

***Generic/Project Ref and Name: Heathrow Express (HEX) Traincare Facility - COVID-19**

Hazard Number	Task / Activity	Persons exposed	UNCONTROLLED				CONTROLLED				Risk Owner	Dept	
			Risks	Effect	L	S	R	Description of controls mitigating the risk.	L	S			R
1	All activities.	RS Staff	Spread of Coronavirus from poor awareness of Siemens SOP	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>Follow Government guidelines</p> <p>All staff sponsor to be issued with clear instructions on all safety.</p> <p>Issue COVID-19 requirements to all staff</p> <p>Proof of acceptance and understanding to be provided.</p> <p>Signage displayed around the depot</p> <p>Repeat reinforcement at start of shift briefs and in local management e-mails & updates.</p> <p>Perspex</p>	2	3	6	FDM	
2	All activities	RS Staff	Spread of Coronavirus from person who are unaware of Siemens SOP and no control; over supplier and subcontractors	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>If any individual is already self-isolating in accordance with the Government guidelines, they are not to turn up:</p> <ul style="list-style-type: none"> Siemens management to check register Agencies to confirm all attending are fit for duty and no signs of illness Sub-Contractors to confirm to site manager 	1	3	3	FDM	

							Pre-visit information and this risk assessment to be shared with visitors.					
3	All activities	RS Staff	Spread of Coronavirus due to lack of suitable hand washing facilities and materials causing;	<ul style="list-style-type: none"> Mild illness Severe illness Fatality 	3	3	9	<p>Hot water and soap to be available at all locations to allow operatives to wash hands as frequently as possible for 20 seconds.</p> <p>Apply personal hand sanitiser as frequently as possible. This is provided by Siemens to staff.</p> <p>Stay 2m away from other people where possible</p> <p>Enhanced depot cleaning regime for surfaces, such as handrails, doors and kitchen appliances.</p>	1	3	3	FDM
4	All activities.	RS Staff	Reputational damage to the business due to bad press. The public may question why the business is not;	<ul style="list-style-type: none"> Staff verbal and/or physical assault Depot security issues 	3	4	12	<p>Adhere to the control measures in this document.</p> <p>Avoid speaking to the press.</p> <p>Avoid travelling in PPE.</p> <p>Avoid public transport and peak times where possible. Work arrangements to make this possible, where this can be facilitated.</p>	2	3	6	FDM
5	All activities	RS Staff	Damage to mental health of employees due to;	<ul style="list-style-type: none"> Psychological stress Sickness 	3	3	9	Adhere to the control measures in this document.	2	3	6	FDM

			<ul style="list-style-type: none"> Concern about contracting the virus through work activities Passing on the virus to family members 				<p>Adequate supervision and monitoring of site activities to provide reassurance on additional controls</p> <p>Utilise Four Steps to Zero Harm procedure, stop work and report concerns to supervisor / manager.</p> <p>Regular contact with those working from home.</p>						
6	Site Access	RS Staff & Visitors	Accessing the depot / site and signing in leading to spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>Separate door to access and egress.</p> <p>All staff to keep a minimum of 2m away using authorised walking routes.</p> <p>Markers installed within authorised walking route to identity 2m separation.</p> <p>All doors to be jarred open to prevent touching unless a fire door.</p> <p>Hand sanitiser to be applied or wear gloves when opening or closes depot/site access gates or doors</p> <p>Staff are issued appropriate PPE for the work they are on site to do.</p> <p>Staff to wash hands (where available) on arrival at site</p> <p>Staff to be encouraged to wash their hands at the earliest possible opportunity when arriving to site.</p>	1	3	3	FDM	

7	Welfare facilities	All staff	Use of welfare facilities – messing Spread of Coronavirus causing;	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>Cleaners to clean all messing facilities prior to each working shift and every 4 hours thereafter:</p> <ul style="list-style-type: none"> Using disposable cloth, first clean hard surfaces and warm soapy water Then disinfect these surfaces with the cleaning products paying particular attention to frequently touched areas Wear disposable or washing up gloves and aprons. Double bag, then stored securely for 72 hours then thrown away in the regular waste stream <p>Break times to be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitizer to be used prior to entering and leaving all messing facilities.</p> <p>Workers should sit 2m apart from each other whilst eating and avoid all contact.</p> <p>Tables should be cleaned between each use.</p> <p>All rubbish should be put straight in the bin and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each</p>	2	3	6	FDM	
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8	Welfare facilities	All staff	Use of welfare facilities – toilets	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	4	3	12	<p>Cleaners to clean all welfare facilities prior to each working shift and every 4 hours thereafter:</p> <ul style="list-style-type: none"> Using disposable cloth, first clean hard surfaces and warm soapy water Then disinfect these surfaces with the cleaning products paying particular attention to frequently touched areas Wear disposable or washing up gloves and aprons. Double bag, then stored securely for 72 hours then thrown away in the regular waste stream <p>Restrict the number of people using toilet facilities at any one time</p> <p>Wash hands before and after using the facilities.</p> <p>Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</p> <p>Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.</p> <p>Provide suitable and sufficient rubbish bins for hand towels and nitrile gloves with regular removal and disposal.</p>	3	3	9	FDM	
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9	Briefings	All Staff	Before work briefings in the depot, spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>All operatives to be sat at least 2m apart within the depot.</p> <p>All operatives to be always stood 2m apart outside of the depot.</p> <p>Use personal pen for signing sheets.</p>	1	3	3	FDM	
10	Tools and equipment.	All staff	Handling tools and equipment, spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>All staff to have personal issued tools and not to be shared where possible.</p> <p>All equipment to be thoroughly cleaned prior and after use including shift change over.</p> <p>Shared tools to be wiped down with bacterial wipes before use.</p> <p>Sanitise / wash hands.</p> <p>Avoid hand to face / mouth / nose / eyes touching.</p>	1	3	3	FDM	
11	Tasks that require two or more operatives to be within 2m of each other.	All staff	Working in close proximity causing spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	4	3	12	<ul style="list-style-type: none"> FFP2 or surgical masks are to be supplied, worn by all operatives within 2m Nitrile gloves to be worn over (or in lieu of) safety gloves. Where this is not possible due to the nature of the task, they should be wiped/cleaned with bacterial wipes following use Door handles, locks and working station to be wiped before and after touching use if possible, otherwise comprehensive hand hygiene must be practiced 	3	3	9	FDM	

							<ul style="list-style-type: none"> Carry hand sanitiser and always sanitise before any hand to face / mouth / nose / eyes contact is made Carry tissues for coughs / sneezes and ensure readily available <p>All face masks, nitrile gloves and wipes to be doubled bagged, stored securely for 72 hours then thrown away in the regular waste stream.</p>					
12	Operatives feeling unwell/showing signs of COVID-19 prior/during works	All staff	Spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	5	3	15	<p>Report all symptoms immediately to their lead/supervisor/manager.</p> <p>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.</p>	1	3	3	FDM
13	Minor Injury requiring first aid	All staff	Spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>IP to self-treat with first aider present and remaining 2m away always.</p> <p>First Aid kit to be wiped down with bacterial wipes and passed to IP.</p> <p>First Aider to wear surgical gloves and face mask.</p> <p>All first aid equipment used to be wiped down with bacterial wipes.</p>	2	3	6	FDM
14	Major injury requiring first aid	All staff	Spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	4	3	12	<p>First Aider to wear surgical gloves and face mask.</p>	3	3	9	FDM

							<p>All first aid equipment used to be wiped down with bacterial wipes.</p> <p>Additional response measures to be planned if delays are anticipated with emergency services due to pressure from Coronavirus.</p> <p>Treatment of a major injury to prevent serious debilitation or death is to be prioritised other the potential of catching COVID-19</p>					
15	Disposal of single use PPE and antibacterial wipes.	All staff	Spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	Used disposable PPE should be removed double bagged, stored securely for 72 hours then thrown away in the regular waste stream.	1	1	3	FDM
16	Upstairs offices & corridor, and downstairs offices.	All staff	Spread of coronavirus	<ul style="list-style-type: none"> Mild Illness Severe illness Fatality 	3	3	9	<p>Only one person on the stairs at a time, with signage to indicate the system.</p> <p>Passing points in the upstairs corridor.</p> <p>Offices set up to enable social distancing and windows opened to provide proper ventilation.</p> <p>Doors fitted with foot handles to prevent hand contact with handles.</p> <p>Supervisors office fitted with Perspex barrier and allocated a number maximum number of staff allowed in at one time.</p>	1	1	3	FDM

PE CODE						
O OPERATIONAL	C CLEANING	M MAINTENANCE	I INSTALLATION	T TRANSPORT & DELIVERY	A ADMIN	E EXTERNAL VISITOR CONTRACTOR ETC.

Photographs to be used if applicable

FURTHER ACTION REQUIRED			
HAZ No	Requirement	Action by	Target date
	More permanent signage to be fitted on site. Specifically, outside the main entrance and upon walking onto the shop floor to emphasize the controls, and that this is a covid-safe site.	FM	June 2020

RESPONSIBILITIES

Risk Assessor	Name: [REDACTED]	Signature:
Responsible Manager:	Name: [REDACTED]	Signature:
	Risk Assessment Date: 8th June 2020	Proposed Review Date: 20th June 2020

1ST Review

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