

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: Thameslink (Three Bridges & Hornsey)										Reviewed			
Location: Thameslink (Three Bridges & Hornsey)										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	1. All job roles have been assessed and where staff are able to work from home they have been notified and are currently working from home 2. Those staff who cannot work from home or have a need to visit site suitable control measures have been provided with a. Where possible the 2m Social Distancing has been enforced i. Mess Rooms/Locker Rooms b. Maximum numbers in each location clearly highlighted at the point of entry ii. Markings on the floors indicating 2m distance are located where needed 3. Where the 2m distancing cannot be achieved eg during two man operation suitable PPE has been provided 4. Limiting Contact/cross contamination opportunities by fixing shifts and not introducing others into the shift i.e for overtime 5. Staff are being encouraged to maintain good standards of hygiene by regularly washing their hands and not touching their face 6. Staggered start/finish and break/lunch times have been introduced 7. Markings and barriers to maintain social distancing have been placed in defined areas including Reception, Stores 8. Advisory notices have been placed around the depot to remind occupants to maintain Social distancing	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	<ul style="list-style-type: none"> <li>- an enhanced cleaning regime by cleaning contractor using disinfectant, has been implemented, focusing on people touch - "hot spots" - desks, doors, counters, taps, switches, buttons etc.</li> <li>- Hand Sanitiser stations have been located at strategic points within the Depot to support the Good Hygiene requirement</li> <li>- Desk sharing has been discouraged</li> <li>- Same desk must not be used by different individuals in the same work day</li> <li>- Areas have been provided with alcohol wipes to enable desks/equipment to be cleaned prior to use</li> <li>- Minimum requirements for cleaning agents have been established: 10% bleach, 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 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>- Additional yellow "biohazard"</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		
	Employee starts to show symptoms	Contraction of Covid-19	Employees, Public, Contractors	3	4	12	Medium	<ul style="list-style-type: none"> <li>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.</li> <li>Employee beginning to show symptoms whilst on site must immediately go home and inform line manager.</li> <li>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.</li> <li>Employee to list all the parts of the building they have been in.</li> <li>Arrangements to be made for their isolated exit from site.</li> <li>Sanitisation of areas employee has been in immediately.</li> <li>Employee must arrange for COVID-19 test via Government online portal (if eligible) and inform Line Manager of results.</li> </ul>	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	<ul style="list-style-type: none"> <li>Self isolation of employee as per Government requirements.</li> <li>Inform line manager.</li> </ul>	2	4	8	Medium		

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	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	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.	1	5	5	Medium		
	Contractors/Visitors	Contractors contracting Covid-19 Contractors transmitting Covid-19	Employees	4	4	16	High	Visitors to Site a.All non essential visitors have been stopped from attending site b.Where visitors are required eg Sub Contractors i.The Safe System of Work has been amended 1.Sub Contractors RAMS have been updated to reflect the COVID-19 Risk a.Provided with hand sanitisers b.Only One person in a vehicle when travelling to the Depot c.2m Social Distancing enforced d.Appropriate PPE provided 2.On Arrival the Sub Contractor is met by the host external to the building 3.The Host sorts the Permit to Work maintaining Social Distancing 4.No Sharing of Pens etc 5.Mandatory Hand washing etc	2	4	8	Medium		
	Visitors/Public Delivery Drivers	Visitors contracting Covid-19 Visitors transmitting Covis-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 ust 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	1	4	4	Low	All Foreign travel has been stopped	1	4	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. Outstation visits) Avoid use of public transport (e.g. tube, buses). Individual means of transportation advised. One person per vehicle. Alcohol based hand gel for regular hand sanitising has been provided for each vehicle 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	

Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Signature: \_\_\_\_\_