

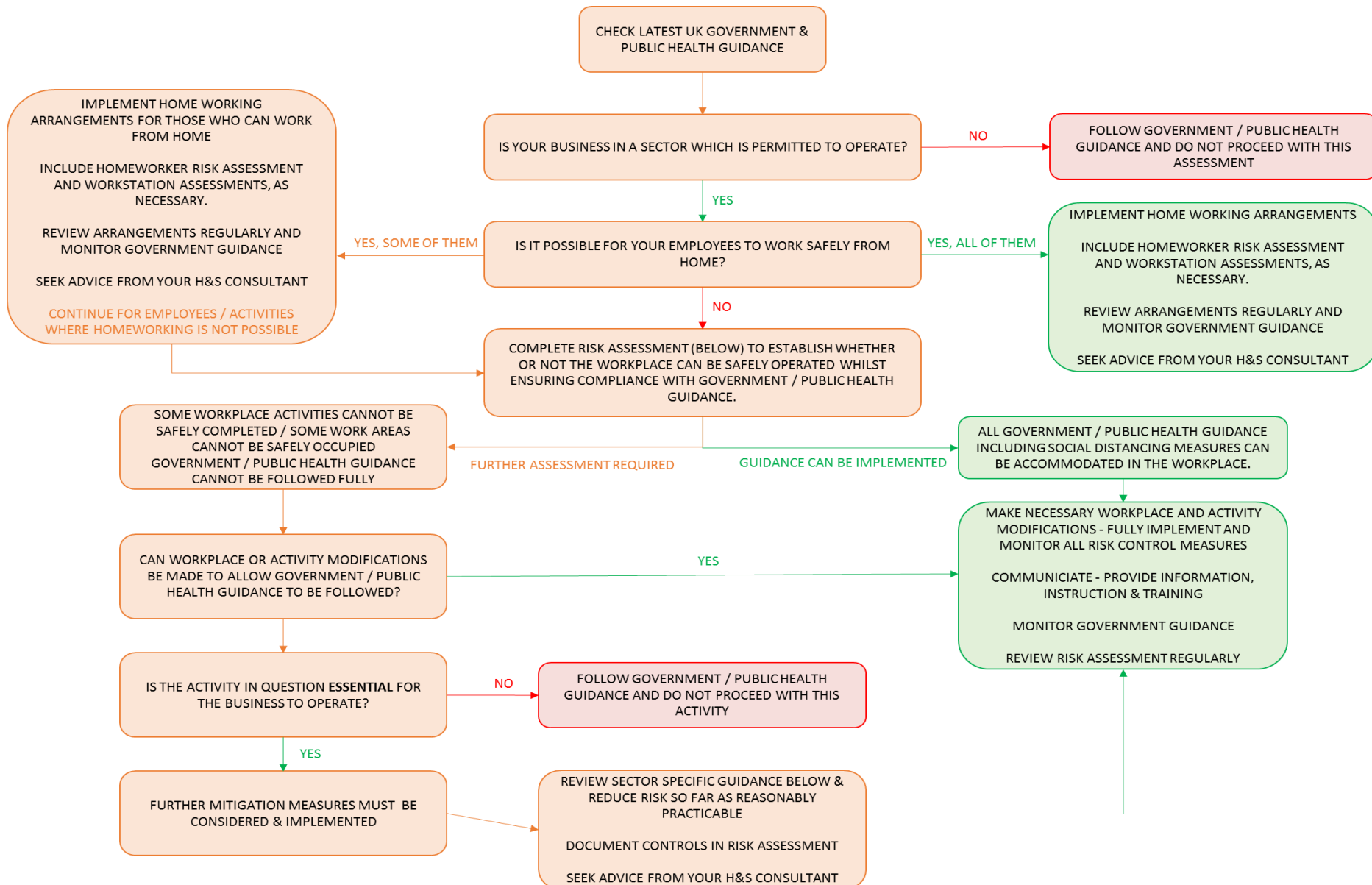
RISK ASSESSMENT – INFECTIOUS DISEASES INCLUDING COVID-19 SAFE-WORKING IN MANCHESTER OFFICE

The following is Transport for The North's Risk Assessment; it includes potential hazards and risk reduction measures to adapt to the current Coronavirus pandemic. The content reflects the current guidance from the Government, Public Health England (PHE) and relevant sector guidance. High volume of actions and controls are aligned to the Landlords OM Companies to complete building assessments to practically implement the findings and recommendations.

This Risk assessment has been prepared to assist TfN to identify any potential risks plus to maintain a safe place of work during the return, as required under the Health and Safety at Work Act 1974, limiting the exposure to Infectious diseases including COVID-19 in the workplace. The advice we receive from Government and other bodies may progress and change. Information on the virus may change, and versions may be updated, consultation will be undertaken, and shared with all Colleagues.

To be published on intranet and internet as TfN's Infectious diseases including Covid-19 safe-working risk assessment.

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Description of Activity		Infectious diseases including Covid-19 Secure – Safe-working at Manchester - Risk Assessment				
Location		Manchester				
Completed by		Stephen Hipwell				
Date of Assessment		1 st December 2022	Review Date		On-going*	
WORKING SAFELY IN THE PREMISES / BUILDING / OFFICE DURING COVID-19						
What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
Infectious diseases including Coronavirus (COVID-19) (CV19) Office - Manchester Someone entering the workplace/offices with an infectious disease	Colleagues, Contractors, visitors An Colleagues / visitor enters the workplace with CV19 or infectious disease and passes it onto others	1. Colleagues with existing medical conditions that are especially vulnerable to Infectious Diseases including COVID-19, need to be identified as part of the risk assessment and to follow the current Government guidance, such as shielding, see 'People' section for more information/controls below and Infectious Diseases including COVID section of the TfN Intranet. Meetings held with all such individuals ahead of return to the office to ensure awareness of risk assessment, and any additional safety measures required. 2. Provide hand sanitation at entry and exit points. 3. Office layouts in all premises to comply with government guidelines (i.e. guidance for safe working in offices and contact centres) assessed and managed by FM, and Managers to manage Colleagues behaviour. 4. Seating and tables configured to support minimum social distancing as per government guidelines. Colleagues encouraged to maintain social distancing where possible	Low			

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		<p>throughout the offices (desks, meeting rooms, communal areas).</p> <p>5. Ensuring storage made available if required in order to store away Colleagues' clothing/coats/bags/scarfs rather than leaving these items around the office circulation spaces.</p> <p>6. Regular floor walks and inspections by FM/HR/UNISON to ensure the standards remain high and any concerns are rectified.</p> <p>7. Managers to monitor the use and set up of the office, ways of working and how Colleagues are adhering to these and report any issues or concerns to FM/HR.</p> <p>8. Increased cleaning regime via FM, that is managed, monitored, with a quality management system in place, including spot checks and cleaning audits completed by FM.</p> <p>9. Desk / IT / telephone sanitiser wipes available for Colleagues to complete regular cleans; promote this via signage</p> <p>10. Making sure Colleagues and visitors with disabilities are not restricted in their safe movement around the floors/buildings.</p> <p>11. Control of visitors coming into the building via desk/meeting room booking system, reduce the need to meet face to face via new ways of working guidance, and have telephone/teleconference meetings wherever possible.</p> <p>12. Where appropriate and directed through TfN's ways of working and Infectious diseases including covid-19 guidance, colleagues to safely attend essential meetings face to face.</p>				
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		<p>13. Desk booking system, to ensure safe numbers of colleagues working within the offices at any time, and support the continuation to work at home where possible.</p> <p>14. If Colleagues work requires client's meetings/off site visits, they should refer to the general Risk Assessment for Site Visits & External Meetings, acknowledging by virtue of their attendance, they accept and observe the risks outlined.</p>				
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Passenger Lifts/ corridors and stairs</p> <p>Someone entering the workplace/lifts with an infectious disease</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with CV19 and passes it onto others</p>	<p>1. FM completing floor checks, areas safety checks and recording/reporting any concerns to management for immediate action.</p> <p>2. Leave any doors that are not fire rated and internal doors open where possible, installation of door-guards to fire doors that are high use high contact doors, these cannot be in higher risk rooms such as kitchen areas. FM to have regular checks on all of the door-guard doors to ensure closing operation is tested and replacement of batteries when required.</p>	Low			
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Reception Colleagues exposure</p> <p>Someone entering the workplace/reception with</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with CV19 and passes it onto others</p>	<p>1. Using protective screening where appropriate in high contact areas such as Manchester Reception Area.</p> <p>2. Staggering/control and filtering the number of visitors at any one time via TfN's desk and meeting room booking systems.</p> <p>3. Hand sanitiser made available at entrance and reception areas and throughout the offices and meeting rooms.</p>	Low			

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CV19 or an infectious disease						
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Air Conditioning</p> <p>Someone entering the workplace/offices with CV19, Colleagues fear and concerns of becoming infected by air circulation</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others</p>	<ol style="list-style-type: none"> 1. Keep ventilation systems maintained regularly and adjusting systems where necessary (maximise fresh air intake). 2. FM maintain/monitor ventilation systems (maximise fresh air intake). 3. FM to check service and or adjustments required, so that they do not automatically reduce ventilation levels due to lower than normal occupancy. 4. Opening where possible windows and doors frequently to encourage ventilation where possible. 5. Keeping the systems operating continuously, i.e. not shutting down at weekends. 6. Switch air handling units with recirculation to 100% outdoor air. 	Med			
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Office layout and space</p> <p>Someone entering the workplace/offices with an infectious disease</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others</p>	<ol style="list-style-type: none"> 1. Office layout to comply with appropriate Government Guidelines. On-going review to continue to ensure remains fit for purpose. 2. FM/HR monitor usage of spaces regularly via desk and meeting room booking systems. 3. Having seat plan and knowing who is sitting at each location via desk and meeting room booking systems to minimise unnecessary close contact. 	Low			

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<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p> <p>Someone entering the workplace/offices with an infectious disease</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others</p>	<ol style="list-style-type: none"> 1. Increased formal cleaning regime is underway via Facilities Management team; Colleagues are required to clean equipment more often and key areas and touch points are identified and form part of the specified cleaning schedule (keyboards, work surfaces, door handles etc.). 2. Hand sanitisers have been placed in the workplace. 3. Multi-use handtowels are not used to dry hands. 4. Information has been passed onto Colleagues on safe working via Infectious Diseases including Covid-19 Safe Working Guide and E-induction. 5. Confirmed cases of work-related CV-19 to be reported to public health team and thereafter where required to HSE via usual accident procedure (online AIR form). Potential for RIDDOR report to HSE; if necessary. 6. FM to review any further cleaning regime in light of potential outbreaks and have this as a contingency plan. 7. FM to ensure the correct cleaning products are being used for infection control covid-19. 	Low			
<p>Infectious diseases including Coronavirus (COVID-19) (CV-19)</p> <p>Gatherings, emergency evacuation</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease</p>	<ol style="list-style-type: none"> 1. Fire evacuation should be followed in accordance with current guidelines. 2. PEEPS 'personal emergency evacuation plans' reviewed for each building with the identified evacuation team/ 'buddy' packs should be installed next to the evacuation – currently no PEEP's currently required across either office location. 3. Maintained the required number of qualified Fire Marshals across both Leeds and Manchester Offices to ensure effective 	Low			

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Someone entering the workplace/offices with an infectious disease	and passes it onto others	coverage at all times (including centralised monitoring function of availability/site coverage).				
<p>Infectious diseases including Coronavirus (COVID-19) (CV-19)</p> <p>Provision of first aid in buildings</p> <p>Someone entering the workplace/offices with Infectious diseases including CV19, giving first aid to Colleagues/others</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others</p>	<ol style="list-style-type: none"> 1. FM to review existing first aid needs analysis in line with Health and Safety Executive (HSE) Guidance on First Aid cover and qualifications during Infectious Diseases including COVID-19 e.g.: <ul style="list-style-type: none"> ▪ Share information with other services/teams within the premises regarding contacts for First Aid 2. Refer to full Infectious Diseases including covid-19 provision of first aid risk assessment for full details Covid health and safety intranet pages 3. Maintain the required number of qualified First Aiders across both Leeds and Manchester Offices to ensure effective coverage at all times (including centralised monitoring function of availability/site coverage). 	Low			
<p>Infectious diseases including Coronavirus (COVID-19) (CV-19)</p> <p>Kitchen break out areas</p> <p>Someone entering the workplace/offices with</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease</p>	<ol style="list-style-type: none"> 1. Colleagues behaviour staying alert to others around them and maintaining awareness in compliance with Government Guidelines. 2. Colleagues to be encouraged to wash their hands before / after eating for at least 20 seconds. 3. Colleagues to dispose of their food waste into the bins provided and clean their cutlery and put away. 4. Colleagues to be encouraged to go outside during breaks. 	Med			

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Infectious diseases including CV19	and passes it onto others	5. These areas to have an increased cleaning regime in place managed by FM.				
Infectious diseases including Coronavirus (COVID-19) (CV-19) Toilet areas Someone entering the workplace/offices with Infectious diseases including CV19	Colleagues, Contractors, visitors An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others	1. Colleagues to stay alert as these as single doors access and egress, therefore proceed with caution and be prepared to take a step back to allow others through. 2. Washing hands is paramount. 3. There are increased cleaning regime in these areas.	Low			
Coronavirus (COVID-19) (CV-19) Hygiene Control Someone entering the workplace/offices with Infectious diseases including CV19	Colleagues, Contractors, visitors An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others	1. New increased cleaning regime in place by FM and contract cleaning companies. 2. To include ongoing detailed cleaning specification which is managed and monitored via FM as a quality management system. 3. Specified cleaning material to be used for virus infection control, COSHH data sheets and risk assessments to be updated. 4. Frequent cleaning of work areas and equipment is an absolute requirement such as IT equipment, and touch points. 5. Cleaning products as per no.3 being left out in cleaning stations/defined desk areas, for Colleagues to use and clean	Low			

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		<p>their desks, chairs, telephone, IT equipment prior and after use where necessary and having increased adequate disposal arrangements.</p> <p>6. Cleaning to be reviewed and altered to change any increasing risk factors, confirmed Infectious Diseases including COVID-19 cases within specific areas of the building/s.</p> <p>7. Zip taps to be included in the increased cleaning regimes.</p> <p>8. Signage and posters installed around the buildings to build good awareness of increased hand washing, washing hands on commencement of work, avoidance of touching face and to cough or sneeze into a tissue which is binned or into your arm if no tissue available.</p> <p>9. Increase of waste removal from bins during the day.</p> <p>10. Shower and changing areas must be kept clear of Colleagues personal items and that social distancing is achieved as much as possible.</p> <p>11. No personal Colleagues deliveries allowed to our offices.</p>				
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Statutory Compliance</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease</p>	<p>1. FM manage and review building statutory compliance to ensure the buildings have received the required service and maintenance and any 'start-up' programmes for service items and equipment are managed and monitored</p> <p>2. FM to strictly control the contractor Infectious Diseases including COVID-19 pre assessment before allowing anyone in the buildings, and a review of their risk assessment against current Infectious diseases including COVID-19 risk</p>	Low			

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Someone entering the workplace/offices with Infectious diseases including CV19	and passes it onto others	assessments and to ensure inductions are in place that includes our COVID-19 control measures.				
Infectious diseases including Coronavirus (COVID-19) (CV19) Security Someone entering the workplace/offices with Infectious diseases including CV19	Colleagues, Contractors, visitors An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others	1. FM to review the security risk assessment due to the changes of having more doors open and potential access control areas open.	Low			
Infectious diseases including Coronavirus (COVID-19) (CV19) Social distancing Someone entering the workplace/offices with Infectious diseases including CV19	Colleagues, Contractors, visitors An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others	1. Aligned to our New Ways of Working, colleagues to work from the offices only once all pre-induction has been completed, and awareness of current safe working practices understood. 2. It should be understood that the exposure time of spending time in close proximity forms part of the risk assessment.	Low			

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Common and Social areas spaces</p> <p>Someone entering the workplace/offices with Infectious diseases including CV19</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others</p>	<ol style="list-style-type: none"> 1. Working with shared partners/landlords, if there are any shared common areas, sharing risk assessments and agreed control measures. 2. Encourage Colleagues to take breaks outside. 3. Screens installed in reception areas and similar areas high contact areas at both offices. 4. Colleagues should bring in their own food if possible, to reduce contamination risk from outside shop bought food/packaging. 5. Break out areas are to be cleaned after use. 6. Good appropriate provision of storage areas, lockers for Colleagues. 7. Good Housekeeping is paramount at this time, Colleagues not to bring in and move around unnecessary personal items, excessive bags/personal items. 	Med			
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Accidents, Security incident, emergency</p> <p>Someone entering the workplace/offices with</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others</p>	<ol style="list-style-type: none"> 1. It is important to understand and make clear that in the event of any emergency situation, Colleagues should use their safety awareness and remain vigilant at all times, practicing good hygiene and social distancing where appropriate in alignment with Government Guidelines where large numbers may have to move fast to evacuate. 2. Colleagues involved in emergency situations that may bring them into close contact to ensure that you pay particular attention to sanitation measures immediately afterwards including washing of hands. 	Low			

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Infectious diseases including CV19						
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INDIVIDUAL						
What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Colleagues with existing medical conditions</p> <p>Someone entering the workplace/offices with Infectious diseases including CV19</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues being asked to come into work that have existing medical conditions and are clinically extremely vulnerable, or clinically vulnerable</p>	<p>1. HR to identify via their Infectious diseases including covid-19 risk assessment, Colleagues that are either *Clinically extremely vulnerable or “clinically vulnerable” and ensure any individual risk assessments and/or safety measures are in place. Colleagues in general encouraged to undertake individual risk assessments if they consider themselves to be vulnerable for any reason.</p> <p>2. Managers to ensure the communication of all home workers/and those shielding is in place with regular contact</p> <p>For ease of reference:</p> <p>*Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.</p> <ul style="list-style-type: none"> • Solid organ transplant recipients. • People with specific cancers: •people with cancer who are undergoing active chemotherapy • •people with lung cancer who are undergoing radical radiotherapy • •people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • •people having immunotherapy or other continuing antibody treatments for cancer 	Med			

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		<ul style="list-style-type: none"> • people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs • People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD). • People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell). • People on immunosuppression therapies sufficient to significantly increase risk of infection. • Women who are pregnant with significant heart disease, congenital or acquired. <p>*Clinically vulnerable people</p> <p>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds): • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis 			
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		<ul style="list-style-type: none"> chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy diabetes a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets being seriously overweight (a body mass index (BMI) of 40 or above) pregnant women <p>You, your family and carers should be aware of the guidance on shielding which provides information on how to protect yourself still further should you wish to.</p>				
Infectious diseases including Suspected case of Coronavirus (COVID-19) (CV19) Someone becomes ill within the workplace	Colleagues Visitors Contracted an infectious disease by any means	<ol style="list-style-type: none"> The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted. The workplace will be decontaminated following Public Health England Guidance: COVID-19, cleaning in non-healthcare settings This information has been passed onto Colleagues via the intranet, covid pages, health and safety pages. 	Low			
Infectious diseases including Coronavirus (COVID-19) (CV19) temporary change to work environment	Colleagues, Contractors, visitors Colleagues working at home	<ol style="list-style-type: none"> Colleagues to follow the working from home guidance. HS/HR to review current DSE guidance. HS/HR and Colleagues to ensure communication is in place for any concerns with DSE, wellbeing. Access to individual DSE self-assessment (linked to HS/HR) that includes 'things to do or consider' guidance and enables user to report concerns, Colleagues encouraged to complete 	Med			

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Colleagues working at home due to a requirement for self-isolation	<p>that are not set up for homeworking, DSE, posture, MSD, stress, anxiety</p>	<p>their DSE online self-assessments as a change to their normal working arrangements.</p> <p>6. Individual user tries to mimic the set-up of the working arrangement; advice can be found:</p> <ul style="list-style-type: none"> TfN Intranet 'Display Screen Equipment' NHS: Posture tips for laptops users <p>7. Communication between individuals / teams and Managers is clear:</p> <ul style="list-style-type: none"> Agreed work activities Scheduled calls / contact time <p>8. Colleagues giving clear TfN guidance on wellbeing and contact details for support.</p> <p>9. Line Managers having clear TfN guidance on wellbeing strategies for them and their Colleagues, including stress risk assessment guidance/template.</p> <p>10. Although most Colleagues have been able to adapt and work in short notice, temporary working periods, managers are advised to manage and monitor individual Colleagues arrangements and following up on their DSE self-assessment actions.</p>				
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Visitors</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an</p>	<p>1. Encourage visits via remote virtual meetings and not bringing visitors into the work-place.</p> <p>2. Any visitors that have to come into the work-place should be told not to come if have any symptoms of Infectious diseases including COVID-19.</p> <p>3. Limits on numbers of visitors, bringing in more people raises the risk to others/Colleagues groups via desk and meeting room booking system i.e. No unannounced visitors.</p>	<p>Low</p>			

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Someone entering the workplace/offices with Infectious diseases including CV19	infectious disease and passes it onto others	4. Reception areas altered including not having a shared pen in use or a system of cleaning in between usage. 5. Avoid hand shaking and sharing personal items/property.			
Infectious diseases including Coronavirus (COVID-19) (CV19) Contractors Someone entering the workplace/offices with Infectious diseases including CV19	Colleagues, Contractors, visitors An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others	1. Only necessary contractors or visitors to be allowed on site, and approved/authorised by managers. 2. Contractors Colleagues to be inducted to the normal health and safety induction processes, including the current Infectious diseases including COVID-19 risk assessments and promotion of hand cleaning and hygiene. 3. Normal management and monitoring of contractor, wellbeing on site. 4. Reception areas having clear guidance on hygiene requirements for visitors coming in. 5. Working together with any shared sites, employers, landlords sharing risk assessment, Infectious diseases including COVID-19 management, and sharing information concerning visitors that may affect their own risk management.	Med		
Infectious diseases including Coronavirus (COVID-19) (CV19) Personal Protective Equipment (PPE)	Colleagues, Contractors, visitors An Colleagues / visitor enters the workplace with an infectious disease	1. Infectious diseases including COVID-19 infection risk is managed by increased hygiene measures, but not through the use of PPE. 2. We do not encourage the precautionary use of extra PPE to protect against Infectious diseases including COVID-19. 3. We recommend and encourage employees, colleagues and visitors to wear masks in communal areas within our offices. This recommendation is made on a “common sense”	Low		

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Someone entering the workplace with Infectious diseases including CV19	and passes it onto others	approach with the expectation individuals take reasonable personal responsibility.				
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Face Coverings</p> <p>Someone entering the workplace with Infectious diseases including CV19</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues /Contractors Colleagues commuting and using public transport</p>	<p>1. We recommend and encourage employees, colleagues and visitors to wear masks in communal areas within our offices. This recommendation is made on a “common sense” approach with the expectation individuals take reasonable personal responsibility.</p> <p>2. Evidence suggests that wearing a face mask doesn’t protect you but may protect others in the event you are infected, to note this is not PPE, it is not a legal workplace requirement, but, down to personal responsibility.</p> <p>3. The risk is managed by minimising workers in work, contact time together, increased hygiene and cleaning regime, and not reliant on face coverings.</p> <p>4. If Colleagues choose to wear one the following guidance is applicable and should be followed:</p> <ul style="list-style-type: none"> • Washing hands thoroughly with soap and water for 20 seconds or use of hand sanitiser before putting a face covering on and after removing it. • Avoid touching your face or face covering as you can contaminate them with germs from your hands. • Change face covering if becomes damp or if you have touched this. • Continue to wash hands regularly. • Change and wash face covering daily. • If not washable dispose of carefully in usual waste. 	Low			

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		<ul style="list-style-type: none"> You can make your own face covering following guidance on GOV.UK. 				
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Working in Groups</p> <p>Someone entering the workplace/lifts with Infectious diseases including CV19</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others</p>	<p>1. Managers to identify materials, commonly shared items to assess the need to share, and how these items can be safely used to reduce direct contact and cleaning of items, areas that are supported by cleaning material and hand sanitiser.</p>	Low			
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Work or Personal related travel including outside of UK</p> <p>Being in close proximity of people infected with Infectious diseases including CV19 and/or</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / Contractors catches an infectious disease whilst travelling</p>	<p>1. Minimise non-essential travel, considering and preferring to have remote options.</p> <p>2. Minimise number of Colleagues travelling together in any one vehicle, increasing ventilation and avoiding sitting face to face</p> <p>3. Stagger working times to avoid busier times via desk and meeting room booking system.</p> <p>4. Follow government advice for face coverings.</p> <p>5. Colleagues required to follow the latest government guidance related to overseas travel, including completing any periods of self-isolation on return before being permitted to enter TfN offices or attend external meetings.</p>	Low			

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increased time spent in this environment						
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Change management /communication/training</p> <p>Someone entering the workplace/lifts with Infectious diseases including CV19</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / visitor enters the workplace with an infectious disease and passes it onto others</p>	<ol style="list-style-type: none"> 1. Providing clear consistent and regular communication to improve understanding for all Colleagues. 2. Providing early information instruction before any changes to working practices. 3. Managers risk assess if any changes to current risk assessments and update/include Colleagues. 4. Corporate guidance to Colleagues on changes to work environment and procedures in advance of any physical changes. 5. FM to consider specialist workstations and chairs to remain in use if Colleagues working within the office. 6. Increased Colleagues communication to raise awareness of potential risks; directing Colleagues to Government, NHS, PHE and local Council guidelines and resources: <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ Information posters displayed at key points and throughout premises ▪ Hygiene requirements (handwashing etc.) 7. Additional consideration is given to those Colleagues who may be deemed to be at increased risk in the planning of work activities. 8. Advice on risks, symptoms and control measures implemented relevant to the specific team. 	Low			

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		<p>9. Follow signage of egress and access to premises.</p> <p>10 Government guidance on trace and track measures and clear guidance to managers and Colleagues on actions required and support available.</p>				
<p>Infectious diseases including Coronavirus (COVID-19) (CV19)</p> <p>Stress and anxiety concerning returning to work</p> <p>Chance of catching Infectious diseases including COVID-19 by travelling or returning to work</p>	<p>Colleagues, Contractors, visitors</p> <p>An Colleagues / Contractors catches Infectious diseases including COVID-19 or concern of catching virus causing stress and anxiety affecting the body causing illness and sick ness</p>	<p>1. Managers to identify Colleagues with stress or anxiety and complete a follow up stress risk assessment using the HR guidance and template.</p> <p>2. Ongoing clear communication between individuals / teams and Managers is clear:</p> <ul style="list-style-type: none"> • Agreed work activities • Scheduled calls / contact time • Wellbeing and Health on HR website (includes stress risk assessment) <p>3. Individual or team stress risk assessments to be completed following HS guidance if significant risks being identified and evidence of work-related stress.</p>	Low			
<p>BAME, Vulnerable and Pregnant Colleagues and Infectious diseases including Coronavirus Exposure</p>	<p>Colleagues in the very high-risk groups and pregnant women >28 weeks gestation should not attend work</p>	<p>1. Limit duration of close interaction.</p> <p>2. Whether public transport / rush hour can be avoided through adjustments to work hours.</p> <p>3. Permitting the use/wearing of masks for Colleagues if requested.</p>	Med			

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	<p>and if available they can work from home.</p> <p>Colleagues in vulnerable group aim to reduce the exposure as much as practicable.</p> <p>BAME Colleagues >55 or with other vulnerability: aim to reduce the exposure to the lowest possible.</p>	4. Remote working if the Colleagues is enabled (Colleagues do have access to equipment and Wi-Fi or access has been requested from IT).				
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Overall Residual Risk for Activity (L):	Low
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended