**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 NamePaul Donnelly | Date/Time of Assessment7 January 2021 |
| Review Date:27 April 2020Revised Date: 27/06/2020Revised Date: 07/01/21 as a result of changes in the National guidelines |
| RA Reference: |
| Location of activity Registration Office - Motherwell |

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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** |
| --- | --- | --- | --- | --- | --- |
| Exposure to coronavirus | Council employeeOther visitors, service users and members of the public. | * Access and egress points are controlled and reduced to a minimum to make risk control measures easier to implement and monitor. Entry into the main office space is by a locked/ automated door with touch pad opening. This door is locked when the office is closed.
* Restrict access to the building by visitors and maintenance staff.
* Only customers with appointments booked and require entry for high priority tasks should be allowed access. This includes registering births/deaths. Collection of marriage schedules. Conducting marriages and civil partnerships in line with national guidelines. Birth registration information guidance will have been discussed with customer when making appointment which will confirm appointment restrictions. Only in exceptional circumstances will more than 2 people be allowed to attend together (Care/disability situations) Social distance measures will be controlled by employee who will open the front entrance door after confirming appointment and direct them into the appropriate interview room or socially distanced waiting area. Ensure they use hand sanitiser and observe the wayfinding signage. Leave the building with minimum contact to surfaces.
* Conducting wedding and civil partnership ceremonies; national guidelines should be adhered to by all staff and members of the public
* Install hand sanitisation points clearly at all entrance and exit points. Staff to politely direct all staff and visitors to use them when entering and leaving the building. Hands need to be sanitised before entering room to ensure (a) they do not contaminate surfaces such as pens and desks for the next appointment (b) for their own safety.
* Members of the public will be asked to enter rooms using method above. Screens in place to ensure safe face to face contact and time spent in confined area is kept to a minimum.
* Payment for certificates should be made by card over the phone where possible.
* Consider the replacement of traditional washroom dispensers such as toilet roll holders, hand towels and warm air dryers with non-touch alternatives that reduce contact frequency. No access to toilets for visitors
* Minimise user contact points by ensuring that all sensor operated doors are operational. All fully operational and checked if faulty
* Consider increasing cleaning frequency such that cleaning operatives are able to provide onsite cover at all times that the building is occupied.
* Ensure all hand contact points are cleaned throughout the day including, door furniture, handrails, flush plates, taps, dispensers, etc.
* Kitchen Facilities: All items to be wiped down before and after use. Water machine in corridor for staff water supply only. Signage and wipes already in place to ensure cleaning of area before and after use
* Water Dispenser
* 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. Hand sanitiser in pump action/low contact containers should be available in every work area and at main travel routes through a building.
* Ensure cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily preventative cleaning with clear usage methodology.
* Where practical remove curtains and blinds to minimise the areas where germs can be difficult or time consuming to remove. Keep blinds opened and locked off if they cannot be removed.
* Consider introducing a daily steam cleaning procedure for washroom cleaning.
* Display advisory signage throughout the building, especially at entrances and exits and were people congregate. Refresh and update regularly in line with current Health Protection Scotland advice.
* 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.
* Discourage staff from wearing neck ties and scarves. These are often not washed frequently and can easily collect and transmit germs when working in close proximity to colleagues.
* Encourage building users to minimise business related travel and use video conferencing as an alternative method of maintaining contact with colleagues, suppliers and customers.
* 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. Review this in line with current guidance.
* Identify, and agree terms with, an alternative contract provider to deliver specialist deep cleaning services in the case of confirmed outbreaks and the current cleaning arrangements being insufficient.
* Agree the deep cleaning methodology that will be used in the event of confirmed outbreaks. This should be based on a 2 stage process of clean and disinfect using products that have been independently certified against coronavirus.
 | 66666666666666466666666666 | * Additional member of staff in place to control safe access and egress to registration services. Consideration is given to accommodation issues relating to the location of the support staff. PPE equipment, suitable working station and any additional equipment supplied as necessary.
* Track and trace details are taken by the support staff as per government guidelines. Appointment schedule given in advance at the start of the day to the support staff for completion.

National guidelines adhered to at all times with appropriate PPE available and social distancing rules appliedYes these have been installed. Within the Registration office there are act-bacterial individual dispensers and wipes.Screens now in place at public reception areas, interview rooms and ceremony room desks. Only 1 chair will be in each of the interview rooms to ensure minimal use.Appropriate PPE equipment supplied in the eventuality of having to handle money. Disposable paper towels are available.Building is cleaned daily as usual by Council staff. Additional full office spaying first thing in the morning by an external contractor before 8am now in place.All staff made aware of need to clean items before and after use. Products are available to staffCouncil staff are aware of thisArea cleaned by Council staff dailySignage and wayfinding materials in place for both staff and visitors. Signage within buildingStaff are now allowed to wear casual but smart clothing – no uniforms.Registration staff are conducting all business with colleagues via e-mail, telephone or call conferencing.Staff are aware of the social distancing protocolStaff are aware of the protocol and what to doProcedures currently in place to deal with such an eventuality. Currently parts of the Civic centre are shut off. Currently in place if required. We have an external contractor who sprays the building on a daily basis.Procedure currently in place. |  |
| Fire Alarm/test |  | Evacuate all staff/visitors in area through nearest exit. Once evacuated everyone should wait in the designated area in car park away from entrance while maintaining social distancing at all times until it is safe to re-enter the building.  | 4 |  |  |
| Physical health and wellbeing of staff DermatitisFatigueStress/anxiety | Employees increasing frequency of hand washing or use of alcohol based hand rubEmployees – reduction in available personnel may require changes to work patterns Employees being tasked to work in an environment with possible exposure to Coronavirus may give rise to anxiety/stress | Provide employees with information on the signs of dermatitis (see HSE guidance)Provide employees with emollient cream where necessary to protect the skin.Line managers should actively monitor their teams workloadLine managers should maintain good communication with teams throughout the period when measures are in place for coronavirus. Council information and updates will be passed on timeously  | 444 | Hand cream to be provided |  |

Summary of Action Required

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| --- | --- | --- | --- |
| Action Required | Responsible Person | Timescale for Completion | Date Completed |
| Look at the steam cleaning of the building on a daily basis being extended to all washrooms | Paul Donnelly/Chris Sullivan |  | w/c 29 June 2020 |
| Signage – reference to Health and Protection Scotland Advice to be increased throughout the building. | Paul Donnelly/Chris Sullivan |  | 29 June 2020 |
| Deep clean methodology in the event of a confirmed outbreak to be formalise | Paul Donnelly/Chris Sullivan  | In accordance with Council guidance  |  |
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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: Paul Donnelly – Admin and Members Services ManagerDate: 7 January 2021 |

**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>