

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: Croydon Office						RA ID: CROYDON COVID 001				Reviewed		
										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
1	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 must work from home (i.e. computer-based roles).</p> <p>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):</p> <ul style="list-style-type: none"> - Social Distancing (>2m) must be maintained at all times - Flexible work hours - Staggered start/finish and break/lunch times - Occupancy density requirements has been defined and must be adhered to - Only business critical visitors should attend the premises - Avoiding face-to-face seating - Occupation of every 2nd desk or row - Social distancing to be maintained on stairs and in lifts - Consideration of pedestrian flows, labelling of directions in stairs/aisles- One way sytem in place - Entrance Red Core - Exit Blue Core - Green Core shouls only be used in emergency. - For break rooms, kitchens, restrooms, meeting rooms, locker rooms, shower facilities and smoking areas, the maximum allowable number of simultaneous occupants will be clearly indicated on the doors - 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. - Improved hygiene and cleaning routine to be employed by all staff and visitors <p>Communication via Yammer, email, dedicated intranet page and printed media around office.</p> <p>Obtain posters and media from NHS, PHE, HSE etc on good hygiene to be deployed in the workplace in regard to Covid-19</p>	2	3	6	Medium

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2	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"> - 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) - 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 - Clean desk policy to be employed at all times - Individuals to bring their own keyboard and mouse to site - only monitors and laptop docking stations to be left on desks each night. - Desk users to be provided with sanitising wipes to clean down monitor and docking station buttons before and after use. - Plan with FM regarding increased cleaning/sanitising/disinfecting regimes - Consideration of technical means for fire door holds (e.g. Dorguards) to prevent door surface transmission while maintaining fire compartmentation. - Minimum requirements for cleaning agents to be established: 10% bleach, hand sanitisers >60% ethanol - 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). 	2	3	6	Medium
3	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, they must immediately go to the designated site isolation room (Quiet Room) immediately without touching surfaces or breaking social distancing and inform management via mobile once in isolation room. They will be required to advise who they have been in contact with and the items they have touched. Personnel they have been in contact with will be required to self isolate for 7 days. A deep clean of the office will then be carried out.</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

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4	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	Self isolation of employee as per Government requirements. Inform line manager.	2	4	8	Medium		
5	'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. 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.	1	5	5	Medium		
6	Contractors	Contractors contracting Covid-19 Contractors transmitting Covid-19	Employees	4	4	16	High	Communicate the Covid-19 prevention measures and Phase 1 recovery plan ahead of attendance to site. Provide contractors with the same control measures being afforded to employees on site. Essential contractor works only (e.g. to maintain legislative compliance of building services, production critical works etc)	2	4	8	Medium		
7	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 and Phase 1 recovery plan 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		
8	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. This will be agreed in advance with Line Manager 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		
9	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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10	Emergency Arrangements	In case of fire/injury/ill health in the workplace	Employees	3	4	12	Medium	Provision of first aid in line with social distancing and respiratory hygiene requirements as documented in the COVID Phase 1 Recovery plan. All first aiders will be rebriefed on the new measures. Fire and emergency arrangements remain the same - Muster point - Upper car park. Social distancing guidelines still apply. Communicate to all staff any changes to emergency arrangements/plans including induction for visitors/contractors.	1	4	4	Low	

Signature:	
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Approved by:	
Signature:	SW