

| | | | | | | | Completed by: | | | | | |
|--------------------------------|--|--|--------------------------------|---|---|----|---------------|--|---|---|----|--------|
| Location: Siemens Office Ashby | | | | | | | 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 - Good respiratory hygiene must be communicated and observed - Flexible work hours - Staggered start/finish and break/lunch times - Rotation of staff - Distribution to office areas with lower occupancy - Avoiding face-to-face seating - Occupation of every 2nd desk or row in diagonals - Only one person in an elevator at one time - Occupancy density requirements must be defined - Consideration of pedestrian flows, labelling of directions in stairs/aisles - 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 - Shielding in reception areas (e.g. polycarbonate screens) - Restaurants and gyms to remain closed - 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. <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 regard to Covid-19</p> | 2 | 3 | 6 | Medium |

| | | | | | | | | | | | | |
|---|--|--|--------------------------------|---|---|----|--------|--|---|---|---|--------|
| 2 | Transmission from surfaces (Offices) | Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/no se. | 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):- Increased cleaning regime by cleaning contractor using disinfectant, plus provision of additional protective equipment for cleaners.</p> <p>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)</p> <ul style="list-style-type: none"> - 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 established: 10% bleach, hand sanitisers >60% ethanol - Individuals to use their own keyboard and mouse only - 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 |
| 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. 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.</p> | 2 | 4 | 8 | Medium |
| 4 | Household member of employee contracts Covid-19 or is advised to self | Contraction of Covid-19 from family member | Employees, Public, Contractors | 3 | 4 | 12 | Medium | <p>Self isolation of employee as per Government requirements. Inform line manager. Covered fully in site SOP.</p> | 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 | <p>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.</p> | 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 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 |
| 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 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 (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 | 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 |
| 10 | 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. | 1 | 4 | 4 | Low |
| | | | | | | | | Communicate to all staff any changes to emergency arrangements/plans including induction for visitors/contractors. | | | | |
| 11 | Office areas | Confirmed that the facilities supplied by either the landlord or Siemens, have been assessed and deemed compliant with SMO guidance. | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Cleaning regime every 3 hours, all communal surfaces. Additional wipes available near doors. | 1 | 3 | 3 | Low |

| | | | | | | | | | | | | |
|----|---------------------------|--|--------------------------------------|---|---|----|--------|---|---|---|---|-----|
| 12 | Be Fit for Work | Confirm staff have been briefed on the office procedures and Fit for Work | Employees, Public, Contractors | 2 | 4 | 8 | Medium | All staff sign in everyday and confirm that they have read and understood the Office Operating Procedure (OOP). Further copy in Reception. Line Managers to complete the Line Manager checklist in the OOP at Appendix A for all staff returning to the office | 1 | 4 | 4 | Low |
| 13 | Be Fit for Work | Confirm all staff have had a return to work interview and are current on all safety procedures and requirements | Employees, Public, Contractors | 3 | 3 | 9 | Medium | .A record of each briefing will be controlled by the Office Manager. | 1 | 3 | 3 | Low |
| 14 | Site Parking | Confirm parking facilities have been reassessed and deemed adequate | Employees, Public, Contractors | 2 | 3 | 6 | Medium | Cars to park in alternative spaces to allow 2 metre distance between vehicles | 1 | 3 | 3 | Low |
| 15 | Fire and First Aid | Confirm that adequate Fire Wardens and First Aiders are on site and ensure Social Distancing can be maintained as far as is practicable during building evacuation and at fire assembly points | Employees, Public, Contractors | 4 | 4 | 16 | High | 1 x Fire warden & First Aider are on site all times per 50 staff. If over 50 staff, we will roster one of the 6 trained first aid staff. All staff to use Fire point 6 located outside reception, diagram and signage of how to line up maintaining Social Distancing in coned area All other existing fire points covered / marked not in use. | 1 | 4 | 4 | Low |
| 16 | Office Hours | Confirm you considered office opening hours, controls around out of hours access and the start and finish times of staff to minimise congestion | Employees, Public, Contractors | 2 | 3 | 6 | Medium | Staff to use queuing system implemented outside reception. Only one person signing in at a time Start times to be monitored, however phased times not deemed necessary at this stage due to the low number of people on site | 1 | 3 | 3 | Low |
| 17 | Reception | Confirm that Social Distancing can be maintained when personnel are accessing / egressing and signing in / out. | Employees, Public, Contractors | 2 | 3 | 6 | Medium | Receptionist/visitors will be protected by Perspex shield at Reception desk. Maximum capacity box marked on floor to prompt staff to be aware of single use zone & 2 metre social distance. Only limited seating to allow social distancing. Staff to use separate Entry & Exit. Sign in/out via desk located in centre of reception. All Couriers to collect/deliver from stores. Floor & wall signage to guide use of stairs & lift. | 1 | 3 | 3 | Low |

| | | | | | | | | | | | | |
|----|--------|---|--------------------------------|---|---|---|--------|---|---|---|---|-----|
| 18 | Office | Confirm you have assessed the maximum number of people that can be on site to allow Social Distancing to be achieved as far as is practicable | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Max 50 persons on site at any one time. ITS max = 8 Crossrail max = 15 CIS max = 27 Individual rooms / areas will be marked with maximum capacity | 1 | 3 | 3 | Low |
| 19 | Office | In smaller office areas such as kitchens and meeting rooms, ensure clear signage is used to communicate the maximum number of people allowed at any one time. | Employees, Public, Contractors | 3 | 3 | 9 | Medium | One person to use kitchen at a time. Exclusion box marked on floor to prompt staff to be aware of single use zone. Hand wipes available/hand sanitiser. Staff to bring their own cup/utensils/supplies to office. | 1 | 3 | 3 | Low |
| 20 | Office | Confirm that you have facilitated changes to achieve Social Distancing when people are moving | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Staff to adhere to one-way system through-out building. Reception stairs multi way however signage to prompt to Stop & Look, before entering stairs. Mezz stairs down only. Staff entrance up and International down. One way around the Lab perimeter. Floor & wall directional signage in place. * | 1 | 3 | 3 | Low |
| | | around the office. | | | | | | | | | | |
| 21 | Office | Confirm you have evaluated common / shared areas e.g. entrance / lifts and stairs to assure Social Distancing as far as is practicable | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Only one person to use lift at a time. Wipes provided at lift to keep buttons clean Information Signage to be fitted | 1 | 3 | 3 | Low |

| | | | | | | | | | | | | |
|----|---------------------------|---|--------------------------------|---|---|----|--------|---|---|---|---|-----|
| 22 | Office | Ensure Social Distancing can be achieved by restricting the number of desks available. Identify which desks remain permanently allocated to individual staff and identify and label which desks are available for rotational working. | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Staff that are approved for full 5 days / per week office access will be assigned permanent desks. These desks will be highlighted with signage. All other staff that need to visit the office will be required to book access in advance with office manager to be allocated a desk and permitted access to site. Each function is allocated a maximum seating capacity: Finance – 8 Engineering – 7 International – 7 TFS – 5 Crossrail – 7 Lab – 8 ITS - 8 | 1 | 3 | 3 | Low |
| 23 | Welfare Room | Have a place designated for illness and evacuation | Employees, Public, Contractors | 2 | 2 | 4 | Medium | The Wellbeing room is the designated Quarantine Room. If any staff start to feel unwell and exhibit signs of Covid 19, they are to isolate themselves in the Wellbeing room, then notify reception 01530 258000 the duty manager will be informed to by Reception to assist. PPE kit provided in reception for duty manager to use. Wipes, gel provided. | 1 | 2 | 2 | Low |
| 24 | Welfare Facilities | Confirm sufficient hand washing and toilet facilities have been made available to correctly facilitate the number of people expected in the office | Employees, Public, Contractors | 3 | 4 | 12 | Medium | One in one out policy for toilets. Staff to use the engaged/not engaged signage when using the facilities. Sanitizer dispenser located outside. Cleaners empty bins 3 times a day. | 1 | 4 | 4 | Low |
| 25 | Welfare Facilities | Limit access as appropriate to facilities to maintain Social Distancing | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Taped off areas, locked down rooms that are not able to provide social distancing, labs have been reset to ensure distancing is possible. | 1 | 3 | 3 | Low |
| 26 | Welfare Facilities | Confirm adequate additional hand sanitiser & wipes have been issued where deemed as being required | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Wipes provided in kitchens & sanitiser dispenser installed on entrance. Signage - 2 metre distancing on floor/walls entrance. Only kettle/microwave/fridge provided. Staff to bring their own cups/cutlery/plates. | 1 | 3 | 3 | Low |
| 27 | Welfare Facilities | Confirm that no office catering, buffets, fruit or other shared produce will be provided | Employees, Public, Contractors | 2 | 3 | 6 | Medium | No catering to be supplied. All staff to bring in own supplies. | 1 | 3 | 3 | Low |

| | | | | | | | | | | | | |
|----|--|---|--------------------------------|---|---|---|--------|---|---|---|---|-----|
| 28 | Canteen and Eating Arrangements | Confirm that all staff are aware to bring their own provisions to satisfy their daily sustenance | Employees, Public, Contractors | 2 | 3 | 6 | Medium | Only one person per table in canteen. Staff to adhere to Floor/wall signage marking to social distance for hot water tap/microwave. Wipes/gel will available at each station. Staff are encouraged to stagger breaks/lunches and eat at desks. All briefed in the SOP to bring own utensils and food. | 1 | 3 | 3 | Low |
| 29 | Canteen and Eating Arrangements | Office provided milk, tea, coffee etc | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Only hot water will be supplied | 1 | 3 | 3 | Low |
| 30 | Changing Facilities, Showers and Drying Rooms | Limit access to the facilities and confirm additional hand sanitiser & wipes have been issued where deemed as being required | Employees, Public, Contractors | 2 | 3 | 6 | Medium | Shower out of use | 1 | 3 | 3 | Low |
| 31 | Office Meetings | Confirm that meetings rooms maximum capacity has been assessed to ensure Social Distancing can be achieved. | Employees, Public, Contractors | 3 | 3 | 9 | Medium | Standing only meetings, all chairs removed from Mezz 1 & 2, International A & B. Wipes/Gel provided. Staff to leave one at a time observing social distancing. | 1 | 3 | 3 | Low |
| 32 | Disposal of Waste | Confirm if suitable waste management facilities are in place, e.g. disposal of additional cleaning waste | Employees, Public, Contractors | 3 | 3 | 9 | Medium | All waste removed from site each day. Bins emptied 3 times a day. | 1 | 3 | 3 | Low |
| 33 | Office facilities (Photocopier) | Where possible arrange for IT to remove login requirements Confirm additional hand sanitiser & wipes have been issued where deemed as being required | Employees, Public, Contractors | 2 | 3 | 6 | Medium | Single person zone marked on floor to prompt staff to be aware of social distancing. Wipes/Gel available at each zone. | 1 | 3 | 3 | Low |

| | | | | | | | | | | | | |
|----|---|---|--------------------------------|---|---|----|--------|--|---|---|---|-----|
| 34 | Post room and mail | Limit access to the facilities and confirm additional hand sanitiser & wipes have been issued where deemed as being required | Employees, Public, Contractors | 2 | 3 | 6 | Medium | Post delivered to reception. Reception to email individuals to collect post. | 1 | 3 | 3 | Low |
| 35 | Cleaning Regime | Confirm enhanced cleaning regime for shared areas Confirm that all desks will be cleaned at the end of every day / prior to next use Cleaning plan if COVID-19 suspected case in the office | Employees, Public, Contractors | 3 | 4 | 12 | Medium | Communal areas including kitchen/toilet areas/canteen area cleaned 3 times a day. Door handles throughout building cleaned 3 times a day. Desks occupied will be deep cleaned each evening, staff to leave the laminated card provided with a X to request. The cleaners will confirm the deep clean has been completed by replacing a laminated card. Fire doors where magnetic catches are installed to be left open. | 1 | 4 | 4 | Low |
| 36 | Social Distancing | Confirm that social distancing guidelines can be maintained during all office activities. Are expected infringements at an acceptable level? | Employees, Public, Contractors | 3 | 3 | 9 | Medium | One-way system installed – see previous note * | 1 | 3 | 3 | Low |
| 37 | Specialist equipment rooms, i.e. Test & Data | Limit the number of staff access to room | Employees, Public, Contractors | 2 | 3 | 6 | Medium | Staff to liaise within their department and agree a rota for access to specialist zones. Label each specialised area with whom to contact for access. | 1 | 3 | 3 | Low |
| 38 | HVAC | Review with business services re Aircon filters where possible | Employees, Public, Contractors | 2 | 2 | 4 | Medium | Filters changed every 6 months. Last changed in March 2020 | 1 | 2 | 2 | Low |
| 39 | Water Supply | Where offices have not been in use there may be a risk of legionella bacteria build up. | Employees, Public, Contractors | 3 | 4 | 12 | Medium | Apleona check weekly for run offs | 1 | 4 | 4 | Low |

| | |
|--|--|
| | |
| | |
| | |
| | |