



## Risk Assessment – Visits to TfL operational sites/locations (non-construction) – Covid-19

Directorate:	Pan TfL	Review Date:	19 July 2021
Responsible Person:	Marian Kelly, Head of SHE for LU, CD and Professional Services	Assessed By:	Charlie Bennett SHE Business Partner
Residual Risk	Low	Reference:	Final version 7

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 has been reviewed to reflect the changes in government guidance which were announced on the 12th July 2021. TfL will continue to operate with the mitigations and control measures stated within this risk assessment in order to ensure the safety of employees.**

**This risk assessment assesses the health risk (of Covid-19) to our staff as a result of undertaking site visits/survey/inspection/assurance visit/audits/management tours/risk assessment while carrying out their duties. ‘Site’ means all operational premises and non-office locations, including depots, workshops, stations and roadside sites. This does not include construction or major project sites. 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 and COVID related risks. Additional workplace risks must be covered by the existing risk assessment. If you are going to smart work/work from a co located site office, please see the “Co Located Office/ Site Office Risk Assessment Covid-19”.**

**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 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](#)). Clinically extremely vulnerable individuals are advised not to attend work during the national lockdown.**

**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 Persons Risk assessment](#) (Share point site link)**

**For any TfL staff/ operatives that are required to attend site, face coverings will be available from your line manager, as required, subject to current TfL policy.**

**Face coverings are:**

- **Mandatory for situations where people are using public transport (unless you have an exemption).**
- **Used to attempt to reduce the spread of the virus. Where used incorrectly / inappropriately they can increase COVID risk.**
- **Not a replacement for task PPE. Where this is required, it should be continued to be used.**



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**Do not attend site if you or members of your household/support bubble are unwell and display COVID symptoms - in this circumstance speak to your line manager to get tested.**

**This risk assessment has been updated to reflect the changes to the government guidance and to ensure confidence that we have mitigations in place to prevent the spread of the new mutation. It is noted that personnel should only go to site if it is essential and should attempt to work remotely where possible.**

1	<b>Transmission of Covid-19</b>	Member of TfL staff travelling to and from location	TfL Staff, Contractors, members of the public and staff families	<p>Avoid site visits where possible, these should not be undertaken unless deemed essential work.</p> <p>The use of technology such as video calls, cameras, conference calls, drones, virtual site visits should be considered.</p> <p>If a site visit is deemed essential, the numbers of those attending should be minimal and public transport should be used safely, with the Government advice on walking and cycling encouraged.</p> <p>The use of a personal or TfL vehicle may be considered where this is possible. If driving in pairs wear face coverings.</p> <p>Public Health England and Government Guidance around social distancing and use of vehicles to be followed at all times.</p>	2	1	2	<p>Before the visit to site, speak to your line manager to ensure the visit cannot be avoided.</p> <p>If the site visit can't be avoided identify with your line manger the most appropriate method of travelling to site.</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>	
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				<p>Ensure you have an adequate supply of hand sanitiser and face coverings for your journey to and from site.</p> <p>Reduce the duration of shifts and avoid peak travel times where possible.</p>				If using your own vehicle avoid taking passengers and clean vehicle surfaces before and after attending site.	
2	<b>Transmission of COVID- 19</b>	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>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>Always carry enough face coverings where they are required. Face coverings on public transport are mandatory (unless you are exempt).</p> <p>Staff should familiarise themselves with the most</p>	2	2	4	<p>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.</p> <p>Familiarise yourself with the latest Government guidance including the guidance on safe use of face coverings.</p>	



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				<p>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>Staff should try to avoid being closer than 2m to other people using public transport.</p>					
3	<b>Transmission of Covid-19</b>	Undertaking 'site' visit / survey / inspection / assessment.	TfL Staff, Contractors, members of the public and staff families	<p>Contact the site ahead of your arrival to ensure that the site visit cannot be undertaken remotely and that it is essential that you visit the site.</p> <p>Ensure you are signed in by the relevant supervisor/manager; this should include their latest site rules surrounding COVID including Welfare/PPE/social distancing.</p> <p>If you are already using PPE in your work activity to protect against non-COVID risks, you should continue to do so.</p> <p>Public Health England and Government Guidance</p>	2	1	2	<p>Contact the site ahead of your arrival ensuring you are aware of the local COVID arrangements, able to be signed in and accommodated.</p> <p>This will also help the site plan the appropriate social</p>	



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				<p>to be followed at all times.</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 eating/drinking/smoking.</p> <p>Obtain keys for use without assistance if possible. If not possible on site be accompanied by a member of staff and maintain social distancing when working together.</p> <p>Avoid sharing equipment such as cameras, measuring equipment and pens.</p> <p>If staff are required to wear PPE they should be briefed in the safe use and storage.</p> <p>When the site is inside ensure that the site is ventilated where possible.</p> <p>Try to stay at least 2 metre from others where possible</p> <p>Try to minimise contact / interactions with others as</p>				<p>distancing measures/ stocks of PPE.</p> <p>Agree site visit with local manager/ supervisor if you need to be accompanied or not.</p> <p>If keys are issued, make sure a system is agreed to ensure all keys are returned and wiped down before and after use</p>	



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				<p>much as possible.</p> <p>Share and promote the process for how our people can apply for a coronavirus test.</p>					
4	<b>Transmission of Covid-19</b>	Senior manager Tours and PGI's	TfL Staff, Contractors, members of the public and staff families	<p>Senior leadership safety/manager tours should be undertaken virtually if possible.</p> <p>PGI's should be avoided unless necessary.</p> <p>Alternative methods of gathering information should be considered such as; remote access, video calls, conference calls, drones, virtual site checks.</p> <p>Where a site visit is required the government guidelines for COVID will be followed.</p> <p>Face coverings must be worn on public transport (unless exempt) and good hygiene followed.</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 eating/drinking/smoking.</p> <p>When the site is inside ensure that the site is ventilated where possible.</p>	2	2	4	Ensure the PGI, manager visit, safety tour, or similar should only be carried out where they are essential to ensure continued safe operation/working practices. Speak to your line manager to clarify if required.	



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				<p>Try to stay at least 2 metre from others where possible</p> <p>Try to minimise contact / interactions with others as much as possible.</p>					



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### Risk Rating Matrix

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