



# HEALTH AND SAFETY

## 1 Westferry Circus Risk Assessment – COVID-19

### Introduction

Crossrail Limited is committed to providing staff with a safe working environment. As part of this risk assessment, Crossrail has introduced some new working guidelines which need to be followed to ensure that we are protecting our workforce and visitors and minimising the risk of spreading the COVID-19 disease, these guidelines are in line with the Government's recommendations.

The health and safety requirements of any activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably competent personnel being available, it should not take place.

### Purpose

This is an assessment of all perceived and known COVID-19 related office risks found within the office at 1 Westferry Circus (WFC)

This risk assessment will be reviewed annually or in the event of material changes to the environment.

### Scope

This covers all staff, contractors, guests and visitors to 1 Westferry Circus.

### Principles

Remote / virtual working is the default state. If you can work from home, continue to do so.

Line Managers to endorse the recommendation for individual(s) to return to office base

The Recovery of HQ Accommodation (HQA) Panel is a decision making body for allowing individual(s) to remobilise taking into account the holistic workforce

The process design and execution will evolve and adapt to changes to the C-19 lockdown, including a potential second wave of C-19 outbreak

### H&S guidelines on travel

*All workers must be notified of and confirm agreement to follow the newly adopted guidelines to operate in an office environment and travel to and from office*

Hazard / Risk	Risk Evaluation without Control Measures	S	L	R	Control Measures to Reduce the Risk	S	L	R	Actions
Exposure to others affected by COVID-19	Contracting the COVID-19 (C-19) Virus <ul style="list-style-type: none"> <li>• May show no symptoms</li> <li>• Fever</li> <li>• Cough</li> <li>• Fatigue</li> <li>• Shortness of Breath</li> <li>• Extreme difficulty to breath</li> </ul>	5	4	20	Self-isolation for 14 days, if a staff member has encountered a person with a confirmed case of C-19 or if they are showing signs of symptoms of C-19. Social distancing encouraged and limit non-essential travel where possible. Do not come into work where someone you live with has been diagnosed or showing symptoms. Always follow good hygiene measures. Increased evening cleaning of all touchpoints, doors, handles, stair rails, lift buttons. Remote Working is encouraged were possible A colleague who has been isolated for 14 days cannot return to work until they have contacted their immediate manager to confirm they are fit to return have occurred.	5	2	10	Inform your manager of your self-isolation
Entrances and Exits	Risk of infection of Coronavirus / C-19 from transmission either from contaminated surfaces or direct contact resulting in various levels of symptoms – continuous cough, sore throat, high fever, shortness of breath, pneumonia, fatality	5	4	20	All staff must register their names in advance with Crossrail Facility Management ( FM) at WFC, prior to their visit.: [REDACTED] Mobile number- [REDACTED] You must enter the office through the main door, in single file whilst maintaining a 2-metre distance. Swipe your building pass on the access point to gain entry to the lift lobby. Only one person must only use the lift at any given time. Main access doors on the floors to be wedged open. to limit any hand contact of door handles. Remember to wash your hands for at least 20 seconds or use the hand sanitiser that are installed at the entrance of your floor. When leaving the building use the lift to go down to the ground floor to exit, do not enter the lift with another person.	5	2	10	Suitable Hand Washing / Cleaning Facilities

Hazard / Risk	Risk Evaluation without Control Measures	S	L	R	Control Measures to Reduce the Risk	S	L	R	Actions
Walkways	Risk of infection of Coronavirus / C-19.	5	4	20	When using the walkways, you must maintain social distancing of 2 metres. To ensure this is compliant wherever possible the area between each bank of double seating must be used as a Passing Point.	5	2	10	
Toilet Facilities	Risk of infection of Coronavirus / C-19.	5	4	20	The entrance of toilet doors must be wedged open all the time, this to limit any hand contact of door handles. Toilets - male/female, signage in place and verbal communication to ensure only 2 people to use the toilet, at any given time. Two of the urinals in the male toilet's must be taken out of use with adequate signage and hazard tape in place. Always wash hands before and after using the facilities. Dispose of waste in containers provided. Use the gel/sanitiser on entrance and exit to facilities. Ensure that door handles, tap's, toilet seats are regularly cleaned with a suitable sanitising substance.	5	2	10	
Door handles, touch points and door plates	Risk of infection of Coronavirus / C-19.	5	4	20	Door handles, and cover plates must be regularly cleaned with a suitable sanitising substance. Lift buttons and cover plates must be cleaned regularly. Where automatic devices are in place, these must be used. Fire doors must not be propped open.	5	2	10	
Office desk/seating arrangements	Risk of infection of Coronavirus / C-19.	5	4	20	Desks arrangements must be reviewed on an on – going basis, depending on the number of staff returning to WFC offices. Desk must be taken out of use to ensure staff do not sit opposite another member of staff and to be compliant with the social distancing of 2 metres.	5	2	10	
Laptops / Computer / Computer equipment	Risk of infection of Coronavirus / C-19.	5	4	20	Before every use wipe all laptops / keyboards, screens, computer mouse and any other peripheral equipment with a suitable sanitising substance. Repeat periodically as necessary throughout the day. Always clean the equipment if it has been used by others and before handing it over for others to use.	5	2	10	

Hazard / Risk	Risk Evaluation without Control Measures	S	L	R	Control Measures to Reduce the Risk	S	L	R	Actions
Shared cutlery / crockery / glassware	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Kitchen arrangements – fridge will be made available.</p> <p>Any cutlery, plates etc must be bought in from home, each day and taken home each night.</p> <p>Built in disposal bins in the kitchen areas must have the lids removed to reduce hand contact. The bins will be emptied more frequently, to ensure hygiene levels are maintained.</p> <p>Remember to frequently wash your hands for at least 20 seconds.</p> <p>Microwaves – clean handles and any other relevant dials with a suitable sanitising substance, that must be provided for each microwave.</p> <p>One-way signage is in place in the kitchen areas.</p> <p>Only 1 person to be seated at the kitchen area tables, maintaining a 2- metre distance, from all other members of staff.</p> <p>Maximum 2 people in kitchen at any one time</p>	5	2	10	
Shared Food Storage & Handling	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Staff must not from bring in food that cannot be consumed the same day.</p> <p>Food and cutlery must not be stored.</p> <p>Wash your hands for at least 20 seconds before and after food consumption.</p>	5	2	10	
Shared confectionary in open spaces	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Sharing confectionary of any sort is not permitted.</p>	5	1	5	
Shared Stationary	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Do not handle stationary unless essential.</p> <p>Clean stationary with a suitable sanitising substance.</p>	5	2	10	
Reprographic Equipment	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Ensure equipment is subject to cleaning with a suitable sanitising substance. suitable cleaning agent.</p> <p>A suitable sanitising substance must be available to clean the areas of the equipment in constant use.</p> <p>Staff must wash their hands for at least 20 seconds after handling equipment.</p>	5	2	10	

Hazard / Risk	Risk Evaluation without Control Measures	S	L	R	Control Measures to Reduce the Risk	S	L	R	Actions
Shared Paper Documents	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Try to handle paper documents as little as possible.</p> <p>Where possible try to maintain a paperless environment by sharing information electronically.</p> <p>Where documents need to be shared consider putting them into plastic folders that can be wiped with a suitable sanitising substance. suitable cleaning agent before handling.</p> <p>Where this is not possible staff should wash their hands for at least 20 seconds before and after handling the documents.</p>	5	2	10	
Handrails	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Ensure suitable or extra cleaning regime is in place using a suitable sanitising substance.</p> <p>After using handrails particularly those provided on stairwells – ensure you wash your hands for at least 20 seconds.</p> <p>Do not put your hands near your face.</p>	5	2	10	
Cleaning equipment / Cleaning Tasks	Risk of infection of Coronavirus / C-19.	5	4	20	<p>All cleaning equipment must be subject to cleaning with a suitable sanitising substance.</p> <p>This must be carried out daily or more frequently.</p>	5	2	10	
Maintenance Tasks – In house	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Ensure specific RAMS cover the risks of C-19 and these are referred to.</p> <p>Wipe down any tools used with a suitable sanitising substance.</p> <p>Ensure any surfaces being used are wiped down such as:</p> <ul style="list-style-type: none"> <li>Door handles</li> <li>Lift buttons</li> </ul> <p>PPE to be used such as gloves, overalls that are suitable for the task</p> <p>Wash hands for at least 20 seconds and use a suitable sanitiser substance.</p>	5	2	10	Follow local CRL WFC C-19 Office Rules

Hazard / Risk	Risk Evaluation without Control Measures	S	L	R	Control Measures to Reduce the Risk	S	L	R	Actions
Contractors	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Sub-contractors risk assessments must adequately include C-19 safety controls safe systems of work. Risk Assessments and Method Statements must be checked by a competent person.</p> <p>The use of contractors must be reduced as much as possible so only those vital to the safety / security of the building should be allowed.</p> <p>Where it is necessary for contractors to be on site ensure the following are adhered to:</p> <p>Check the contractor does not have any symptoms of C-19 before allowing them into the property.</p> <p>Ensure they wash their hands for at least 20 seconds on entry to the building.</p> <p>Always maintain 2 metres social distancing.</p> <p>Contractor’s HSE information must be provided.</p> <p>Contractor sign off sheets should be put into plastic folders and these must be wiped with a suitable sanitiser substance.</p> <p>Contractor should only access areas necessary for the task.</p> <p>Restrict employees or other persons from the area where the contractor(s) are working.</p>	5	2	10	Contractors must follow the same arrangements as everyone else

Hazard / Risk	Risk Evaluation without Control Measures	S	L	R	Control Measures to Reduce the Risk	S	L	R	Actions
Visitors	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Follow Site rules, visitors to the building must be discouraged from coming to the site during this time.</p> <p>Site procedures and H&amp;S information should be displayed at the entrance of each floor.</p> <p>Where visitors do need to come first check they do not have any symptoms of C-19 before allowing them into the property.</p> <p>Ensure the visitor washes their hands for at least 20 seconds immediately after they enter the building or use the hand suitable sanitising substance.</p> <p>Always stay 2 metres apart from the visitor(s). Areas must be cleaned with suitable sanitising substance, when the visitor(s) have left.</p> <p>Ensure visitors are aware of the company C-19 procedures (as stated in this risk assessment)</p>	5	2	10	
Contact with people- People coming into the building/ workplace or people already residing in the workplace.	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Avoid contact with others.</p> <p>Always maintain 2 metres social distancing.</p> <p>Do not shake hands or make other physical contact.</p> <p>Do not share crockery.</p> <p>Do not make drinks for colleagues.</p> <p>Ensure you regularly wash your hands for at least 20 seconds.</p> <p>Do not crowd into a lift with others. You must wait for another lift. Maximum of two people to use the lift at any given time.</p>	5	2	10	

Hazard / Risk	Risk Evaluation without Control Measures	S	L	R	Control Measures to Reduce the Risk	S	L	R	Actions
Lack of communication with all relevant stake holders regard the controls in place for C-19.	Risk of infection of Coronavirus / C-19.	5	4	20	<p>Ensure all staff are provided with information on work practices during C-19.</p> <p>This includes those staff that are being asked to work at home.</p> <p>Ensure employees understand procedures in such areas as:</p> <ul style="list-style-type: none"> <li>Food &amp; drinks provision</li> <li>Meetings</li> <li>Movement around the building</li> <li>Kitchen / welfare areas</li> </ul> <p>Ensure staff understand what they are to do if they have any symptoms of C-19.</p> <p>Ensure notices are in place around the building providing information.</p> <p>Ensure employer is up to date with current Government guidelines and this is communicated.</p> <p>Ensure that any visitors and contractors are aware of the procedures on site.</p> <p>Ensure that all employees are aware and understand this risk assessment.</p>	5	2	10	
Sharing PPE	Risk of infection of Coronavirus / C-19.	5	4	20	The sharing of PPE is not permitted.	5	1	5	
Muster Point/Terrorist Threat	Risk of infection of Coronavirus / C-19.	5	4	20	In the event of a planned fire drill or actual fire evacuation, social distancing of 2 metres must be maintained. The same applies for a terrorist threat, considering that the planned muster point may have to be changed, depending on the location of any apparent threat.	5	1	5	



<b>Changing / Non-Routine Situations.</b> Efforts should be made in advance of the activity taking place to prepare for potential emergency situations. These may be contained in the site Incident Plan. If, during this activity, changes occur which present previously unforeseen hazards then the following action should be taken: 1) Reassess the risks and implement necessary controls as appropriate. 2) Keep a record of changes that have occurred and the controls implemented to avoid risk from the changing circumstances. (Record details below). 3) Assess the reasons / causes of the changes and factor into future risk assessments. Additional training may be required as a result.	Name: <input style="width:90%;" type="text"/> Sign: <input style="width:90%;" type="text"/> Date: <input style="width:90%;" type="text"/> Time: <input style="width:90%;" type="text"/>
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Item no.	Work Activity	Changing Circumstances	Who or what was affected and how?	Detail existing control measures.	Initial assessment			Detail additional control measures implemented to avoid new risk.	Residual risk		
					L'hood	Severity	Risk Rating		L'hood	Severity	Risk Rating

<b>Briefing Record</b> (NB: If the risk assessment is updated the briefing of the changes must be recorded.)										
First name	Surname	Signature	Time	Date		First name	Surname	Signature	Time	Date

**Guidance Notes** – Remember - if you feel at risk at any time, you must stop work and seek advice.

<b>Additional Site / Time / Individual Specific Hazards</b>										
A1										
A2										
A3										

**CONSIDER THE HIERARCHY OF CONTROLS:** (Elimination, Substitution, Engineering Controls, Signage / Administrative Controls / Personal Protective Equipment).

<b>Prepared by:</b> (Print Name)		<b>Approved by:</b> (Appropriate Manager, Print Name)		<b>Approved by Signature:</b>		<b>Date:</b>
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Likelihood	Severity		Severity					Residual Risk Rating	Minimum Action Required	
1 = Highly unlikely	1 = No Injury	Likelihood		1	2	3	4	5	<b>Low (1 – 4)</b>	Acceptable risk rating but continual monitoring should occur. Periodic review of assessment should occur.
2 = Unlikely	2 = Minor First Aid Injury		5	M	M	H	H	H		
3 = Possible	3 = Injury causing Lost Time / Multiple Minor First Aid		4	L	M	M	H	H	<b>Medium (5 – 12)</b>	Consider implementing further controls to reduce the risk so far as is reasonably practicable. Where this cannot happen, the activity should be monitored and assessment reviewed regularly.
4 = Likely	4 = Major Injury / Multiple Lost Time Injuries		3	L	M	M	M	H		
5 = Highly Likely	5 = Fatality		2	L	L	M	M	M		
			1	L	L	L	L	M	<b>High (13-25)</b>	Do not continue with the activity until a documented safe system of work / permit to work is in place. This SSOW should be communicated to all staff involved in the activity and should be appropriately supervised.