## Task: Coronavirus Risk Assessment (Phase 1 Recovery)

Coronavirus risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice.

### Location:

<table>
<thead>
<tr>
<th>No</th>
<th>Describe the Hazard</th>
<th>What is the Effect (Risk) from the hazard?</th>
<th>Who/what would be at risk</th>
<th>Likelihood x Severity Factor / Rating</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transmission person to person (Offices)</td>
<td>Contraction of Covid-19 through droplets via coughing, sneezing and exhaling</td>
<td>Employees, Public, Contractors</td>
<td>L: 4, S: 3, RF: 12, RR: Medium</td>
<td>If job role allows, employee must work from home (i.e. computer-based roles). 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): - Social Distancing (&gt;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 &amp; 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. - 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 16 - &quot;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.&quot; - 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.</td>
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### Likelihood x Severity = Controlled Risk

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<tr>
<th>L</th>
<th>S</th>
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<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>6</td>
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<td>Transmission from surfaces (Offices)</td>
<td>Contraction of Covid-19 through droplets on surfaces &gt; touched by employee &gt; touches face/mouth/nose.</td>
<td>Employees, Public, Contractors</td>
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<td></td>
<td>Employee starts to show symptoms</td>
<td>Contraction of Covid-19</td>
<td>Employees, Public, Contractors</td>
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## Task: Corona Virus Risk Assessment (Phase 1 Recovery)

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<td></td>
<td></td>
<td></td>
<td></td>
<td>L S RF RR</td>
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<tr>
<td>Household member of employee contracts Covid-19 or is advised to self isolate</td>
<td>Contractation of Covid-19 from family member</td>
<td>Employees, Public, Contractors</td>
<td>3 4 12 Medium</td>
<td>Self isolation of employee as per Government requirements. Inform line manager.</td>
<td>2 4 8 Medium</td>
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</tr>
<tr>
<td>Vulnerable and 'Extremely Vulnerable' Employees and Household</td>
<td>Employees with certain existing conditions can be more acutely affected by Covid-19</td>
<td>Employees, Public, Contractors</td>
<td>3 5 15 High</td>
<td>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.</td>
<td>1 5 5 Medium</td>
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<td>Contractors</td>
<td>Contractors contracting Covid-19</td>
<td>Employees</td>
<td>3 4 16 High</td>
<td>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.</td>
<td>2 4 8 Medium</td>
<td></td>
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<tr>
<td>Visitors/Public Delivery Drivers</td>
<td>Visitors contracting Covid-19</td>
<td>Employees, Public, Contractors</td>
<td>3 4 12 Medium</td>
<td>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.</td>
<td>1 4 4 Low</td>
<td></td>
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<td>Traveling employees (abroad)</td>
<td>Transmission from members of the public via coughing/sneezing/exhaling</td>
<td>Employees</td>
<td>4 4 16</td>
<td>High</td>
<td>Avoid use of public transport (e.g. tube, buses)</td>
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<td>Traveling employees (UK)</td>
<td>Transmission from members of the public via coughing/sneezing/exhaling</td>
<td>Employees</td>
<td>4 4 16</td>
<td>High</td>
<td>Only essential, business-critical travel is permitted (i.e. field service engineer visits)</td>
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<td>Mental Health</td>
<td>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</td>
<td>Employees, Public, Contractors</td>
<td>4 2 8</td>
<td>Medium</td>
<td>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</td>
</tr>
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<td>Emergency Arrangements</td>
<td>In case of fire/injury/ill health in the workplace</td>
<td>Employees</td>
<td>3 4 12</td>
<td>Medium</td>
<td>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.</td>
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