

Generic risk assessment – Coronavirus (COVID-19)

General workplace risk assessment in relation to coronavirus management

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

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Governance Committee	<i>Business Continuity Group - Silver</i>	Date approved	<i>18.03.2020</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		
	<i>All council services</i>	
Distribution	<i>All council services</i>	

Change record

Date	<i>insert date</i>	Author	<i>insert contact details</i>
Change made	<i>insert details of changes made</i>		

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:

$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$
6. 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.
7. 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.
8. 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

Assessors Name Sandra Jones	Date/Time of Assessment 19/07/2020 12:00pm
Review Date: 25/01/2021	
RA Reference:	
Location of activity: 95 Main Street Bellshill (Addiction Recovery Team)	

Evaluating risk

Likelihood

	1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain
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

Severity

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
Exposure to coronavirus	Council employee Other visitors	<ul style="list-style-type: none"> Access and egress points are controlled and reduced to a minimum to make risk control measures easier to implement and monitor Restrict access to the building by visitors and maintenance staff. If not possible, then confine visitors to strictly defined areas and avoid unnecessary movements around the building 	16	<ul style="list-style-type: none"> Service users continue to be supported remotely and all service users have undergone a RAG risk assessment. All service users deemed vulnerable have had a face-face appointment offered. Only service users who have been provided with an appointment are admitted to the building. Anyone attending the building are asked COVID questions prior to being admitted to building. 	4

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • 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. • 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. • Minimise user contact points by ensuring that all sensor operated doors are operational. • Consider increasing cleaning frequency such that cleaning operatives are able to provide on site 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. • 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 		<ul style="list-style-type: none"> • Staff with underlying health conditions have had an individual Covid Risk assessment carried out and are working mainly from home. Office working has been reduced to once a week. • Due to the specific physical dynamics of the office space, All Staff rotas have been devised which promote working from home and allows social distancing within the physical workplace environment. • Identification of appropriate desks to be used by staff when within the office to ensure maximised distancing between staff. • Staff members communicate daily regarding their own and their family's health situations (related to Covid 19 symptoms only) and advice sought should any concerns arise in relation to specific staff member situations. • Staff are aware that they should contact team manager by telephone prior to attending the workplace should they be concerned for their own or any family member's health symptoms (which may impact on their ability to safely attend the workplace). 	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>should be available in every work area and at main travel routes through a building.</p> <ul style="list-style-type: none"> • 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. • Remove rugs and mats where safe to do so to make cleaning and disinfection of floors easier for cleaning operatives. • Consider introducing a daily steam cleaning procedure for washroom cleaning. • Display advisory signage throughout the building, especially at entrances and exits and where 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. 		<ul style="list-style-type: none"> • COVID Safety briefing meetings are held Tuesday, Thursday and Friday's with Bellshill locality Management and Team Leaders Identified member of staff attends in their absence and staff are updated by e-mail. • Hand sanitisers and alcohol cleaning wipes can be found on every desk and communal area within the ART Building • Desk cleaning procedures are in place daily to ensure health and safety of staff using and sharing desks/office spaces throughout the week. • Regular cleaning of the photocopier/printer controls pad throughout the day to take place due to the amount of staff using this equipment (unavoidable touching of this equipment). • Clear desk policy is in place which minimises the surfaces (paper etc.) present within each staff member's physical work space. • Safe Hand Hygiene techniques have been monitored and recorded within the team prior to Covid 19 restrictions and these have been increased over this period. 	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Encourage building users to work remotely therefore avoiding the need to use public transport and reducing the risk of community transmission. • 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 		<ul style="list-style-type: none"> • Staff have been advised to use their own crockery and utensils and all shared utensils and crockery have been removed from kitchen area. • Staff have been advised not to use Fan assisted heaters and all shared Fan assisted Heaters have been removed. 	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>provider to deliver specialist deep cleaning services in the case of confirmed outbreaks and the current cleaning arrangements being insufficient.</p> <ul style="list-style-type: none"> • 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. 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Staff to be reminded of social distancing within offices. Desks have been identified for staff use within the building which should maximise the distance between those physically at work.	All staff and directed by team leaders	As from now and daily reviewed	ongoing
Staff rotas have been established to minimise the amount of staff within the physical office environment at any given time. Where required technology/telephone equipment to be sourced in order to promote working from home opportunities.	Staff to follow rotas unless re-directed to work from office or an alternative base.	As from now and daily reviewed	ongoing
Visiting Staff from other disciplines to be reminded of social distancing within office and encouraged to adhere to all measures put in place around health and safety within the work place regarding Covid 19.	Team Leader and Visiting Staff	As from now and daily reviewed	ongoing
Stocks of PPE to be monitored within each team and re-ordered as and when required. Staff to be aware of the location of this equipment within the office space.	2 NHS staff have been identified to monitor stock and will be responsible for re-ordering via normal procedures.	As from now and daily reviewed	ongoing
Signage has been installed regarding the cleaning of shared equipment such as the photocopier/printer located within the office space and used frequently by several staff members throughout the shift(s)	Admin staff to be asked to complete this task and ensure there are adequate cleaning wipes available at the machine.	As from now and daily reviewed	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: *Sandra Downie*

Date: 25/01/2021

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