



Risk Assessment – TfL staff working in co-located offices / site offices - Coronavirus

Directorate:	Pan TfL	Review Date:	15 th July 2021
Responsible Person:	PPD- Nick Fairholme MPD- Stuart Harvey APCD - Esther Sharples Daniel Alston (Project Head TfL Surface Rail)	Assessed By:	Scott Kerridge Senior SHE Business Partner
Residual Risk	Low	Date Reviewed:	15 th August 2021

No	Hazard	Activity / plant / Material	Persons that could be harmed	Existing Controls	Severity	Likelihood	Rating	Proposed Actions	Completion Date
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This risk assessment assesses the health risk (of coronavirus) to our staff as a result of working from a site location whilst undertaking their duties. This risk assessment and mitigation actions puts controls in place to manage risks for TfL staff.

For travel to site, please see the “TfL Staff Site Visit Risk Assessment”. The risk assessment considers and implements all Government and Public Health England guidance and all mitigating measures are derived from this.

Anyone classed as clinically vulnerable/clinically extremely vulnerable under the Government Guidelines should be referred to Occupational Health and Wellbeing for a personal assessment (process is set out in the [TfL Line Managers guidance](#)). Staff are advised to complete an assessment, if they have concerns that they might be at higher risk from the activities they are undertaking related to their age, underlying health condition or being part of the BAME community using this form: [BAME & Vulnerable Person Risk Assessment](#) (Share point site link) For TfL Staff that are required to attend site face coverings will be available through the projects you support, should you wish to use them when appropriate (the TfL standard issue is a Type IIR mask) To ensure that everyone is protected we will require all of our vulnerable colleagues to wear the new mask and they will not be able to use their own face coverings. Colleagues who are not classed as vulnerable can continue to use their own face coverings, but we encourage everyone to use the new masks as evidence suggests they provide better protection to the user.

Face coverings are:

- **Mandatory for travel on TfL public transport and mandatory in public facing Transport locations such as TfL bus/rail and underground stations.**
- In accordance with The Use of Face Coverings in Construction, face coverings should be worn where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below:**
- **An enclosed space;**
 - **Where social distancing isn’t always possible; and**
 - **Where staff come into contact with others they do not normally meet.**
 - **Advised for enclosed public spaces, especially below two metres.**



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• Used to attempt to reduce the spread of the coronavirus to other people. They are not to protect an individual from getting the coronavirus. Where used incorrectly / inappropriately they can actually increase coronavirus risk. Guidance on [How to put a face mask on and off safely](#) (Share point site link)

Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
 When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
 Change your face covering if it becomes damp or if you've touched it.

• Not a replacement for task PPE. Where this is required, it should be continued to be used.

The definition of close contact was updated; please familiarise yourself with this [Close Contact](#)

Please familiarise yourself with the site arrangements for track and trace before your visit.

1	Transmission of coronavirus	Member of TfL staff working from site/ co-located office	TfL Staff, Contractors, members of the public, staff families	Avoid the need to work from site where possible, consider undertaking all site office tasks from home. The use of technology such as video calls, Cameras, Conference Calls, Virtual Site Visits should be considered. If the need to work from a site office is deemed absolutely necessary, contact should be made to	2	2	4	Before the visit to site, speak to your line manager to ensure the need to work from site is a necessity and can't be avoided	
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				<p>the site manager to ensure there is available space and an adequate cleaning regime is in place.</p> <p>Its recommended that workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between use.</p> <p>A clear desk policy should be maintained, removing all personal items.</p> <p>Ensure you are inducted to the relevant site coronavirus precautions/ rules including welfare/ First Aid arrangements and emergency procedures.</p> <p>Site offices should be kept well ventilated where possible by opening windows and doors.</p> <p>Ensure you have an adequate supply of hand sanitiser for your journey to and from site especially if you are visiting multiple site/ office locations. Reduce the duration of shifts where possible try to minimise public transport use, avoiding peak travel</p>				<p>Arrange a site induction prior to your visit to site if not already inducted If you feel the site has insufficient measures in regards to mitigating the coronavirus, leave site and inform the site manager as well as your line manager.</p>	
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				times, walking and cycling where possible. Do not attend site if you or members of your household are unwell and display coronavirus symptoms. In this circumstance speak to your line manager to get tested. This also applies if you or a member of your household has been contacted by NHS Track and Trace or Similar. If any staff have had close contact with a positive case they must isolate and get a test in line with the guidance Close Contact					
2	Transmission of coronavirus	Common areas including welfare facilities/ mess rooms and toilets etc	TfL Staff, Contractors, members of the public and staff families	Ensure you are familiar with the local arrangements to mitigate Covid transmission when using any of these facilities. These could include (but not limited to) staggered break times, one in one out systems for shared toilet facilities, staggered use of smoking areas, hand washing stations on entry/ exit points from common areas. Ensure hands are washed before eating/ drinking and smoking. Staff should avoid touching their face.	2	2	4		



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3	Transmission of coronavirus	Moving around the office and site	TfL Staff, Contractors, members of the public and staff families	<p>You should reduce your movement where possible, non essential trips within buildings/ sites should be discouraged.</p> <p>Staff should familiarise themselves with local arrangements such as one-way systems/ ground markings/ signage which allows controlled flows of site staff.</p> <p>Staff should make use of hand cleaning stations where required or indicated by site signage.</p> <p>Reducing the number of staff attending site, only essential staff should be considered to help maintain social distancing.</p>	2	2	4		



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Risk Rating Matrix

		Likelihood			
		Probable 4	Reasonably Probable 3	Remote 2	Extremely Remote 1
Severity	Fatal 4	16 High	12 High	8 High	4 Medium
	Severe 3	12 High	9 High	6 Medium	3 Medium
	Major 2	8 High	6 Medium	4 Medium	2 Low
	Minor 1	4 Medium	3 Medium	2 Low	1 Low

Actions: Risk Rating - Likelihood x Severity	
1 – 2 (Low)	Review findings and controls of risk assessment and address any shortfalls within 6 to 8 weeks.
3 – 7 (Medium)	Review findings and controls of risk assessment and address any shortfalls within 4 weeks.
8 – 16 (High)	Review findings and controls of risk assessment and address any shortfalls immediately.



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Risk Rating Matrix Severity Definitions	
Minor (1)	Fracture of digits (fingers and toes) Strains and sprains Scratches, cuts and abrasions Bruising Minor burn General discomfort Minor ill health Allergies Temporary illnesses (e.g. eye strain, back strain) Any injury leading to less than 3 days off work
Major (2)	Fractures (hand, wrist, ankle etc.) Unconsciousness. Major burn Amputation of digits (fingers and toes) Loss of sight or hearing (temporary) Any injury leading to between 3 days and a month off work
Severe (3)	Fracture of major bone or skull Loss of limb or eye Loss of sight or hearing (permanent) Acute illnesses requiring medical attention Unconsciousness where the person has to be resuscitated



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	Any injury leading to more than a month of work
Major (4)	Loss of life
Likelihood Definitions	
Extremely Remote (1)	Very unlikely
Remote (2)	May occur in time
Reasonably probable (3)	Probably will occur
Probable (4)	Likely to occur immediately or shortly