

*Generic/Project Ref and Name: Siemens WCML Kings Heath – Coronavirus 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 Depot 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">Follow advice from UK Government and Public Health EnglandEmployees to Work from Home where their role permitsFrequently wash hands with soap and water.Exercise social distancing measures – maintain 2m distance from others.Use hand sanitizers if hand washing facilities are not readily available.Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Directional floor markings and signage have been installed across the depot.Circuit / Microsoft Teams to be used rather than face-to-face meetings.Communication via radio or virtual handovers	2	2	4	FDM	RS	

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 (continued)	General – Various Depot 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">Staggered shifts (start and finish times) to prevent interaction between day and night shift.Emergency shift pattern in place to keep employees on the same shift pattern to reduce the mix of staff.When handling materials / working on or cleaning trains, wear gloves (Nitrile). Use own equipment (such as pens)	2	2	4	FDM	RS	

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			
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">Follow advice from UK Government and Public Health EnglandEmployees to Work from Home where their role permitsExercise social distancing measures – maintain 2m distance from others.Frequently wash hands with soap and water.Use hand sanitizers if hand washing facilities are not readily availableFrequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Maintain good standards of hygiene and wash hands before and after eating.Avoid touching eyes, mouth and nose.'Hot Desking' has been stoppedUse own equipment (such as pens)	2	2	4	FDM	RS	

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			
2 (continued)	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">Follow advice from UK Government and Public Health EnglandStaff coming into use a shared desk are to clean their work area before useSigning in and out using PKI card where possibleWhere visitors need to sign in using the touchscreen, disinfectant wipes and screen cleaning spray has been suppliedElevator- only to be used only if essential - one person at a time and (not to be used in an emergency evacuation)All doors have been wedged open, last office staff member instructed to ensure they are closed when leaving for the dayFire Wardens to ensure door wedges are removed when carrying out their 'sweep' of the building during an emergency evacuation.	2	2	4			

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			
3	Transport to / from Depot	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolation				<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.Exercise social distancing measures – maintain 2m distance from others.Wash hands / sanitize hands after travelling to / from work.Frequently wash hands with soap and water.Use hand sanitizers if hand washing facilities are not readily availableDo 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.Car sharing to be discouraged				FDM	RS	

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			
4	Work Travel (i.e. Travel between sites, Track calls etc)	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.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.One person per vehicleDo not eat or drink whilst travelling to / from sites – maintain good standards of hygiene and wash hands before and after eating.Shared vehicles Pool cars and vans – it is the responsibility of the driver required to use it to clean and disinfect it before use, nitrile gloves and disinfectant wipes are supplied in each shared vehicleAvoid touching eyes, mouth and nose.Wash or sanitize hands when entering / leaving a site and when entering and exiting a vehicle.Frequently wash hands with soap and water.Use hand sanitizers if hand washing facilities are not readily available.	2	2	4	FDM	RS	

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			
5	Deliveries to / from 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">Follow advice from UK Government and Public Health England.Only allow business critical deliveries / couriers onto site.Exercise social distancing measures – maintain 2m distance from others.Encourage drivers to remain in the vehicle when loading / unloading onto the vehicle.Manageable sized parcels are dropped at the gate and collected by Siemens staff afterwards – no human interactionFrequently wash hands with soap and water.Use hand sanitizers if hand washing facilities are not readily available.Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Emergency shift pattern in place to keep employees on the same shift pattern to reduce the mix of staff.When handling materials wear gloves (Nitrile).	2	2	4	FDM	RS	

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			
5 (Continued)	Deliveries to / from 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">Restricted access into Stores – only authorised personnel allowed in stores.Contactless delivery where possible.Use own equipment (such as pens)	2	2	4	FDM	RS	

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			
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">Follow advice from UK Government and Public Health England.Only allow business critical deliveries / couriers onto site.Exercise social distancing measures – maintain 2m distance from others.Ask courier to remain in the vehicle when loading / unloading onto the vehicle.Frequently wash hands with soap and water.Use hand sanitizers if hand washing facilities are not readily available.Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).Emergency shift pattern in place to keep employees on the same shift pattern to reduce the mix of staff.When handling materials / working on or cleaning trains, wear glove (Nitrile).Restricted access into Stores – only authorised personnel allowed in stores.	2	2	4	FDM	RS	

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			
6 (continued)	Stores and Management of Material	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation	4	2	8	Forklift Truck – it is the individual FLT drivers' responsibility to clean and disinfect FLT before each use	2	2	4	FDM	RS	

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			
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">Follow advice from UK Government and Public Health England.Exercise social distancing measures – maintain 2m distance from others.Frequently wash hands with soap and water..Use 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).Emergency shift pattern in place to keep employees on the same shift pattern to reduce the mix of staff.When handling materials / working on or cleaning trains, wear glove (Nitrile).Staggered breaks to maintain social distancing.Risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).	2	2	4	FDM	RS	

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			
7 (continued)	Production Activities	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation	4	2	8	• Only people that work in the Production Office are allowed into the Production Office. • Limit interaction with others – if physical interaction is required, maintain social distancing measures - 2m distance from others.	2	2	4	FDM	RS	

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			
8	Cleaning (both Depot & Train 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">Follow advice from UK Government and Public Health England.Frequently wash hands with soap and water.Use 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.Emergency shift pattern in place to keep employees on the same shift pattern to reduce the mix of staff.When handling materials / working on or cleaning trains, wear glove (Nitrile).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.	2	2	4	FDM	RS	

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			
8 (continued)	Cleaning (both Depot & Train 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">Limit interaction with others – if physical interaction is required, maintain 2m distance from others	2	2	4	FDM	RS	

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			
9	Use of Mess Room / Kitchen / Locker Rooms / welfare facilities	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.Frequently wash hands with soap and water..Use hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Frequent cleaning of surfaces with disinfectant (particularly points of contact and the kitchen area).Exercise social distancing measures – maintain 2m distance from others.Emergency shift pattern in place to keep employees on the same shift pattern to reduce the mix of staff.Staggered breaks to maintain social distancing.Limit interaction with others – if physical interaction is required, maintain 2m distance from others.Limited seating arrangementsSit at least 2m from the next person to ensure social distancing in the mess room.	2	2	4	FDM	RS	

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			
9 (continued)	Use of Mess Room / Kitchen / Locker Rooms / Welfare facilities	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">Maintain good standards of hygiene – wash hands before and after eating, or smoking.Avoid touching eyes, mouth and nose.Siemens are supplying food for all staff that are at the depot to remove the need for the communal microwaves and fridges to be used by multiple staff.Use own or disposables equipment (cups/crockery/cutlery)	2	2	4	FDM	RS	

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			
10	Maintenance Activities on Trains	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.Any train entering the maintenance shed is to have a standard clean completed before any maintenance activities are carried out prior to the work commencingFrequently wash hands with soap and water.Use 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.Emergency shift pattern in place to keep employees on the same shift pattern to reduce the mix of staff.When handling materials / working on or cleaning trains, wear glove (Nitrile).Staggered breaks to maintain social distancing.	2	2	4	FDM	RS	

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			
10 (continued)	Maintenance Activities on Trains	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">Risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).						

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			
11	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">Follow advice from UK Government and Public Health England.No access to site for non-essential visitors.No staff to be allowed on site without prior agreement of FDM Head of Production and/or designated replacements.Any essential visitors to site to be briefed on the depot COVID19 restrictions and preventative measures.Essential visitors 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..Use hand sanitizers if hand washing facilities are not readily availableVisitors / Staff to be kept separated wherever possible – only minimal required contact is permitted (such as signing in and out) otherwise maintain social distancing measures of 2mWhere visitors need to access the screen to sign in and out disinfectant wipes and screen cleaning spray has been supplied	2	2	4	FDM	RS	

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			
12	Contractors on 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">Follow advice from UK Government and Public Health England.No access to site for non-essential contractors (essential would include contractors such as ██████ 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.Use hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Exercise social distancing measures – maintain 2m distance from others.	2	2	4	FDM	RS	

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			
12 (continued)	Contractors on 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">Contractors / Staff to be kept separated wherever possible – only minimal required contact is permitted (such as signing in and out).Where visitors need to access the screen to sign in and out disinfectant wipes and screen cleaning spray has been supplied	2	2	4	FDM	RS	

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			
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">Follow advice from UK Government and Public Health England.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.Use hand sanitizers if hand washing facilities are not readily available (provided by Siemens).Exercise social distancing measures – maintain 2m distance from others.Staggered shifts to prevent interaction between day and night shift – staff to adhere to hand over times to prevent day shift meeting the night shift.Emergency shift pattern in place to keep employees on the same shift pattern to reduce the mix of staff.	2	2	4	FDM	RS	

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

FURTHER ACTION REQUIRED			
HAZ No	Requirement	Action by	Target date

REVISION HISTORY			
Rev	Summary	Reviewed By	Date
A	Third Issue		

RESPONSIBILITIES		
Risk Assessor – HSEW	Name – [REDACTED]	
Responsible Manager – Fleet Delivery Manager	Name – [REDACTED]	
Reviewer – Head of Production	Name –	
	Risk Assessment Date – 2 nd June 2020	Proposed Review Date – on going

1 ST Review		
Reviewing Risk Assessor:		
Reviewing Responsible Manager:	Name:	Signature:
	Risk Assessment Date:	Proposed Next Review Date: