

Task: Corona Virus Risk Assessment (Limited Return to Office Based Work) - Coronavirus risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice.										Completed by: [REDACTED]			
Location: [REDACTED]										Reviewed		[REDACTED]	
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1	Transmission person to person (Offices)	Contraction of Covid-19 through droplets via coughing, sneezing and exhaling	Employees, Public, Contractors	4	3	12	Medium	Line Managers will identify and assess workers who cannot work from home and require routine access to site, SAT Coordinator will allocate desk numbers to workers, provide a copy of this site-specific operating procedure and send a request to the HSQE Coordinator for the individual to complete the Site Specific EHS Induction. -Providing hand cleaning or sanitizing facilities at entrance. toilets, desks and walkways Access / Egress – one in one out at a time with signage -Implement additional signage to remind staff and visitors to act appropriately, for example wash hands and keep Social Distancing (>2m) must be maintained at all times -Require all workers to wash or clean their hands on entrance and leaving the office -Allow plenty of space (two metres) between people waiting to enter or leave site -Reduced numbers of people allowed, formal start and finish times to allow for minimum of first aiders, key holders required to be in the office. Start time 08:30 to 17:00 - Enhanced cleaning procedures are in place across the site, office cleaner will attend every day to focus on and in particularly, communal areas and at touch points including Taps and washing facilities, shower, Toilet flush and seats Door handles and push plates Food preparation and eating surfaces, Telephone equipment Keyboards, photocopiers and other office equipment with cleaning register in place to record cleaning regime managed by SAT team:	2	3	6	Medium	

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2	Transmission person to person (Offices)	Contraction of Covid-19 through droplets via coughing, sneezing and exhaling	Employees, Public, Contractors	4	3	12	Medium	<p>Staff to clean workstation (and equipment) at the start and end of shift.</p> <p>-Office inspections will be reconvened by the Executive Assistant with assistance of EHS advisors and with the understanding of additional risks needs of the cleaning regime, PPE levels, hand washing and sanitiser.</p> <p>- Distribution to office areas with lower occupancy from 38 desks to maximum of 15 desks</p> <p>- Only one person in toilets managed by a hook and tag system has been installed to help identify availability. Staff and visitors will be issued with a personal tag to hang on an available hook before entering and remove on exit. Once all hooks are tagged, staff / visitors should wait for someone to exit before going in.</p> <p>- Marking/barriers of public areas/reception etc to maintain social distancing</p> <p>- Corridors and walkways to be kept clear no stopping to talk in these areas to maintain social distancing.</p> <p>Ad hoc visitors must be pre-booked with the SAT Controller and numbers strictly controlled to ensure that total site occupancy is maintained, visitor waiting area restricted to 1 person for social distancing Reception / SAT to sign in and out Adhoc attendance visitors when entering/exiting only one person shall be permitted to enter the outer foyer area at one time. Visitors once admitted shall remain in the enclosed foyer until instructed to pass the internal doors to reception. Packages etc to be left in the outer foyer area?</p>	3	2	6	medium	

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3	Transmission from surfaces (Offices)	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose.	Employees, Public, Contractors	5	3	15	High	<p>Induction required on Coventry Office Operating Procedures During COVID-19</p> <p>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.</p> <p>Provision of hand sanitiser at reception, kitchen, toilets, every office room</p> <p>All "non fire" traffic doors to be kept open to reduce touch points, fire door kept open with fireguard</p> <p>Same desk must not be used by different individuals in the same work day, seat plan with occupancy to be developed, hot desking to be managed</p> <p>Desk cleaning prior to use and at end of shift to be cleaned Minimum requirements for cleaning agents to be established: 10% bleach, hand sanitisers >60% ethanol</p> <p>Individuals to keep to seating plan only monitors and laptop docking stations to be left on desks each night.</p> <p>Desk users to be provided with sanitising wipes to clean down monitor and docking station buttons before and after use.</p> <p>Good hand hygiene must be communicated and observed</p> <p>Site management arrangements must be fully reviewed in conjunction with SRE/landlord and communicated</p> <p>Staff encouraged to bring pre-prepared meals and refillable drinking bottles, flask for hot drinks from home, water dispenser tap, increased cleaning regime.</p>	2	3	6	Medium	
4	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>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> <p>Induction required on Coventry Office Operating Procedures During COVID-19</p>	2	4	8	Medium	

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5	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	
6	'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	
7	Contractors/REM	Contractors contracting Covid-19 Contractors transmitting Covid-19	Employees	4	4	16	High	SAT Coordinator will allocate desk numbers to workers, provide a copy of this site-specific operating procedure and send a request to the HSQE Coordinator for the individual to complete the Site Specific EHS Induction for communicate the Covid-19 prevention measures ahead of attendance 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	
8	Visitors/Public Delivery Drivers	Visitors contracting Covid-19 Visitors transmitting Covid-19	Employees, Public, Contractors	3	4	12	Medium	Reduce any non-essential visitations to Siemens locations. SAT Coordinator will allocate desk numbers to workers, provide a copy of this site-specific operating procedure and send a request to the HSQE Coordinator for the individual to complete the Site Specific EHS Induction At reception there is cleaning wipes and sanitisers to allow cleaning of hands and surfaces after each interaction in order to allow deliveries to continue. Signage should be in place at entry point for vehicles and pedestrians stating any latest requirements for COVID-19 at the site Social distancing must be in practice for all deliveries- where this cannot be achieved delivery should be rejected Delivery drivers using paper formats should sign own paperwork signed by driver Delivery drivers using electronic formats must be issued with suitable antiseptic wipes to wipe down tablets before and after each signature. Delivered packages should be wiped with sanitizing wipes 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. When entering/exiting only one person shall be permitted to enter the outer foyer area at one time. Visitors once admitted shall remain in the enclosed foyer until instructed to pass the internal doors to reception. Packages etc to be left in the outer foyer area?	1	4	4	Low	

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9	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	8	Medium	
10	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 All workers should travel to site alone using their own transport or that provided by their employer or other means avoiding public transport such as bicycle	2	4	8	Medium	
11	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	

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12	Emergency Arrangements	In case of fire/injury/ill health in the workplace	Employees	3	4	12	Medium	<p>All key holders to receive a fire marshal briefing from the Executive Assistant on what to do in case of a fire emergency, Assembly point next to the bins at the bottom of the drive keeping social distancing.</p> <p>First Aid box to be checked at the start of each week, increased levels of PPE, face masks and disposable gloves available.</p> <p>First Aiders to familiarise themselves with FA's C-19 first aider guidance https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p> <p>Refer to Site Emergency Plan for the General Arrangements in line with social distancing</p> <p>The Site Emergency plan is contained in document insert reference and has been updated to reflect the current arrangements. The emergency arrangements are included within the site induction which all workers will complete prior to attendance at the office. Preserve life: CPR</p> <p>Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</p> <p>Ask for help. A portable defibrillator is available in the kitchen, ask for it Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation</p> <p>use: a fluid-repellent surgical mask, disposable gloves, eye protection</p> <p>Only deliver CPR by chest compressions and use a defibrillator – don't do rescue breaths</p>	1	4	4	Low	
13	Kitchen/Eating Arrangements	Contraction of Covid-19 through droplets via coughing, sneezing and exhaling	Employees	3	3	9	Medium	<p>With food outlets closing and the need for social distancing individuals should bring their own food to work and avoid leaving the office during the shift for food.</p> <p>Staff to bring pre-prepared meals and refillable drinking bottles, flask for hot drinks from home, Workers who are spread across the office and meeting rooms, keeping to social distancing should eat their pre-prepared food at their workspace.</p> <p>Drinking water is provided with enhanced cleaning measures, cleaned before every use of the tap mechanism but workers should however be encouraged to bring water from home.</p> <p>Food will be consumed at the desk rather than the small kitchen where the social distancing would be difficult only 1 person allowed in the kitchen at one time</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles Staff to bring in own cutlery/drinking vessels and take home every day to be washed at home. No use of dishwashers are to be used Any tea/coffee/sugar must be in wrapped single dispense sachets. No communal milk/fruit will be available. Staff must wash their hands before and after making a drink or heating food. Hard surface disinfectant wipes are provided and must be used to wipe all touched areas before and after use.</p> <p>Thorough cleaning of the kitchen will be undertaken every day, including all appliances and high touch surfaces. Any items left in the fridge overnight will be discarded.</p>	1	3	3	Low	

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14	First Aid	Contraction through contact	Employees	3	3	9	Medium	First aider guidance C-19 Gov to be issued IP to self-treat with first aider present and remaining 2m away always. First Aid kit to be wiped down with bacterial wipes and passed to IP. First Aider to wear surgical gloves and face mask if treating IP. All first aid equipment used to be wiped down with bacterial wipes, small meeting room to be used as any quiet area or first aid room, cleaned at the start and finish of the day.	2	3	6	Medium	

