethanol  
- Desk users to be provided with sanitising wipes to clean down monitor and docking station buttons before and after use.  
- Good hand hygiene must be communicated and observed  
- Site management arrangements must be fully reviewed in conjunction with SRE/landlord and communicated  
- Review drinking water dispensing arrangements and equipment; consider other controls such as bottled water supply if necessary  
- Potentially COVID-19 infected waste/used PPE will be separated as a waste stream, double bagged, bags dated and stored for 72hrs before disposal.  
- Shared articles to be removed/restricted (e.g. biometric scanners, signing in/out books and pens)  
- **SSI area** Desk cleaning prior to use by the next person must be ensured by the person who has used the work station each time. New user must also ensure workstation is cleaned/sanitised by them before they use the work station. |

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**Control Measures**

If job role allows, employee **must** work from home (i.e. computer-based roles).  
- For business-critical roles which **cannot** 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):  
- Social Distancing (>2m) must be maintained at all times  
- Good respiratory hygiene must be communicated and observed  
- **Flexible work hours**  
- **Staggered start/finish and break/lunch times**  
- Rotation of staff  
- Limiting the numbers to 10 people per floor and managing seating location by access control (e.g pre-agreement on attendance).  
- Distribution to office areas with lower occupancy  
- Avoiding face-to-face seating / Occupation of every 2nd desk or row (out of 162 desks available, we can occupy 57)  
- Desks will have signage advising where to sit/not to use (use of tape and markings for visual warnings)  
- Only one person in an elevator at one time to go up, advised to egress the floor level using the staircase.  
- Occupancy density requirements must be defined (Access to the office is by approval only via Office Manager).  
- Consideration of pedestrian flows, labelling of directions in stairs/aisles  
- 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  
- Shielding in reception areas (e.g. polycarbonate screens)  
- Marking/barriers of public areas/lobbies/reception etc to maintain social distancing  
- Consider changing toilets to single occupancy at point of entry (i.e. from corridor) if possible, to maintain social distancing.  
- **SSI area** one individual at any one time at the SSI design work stations, Control Systems and Westlock Test areas.  
- Communication via Yammer, email, dedicated intranet page and printed media around site. Obtain posters and media from NHS, PHE, HSE etc on good hygiene to be carried out in the workplace in regard to Covid-19...
<table>
<thead>
<tr>
<th>Describe the hazard</th>
<th>What is the Effect (Risk) from the hazard?</th>
<th>Likelihood x Severity = Risk Factor / Rating</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Employee starts to show symptoms</td>
<td>Contraction of Covid-19</td>
<td>Employees, Public, Contractors</td>
<td>3 4 12 Medium</td>
</tr>
<tr>
<td>4 Household member of employee contracts Covid-19 or is advised to self isolate</td>
<td>Contraction of Covid-19 from family member</td>
<td>Employees, Public, Contractors</td>
<td>3 4 12 Medium</td>
</tr>
<tr>
<td>5 Vulnerable and Extremely Vulnerable Employees and Household</td>
<td>Employees with certain existing conditions can be more acutely affected by Covid-19</td>
<td>Employees, Public, Contractors</td>
<td>3 5 15 High</td>
</tr>
<tr>
<td>6 Contractors</td>
<td>Contractors contracting Covid-19</td>
<td>Employees</td>
<td>4 4 16 High</td>
</tr>
<tr>
<td>7 Visitors/Public Delivery Drivers</td>
<td>Visitors contracting Covid-19</td>
<td>Employees, Public, Contractors</td>
<td>3 4 12 Medium</td>
</tr>
<tr>
<td>8 Travelling employees (abroad)</td>
<td>Transmission from members of the public via coughing/sneezing/exhaling</td>
<td>Employees</td>
<td>4 4 16 High</td>
</tr>
<tr>
<td>9 Travelling employees (UK)</td>
<td>Transmission from members of the public via coughing/sneezing/exhaling</td>
<td>Employees</td>
<td>4 4 16 High</td>
</tr>
<tr>
<td>10 Mental Health</td>
<td>Effects on employee mental health if a case of Covid-19 is confirmed in the workplace</td>
<td>Employees, Public, Contractors</td>
<td>4 2 8 Medium</td>
</tr>
</tbody>
</table>
## Emergency Arrangements

**What is the Effect (Risk) from the hazard?**

- In case of fire/injury/ill health in the workplace

**Who/what would be at risk?**

- Employees

### Likelihood x Severity = Risk Factor / Rating

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Severity</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

### Control Measures

- 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.
- 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.
- Review evacuation plans with specific consideration to muster points and maintaining social distancing.
- Communicate to all staff any changes to emergency arrangements/plans including induction for visitors/contractors.

**Reviewed**

1

**Next Review**

4

**Risk Assessment ID:** ScoAH20052020/1

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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.

**Anderson House, Argyle Street, Glasgow**

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