

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: [REDACTED]			
Location: [REDACTED]										Reviewed [REDACTED]		Next Review [REDACTED]	
No	Describe the Hazard	What is the Effect (Risk) from the hazard?	Who/what would be at risk	Likelihood x Severity =				Control Measures	Likelihood x Severity =				
				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 <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</p>	2	3	6	Medium	
2	Signing In the book with shared pens	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Public, Contractors	3	5	15	Medium	Shared Pens removed and all employees advised to use personal pens.	1	4	4	Low	

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3	congestion when signing In at the book.	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Public, Contractors	3	5	15	Medium	Staff encouraged to maintain social distancing. Floor markers for sign in book to be applied.	1	5	5	Low		
4	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	Site specific risk assessment must be carried out in conjunction with SRE/landlord considerign 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 - 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 establilhsed: 10% bleach, hand sanitisers >60% ethanol - 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. - 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		
5	Employee starts to show symptoms	Contraction of Covid-19	Employees, Public, Contractors	3	4	12	Medium	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.  Employee beginning to show symptoms whilst on site must immediately go home and inform line manager. 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. Employee to list all the parts of the building they have been in. Arrangements to be made for their isolated exit from site. Sanitisation of areas employee has been in immediately. Employee must arrange for COVID-19 test via Government online portal (if eligible) and inform Line Manager of results.	2	4	8	Medium		
6	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		

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7	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
8	Contractors	Contractors contracting Covid-19 Contractors transmitting Covid-19	Employees	4	4	16	High	Communicate the Covid-19 prevention measures ahead of attendance to site and repeat once on site immediately via induction. 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
9	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.  Investigate possibility of drivers not signing paperwork.	1	4	4	Low
10	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	8	Medium
11	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	1	4	4	Low
12	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.  Letter for workers from home [REDACTED]	1	4	4	Low

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13	Emergency Arrangements	In case of fire/injury/ill health in the workplace	Employees	3	4	12	Medium	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.  EIL issued a Brief for first Aid which was acknowledged by all Siemens Staff.	1	4	4	Low			
14	Starting work at communal Work Station - Desk	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Public, Contractors	2	5	10	Medium	Suitable Cleaning Agents supplied to clean desk area prior to commencing work Staff encouraged to wash hands with soap & water at regular intervals and maintain Social Distancing.	1	5	5	Medium			
15	Starting work at communal Work Station - Desk	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Public, Contractors	2	5	10	Medium	Suitable Cleaning Agents supplied to clean desk area prior to commencing work Staff encouraged to wash hands with soap & water at regular intervals and maintain Social Distancing.	1	5	5	Medium			
16	Starting work at communal Work Station - Desk	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Public, Contractors	2	5	10	Medium	Suitable Cleaning Agents supplied to clean desk area prior to commencing work Staff encouraged to wash hands with soap & water at regular intervals and maintain Social Distancing.	1	5	5	Medium			
17	Starting work at communal Work Station - Desk	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees	2	5	10	Medium	Staff encouraged to maintain social distancing in Temporary Office accommodation	1	5	5	Medium			
18	Working in Interworking Office	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees	3	5	15	High	Production office is being thinned by EIL. TSE scaled back to 1 TSE per shift on site.	1	5	5	Medium			
19	Use of communal Canteen	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Public, Contractors	4	5	20	High	Social distancing applied to seating and notices applied to tables. All crockery and cutlery disposable.	2	5	10	Medium			
20	Use Toilets	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Public, Contractors	4	5	20	High	Recommend use of toilets with foot action on site and not taps. Also doors to these toilets left open.	1	5	5	Medium			
21	Office & Main Door access	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Contractors	3	5	15	High	Staff encouraged to wash hands with soap & water at regular intervals and maintain Social Distancing. Surface Cleaning agent to be provided to staff. Where possible use the side entrance swing door by the bike sheds.	1	5	5	Medium			
22	Gathering System Downloads	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, contractors	4	5	20	High	As per Depot Safety Procedures, liaise with DP / Shunter via radio to request Unit access. Latex Gloves & Face Masks provided to wear. Suitable Cleaning Agent to be provided to clean grab rails, train bourn equipment and work area prior to commencement of work. Staff encouraged maintain social distancing & to wash hands with soap & water at regular intervals.	1	5	5	Medium			

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23	Carrying out repairs	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose.	Employees, contractors	4	5	20	High	As per Depot Safety Procedures, liaise with DP / Shunter via radio to request Unit access. Latex Gloves & Face Masks provided to wear. Suitable Cleaning Agent provided to clean grab rails, train bourn equipment and work area prior to commencement of work. Staff encouraged maintain social distancing & to wash hands with soap & water at regular intervals. <b>If social distancing cannot be applied Use the 4 steps, Stop work and discuss with line manager practical next steps</b>	2	5	10	Medium		
24	Ending work at communal Work Station - Desk	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, contractors	3	5	15	High	Suitable Cleaning agent and gloves supplied to clean desk area on completion of work. Staff encouraged to maintain Social Distancing and wash hands with soap & water at regular intervals.	1	5	5	Medium		
25	Ending work at communal Work Station – Keypad & Mouse	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees	3	5	15	High	Suitable Cleaning agent and gloves to be supplied to clean keypad & mouse on completion of work. Staff encouraged to maintain Social Distancing and wash hands with soap & water at regular intervals.	1	5	5	Medium		
26	Ending work at communal Work Station - Chair	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees	3	5	15	High	Suitable Cleaning agent and gloves to be supplied to clean arm rests on completion work. Staff encouraged to maintain Social Distancing and wash hands with soap & water at regular intervals.	1	5	5	Medium		
27	Working in Stores Area	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, Contractors	4	5	20	High	To reduce the amount of inter-personal contact, the Stores is now a restricted area with only Stores Staff and the TSE allowed to enter unless urgently required and by prior arrangement. Roster change to eliminate handover period.	3	3	9	Medium		
28	Taking Deliveries	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, contractors	4	5	20	High	[REDACTED] informs Stores he has arrived and the vehicle is ready to unload. Driver prepares vehicle curtains without assistance from Stores staff. Signature no longer required. Driver will note name of Stores Coordinator to avoid spread of virus through shared paperwork. This applies to any delivery drivers not just UPR.	3	3	9	Medium		
29	Putting away/retrieving material	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose	Employees, contractors	4	5	20	High	Latex Gloves provided to wear while carrying out task. Shelves to be cleaned on a regular basis. Staff encouraged to wash hands with soap & water at regular intervals.	2	3	6	Medium		
30	Being fit for work	Employees with certain existing conditions can be more acutely affected by Covid-19	Employees, contractors	3	3	9	Medium	Follow Government guidelines.  <a href="https://www.nhsinform.scot/coronavirus">https://www.nhsinform.scot/coronavirus</a> .  Notify you Line Manager.  Apply 4 steps to Zero Harm at all times	2	3	6	Medium		

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31	Falling ill at work		Employees, contractors	3	3	9	Medium	Follow Government guidelines  If a worker develops a high temperature or a persistent cough while at work, they should: a)Return home immediately and inform line manager at earliest opportunity once in a safe place to do so. b)Avoid touching anything c)Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.  They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.  <a href="https://www.nhsinform.scot/coronavirus">https://www.nhsinform.scot/coronavirus</a>  Maintaining minimum 2m (360 degrees) separation the operative to be removed from the site and project to self-isolate ensuring they contact NHS 111 and follow isolation guidelines.	2	3	6	Medium		
32	Emergency Arrangements	In case of fire/injury/ill health in the workplace	Employees	3	4	12	Medium	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.	1	4	4	Low		

Signature:	
Approved by:	
Signature:	