

Task: Returning to Work Post-lockdown				Completed by: HSQE									
Location: Various				Reviewed Mar 20		Next Review See BMS							
Describe the hazard and explain how it might cause harm	Who/what would be at risk	Likelihood x Severity = Risk Factor / Rating				Control Measures				Likelihood x Severity = Risk Factor / Rating			
		L	S	RF	RR					L	S	RF	RR

Ensure all controls are applied, if you are unable to apply all necessary controls work should STOP and issue escalated to relevant manager.

Health and Safety

1 General COVID19 Risk											
Office Area (General)	Employees, Contractors	3	4	12	Medium	Immediately upon entering the building all employees & guests are encouraged to wash their hands, using either the hand sanitiser or the soap and water immediately available. Where possible doors throughout the interior of the building should be left open to prevent the need to come into contact with door handles, these door handles will be wiped using antibacterial spray/wipes on an increased frequency. Office capacity will be reduced to lighten the overall burden and general foot-fall in the office. Antibacterial spray and cloths will be available where required Hand Sanitiser located throughout the office for employee's to use prior to returning to their desk Guidance on the use of Air Conditioning units to be provided locally by REM Natural ventilation such as having windows/doors open is recommended Working from home will be adopted to support with office capacity restrictions and social distancing	1	4	4	Low	
Toilets / Welfare Facilities	Employees, Contractors	3	4	12	Medium	Toilets are regularly cleaned. Ensure that toilet is unoccupied prior to entry, suitable level of communication is expected. Signage to promote the fact that toilet should only be occupied by one person at a time (no one else should be in toilet area, washing hands, etc... while others are using facilities). Handles on the toilet doors will be regularly wiped Antibacterial spray and clothes will be available where required Hand Sanitiser located throughout the office for employee's to use prior to returning to their desk Office capacity will be reduced to lighten the overall burden and general foot-fall in the office. Working from home will be adopted to support with office capacity restrictions and social distancing	1	4	4	Low	
Canteen (general ex Poole & Ashby)	Employees, Contractors	3	4	12	Medium	Canteen remains closed	1	4	4	Low	

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Canteen (Poole site only)	Employees, Contractors	3	4	12	Medium	Canteen area is regularly cleaned by facility management No hot food preparation Social distancing signage displayed Number of people using the canteen restricted to factory staff only Additional outside seating made available Tables spaced out to maintain social distancing and number of chairs limited One-way system in place and markings on the floor to maintain social distancing Where possible canteen door will be left open Antibacterial spray and cloths will be available where required Hand Santiser located throughout the office for employee's to use prior to returning to their own desk	1	4	4	Low
Vending Machine / Drinks Dispenser	Employees, Contractors	3	4	12	Medium	Ceramic/glassware cups not to be used Disposable cups to be used where possible Only drinking vessels with removed drinking spout to be removed where spout taken off pre-fill Disposable cups to be one used only to prevent the risk of cross contamination with cup contacting drinking machine Hands to be cleaned prior to, or machine to be santisers after use by user. Coffee/tea rounds (making cups for others) to be prohibited.	1	4	4	Low
Desk & Workstations	Employees, Contractors	3	4	12	Medium	Desks should be wiped down prior to use / Desks should further be wipes down when leaving office Antibacterial spray and wipes will be availalbe where required throughout office Hand Santiser located throughout the office for employee's to use prior to returning to their desk Desks should be positioned in a manner to allow appropaitte social distancing measure - it is recommended that desks should be seperated to ensure that 2m social distance is acheivable between neighbouring desk location. Desks should be cleared of all personal affects to allow for effcient & effective cleaning.	1	4	4	Low
Staircase(s)	Employees, Contractors	3	4	12	Medium	Where more than one staircase is availalbe consider using a one-way system. One stair case for ascending, the other for descending. Define locally who has priority, either those going up or down (will depending on local dynamics) Staircase hand rails are being wiped down regularly Additionally hand rails to be wiped during the day through employee rota Do not pass on stairwell, allow others to ascend/descend wait at a position of safety/suitable location Office capacity will be reduced to lighten the overall burden and general foot-fall in the office. Antibacterial spray and clothes will be avaialbe where required Hand Santiser located throughout the office for employee's to use prior to returning to their own desk	1	4	4	Low

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Lifts	Employees, Contractors	3	4	12	Medium	Lifts should only be used by one person at a time Lifts should only be used by employees who are unable to use the stairs Lift operating panel to be cleaned/santised prior to and after use.	1	4	4	Low
Contact with Door Handles/Push Pads		3	4	12	Medium	Doors to be left open where possible Door handles/pads to be wiped down regularly through agreed office rota for doors that need to be closed Office capacity will be reduced to lighten the overall burden and general foot-fall in the office. Antibacterial spray and clothes will be available where required Hand Santiser located throughout the office for employee's to use prior to returning to their own desk Where using PKi card to access secure doors, do not make immediate contact with door pad - holding PKi suitably close to allow door release to be disengaged.	1	4	4	Low
Use of Office Equipment; Printer Computer, Desks, Chairs, etc..		3	4	12	Medium	Office Equipment is regularly cleaned. Printing should be limited for essential printing only Printers should be cleaned by user using antibacterial wipes or antibacterial spray/cloth pre/post use Office capacity will be reduced to lighten the overall burden and use of office equipment. Antibacterial spray and wipes will be available where required Hand Santiser located throughout the office for employee's to use prior to returning to their own desk Desk will be cleaned by user before and after use Desk chairs should remain with the allocated desk and not moved freely around the office. Desk chairs should be wiped down by user prior to and after use All employees have been allocated with their own laptop so no need to share IT equipment. Additional IT accessories are available to be ordered as required	1	4	4	Low
Visitors to Site / Sub-contractors / Facilities Maintenance Provider / Prevention Maintenance Activities		3	4	12	Medium	Only essential visitors to site Essential visitors should be inducted, ensuring that all process & procedures now aligned with the COVID19 requirements are suitably addressed. Meetings should be conducted via Teams/Circuit On site meetings, where visitors are to attend, must be approved by line manager Social distancing must be maintained during any meetings that go ahead Agreed office capacity must not be exceeded by visitors attending site	1	4	4	Low

Risk Assessment ID: P000

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Receiving parcel / Royal Mail		3	4	12	Medium	Delivery driver must maintain 2 metre distance at all times Delivery driver must place package in defined area either at gate or at door No document must be signed or paperwork received only give name to driver Appropriate clean down using sanitiser wipes and gloves. If paperwork is to be provided with parcel this should be placed into a plastic "poly-pocket" wallet	1	4	4	Low
Collection parcel / Royal Mail		3	4	12	Medium	Collection driver must maintain 2 metre distance at all times Package must be placed at suitable area, door or gate If driver requires paperwork to be signed then appropriate controls, such as gloves and social distancing must be applied	1	4	4	Low
Waste (COVID19)	Employees, Contractors	3	4	12	Medium	All cleaning materials must go to general waste receptacles at this time General Waste receptacles must be of the pedal bin type to ensure covered and hand free operation Local cleaning provider to ensure risk assessment captures handling & movement of general / recyclable waste.	1	4	4	Low

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First Aid (provision of.)	Employees, Contractors	3	4	12	Medium	<p>Appropriate PPE should be available for first aider, to include; goggle/visor, face mask (FFP2 equivalent/surgical type), disposable gloves, disposal apron, resuscitation face shield, waste bags - All this equipment should be held at a suitable location in each office, clearly marked as PPE for First Aid use.</p> <p>CPR - If required to perform cardiopulmonary resuscitation (CPR), adopt appropriate precautions for infection control, including protecting yourself and others from infection (appropriate PPE must be worn).</p> <p>Where possible, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation.</p> <p>Perform chest compressions only. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest due to lack of oxygen).</p> <p>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.</p> <p>Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the NHS website."</p> <p>All waste, tissues, gloves, etc. must be disposed of as hazardous waste</p> <p>Appropriate first aid response must be available (suitably trained first aiders on site)</p>	1	4	4	Low
Fire (Emergency Procedures)	Employees, Contractors	3	4	12	Medium	<p>Review availability of Fire Marshalls</p> <p>Review local process & procedure to ensure that they now cover the new working arrangements</p>	1	4	4	Low

2 Stores

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General Stores	Employees, Contractors	3	4	12	Medium	The following risk assessments should be adhered to, ensuring that appropriate safety measures are in place; TS-LOGISTICS STORES-RA-..... Applying the appropriate controls which should include the appropriate information, instruction, training & supervision and at a minimum the wearing of appropriate PPE (workwear, safety footwear, gloves) Further heightened hygiene levels should be carried out, including additional cleaning performed by users of key pieces of equipment, fixed structures, staircase handrails, roller door controls, emergency door push bars, cupboards, etc	1	4	4	Low
Use of FLT	Employees, Contractors	3	4	12	Medium	Following Risk Assessment for general use - TS-LOGISTICS STORES-RA-004_FLT Operation and Workplace Transport Risk Assessment for safe operation. Fork-lift truck should be treated in the same manner as a workstation and cleaned prior to and after use. Antibacterial wipes/spray will be available to ensure steering wheel, hand rails, keys, seat, etc.. can be cleaned.	1	4	4	Low
Use of Pallet Truck		3	4	12	Medium	Following Risk Assessment for general use - TS-LOGISTICS STORES-RA-009_Manual Pallet Truck Risk Assessment for safe operation. Pallet truck should be treated in the same manner as a FLT / office workstation and cleaned prior to and after use. Antibacterial wipes/spray will be available to ensure handle, and trigger can be cleaned.	1	4	4	Low

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Deliveries						Employees, Contractors	3	4	12	Medium	Prior to delivery, driver must contact Siemens stores team and advise of their presence and what they are delivering - clear guidelines in place on front door & on gate. Delivery driver must maintain 2 metre distance at all times Delivery driver must prepare load in preparation for removal/unloading; including removal of any straps, sheeting, inner curtains to prevent the need for Siemens employee to make contact with these parts of vehicle. Driver must then keep a 5 metre distance from lift or stay in cabin depending on type of load, keys will be required to be taken or placed in a safe area if driver to remain in cabin Load must then be removed by operative using the required Mechanical Handling Equipment (Fork truck) Once removed driver can then close delivery vehicle Paperwork must not be touched and must be requested electronically from delivery company State name of unloader to delivery driver for his own paperwork Should welfare facilities need to be accessed by visiting driver, they should be accompanied at all times and provided with suitable means to sanitise hands prior to entering building	1	4	4	Low
Collections							3	4	12	Medium	Prior to collection, driver must contact Siemens stores team and advise of their presence and what they are there to collect - clear guidelines in place on front door & on gate. Collection driver must maintain 2 metre distance at all times Collection driver must prepare for load receiving Driver must then keep a 5 metre distance from lift or stay in cabin depending on type of load, keys will be required to be taken or placed in a safe area if driver to remain in cabin Load must then be placed by operative using the required Mechanical Handling Equipment (Fork truck) Once loaded driver can then close/secure delivery vehicle Paperwork must not be touched and must be requested electronically from delivery company If driver requires paperwork then this must be placed into a new plastic A4 bag and issued, this must be sanitised once paperwork is added Should welfare facilities need to be accessed by visiting driver, they should be accompanied at all times and provided with suitable means to sanitise hands prior to entering building	1	4	4	Low
3 Small Offices & Common Rooms															
Small Offices & Common Rooms						Employees, Contractors	3	4	12	Medium	2 metre social distancing applicable at all times Assess suitable capacity for local requirements, this should be based on capacity guidelines Numbers attending must be limited further if possible Meeting rooms re organised & chairs removed Meeting room must be wiped down post use	1	4	4	Low
4 Travel															

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Sharing vehicle (work related)	Employees, Contractors	3	4	12	Medium	All Siemens employees traveling for work should do so in their own vehicles. Hired cars / vans should be provided to facilitate single vehicle occupancy All hired vehicles must be thoroughly cleansed upon receipt by user Pool vehicles must be cleaned after user & prior to each use	1	4	4	Low
Travelling during work time for work		3	4	12	Medium	If travelling for work consider using either company car (pool) or hired car to reduce contact with other commuters. If travel distance is excessive (more than 350 miles/day) consider whether travel is essential - can meeting attendance be via Conference Call. Where travel is essential, the mode of transport should be considered on a risk based approach, looking at whether single occupancy car is the safer option to reduce risk of infection. If travelling by shared transport is unavoidable and cannot be deferred / conducted via Conference Call, consider whether certain commuter routes are quieter, less travellers depending on the time of day, immediate proximity to others (ability to maintain social distancing). In line with government guidance a suitable face mask should be worn, wearing disposable nitrile gloves to prevent direct contact with surfaces and carry a hand sanitiser/soap water to clean hands	2	4	8	Medium
Commuting to and from work	Employees, Contractors	3	4	12	Medium	Follow government guidance with regards to traveling to place of work, can those who would normally depend on public transport work from home. Alternatively can public transport be avoided where possible, look for alternative means. If public transport is only option then consider taking additional controls, including wearing of suitable protective face mask as well as disposable gloves to limit contact with potentially contaminated surfaces. Carrying a hand sanitiser or soap&water to clean hands during / at end of journey in line with government guidelines.	2	4	8	Medium
5 Vulnerable Employees										
New & Expecting Mother	Employees, Contractors	3	4	12	Medium	Working from home should be adopted where possible New & Expecting Mother Risk Assessment will be carried out Contact occupation health services to ensure that an assessment is carried out. Enhanced cleaning regime now in place, encouraging all to clean desks - where required key workers will be allocated a desk which will be for their own unique requirement - if needed this would be considered for New & Expecting mothers. Additional measures and controls (as above) have been put in place to improve the safety of all users with the office environment.	1	4	4	Low

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Pre-existing Medical Condition	Employees, Contractors	3	4	12	Medium	Working from home should be adopted where possible Those falling into the extremely high risk category should inform line manager and continue to adhere to government guidance with regards to self-isolation. Employee should contact Occupational Health provider to have a personal risk and health assessment carried out.	1	4	4	Low

Environment N/A

Disposal of PPE waste, wipes, etc..	Employees, Public, Contractors	4	4	16	High	PPE including all gloves, face masks as well as any wipes used to clean and sterilise area should be placed in a bag. The bag should be sealed/tied to hold all waste inside. This bag can be placed in general waste allowing 72hours for virus to die prior to waste uplift.	1	4	4	Low
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Quality N/A