

Task: <b>York Holgate Site Corona Virus Risk Assessment</b> (Phase 1 Recovery) - Coronavirus risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice. <b>Serial Number:</b> York Holgate/C/001							<b>Completed by:</b>				
Location: Siemens Office York Holgate							<b>Reviewed</b>				
							<b>Next Review</b>				
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				Likelihood x Severity = Controlled Risk Factor / Rating			
				L	S	RF	RR	L	S	RF	RR
1	<b>Transmission person to person (Offices)</b>	Contraction of Covid-19 through droplets via coughing, sneezing and exhaling	Employees, Public, Contractors	4	3	12	Medium	2	3	6	Medium
<p>If job role allows, employee <b>must</b> work from home (i.e. computer-based roles).  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 in diagonals</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 regard to Covid-19</p>											

2	<b>Transmission from surfaces (Offices)</b>	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/no se.	Employees, Public, Contractors	5	3	15	High	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. 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 established: 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
3	<b>Employee starts to show symptoms</b>	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
4	<b>Household member of employee contracts Covid-19 or is advised to self</b>	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. Covered fully in site SOP.	2	4	8	Medium
5	<b>Vulnerable' and 'Extremely Vulnerable' Employees and Household</b>	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	<b>Contractors</b>	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	<b>Visitors/ Public Delivery Drivers</b>	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	<b>Travelling employees (UK)</b>	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	<b>Mental Health</b>	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	<b>Emergency Arrangements</b>	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	<b>Office areas</b>	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	<b>Be Fit for Work</b>	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 the office sign in area. Line Managers to complete Line Manager briefing in the OOP at Appendix A for all staff returning to the office	1	4	4	Low

13	<b>Be Fit for Work</b>	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	<b>Site Parking</b>	Confirm parking facilities have been reassessed and deemed adequate	Employees, Public, Contractors	2	3	6	Medium	Cars to park in allocated 6 slots and will be briefed to exit and enter their vehicle one at a time to maintain social distancing.	1	3	3	Low
15	<b>Fire and First Aid</b>	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 at York. All staff to use Fire point located outside reception, diagram and signage of how to line up maintaining	1	4	4	Low
16	<b>Office Hours</b>	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	<b>Reception</b>	Confirm that Social Distancing can be maintained when personnel are accessing / egressing and signing in / out.	Employees, Public, Contractors	2	3	6	Medium	Only limited seating to allow social distancing. Sign in/out via desk located in centre of reception. All Couriers to collect/deliver from entrance area. Floor & wall signage to guide use of stairs & lift.	1	3	3	Low
18	<b>Office</b>	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 10 persons on site at any one time. Individual rooms / areas will be marked with maximum capacity	1	3	3	Low

19	<b>Office</b>	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. Maximum capacity 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	<b>Office</b>	Confirm that you have facilitated changes to achieve Social Distancing when people are moving around the office.	Employees, Public, Contractors	3	3	9	Medium	Staff to adhere to one-way system through-out building. Floor & wall directional signage in place. *	1	3	3	Low
21	<b>Office</b>	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	<b>Office</b>	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.	1	3	3	Low
23	<b>Welfare Room</b>	Have a place designated for illness and evacuation	Employees, Public, Contractors	2	2	4	Medium	The Bell 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 Bell room. The duty manager will assist. PPE kit provided in reception for duty manager to use. Wipes, gel provided.	1	2	2	Low

24	<b>Welfare Facilities</b>	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 <b>engaged/not engaged</b> signage when using the facilities. Sanitizer dispenser located outside. Cleaners empty bins 3 times a day.	1	4	4	Low
25	<b>Welfare Facilities</b>	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	<b>Welfare Facilities</b>	Confirm adequate additional hand sanitiser & wipes have been issued where deemed as being required	Employees, Public, Contractors	3	3	9	Medium	Wipes provided in kitchen & 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	<b>Welfare Facilities</b>	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	<b>Canteen and Eating Arrangements</b>	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 kettle/microwave. Wipes/gel will available around the office. 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	<b>Canteen and Eating Arrangements</b>	Office provided milk, tea, coffee etc	Employees, Public, Contractors	3	3	9	Medium	Only hot water will be supplied	1	3	3	Low
30	<b>Changing Facilities, Showers and Drying Rooms</b>	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	No shower.	1	3	3	Low
31	<b>Office Meetings</b>	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. Wipes/Gel provided. Staff to leave one at a time observing social distancing.	1	3	3	Low

32	<b>Disposal of Waste</b>	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	<b>Office facilities (Photocopier)</b>	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	<b>Post room and mail</b>	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 and individuals to collect post.	1	3	3	Low
35	<b>Cleaning Regime</b>	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 <b>X</b> to request. The cleaners will confirm the deep clean has been completed by replacing a laminated card.	1	4	4	Low
36	<b>Social Distancing</b>	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	<b>Specialist equipment rooms, i.e. Test &amp; Data rooms</b>	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	<b>HVAC</b>	Review with business services re Aircon filters where possible	Employees, Public, Contractors	2	2	4	Medium	No HVAV in Holgate office	1	2	2	Low
39	<b>Water Supply</b>	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

**Compiled by:** \_\_\_\_\_  
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