



Risk Assessment – Visits to site by TfL Staff – Construction/Projects Coronavirus

Directorate:	Pan TfL	Review Date:	15 th July 1 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	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”.

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 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 on the 24th June ; please familiarise yourself with this [Close Contact](#)

From July 19th legal restrictions on social contact will be lifted; TfL will continue with it current stance on site visits (CDIG Guidance) until August the 16th.

1	Transmission of coronavirus	Member of TfL staff travelling to and from site	TfL Staff, Contractors, members of the public and staff families	Read this Risk Assessment in conjunction with the most up to date guidance from CDIG; its recommended that peak times are avoided when travelling to and from site and minimise peak times/ travelling in large groups... The use of technology such as video calls, Cameras, Conference Calls, Drones, Virtual Site Visits should be considered before visiting site	2	1	2	Before the visit to site, speak to your line manager to ensure the visit can't be avoided If the site visit can't be avoided identify with your line manger the most appropriate method of travelling to	
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				<p>If a site visit is deemed necessary, the numbers of those attending should be minimal and public transport should be used at a quieter time, with the Government advice on walking and cycling encouraged.</p> <p>If you can't walk or cycle, the use of a TfL vehicle should also be considered where this is possible.</p> <p>If driving to site to maintain social distancing (two meters where possible but never less than one), you should try to drive alone.</p> <p>TfL Guidance around social distancing to be followed at all times (Principal Contractor Site Rules when arriving at site)</p> <p>Ensure you have an adequate supply of hand sanitiser for your journey to and from site.</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 or display coronavirus symptoms. This also applies if you or a member of your household have been advised to isolate by NHS Track and</p>				<p>site minimising the use public transport where possible</p> <p>When driving a company vehicle, ensure you are a TfL approved driver and undertaken the training as well as understood the TfL Vehicle Policy.</p> <p>Before any visit to site ensure you have obtained B5/ Director approval (up until the 16th August, the latest agreed CDIG approach will be followed from then)</p>	



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				trace or similar. In this circumstance speak to your line manager to get tested. 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	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	Travelling at a quieter times, walking or cycling should be considered. Discuss your journey with your line manager to confirm the activity is necessary and can't be substituted using technology or existing site resource. Its recommended to avoid peak travel times. 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. Carry a face covering; wearing a face covering is mandatory on public transport and TfL public facing locations.	2	2	4	Speak to your line manager to ensure travel by public transport is the most suitable option and you're taking the most appropriate route it is recommended to avoid peak times. Familiarise yourself with the latest TfL or Government guidance including the guidance on safe use of face coverings	



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				<p>Staff should familiarise themselves with the most up to date guidance on the safe use of face coverings prior to using one.</p> <p>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.</p> <p>Staff should avoid touching their face.</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 been contacted by NHS Track and Trace or similar.</p>						
3	Transmission of coronavirus	Undertaking site visit	TfL Staff, Contractors, members of the public and staff families	<p>Ensure you are inducted by the Principal Contractor; this should include their latest site rules surrounding coronavirus including Welfare/PPE. If you are already using PPE in your work activity to protect against non-coronavirus risks, you should continue to do so.</p> <p>Minimise time spent on site.</p> <p>Ensure hands are appropriately sanitised upon arrival and egress from site; as well as during the site visit where necessary as well as before</p>	2	1	2	<p>Contact the site ahead of your arrival, to ensure you can be inducted.</p> <p>This will also help the site plan the appropriate Covid security measures/</p>		



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				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. Do not attend site if you have been notified by the NHS Track and Trace App that you need to self isolate; notify your line manager and following the government guidance on self isolation/ testing.				stocks of PPE/ Face coverings/ Sanitiser	
4	Transmission of coronavirus	Senior Safety Tours and PGI's	TfL Staff, Contractors, members of the public and staff families	Senior Safety Tours should be minimised where possible and undertaken in line with the latest CDIG Guidance. Alternative methods of gathering information should be considered such as; agreeing with existing on site TfL resource to gather information. If possible, review suppliers' own audits/inspections. The use of technology such as video calls, Cameras, Conference Calls, Drones, Virtual Site safety tours.	2	2	4	Speak to your line manager to ensure the PGI is necessary before attending site.	



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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