

Task: Corona Virus Risk Assessment (Phase 1 Recovery) - Coronavirus risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice.										Completed by:			
Location:										Reviewed			
										Next Review			
										Unique Risk No.			
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 (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 - Signage in place and briefed in Information Pack - Good respiratory hygiene must be communicated and observed. Deep clean regime in place by Building Manager/Facilities and temperature checks upon arrival will be mandated. - Flexible work hours - Staggered start/finish and break/lunch times - All employees requested access to advise proposed start, finish & break times, to be reviewed and agreed. All provided in Information Pack - Rotation of staff - Distribution to office areas with lower occupancy Due to public transport restrictions, some employees re-distributed to Croydon Office as they're able to either drive or walk to office. - Avoiding face-to-face seating - Re-explore desk screens from REM/Fantoni - Occupation of every 2nd desk or row (out of 46 desks available, we can occupy 13) - Desks will have signage advising where to sit/not to use (use of tape and markings for visual warnings) - Occupancy density requirements must be defined - Access to the office is by approval only via Office Manager. A schedule to mandate attendance list. Staff will have to justify they aren't using public transport as this office is situated in central London. See row 18 - "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." - Information Pack will be sent out to all staff based in Lynton House, Ground Floor detailing all requirements. - Consideration of pedestrian flows, labelling of directions in stairs/aisles. Floor diagram updated to implement one way system to be displayed at reception and briefed on arrival. 	2	3	6	Medium	

Task: Corona Virus Risk Assessment (Phase 1 Recovery) - Coronavirus risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice.								Completed by:				
Location:								Reviewed				
								Next Review				
								Unique Risk No.				
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 from surfaces (Offices)	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose.	Employees, Public, Contractors	4	3	12	Medium	<p>Site specific risk assessment must be carried out in conjunction with SRE/landlord considering the following (non-exhaustive):</p> <ul style="list-style-type: none"> - 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. See above in row 10. - Provision of hand sanitiser at strategic locations (e.g. access/egress points) Hand sanitiser situated at all touch points. Access doors to office/kitchen to remain open. Landlords access door to stay shut allowing one access into office. One way system - Desk sharing must be prevented (e.g. through desk booking systems) Detailed floor plan showing which desks are in use and which are not to be used. - Same desk must not be used by different individuals in the same work day Schedule in place to ensure individuals are sat at same desk all day. - Desk cleaning prior to use by the next person must be ensured Deep Cleaning arrangements in place prior to office opening. Daily cleaning schedule in place in evenings post occupation. - Plan with FM regarding increased cleaning/sanitising/disinfecting regimes - Devise checklist to ensure thorough clean every evening which will be auditable. - Consideration of technical means for fire door holds (e.g. Doorguards) to prevent door surface transmission while maintaining fire compartmentation. The communal doors are being managed by the Building Manager and doors under our control can't be left open due to a security risk. Foot pump hand sanitiser in situ at Office entrance door. (blue mandate sign in place) - Individuals to bring their own keyboard and mouse to site - only monitors and laptop docking stations to be left on desks each night. In place - Desk users to be provided with sanitising wipes to clean down monitor and docking station buttons before and after use. In place - Good hand hygiene must be communicated and observed - Encourage staff to bring in own water/ tea & coffee. Single use gloves/paper towels available at designated area in kitchen. - Site management arrangements must be fully reviewed in conjunction with SRE/landlord and communicated. In place - Review drinking water dispensing arrangements and equipment; consider other controls such as 	2	3	6	Medium
	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.</p> <p>Employee beginning to show symptoms whilst on site must immediately go home and inform line manager.</p> <p>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.</p> <p>Employee to list all the parts of the building they have been in.</p> <p>Arrangements to be made for their isolated exit from site.</p> <p>Sanitisation of areas employee has been in immediately.</p> <p>Employee must arrange for COVID-19 test via Government online portal (if eligible) and inform Line Manager of results.</p>	2	4	8	Medium

Task: Corona Virus Risk Assessment (Phase 1 Recovery) - Coronavirus risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice.										Completed by:			
Location:										Reviewed			
										Next Review			
										Unique Risk No.			
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	
	Household member of employee contracts Covid-19 or is advised to self isolate	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.	2	4	8	Medium	
	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	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	
	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) Confidential waste contractor currently not required. Photocopier engineer, Pest Control and Coffee Machine maintenance engineer to be briefed on arrangements prior to site attendance.	2	4	8	Medium	
	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. - Fruit delivery put on hold until further notice. If essential, communicate Covid-19 prevention measures ahead of visit and repeat immediately at the point of entry to site. In place 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. Toilets are in the communal area and accessible.	1	4	4	Low	

Task: Corona Virus Risk Assessment (Phase 1 Recovery) - Coronavirus risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice.										Completed by:			
Location:										Reviewed			
										Next Review			
										Unique Risk No.			
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	
	Travelling employees (abroad)	Transmission from members of the public via coughing/sneezing/exhaling	Employees	4	4	16	High	Avoid use of public transport (e.g. tube, buses) Ensure employees have alcohol based hand gel for regular hand sanitising Use Circuit wherever possible as an alternative to meeting face to face Before foreign travel check the following website for advice and guidance and ensure the need for travel is agreed with line manager https://new.siemens.com/uk/en/general/employee-updates.html Check the Foreign Office website for travel advice from the Government Employees should carry sanitising wipes to wipe down common areas when travelling by air or hire car.	2	4		Medium	
	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 Cross referenced with row 9. Access to the office is by approval only via Office Manager. A schedule to mandate attendance list. Staff will have to justify they aren't using public transport as this office is situated in central London.	2	4	8	Medium	
	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	
	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. Communicate to all staff any changes to emergency arrangements/plans including induction for visitors/contractors.	1	4	4	Low	

