



Risk Assessment – Visits to site by SHE Night Team & Construction Managers

Directorate:	Pan TfL	Review Date:	15 th July 2021
Responsible Person:	SHE Night Team- James Terry, Head of SHE BP, Construction and Projects Construction Managers- Paul Flynn	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 as a result of undertaking site visits while carrying out their duties. This risk assessment and mitigation actions puts controls in place to manage risks for TfL staff.

This risk assessment purely covers the visit to site however 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/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.

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Face coverings are:

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



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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 site social distancing requirements aren't always possible; and
- Where staff come into contact with others they do not normally meet.

- Advised for all public facing locations.
- 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 on the 24th June ; please familiarise yourself with this [Close Contact](#)

1	Transmission of coronavirus	Member of TfL staff travelling to and from	TfL Staff, Contractors, members of	Minimise visits to site visits where possible, these should not be undertaken unless necessary The use of technology such as video calls,	2	1	2	Before the visit to site, speak to your line manager to ensure the	
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		site	the public and staff families	<p>Cameras, Conference Calls, Drones, Virtual Site Visits should be considered.</p> <p>If a site visit is deemed absolutely necessary, the numbers of those attending should be minimal. Travelling at a quieter times, walking or cycling should be considered where this is possible.</p> <p>If driving try to maintain two metres social distancing where possible but not less than one metre, it is recommended that you should drive alone, if there are passengers in the vehicle make an effort to ventilate the cab if this is safe to do so. The number of sites being visited, and the locations should be considered when deciding the most appropriate method of transport.</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.</p> <p>Reduce the duration of shifts where possible and avoid peak travel times.</p> <p>Do not travel 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 have had close Contact with a positive case see updated guidance</p>				<p>visit can't be avoided</p> <p>If the site visit can't be avoided identify with your line manager the most appropriate method of travelling to site</p> <p>If using a TfL vehicle speak to your line manager to ensure you have undergone the relevant training and read the TfL company vehicle policy.</p> <p>Confirm to your line manager that you have appropriate cleaning agents in your vehicle and adequate sanitising products for a transient worker.</p> <p>Ensure you are a TfL approved driver and undertaken the training</p>	
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				In regards to Close Contact . If you have been notified of the need to isolate by the NHS Track and Trace App, please let your line manager know and follow the government guidance. You are encouraged to get tested twice a week using rapid testing .				as well as understood the TfL Vehicle Policy.	
2	Transmission of coronavirus	Travelling to work in an enclosed space using public transport such as buses, tubes and trains	TfL Staff, Contractors, members of the public and staff families	<p>In line with the latest communication issued by TFL Comissioner Andy Byford public transport should be used at quieter times and to walk and cycle where possible.</p> <p>Discuss your journey with your line manager to confirm the activity is essential and can't be substituted using technology.</p> <p>Plan ahead to avoid peak travel times.</p> <p>Try to minimise journey times on public transport by considering walking/ cycling part of the journey taking into consideration the time of day and areas being travelled through, unsociable hours via foot/ cycling may want to be avoided, discuss this with your line manager prior to travelling.</p> <p>Carry a face covering in case it is needed. Wearing a face covering is mandatory on public transport at all times and to be used in TfL public facing</p>	2	2	4	Public transport should be used at a at quieter times and to walk and cycle where possible Speak to your line manager to ensure travel by public transport can't be avoided and you are taking the most appropriate route avoiding peak times. Familiarise yourself with the latest TFL guidance including the	



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				<p>locations.</p> <p>Staff should familiarise themselves with the most up to date guidance on the safe use of face coverings prior to using one. Wash or sanitise hands before and after using public transport, after touching other surfaces, and prior to smoking/ eating/ drinking and before/after site arrival. Staff should avoid touching their face. Do not travel 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 family are asked to isolate by NHS Track and Trace or similar, or have had Close Contact with a Positive/suspected case</p>				guidance on safe use of face coverings.	
3	Transmission of coronavirus	Undertaking site visit	TfL Staff, Contractors, members of the public and staff	<p>Ensure you are inducted by the Principal Contractor/ Contractor, this should include their latest site rules surrounding coronavirus including Welfare/PPE/ First Aid Arrangements. If you are already using PPE in your work activity to</p>	2	1	2	Contact the site ahead of your arrival, to ensure you can be inducted.	



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			families.	<p>protect against non-coronavirus risks, you should continue to do so. Minimise time spent on site. Ensure hands are appropriately sanitised upon arrival and egress from site; as well as during the site visit where necessary as well as before eating/drinking/smoking. If staff are required to wear PPE they should be briefed in the safe use and storage. 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 family member have been contacted by NHS Track and Trace or Similar.</p>				This will also help the site plan the appropriate Covid controls/ stocks of PPE/welfare.	



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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