



Risk Assessment – TfL as the Principal Contractor/ Site Management – Coronavirus

Directorate:	Pan TfL	Review Date:	15 th July 2021
Responsible Person:	MPD- Stuart Harvey APCD - Esther Sharples	Assessed By:	Scott Kerridge Senior SHE Business Partner
Residual Risk	Low	Next Review Date:	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 and contractors as a result of undertaking site activities where TfL are the Principal Contractor. This risk assessment and mitigation actions puts controls in place to manage risks for TfL staff and suppliers working under our direction / site rules. This Risk assessment purely covers site where TfL undertake the Principal Contractor Role or have overall responsibility for site management. If you are going to smart work/ work from a co located site office, please see the “Co Located Office/ Site Office Risk Assessment - Coronavirus”

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/extremely vulnerable under the Government Guidelines should be referred to Occupational Health and Wellbeing for a personal assessment - the 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.

Face coverings are:

- Mandatory for travel on public transport and mandatory in public facing Transport locations such as TfL bus/rail/ highways 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.

Face coverings must be worn in canteens except when seated at a table to eat or drink.



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- **Advised for enclosed public spaces, especially below two metres.**
- **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 changed on the 24th June please familiarise yourself with this [Close Contact](#)

1	Transmission of Coronavirus	Accessing and egressing site	TfL Staff/ Suppliers/ Members of the public/ visitors and staff families.	Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas. A CO2 monitor could help you assess whether a space is poorly ventilated. If you can't improve ventilation in poorly ventilated spaces, minimise use of these spaces. Identify areas of congestion on site and taking measures to avoid this such as Staggering arrival	2	2	4	Face coverings to be made available at any entry and exit points where the following criteria are met <ul style="list-style-type: none"> • an enclosed space • social distancing isn't always possible 	
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				<p>and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.</p> <p>If parking can't be provided due to the size/ location of the site, nearby car parks should be highlighted to staff.</p> <p>Limiting passengers in corporate vehicles, for example, work vans/ minibuses. It is recommended to leave seats empty to maintain social distancing; This should be 2m where possible, however no less than 1m (with extra precautions in place).</p> <p>Reducing congestion by having more entry points to the workplace.</p> <p>Using markings and introducing one-way flow at entry and exit points.</p> <p>Providing handwashing facilities, or hand sanitizer at entry and exit points.</p> <p>Providing alternatives to touch-based security systems.</p>				<ul style="list-style-type: none"> • they come into contact with others they do not normally meet 	
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				Defining process alternatives for entry/exit points where appropriate. For example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.					
2	Transmission of coronavirus	Moving around the work site including buildings/ site offices	TfL Staff/ Suppliers/ Members of the public/ visitors and staff families.	<p>Reducing movement by discouraging non-essential trips within buildings and sites. Some areas should have their access restricted. Where access is restricted to reduce risk of cross contamination, use of mobile phone for communication may be authorised if safe to do so. If possible teams should try to use their own equipment to help minimise the chance of virus transmission however if this cant happen suitable cleaning of equipment and hands should happen between use.</p> <p>One-way systems are recommended where possible around the site especially at entry and exit points.</p> <p>reducing the number of people each person has contact with by using 'fixed teams or</p>	2	2	4	<p>Face coverings to be made available to anyone on site who will be in areas meeting all the following criteria:</p> <ul style="list-style-type: none"> • an enclosed space • social distancing isn't always possible • they come into contact with others they do not normally meet 	



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				<p>partnering' or 'cohorting' (so each person works with only a few others) Consider undertaking site inductions virtually; If this is not possible hold them outdoors or reduce the amount of site induction attendees if they are to be held inside ensure that there is adequate ventilation. Regulating use of high traffic areas such as corridors, lifts, turnstiles and walkways to maintain social distancing should be considered Use face coverings when operating in a TfL Public facing location such as a bus/rail/underground station.</p>					
3	Transmission of Coronavirus	All site activities within one - two metres of somebody else	TfL Staff/ Suppliers/ Members of the public/ visitors and staff families.	<p>Site activities should be risk assessed at a site specific level with the view of eliminating close interaction of staff wherever possible. Consideration should be given to entrances and exits, break rooms, canteens and similar settings as well as all site activities.</p>	2	2	4	Where PPE is not specified as part of any task specific risk assessment and the following three criteria apply, face coverings	



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				<p>Site activities must be planned to avoid high numbers of staff on site; staggered start and finish times should be considered. If social distancing can't be maintained, all mitigating actions possible must be undertaken to reduce the risk of transmission between staff.</p> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person only works with a few others). 				<p>must be made available for use:</p> <ul style="list-style-type: none"> • an enclosed space • social distancing isn't always possible • they come into contact with others they do not normally meet 	
4	Transmission of Coronavirus	Undertaking Site meetings/ inductions	TfL Staff/ Suppliers/ Members of the public/	Using technology and remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and should maintain at least two	2	2	4	Face coverings to be made available to anyone attending meetings/inductions in	



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			visitors and staff families.	<p>metres, but no less than one metre separation throughout.</p> <p>Site meetings/ inductions should be done virtually where possible considering the use of MS Teams/ skype/ video conferencing/ online meetings</p> <p>Where site meetings can't be undertaken virtually these should be done outside providing it is safe to do so. Two meters social distancing should be maintained where possible but never less than one meter. ventilated prior, during and after meetings and hand sanitiser should be readily available.</p> <p>Tables, chairs and other contact areas/ items should be sanitised before and after meetings.</p> <p>.For areas where regular meetings take place, use floor signage to help people maintain social distancing</p> <p>Staff should not share pens or any other objects during the meetings.</p> <p>If meeting rooms cannot be avoided, every attempt should be made to ventilate them through opening windows and doors. Meeting rooms should be ventilated prior, during and after meetings and</p>				<p>areas that meet all the following criteria:</p> <ul style="list-style-type: none"> • an enclosed space • social distancing isn't always possible • they come into contact with others they do not normally meet 	
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				<p>hand sanitiser should be readily available. Tables, chairs and other contact areas/ items should be sanitised before and after meetings. For areas where regular meetings take place, use floor signage to help people maintain social distancing Staff should not attend work and speak to their line manger if they get notified to isolate by the NHS Track and Trace App; government guidance should be followed.</p> <p>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</p>					
5	Transmission of Coronavirus	Staff using common areas such as welfare/ changing rooms/ smoking areas	TfL Staff/ Suppliers/ Members of the public/ visitors and staff families.	<p>Staggering break times to reduce pressure on break rooms or places to eat. Use safe outdoor areas for breaks. Creating additional space by using other parts of the workplace freed up by remote working. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p>	2	2	4	<p>Face coverings to be made available to anyone accessing common areas that meet all of the criteria below:</p> <ul style="list-style-type: none"> • an enclosed space 	



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				<p>Staff to prepare their own food/ drink and to wash their hands prior to eating/drinking and smoking</p> <p>If the use of welfare/ changing rooms cannot be avoided, every attempt should be made to ventilate them by opening windows and doors. Welfare/ changing rooms should be ventilated prior, during and after use and hand sanitiser should be readily available. Tables, chairs and other contact areas/ items should be sanitised before and after use.</p>				<ul style="list-style-type: none"> • social distancing isn't always possible • they come into contact with others they do not normally meet 	
6	Transmission of Coronavirus	Accidents/ security and other incidents	TfL Staff/ Suppliers/ Members of the public/ visitors and staff families.	<p>In an emergency, for example, an accident, fire or break-in, people should not be expected to maintain Covid rules such as social distancing as it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands and face covering.</p>	2	3	6		
7	Transmission of Coronavirus	Managing customers, visitors and contractors	TfL Staff/ Suppliers/ Members of	Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.	2	2	4	Face coverings to be made available to anyone on site who will be in areas meeting all	



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			the public/ visitors and staff families.	Encouraging visits using technology via remote connection where this is an option.				the following criteria: <ul style="list-style-type: none"> • an enclosed space • social distancing isn't always possible • they come into contact with others they do not normally meet 	
8	Transmission of Coronavirus	Cleaning the site	TfL Staff/ Suppliers/ Members of the public/ visitors and staff families.	<p>Frequent cleaning of work areas and equipment between uses, using appropriate cleaning agents and products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly should be carried out, such as buckets, site equipment/plant/ furniture, control panels and door handles, and making sure there are adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p> <p>Sanitisation of all hand tools, controls, machinery and equipment after use.</p> <p>If you are cleaning after a known or suspected case of Coronavirus, then you should refer to the specific government guidance. Gov Cleaning Guidance</p>	2	2	4		



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9	Transmission of Coronavirus	Hygiene – handwashing, sanitation facilities and toilets	TfL Staff/ Suppliers/ Members of the public/ visitors and staff families.	<p>Providing additional handwashing/sanitisation facilities, particularly on a large site or where there are significant numbers of personnel on site.</p> <p>Using signs and posters to build awareness of good handwashing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Providing regular reminders and signage to maintain hygiene standards.</p> <p>Providing hand sanitisers in multiple locations in addition to washrooms, including access and exit points where practicable</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean.</p> <p>Enhancing cleaning for busy areas.</p> <p>Special care should be taken for cleaning of portable toilets.</p> <p>Providing more waste facilities and more frequent rubbish collection.</p> <p>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</p>	2	2	4	<p>Face coverings to be made available to anyone using on-site facilities in areas where the following criteria are all met:</p> <ul style="list-style-type: none"> • an enclosed space • social distancing isn't always possible • they come into contact with others they do not normally meet 	



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10	Transmission of Coronavirus	Using changing rooms and showering	TfL Staff/ contractors/ visitors/ staff families	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Introduce enhanced cleaning of all facilities regularly during the day and at the end of the shift. If changing rooms cannot be avoided, every attempt should be made to ventilate them by opening windows and doors. Changing rooms should be ventilated prior, during and after use and hand sanitiser should be readily available. Lockers, showers and other contact areas/ items should be sanitised before and after use.	2	2	4	Face coverings to be made available to anyone using on-site facilities in areas where the following criteria are met: an enclosed space /social distancing isn't always possible they come into contact with others they do not normally meet.	
11	Transmission of Coronavirus	Handling plant/ equipment, materials, waste and onsite vehicles	TfL Staff/ Contractors/ Visitors/ staff families	Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles.	2	2	4		



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				<p>Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and materials or providing hand sanitiser where this is not practical.</p> <p>Regular cleaning of vehicles that workers may take home. Regular cleaning of reusable delivery boxes/ materials.</p> <p>Try to utilise designated plant, equipment and work stations for individuals</p>					
12	Transmission of Coronavirus	Staff working in shifts and groups	Tfl Staff/ Visitors Contractors/ Members of the public/ staff families	<p>For those workers who are required to travel and stay away from home in onsite accommodation, creating fixed groups of workers so that where contact is unavoidable, this happens between the same people.</p> <p>Minimising worker congregation at bottlenecks such as entrances and exits and maintaining social distancing during shift handovers.</p>	2	2	4	<p>Face coverings to be made available to anyone on-site in areas where the following criteria are all met:</p> <ul style="list-style-type: none"> • an enclosed space • social distancing isn't always possible • they come into contact with others they do not normally meet 	



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13	Transmission of Coronavirus	Work-related travel and deliveries to other TfL Sites	TfL Staff, Contractors/ members of the public and staff families	<p>Minimising non-essential travel – consider remote options first.</p> <p>Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to face.</p> <p>Cleaning and ventilating shared vehicles between shifts or on handover, particular care to be taken on cleaning surfaces that are touched, e.g. handles, controls, steering wheels, gear sticks, etc</p> <p>Where workers are required to stay away from their home, logging the stay and making sure any overnight accommodation is suitable to maintain covid security on site.</p> <p>Putting in place procedures to minimise person-to-person contact during deliveries to other sites.</p> <p>Electronically sign for deliveries where possible.</p>	2	2	4		



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14	Transmission of Coronavirus	Inbound and outbound goods to and from site	TfL Staff, Contractors, third party delivery drivers/ staff families	<p>Revising pick-up and drop-off collection points, procedures, signage and markings.</p> <p>Minimising unnecessary contact at gatehouse security, yard and warehouse, for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Where possible and safe, having single workers load or unload vehicles.</p> <p>Where possible, using the same pairs of people for loads where more than one is needed.</p> <p>Enabling drivers to access welfare facilities when required. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice</p>	2	2	4		
15	Risk of negative psychological impact due to coronavirus	Operating at a live site during coronavirus	TfL Staff/ Contractors/ Visitors	<p>Create a sense of pride and importance in the role that TfL plays in transporting key workers such as NHS staff.</p> <p>Regular reminders of support to our teams.</p>	2	2	4	Ensure site staff are aware of the well-being services available.	



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				<ul style="list-style-type: none"> • Access to a free and confidential Employee Assistance Program (EAP) support service which is available 24/7-365 days a year; • Access to qualified counsellors at any time of day or night; • New e-learning programmes - Mental Health Awareness at Work and Managing Mental Health at Work • Twice weekly virtual mindfulness sessions; • Online sessions for employees to manage stress and anxiety; • Group online sessions for managers on supporting the mental health of the team during coronavirus pandemic • Headspace app available to all our teams • Sharing information, self-help tools and resources on "Taking care of yourself" on the SharePoint Coronavirus site. 					



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16	Transmission of Coronavirus	Administer First aid	TfL Staff, Contractors, Members of the public, Staff families	<p>Only trained First aiders to deal with an ill/injured person on site.</p> <p>Only one First aider to deal with the individual where possible, provided they are wearing a PPE Kit issued by TfL which includes latex gloves, surgical mask, and an apron.</p> <p>Ensure appropriate First Aiders PPE is available on site</p>	2	2	4	<p>Ensure adequate numbers of First Aid PPE kits are on site and First Aiders are aware of their location. Staff should be told not to attend work if they or their family are exhibiting coronavirus symptoms</p>	



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Senior SHE Business Partner

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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