

Task: COVID-19 Risk Assessment to Hold an internal meeting within NTAR. - COVID risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice.							Completed by: ██████████					
Location: Siemens Skills and Education Locations							Reviewed	05/06/2020				
							Next Review	15/06/2020				
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
	Transmission person to person (Limited areas in NTAR))	Contraction of Covid-19 through droplets via coughing, sneezing and exhaling	Staff and Meeting Delegates.	4	4	16	High	<p>Social Distancing (>2m) must be maintained at all times (signage to be deployed)</p> <p>Good respiratory hygiene must be communicated and observed</p> <p>Staggered Arrival and departure times and Attendees names to be document in advance.</p> <p>Face-to-face seating to be arranged to comply with social distancing</p> <p>2m radial separation distances to maintained during meeting and breaks</p> <p>Elevators should not be used but where they must, maximum occupancy is one person.</p> <p>Attendees should be encouraged to bring there own lunch and disposable cups provided to avoid further surface exposure.</p> <p>Consideration of pedestrian flows, labelling of directions in stairs/aisles</p> <p>NTAR staff to be the only people permitted to enter the kitchens.</p> <p>Smoking area to be limited to 2 persons maximum allowed at one time</p> <p>Where food is to be supplied these must be of an individual pack design. (avoid sharing platters)</p> <p>Mark off public areas/lobbies/reception etc to maintain social distancing</p> <p>Only First floor toilets to be used</p> <p>Communication email to attendees with printed media around site.</p> <p>Obtain posters and media from NHS, PHE, HSE etc on good hygiene</p>	2	3	6	Medium

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	Transmission from surfaces (Limited areas of NTAR)	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose.	Staff and Meeting Delegates	5	4	20	High	2	3	6	Medium

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	Attendee starts to show symptoms	Contraction of Covid-19	Staff and Meeting Attendees.	3	4	12	Medium	Attendees to be informed that anyone showing symptoms such as high temperature or new continuous cough must not attend and self-isolate as per Government requirements. Attendees beginning to show symptoms whilst on site must immediately leave the meeting and go home. If attendee is too unwell to transport themselves, they must go to the designated site isolation room (Renee) immediately without touching surfaces or breaking social distancing and inform management. Attendee 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 attendee has been in immediately. Attendee must arrange for COVID-19 test via Government online portal (if eligible) and inform Line Manager and the Trainer.	2	4	8	Medium
	Household member of an Attendee contracts Covid-19 or is advised to self isolate	Contraction of Covid-19 from family member	Staff, Trainer, Trainee	3	4	12	Medium	Self isolation of Staff, Trainer or Attendee as per Government requirements. Inform line manager.	2	4	8	Medium
	'Vulnerable' and 'Extremely Vulnerable' Attendee and Household	Attendee with certain existing conditions can be more acutely affected by Covid-19	Staff and Meeting Delegates	3	5	15	High	Communicate to Staff, trainers and Attendees that those defined as 'Vulnerable' and 'Extremely Vulnerable' by the NHS must not attend and work from home as per shielding advice given by the Government. Attendees who share a household with anyone defined in the above categories must inform their line manager to ensure a decision is made at a business level..	1	5	5	Medium
	Food Deliveries	Visitors contracting Covid-19 Visitors transmitting Covid-19	Staff and Meeting Delegates.	3	4	12	Medium	If possible delegates should prepare and bring their own food. If food delivery is considered 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
	Travelling trainers or Trainees (UK)	Transmission from members of the public via coughing/sneezing/exhaling	Staff and Meeting Attendees.	4	4	16	High	Only Business critical meetings should be held with travel kept to a minimum where possible Avoid use of public transport (e.g. tube, buses) but if necessary wear an approved face shield. Ensure Site attendees should have alcohol-based hand gel for regular hand sanitizing available Site attendees should carry sanitising wipes to wipe down common areas when travelling	2	4	8	Medium
	Emergency Arrangements	In case of fire/injury/ill health in the workplace	All Personnel	3	4	12	Medium	Provision of one first aider trained in line with social distancing and respiratory hygiene requirements. Provision of one trained fire marshals due to reduced occupancy. Evacuation Point D is to be used and social distancing to be adhered too. Communicate to all attendees emergency arrangements via email prior to attending and reiterated on arrival.	1	4	4	Low

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Signature: [Redacted]

Approved by:
Signature: