

*Generic/Project Ref and Name: Siemens Neville Hill Train care Depot – 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	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation • Loss of smell/taste	4	2	8	• Follow advice from UK Government and Public Health England • Employees to Work from Home where their role permits • Frequently wash hands with soap and water. Use paper towels for drying hands. • Exercise social distancing measures – maintain 2m distance from others. • Use alcohol-based hand sanitizers if addition to hand washing. • Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles). • Circuit / Microsoft Teams to be used rather than face-to-face meetings. • Avoid touching hand eye mouth	2	2	4	FDM	RS	
1 (continued)	General – Various Depot Activities	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation	4	2	8	• Ensure social distancing at start of shift changing, briefs and at break times. • When handling materials / working on or cleaning trains, wear gloves (Nitrile).	2	2	4	FDM	RS	

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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 ComplicationsIsolationLoss of smell/taste	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 paper towels for drying hands.Use hand sanitizers in addition to hand washingFrequent 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.Clean desks/equipment before and after useUse personal keyboard, mice, pens etc whenever possible	2	2	4	FDM	RS	

Risk Assessment No:

MOBILITY ROLLING STOCK – RISK ASSESSMENT TABLE

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 ComplicationsIsolationLoss of smell/taste	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 and after useEnsure internal doors are kept wedged open so as to avoid having to touch them, unless there is a fire in which case the Duty Supervisor must close the fire doors if safe to do so.	2	2	4			

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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 ComplicationsIsolationLoss of smell/taste				<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 paper towels for drying hands.Use alcohol-based hand sanitizers in addition to hand washing.Do 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	

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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 ComplicationsIsolationLoss of smell/taste	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.Do 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 paper towels for drying hands.Use hand sanitizer in addition to washing hands	2	2	4	FDM	RS	

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5	Deliveries to / from Depot	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation • Loss of smell/taste	4	2	8	• 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 interaction • Frequently wash hands with soap and water. Use paper towels for drying hands. • Use alcohol-based hand sanitizers. • Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles). • When handling materials wear gloves (Nitrile).	2	2	4	FDM	RS	
5 (Continued)	Deliveries to / from Depot	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation	4	2	8	• Restricted access into Stores – only authorised personnel allowed in stores.	2	2	4	FDM	RS	

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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 ComplicationsIsolationLoss of smell/taste	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 paper towels for drying hands.Use alcohol-based hand sanitizersFrequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).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	
6 (continued)	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	Forklift Truck – it is the individual FLT drivers' responsibility to clean and disinfect FLT before each use	2	2	4	FDM	RS	

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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 ComplicationsIsolationLoss of smell/taste	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 paper towels for drying hands.Use alcohol-based hand sanitizersFrequent 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).Stagger breaks if necessary to maintain social distancing.Dynamic 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	

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7 (continued)	Production Activities	O, C, M, T, A, E	<ul style="list-style-type: none">COVID19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolationLoss of smell/taste	4	2	8	<ul style="list-style-type: none">Limit interaction with others – if physical interaction is required, maintain social distancing measures - 2m distance from others.Ensure shared tooling is cleaned before and after use	2	2	4	FDM	RS	

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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 ComplicationsIsolationLoss of smell/taste	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 paper towels for drying hands.Use hand sanitizersFrequent cleaning of surfaces with disinfectant (particularly points of contact such as door handles).Exercise social distancing measures – maintain 2m distance from others.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).Consider staggering breaks to maintain social distancing	2	2	4	FDM	RS	
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	2	2	4	FDM	RS	

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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 ComplicationsIsolationLoss of smell/taste	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 paper towels for drying hands.Use hand sanitizersFrequent cleaning of surfaces with disinfectant (particularly points of contact and the kitchen area).Exercise social distancing measures – maintain 2m distance from others.Consider staggered breaks to maintain social distancing.Limited seating arrangementsSit at least 2m from the next person to ensure social distancing in the mess room.	2	2	4	FDM	RS	

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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 ComplicationsIsolationLoss of smell/taste	4	2	8	<ul style="list-style-type: none">Meeting rooms utilised as an additional messroomMaintain good standards of hygiene – wash hands before and after eatingAvoid touching eyes, mouth and nose as far as possibleAvoid the use of communal kitchen equipment such as fridges, cutlery, microwaves, toasters etc as far as possible.If communal equipment is used, e.g kettle, then clean the handle etc before and after use.Bring pre made meals/sandwiches from home if possible so as to avoid the need for using communal equipment in the workplaceNo shared milk, sugar. Tea, coffee etc allowed	2	2	4	FDM	RS	

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10	Maintenance Activities on Trains	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation • Loss of smell/taste •	4	2	8	• Follow advice from UK Government and Public Health England. • Frequently wash hands with soap and water. Use paper towels for drying hands. • Use hand sanitizers • Frequent cleaning of surfaces with disinfectant (particularly points of contact such as door handles). • Exercise social distancing measures – maintain 2m distance from others. • When handling materials / working on or cleaning trains, wear glove (Nitrile). • Consider staggered breaks to maintain social distancing.	2	2	4	FDM	RS	
10 (continued)	Maintenance Activities on Trains	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation Loss of smell/taste	4	2	8	• Dynamic risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).						

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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 ComplicationsIsolationLoss of smell/taste	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.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 paper towels for drying hands.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 2m	2	2	4	FDM	RS	

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12	Contractors on Depot	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation • Loss of smell/taste	4	2	8	• Follow advice from UK Government and Public Health England. • No access to site for non-essential contractors (essential would include contractors such as Zurich 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 paper towels for drying hands. • Use hand sanitizers • Exercise social distancing measures – maintain 2m distance from others.	2	2	4	FDM	RS	
12 (continued)	Contractors on Depot	O, C, M, T, A, E	• COVID19	• Persistent cough • High Temperature • Health Complications • Isolation	4	2	8	• Contractors / Staff to be kept separated wherever possible – only minimal required contact is permitted (such as signing in and out). •	2	2	4	FDM	RS	

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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 ComplicationsIsolationLoss of smell/taste	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 paper towels for drying hands.Use hand sanitizersExercise 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.	2	2	4	FDM	RS	
14	Handling/signing paperwork	O, C, M, T, A, E	COVID 19	<ul style="list-style-type: none">Persistent coughHigh TemperatureHealth ComplicationsIsolationloss of smell/taste	4	2	8	<ul style="list-style-type: none">Work digitally whenever possibleHandle paperwork whilst wearing nitrile glovesSign paperwork whilst wearing nitrile glovesDo not use shared pens for signingPlace paperwork at least 2 metres away from the recipient in order for them to collect it when you have moved away.	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	First Issue		2020

RESPONSIBILITIES		
Risk Assessor – HSEW	Name –	
Responsible Manager – Fleet Delivery Manager	Name –	
Reviewer – Fleet Head of Materials	Name –	

Risk Assessment No:

MOBILITY ROLLING STOCK – RISK ASSESSMENT TABLE

Reviewer – ROES	Name – [REDACTED]	
Reviewer – ROES	Name – [REDACTED]	
	Risk Assessment Date – 04/06/2020	Proposed Review Date – at next SLT

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