

\*Generic/Project Ref and Name: Siemens TransPennine Express Project – COVID19

Hazard No.	Task / Activity	Persons exposed	UNCONTROLLED					CONTROLLED					Risk Owner	Dept
			Hazard	Effect	L	S	R	Description of controls mitigating the risk.	L	S	R			
1	General – Various Depot Activities	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Employees to Work from Home where their role permits</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>Circuit / Microsoft Teams to be used rather than face-to-face meetings.</li><li>Staggered shifts to prevent interaction between day and night shift.</li><li>“One Way” walking routes in place across the depot to limit breaching of 2m guidance.</li><li>When handling materials / working on or cleaning trains, wear gloves (Nitrile or Latex).</li><li>Follow advice from UK Government and Public Health England.</li></ul>	2	2	4	FDM	RS	

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2	Working in the Office	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Employees to Work from Home where their role permits</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>Doors within 2m of occupied desks not to be used (if not possible to relocate desk user)</li><li>Number of staff based in supervisor’s office reduced to maximum of 3 to ensure 2m guidance.</li><li>Follow advice from UK Government and Public Health England.</li><li>Limit interaction with others – if physical interaction is required, maintain 2m distance from others.</li><li>Maintain good standards of hygiene and wash hands before and after eating.</li><li>Avoid touching eyes, mouth and nose.</li></ul>	2	2	4	FDM	RS	

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3	Transport to / from Depot	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Follow advice from UK Government and Public Health England.</li><li>Wherever possible, do not use public transport to get to / from work.</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Wash hands / sanitize hands after travelling to / from work.</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>Do not eat or drink whilst travelling to / from work – maintain good standards of hygiene and wash hands before and after eating.</li><li>Avoid touching eyes, mouth and nose.</li></ul>	2	2	4	FDM	RS	

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4	Work Travel (i.e. Travel Between Sites)	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Do not travel unless it is absolutely essential (see SMOUKI Guidance).</li><li>Where travel is absolutely essential, do not use public transport – use a company vehicle / hire car / personal vehicle instead.</li><li>Do not eat or drink whilst travelling to / from work – maintain good standards of hygiene and wash hands before and after eating.</li><li>Avoid touching eyes, mouth and nose.</li><li>Wash or sanitize hands when entering / leaving a site and before entering and exiting a vehicle.</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Follow advice from UK Government and Public Health England.</li></ul>	2	2	4	FDM	RS	

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5	Deliveries to / from Depot	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Only allow business critical deliveries / couriers onto site.</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>When handling materials / working on or cleaning trains, wear glovess (Nitrile or Latex).</li><li>Follow advice from UK Government and Public Health England.</li><li>Restricted access into Stores – only authorised personnel allowed in stores.</li><li>Courier to remain in the vehicle when loading / unloading onto the vehicle.</li></ul>	2	2	4	FDM	RS	

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6	Stores and Management of Material	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Only allow business critical deliveries / couriers onto site.</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>When handling materials / working on or cleaning trains, wear gloves (Nitrile or Latex).</li><li>Follow advice from UK Government and Public Health England.</li><li>Restricted access into Stores – only authorised personnel allowed in stores.</li><li>Courier to remain in the vehicle when loading / unloading onto the vehicle.</li></ul>	2	2	4	FDM	RS	

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7	Production Activities	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces with disinfectant (particularly points of contact such as door handles).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>When handling materials / working on or cleaning trains, wear gloves (Nitrile or Latex).</li><li>Follow advice from UK Government and Public Health England.</li><li>Risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).</li><li>For any tasks where social distancing cannot be achieved, face coverings (or masks) must be worn.</li><li>Where practicable, where social distancing cannot be achieved, work back to back or side by side to reduce risk further.</li><li>Only one person allowed into the Production Office at any one time.</li></ul>	2	2	4	FDM	RS	

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8	Cleaning (both Depot & Train Cleaning)	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces with disinfectant (particularly points of contact such as door handles).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>When handling materials / working on or cleaning trains, wear gloves (Nitrile or Latex).</li><li>Follow advice from UK Government and Public Health England.</li><li>Risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).</li><li>Staggered breaks to maintain social distancing.</li><li>Limit interaction with others – if physical interaction is required, maintain 2m distance from others.</li></ul>	2	2	4	FDM	RS	

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9	Use of Mess Room / Kitchen / Locker Rooms	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces with disinfectant (particularly points of contact and the kitchen area).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>Follow advice from UK Government and Public Health England.</li><li>Staggered breaks to maintain social distancing.</li><li>Limit interaction with others – if physical interaction is required, maintain 2m distance from others.</li><li>Maintain good standards of hygiene – wash hands before and after eating, or smoking.</li><li>Avoid touching eyes, mouth and nose.</li><li>Staggered start / finish times to limit people in the locker / mess room.</li><li>Number of chairs reduced in the mess room and tables re-arranged to encourage social distancing – individual to sit 2m apart.</li></ul>	2	2	4	FDM	RS	

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10	Maintenance Activities on Trains	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces with disinfectant (particularly points of contact such as door handles).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>When handling materials / working on or cleaning trains, wear gloves (Nitrile or Latex).</li><li>Follow advice from UK Government and Public Health England.</li><li>Risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).</li><li>Staggered breaks to maintain social distancing.</li><li>Training Rooms to be used for welfare purposes allowing staff to take breaks whilst observing the 3m guidance</li><li>Where practicable, teams to work with the same group to limit interaction with others.</li></ul>	2	2	4	FDM	RS	

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10	Maintenance Activities on Trains	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Risk assess tasks which require staff to work less than 2m away from each other – additional protection may be required (such as RPE).</li><li>For any tasks where social distancing cannot be achieved, face coverings (or masks) must be worn.</li><li>Where practicable, where social distancing cannot be achieved, work back to back or side by side to reduce risk further.</li></ul>	2	2	4	FDM	RS	

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11	Visitors to / from Site	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>No access to site for non-essential visitors.</li><li>Any essential visitors to site to be briefed on the depot COVID19 restrictions and preventative measures.</li><li>Essential visitors to site to confirm that they are fit and healthy to be in the depot – if they have symptoms, turn them away from the depot.</li><li>No visitors to site who have not pre-arranged their visit – visitors to site must be briefed on the measures in place.</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>Follow advice from UK Government and Public Health England.</li><li>Visitors / Staff to be kept separated wherever possible – only minimal required contact is permitted (such as signing in and out).</li></ul>	2	2	4	FDM	RS	

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12	Contractors on Depot	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>No access to site for non-essential contractors (essential would include contractors such as ██████ attending site to complete statutory inspections of equipment).</li><li>Any essential contractors to site to be briefed on the depot COVID19 restrictions and preventative measures.</li><li>Essential contractors to site to confirm that they are fit and healthy to be in the depot – if they have symptoms, turn them away from the depot.</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>Follow advice from UK Government and Public Health England.</li><li>Contractors / Staff to be kept separated wherever possible – only minimal required contact is permitted (such as signing in and out).</li></ul>	2	2	4	FDM	RS	

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13	Access / Egress into Depot	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>No access to site for non-essential personnel, visitors or contractors.</li><li>Any personnel attending site to be briefed on the depot COVID19 restrictions and preventative measures.</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>Staggered shifts to prevent interaction between day and night shift – staff to adhere to hand over times to prevent day shift meeting the night shift.</li><li>“One Way” walking routes in place across the depot to limit breaching of 2m guidance</li><li>Follow advice from UK Government and Public Health England.</li></ul>	2	2	4	FDM	RS	

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14	Welfare Facilities for Delivery Drivers	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Drivers to only enter building through reception.</li><li>Frequently wash hands with soap and water (provided by Siemens)</li><li>Use paper towels / hand driers for drying hands.</li><li>Use alcohol-based hand sanitizers if hand washing facilities are not readily available (provided by Siemens).</li><li>Frequent cleaning of surfaces / offices with disinfectant (particularly points of contact such as door handles).</li><li>“One Way” walking routes in place across the depot to limit breaching of 2m guidance</li><li>Exercise social distancing measures – maintain 2m distance from others.</li><li>Drivers to only use the designated toilet facility near reception (the disabled toilet is the designated facility).</li><li>Drivers must not to enter any other part of the Siemens building</li></ul>	2	2	4	FDM	RS	



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15	First Aid Assistance	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>				<ul style="list-style-type: none"><li>Where practicable, IP to self-treat with First Aider present ensuring 2m social distancing is adhered to (note this is likely only suitable for minor injuries which require treatment such as a plaster).</li><li>First Aider to wear surgical gloves and face mask if social distancing cannot be maintained.</li><li>All First Aid equipment to be wiped down with anti-bacterial wipes before and after use.</li><li>Additional response measures to be planned if delays are anticipated with the emergency services due to Coronavirus.</li><li>Treatment of a major injury to prevent serious debilitation or death is to be prioritised over the potential of catching COVID19.</li><li>If CPR is required, phone the emergency services and follow guidance from them.</li><li>Follow guidance from St. Johns Ambulance – before starting CPR place a towel or piece of clothing over the mouth &amp; nose of the casualty. Begin CPR but do not give rescue breaths – where possible use a defibrillator.</li></ul>	2	2	4	FDM	RS	

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16	Travel to / from Depot	O, C, M, T, A, E	<ul style="list-style-type: none"><li>COVID19</li></ul>	<ul style="list-style-type: none"><li>Persistent cough</li><li>High Temperature</li><li>Health Complications</li><li>Isolation</li><li>Severe Illness</li><li>Death</li></ul>	4	2	8	<ul style="list-style-type: none"><li>Where practicable, individuals shall not use public transport.</li><li>Individuals encouraged to walk / cycle / drive separately to work.</li><li>Where individuals must use public transport, they should follow advice from UK Government and Public Health England.</li></ul>	2	2	4	FDM	RS	

### PE CODE

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

### FURTHER ACTION REQUIRED

HAZ No	Requirement	Action by	Target date

### REVISION HISTORY

Rev	Summary	Reviewed By	Date
A	First Issue		April 2020
B	Updated following changes to Government Advice and additional control measures within the depot.		May 2020

RESPONSIBILITIES		
Risk Assessor – HSEW	Name – [REDACTED]	
Reviewer – Production Services	Name – [REDACTED]	
Reviewer – Production	Name – [REDACTED]	
Reviewer – Materials / Stores	Name – [REDACTED]	
Reviewer – Train Presentation	Name – [REDACTED]	
Reviewer – York & Outstations	Name – [REDACTED]	
Responsible Manager – Fleet Delivery Manager	Name – [REDACTED]	
	Risk Assessment Date – May 2020	Proposed Review Date – May 2021

1 <sup>ST</sup> Review		
Reviewing Risk Assessor:	Name:	Signature:
Reviewing Responsible Manager:	Name:	Signature:
	Risk Assessment Date:	Proposed Next Review Date: