Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

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| **Owner** | *Business Continuity Group - Silver* | *n/a* |

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| **Date** | *23/03/2020* | **Version number** | 0.1 | **Document status** | *Complete* |

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| **Governance Committee**  | *Business Continuity Group - Silver* | **Date approved**  | *24/03/2020* |
| **Review date** | *As required.* |

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| **Strategic Alignment** *n/a* |

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| **Consultation process**  | *Business Continuity Group – Silver* |
| **Stakeholders** | Contacts identified for each service  |
| *All council services* |  |
| **Distribution** | *All council services* |

**Change record**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | *insert date* | **Author** | *insert contact details* |
| **Change made** | *insert details of changes made* |

**Guidance notes on completion**

**Delete these notes once you have completed your assessment**

1. This is a generic risk assessment for any Council establishment.
2. This risk assessment can be added to by a competent person where you require to make this more specific for the Premise. A competent person has the combination of training, skills, experience and knowledge, and the ability to apply them, to ensure the safety of all Users of the Premise.
3. Only risk control measures currently in place and operating as planned should be listed in this column.
4. The assessor should estimate the risk with all of the identified current risk control measures in place. The assessor should apply the risk matrix, considering the likelihood of exposure to the identified hazard, and the likely consequences of exposure. The risk is determined by multiplying the likelihood by the consequence:

Risk = Likelihood x Consequence

1. The risk assessor should then consider whether more could reasonably be done to further reduce risk. These additional controls should be listed in the “Further controls required” column. It may be that no further actions can reasonably be implemented. In this case the risk assessment is complete.
2. Where further controls can reasonably be implemented, the assessor should consider the residual risk if all identified further controls are implemented. The assessor should consider whether the further controls act to reduce the likelihood of exposure to the hazard, the likely consequences of exposure to the hazard, or both. The residual risk is calculated in the same way.
3. An action plan template for these further controls is provided. This should be completed detailing action required, the person(s) responsible for carrying out the action and the timescale for completion. The action plan should be monitored on a regular basis and updated with dates actions are completed.
4. It is also worth noting in the current circumstances, with advice being updated on a continual basis, these assessments are live and must be amended in line with any relevant updates.

Risk Assessment

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| Assessors Name | Date/Time of Assessment |
| Review Date: |
| RA Reference: |
| Location of activity |

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| Activity DetailsGeneral workplace risk assessment in relation to coronavirus management |

| **Hazard** | **Who could be harmed** | **Current Controls** | **Risk Rating****LxS=R** | **Further Controls Required** | **Residual Risk** |
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| Community transfer of coronavirus between building users | Council employees | * A distance of 2 metres between employees is maintained while carrying out work activities
* Employees to be reminded to maintain social distancing during breaks, lunchtime etc.
* Where meetings are being hosted, the meeting host should arrange attendees with social distancing in mind.
* Where office accommodation is being used employees should distance themselves from colleagues with regards to their seating arrangements.
* Where buildings are provided with lifts, employees to be made aware of the need to maintain social distancing in lifts – single person travel where necessary.
* Where buildings are provided with revolving doors, employees to be reminded to maintain social distancing when using these – one person per compartment.
* Provide building users with suitable materials to allow them to regularly clean and disinfect anything touched frequently, such as surfaces, telephones, keyboards, door handles, desks and tables
* Remind building users of the need to wash hands often with warm water and soap, or hand sanitiser. Ensure information to this effect is displayed prominently throughout the premises. Ensure that hand washing and drying facilities are available for all staff, contractors, service users and visitors at all times that the building is occupied.
* Cleaning materials are available in shared kitchen areas to allow shared utensils and crockery to be cleaned and dried.
* Food, other than individually wrapped items, is not available for communal sharing.
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| Wider business continuity impact | Council employees, council clients, wider North Lanarkshire community | * Coronavirus (Covid 19) to be included in the Council’s risk register.
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Summary of Action Required

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| Action Required | Responsible Person | Timescale for Completion | Date Completed |
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The contents of this risk assessment are an accurate reflection of the activities being undertaken and appropriate control measures to be implemented or maintained to ensure the activity can be undertaken whilst protecting the health safety and welfare of employees and anyone else who could be affected. The content of the risk assessment will be made known to employees, controls implemented and monitored and a review carried out either annually or when a change to circumstances dictates.

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| Signed:Date: |

**Further information**

Health Protection Scotland <https://www.hps.scot.nhs.uk/>

Health and Safety Executive <https://www.hse.gov.uk/>

Health and Safety Executive, Managing risks and risk assessment at work <https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=risk&utm_content=home-page-info>