Return to Office

Generic risk assessment 24 – Return to Office

General workplace risk assessment in relation to employees returning to work within the hybrid model within 6 office accommodation properties

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| **Owner** | *Future Workplace Group* | *n/a* |
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| **Date** | *08/02/22* | **Version number** | 1.0 | **Document status** | *Complete* |

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| **Governance Committee** | *Future Workplace Group* | **Date approved** |  |
| **Review date** | *As required* | | |

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

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| **Consultation process** | *Future Workplace Group*  *Corporate Management Team*  *Trade Union Representatives* | |
| **Stakeholders** |  | |
| *All council services* |  |
| **Distribution** | *All council services* | |

**Change Record**

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| **Date** |  | **Author** |  |
| **Change made** | |  | |

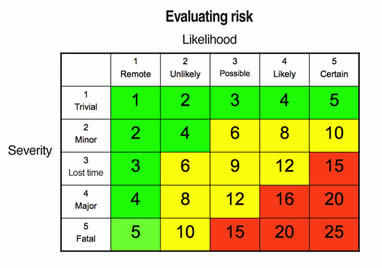
**Guidance notes on completion**

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

1. This is a generic risk assessment. Statements contained within are for illustrative purposes only and must be amended as appropriate to reflect the particular circumstances of the work activity being carried out.
2. This risk assessment must be amended by a competent person. A competent person has the combination of training, skills, experience and knowledge, and the ability to apply them, to perform a task safely.
3. To make the generic risk assessment specific, the risk assessor must reflect the reality of the circumstances of the work activity being assessed.
4. The assessor should identify which, if any, controls listed in the “Current controls” column are already in place. They should also identify any additional controls they already have in place. Only risk control measures currently in place and operating as planned should be listed in this column.
5. 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. This may be implementing some of the controls listed in the “Current controls” column, or it may be implementing other controls that have been identified. 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.

Risk Assessment

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| Assessors Name | Date/Time of Assessment |
| Review Date: | |
| RA Reference: Generic Risk Assessment 24. | |
| Location of activity: Generic RA for employee return to 6 office accommodation properties. | |

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| Activity Details  General workplace risk assessment in relation to employees returning to work within the hybrid model within 6 office accommodation properties. |

| **Hazard** | **Who could be harmed** | **Current Controls** | **Risk Rating**  **LxS=R** | **Further Controls Required** | **Residual Risk** |
| --- | --- | --- | --- | --- | --- |
| Exposure to coronavirus | Council employee  Other visitors | * Hand hygiene – hand washing facilities are available at all properties and signage will be present encouraging employees to maintain good hand hygiene.   Arrange distribution of information on how to hand wash effectively and for the correct duration. Make NHS handwashing videos available on all devices and public area screens.   * Hand sanitiser will be available within all properties with signage to highlight the requirement for its use. * Respiratory hygiene – employees will be reminded to ensure good respiratory hygiene is maintained. * Face Coverings – Face coverings will continue to be required when entering, exiting and moving around buildings. * Employees will be encouraged to continue to undertake 2 lateral flow tests per week at the current time. * A cleaning regime is in place for all office accommodation properties. This should include all hand contact points are cleaned throughout the day including, door furniture, handrails, flush plates, taps, dispensers, etc. * Ensure cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily   preventative cleaning with clear usage methodology.   * The current desk layout provides 1m social distancing in line with Scottish Government/World Health Organisation guidance. Employees will be advised of this and that they should keep distance from colleagues wherever possible. This means no congregating at printers, within walkways, kitchen areas, toilets etc. Consideration should be given to staggered breaks. * Distance Aware Campaign promoted to employees. * Visitors to buildings will continue to be kept to a minimum and where this is not possible unnecessary movements around the building will be avoided. * Minimise user contact points by ensuring that all sensor operated doors are operational. * Provide virucidal sprays or other suitable cleaning materials throughout the building. Make this available to staff so that they can continuously self-clean their work areas throughout the day. This includes cleaning down kettles, microwaves and any other shared appliances. * Employees should continue to use their own mugs etc and not share with others. * Discourage hand shaking and general close personal greetings. * Promote Health Protection Scotland guidance on action to be taken by building users if they have, or suspect they have, symptoms associated with coronavirus. * Agree at what point buildings will be closed to some, or all, building users depending on suspected or confirmed coronavirus cases. * Contact tracing will be carried out per floor per building by means of employees recording when they have been in the workplace. * Appropriate communications issued out to employees to reflect the mitigating measures. * Managers will remind employees of their own personal responsibility and the need for compliance with the mitigating measures in place to protect all employees. | 3 x 3 = 9 | * Content of RA to be briefed to all employees. | 2 x 3 = 6 |
| Ventilation | Council employee  Other visitors | * Windows to remain open throughout the day to allow good ventilation, ensuring temperatures allow for thermal comfort (by increasing/reducing the amount of windows to open and how wide they are required. * Doors to be kept open with the exception of cross corridor fire doors which should not be held open unless they are automatically self-closing when linked to the fire alarm. * Where mechanical ventilation is available this can be used to circulate fresh air (only) avoiding recirculation air settings. Full guidance on use of mechanical ventilation can be found in MyNL. * Use fans **only** in well ventilated areas (not enclosed spaces). | 3 x 2 = 6 | * Indoor heating may need to be adjusted to compensate for cool air coming from outside. * Designated seated plans may be required to reflect individual temperature preferences. * Any issues relating to mechanical ventilation systems should be raised Corporate Repairs and Maintenance Team (CRMT) via the Maintenance and Improvement Officer. * Avoid the use of ad hoc devices such as portable heaters, humidifiers, dehumidifiers or air conditioners. * Any issues with the opening of windows must be reported to CRMT immediately. | 2 x 2 = 4 |
| Wellbeing | Employees | * Communications issued both via NLC announcements and direct from supervisors and managers. | 3 x 3 = 9 | * Managers to ensure all employees are briefed on the content of the RA and given the opportunity to raise any queries they may have. * Ensure all employees know who to contact if they have any concerns around their overall wellbeing. | 2 x 2 = 4 |

Summary of Action Required

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| Action Required | Responsible Person | Timescale for Completion | Date Completed |
| * Indoor heating may need to be adjusted to compensate for cool air coming from outside. * Designated seated plans may be required to reflect individual temperature preferences. * Any issues relating to mechanical ventilation systems should be raised Corporate Repairs and Maintenance Team (CRMT) via the Maintenance and Improvement Officer. * Avoid the use of ad hoc devices such as portable heaters, humidifiers, dehumidifiers or air conditioners. * Any issues with the opening of windows must be reported to CRMT immediately. | Building Management Group  Local Manager  Building Management Group  Local Manager  Local Manager | As required  As required  As required  Ongoing  Ongoing |  |
| * Managers to ensure all employees are briefed on the content of the RA and given the opportunity to raise any queries they may have. * Ensure all employees know who to contact if they have any concerns around their overall wellbeing | All Managers  All Managers | Prior to return  Prior to return |  |

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: |