

Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

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Owner	<i>Business Continuity Group - Silver</i>	details	<i>n/a</i>

Date	<i>23/03/2020</i>	Version number	<i>0.1</i>	Document status	<i>Complete</i>
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Governance Committee	<i>Business Continuity Group - Silver</i>	Date approved	<i>24/03/2020</i>
Review date	<i>As required.</i>		

Strategic Alignment	<i>n/a</i>
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Consultation process	<i>Business Continuity Group – Silver</i>	
Stakeholders	Contacts identified for each service	
	<i>All council services</i>	
Distribution	<i>All council services</i>	

Change record

Date	<i>05.01.21</i>	Author	<i>Jean Russell, Locality Manager</i>
Change made	<i>Implementation of National Lockdown.</i>		

Risk Assessment

Assessors Name Jean Russell	Date/Time of Assessment 26 March 2020 Updated on 05.01.21
Review Date: 22.01.21	
RA Reference:	
Location of activity: Community transfer of coronavirus between building users	

Evaluating risk

		Likelihood				
		1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain
Severity	1 Trivial	1	2	3	4	5
	2 Minor	2	4	6	8	10
	3 Lost time	3	6	9	12	15
	4 Major	4	8	12	16	20
	5 Fatal	5	10	15	20	25

Activity Details General workplace risk assessment in relation to coronavirus management

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Community transfer of coronavirus between building users	Council employees	<p>Restricted access to the building is maintained with a maximum of nine staff at anytime</p> <p>Resident organisations prohibited from using the building until further notice.</p> <p>Building closed to the public with contact details provided on poster displayed on entrance door</p> <p>Several rooms closed to minimise footfall and spread of virus. All electrical appliances</p>		<p>Reduce number of staff coming to the building. Increase amount of PPE & petty cash – continually review.</p> <p>Surfaces continue to be wiped down by cleaning staff using anti-viral wipes provided by JES.</p>	


Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>not in use in and unplugged to minimise fire risk.</p> <ul style="list-style-type: none"> • No access to food preparation only urn for hot drinks. Staff bring own cup/spoon and take home • All crockery / cutlery removed from site. Fridges / freezer no longer in use • Hand Sanitisation is in place at entrance point and strategically placed in appropriate points • Advice posters, corona specific are displayed throughout the building • Staff are situated in separate rooms to prevent any contact. Staff working from home and using the service building only in exceptional situations. • Skype meetings only unless it has been deemed essential that a face to face meeting is required. • Internal doors can only be accessed by FOB. • A distance of 2 metres between employees is maintained while carrying out work activities when in the building • Staff are provided with suitable materials (anti-viral wipes) to allow them to regularly clean and disinfect anything touched frequently, 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Docucentre/printer		<p>such as surfaces, telephones, keyboards, door handles, desks and tables. Staff encouraged to use these before and after use</p> <ul style="list-style-type: none"> • No sharing of stationary/workstations or any materials. • Two toilets only in use – others closed off. • Signage re good hand hygiene information is displayed prominently throughout the premises. Hand washing and drying facilities are available for all staff • Cleaning materials are available. • Food, other than individually wrapped items, is not available for communal sharing. <p>Admin staff given access to printer – no other staff group. Current signage advising anti viral wipes to be used to disinfect and wipe down docucentre after each use. This practice being implemented.</p>			
Wider business continuity impact	Council employees, council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> • Coronavirus (Covid19) included in the Council's risk register and fire evacuation plan. • Test and Protect arrangements have been implemented within 92 		Management to revisit guidance with suspected or confirmed coronavirus cases/outbreak and follow correct procedures.	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Hallcraig Street building. Staff entering the building complete the appropriate paperwork for test and protect</p> <ul style="list-style-type: none"> • The mandatory wearing of face masks by staff and visitors to the building in communal areas including reception and all communal area • 05.11.20 – Stringent government protocols in place and full risk assessment undertaken to reflect the risks and appropriate measures put in place to minimise these including signage in appropriate areas etc. Building open to staff only to collect petty cash and PPE on a Wednesday and occasionally a Friday. Management Team & Admin undertake essential business on a Wednesday and occasional Friday. • Cleaning operatives have increased the sanitising process of all touch points • All personal belongings have been removed from the building • Lanarkshire being placed on National Lockdown so continually reviewing use of building and have reduced 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Use of hot air heaters within offices	Council employees	<p>number of staff entering the building to a minimum.</p> <ul style="list-style-type: none"> All user guidance emails are sent out on a regular basis, staff know they should stay at home if they have or suspect they have symptoms of the virus No hot air heaters on-site. Only plug in electric heaters available (not fan) & currently not being used. Current office gas radiator heating system in place and adequate for purpose. 		Discussions with staff to let them know that improving provision of fresh air might result in temperatures being lower than normal at times and that they may need to alter their normal work attire to compensate.	

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
<p>In the event of an outbreak management to familiarise/revisit processes re deep cleaning/disinfecting and reporting via ciris process. Anti-viral wipes purchased. Anti –bacterial wipes not to be used following Environmental Services advice.</p>  <p>Covid 19 Workplace Outbreak - Steps.doc</p>	Locality manager/leaders	Immediately	Immediate effect
Building is now only been accessed for the distribution of PPE / Petty Cash. Management Team & Admin undertaken necessary business only on a Wednesday.	Locality manager/leaders	Ongoing	Ongoing

Planned review on Scottish Government update 22.01.21	Locality manager/leaders	22.01.21	22.01.21
Staff to continue to be advised of any changes via all user emails/Yammer ALSS group and regular staff meetings.	Locality manager/leaders	Ongoing	Ongoing

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.

Signed: Jean Russell
Date: 05.01.21
Date: 05.01.21

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

With regard to ventilation, the HSE's latest guidance is at the link below:

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

