

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				
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
1	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>Social Distancing (&gt;2m) must be maintained at all times -signage on the floor and placed up around the office to remind occupiers and visitors of the distancing rule</p> <p>Good respiratory hygiene must be observed</p> <p>Flexible work hours</p> <p>Staggered start/finish and break/lunch times</p> <p>Rotation of staff</p> <p>Distribution to office areas with lower occupancy</p> <p>Occupation of every 2nd desk or row - this allows 6 Hot desk spaces within the main reception area, side offices have had desks taken out of use to reduce people in offices</p> <p>Occupancy density requirements must be defined - only 10 people will be within the office at any one time</p> <p>Pedestrian flow- Corridors are wide and short, leaving line of sight to allow people to wait until the corridor is empty prior to using it</p> <p>Kitchens, restrooms, meeting rooms have had capacity reduced, with the max numbers clearly displayed at point of entrance</p> <p>Kitchen made into a one way system with use of two doors</p> <p>Shielding in reception areas by way of cough screen now placed at reception desk</p> <p>Toilets are now single occupancy signed at point of entry, to maintain social distancing - completed at Swanley</p> <p>Communication via Yammer, email, dedicated intranet page and printed media around site.</p>	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		
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
2	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	:Increased cleaning regime has been instigated at Swanley with additional cleaners adding a morning cleaning programme along with the evening cleaning regime Provision of hand sanitiser at strategic locations and given to staff members who will be in the office full time Hot Desk cleaned on a regular basis must not be used by different individuals in the same work day Desk cleaning prior to use by the next person must be ensured Corridor doors are now held open by technical means for fire door by way of Dorguards to prevent door surface transmission while maintaining fire compartmentation. Individuals to bring their own keyboard and mouse to site - only monitors and laptop docking stations to be left on desks each night for permanent staff only. Desk users to be provided with sanitising wipes to clean down monitor and docking station buttons before and after use. hand hygiene must be communicated and observed Shared articles to be removed/restricted signing in/out books and pens, pens cleaned by reception staff, visitor badges placed in containers to avoid multi person handling	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	
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		
3	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		
4	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	<p>Self isolation of employee as per Government requirements.</p> <p>Inform line manager.</p>	2	4	8	Medium		
5	'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	<p>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.</p> <p>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.</p>	1	5	5	Medium		
6	Contractors	Contractors contracting Covid-19 Contractors transmitting Covid-19	Employees	4	4	16	High	<p>Communicate the Covid-19 prevention measures ahead of attendance to site and repeat once on site immediately via induction.</p> <p>Provide contractors with the same control measures being afforded to employees on site.</p> <p>Essential contractor works only (e.g. to maintain legislative compliance of building services, production critical works etc)</p>	2	4	8	Medium		
7	Visitors/Public Delivery Drivers	Visitors contracting Covid-19 Visitors transmitting Covid-19	Employees, Public, Contractors	3	4	12	Medium	<p>Eliminate any non-essential visitations to Siemens locations.</p> <p>If essential, communicate Covid-19 prevention measures ahead of visit and repeat immediately at the point of entry to site.</p> <p>Delivery drivers must be afforded the use of welfare facilities by law. Covid-19 prevention measures us be communicated to drivers if they request to use facilities and all prevention measures must be observed.</p>	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			
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		
8	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 <a href="https://new.siemens.com/uk/en/general/employee-updates.html">https://new.siemens.com/uk/en/general/employee-updates.html</a> 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		
9	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	2	4	8	Medium		
10	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		
11	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.  2 Fire Marshals to be on site during day working hours  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		
			Employees			0	Low					Low		
Signature:														