

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>

Date	<i>17/03/2020</i>	Version number	<i>1.0</i>	Document status	<i>Complete</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>09/12/20</i>	Author	<i>Fraser Wilson/ Laura Ashwood/ Monica O’Hanlon</i>
Change made	<i>Assessment specific to the Children’s Carers Centre has been added in red.</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 Fraser Wilson/ Laura Ashwood/ Monica O'Hanlon	Date/Time of Assessment 09/11/20
Review Date: 11/12/20 Fluid Document, to reviewed at least once per week or if significant changes develop.	
RA Reference:	
Location of activity Children and Families HQ	

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 <p style="color: red;">Trace and protect processes in place for all staff and</p>	9 12 12		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>visitors. Appropriate signage in place.</p> <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. <p>Hand sanitisation stations with gel, gloves and wipes are now available to all staff and visitors within the building.</p> <p>PPE held within the building and use of this to be risk assessed and discussed with line manager. Use of masks/full PPE to be recorded.</p> <p>Hand gels available for staff for use when travelling to and from visits.</p> <ul style="list-style-type: none"> Using alternative methods of drying hands in washroom from warm air dryers. Use paper towels dispensers to reduce contact frequency. <p>There are no hand dryers in the Carer's Centre. All washrooms have paper towel dispensers.</p> <ul style="list-style-type: none"> Minimise user contact points by ensuring that all sensor operated doors are operational. N/A Consider increasing cleaning frequency such that cleaning 	<p>12</p> <p>9</p> <p>12</p> <p>12</p> <p>12</p>	<ul style="list-style-type: none"> Consider long term replacement of traditional washroom dispensers such as toilet roll holders, hand towels and warm air dryers with non-touch alternatives that reduce contact frequency. <p>Inform staff to keep blinds open</p>	

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		<p>operatives are able to provide ongoing cover.</p> <ul style="list-style-type: none"> • Ensure all hand contact points are cleaned throughout the day including, door furniture, handrails, flush plates, taps, dispensers, etc. Staff to take appropriate measures to minimise hand contact with contact points. • Provide 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. Anti-bacterial cleaning wipes available to staff. • 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. All rugs and mats that pose a risk have been removed. • Display advisory signage throughout the building, especially at entrances and exits and where people congregate. Refresh and 	<p>12</p> <p>12</p> <p>12</p> <p>12</p> <p>16</p> <p>9</p> <p>9</p>	<p>Inform staff not to wear neck ties and scarves.</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>update regularly in line with current Health Protection Scotland advice. In place.</p> <ul style="list-style-type: none"> • Arrange distribution of information on how to hand wash effectively and for the correct duration. In place. • Encourage building users to work remotely therefore avoiding the need to use public transport and reducing the risk of community transmission. In place as per senior management guidance (see below) • 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. All routine and non-essential visits/meetings are not taking place and protocol in place to assess risk should a visit be required. In light of current Scottish Government recovery plan, staff may, subject to risk assessment, 	<p>9</p> <p>12</p> <p>12</p>	<p>Cooperate decision through silver command group.</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>consider home visits for assessment purposes and will prioritise these in discussion with line manager. PPE stored in premises for use as necessary and is monitored. Signage identified per room of total head count permitted at one time adhering to COVID Guideline of 2meters. This has been implemented throughout the building were staff are authorised to use. Use of PPE guidance emailed to all staff. Enquiries made in relation to the safe use of alternative communication platforms and awaiting further guidance from IT. Currently using the Cisco webex platform. Staff using Skype with colleagues working from home.</p> <ul style="list-style-type: none"> • 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 			

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		<p>coronavirus cases. Review this in line with current guidance.</p> <ul style="list-style-type: none"> If we have concerns regarding suspected Covid-19 within workplace, isolate area. <p>Refer to COVID-19: Information and Guidance for Social or Community Care & Residential Settings document and contact area facilities support services for appropriate cleaning.</p> <p>No unplanned visitors expected in the Carer's Centre. Meetings and visitors arranged in advance and subject to social distancing measures and building capacity.</p> <p>As per guidance, use of face coverings by staff in all common workspace areas</p> <p>Hand sanitisers and one way signage clearly in place</p> <p>Trace and protect measures in place. Royal Mail staff continue to deliver and collect mail, but appropriate precautions as per guidance in place. Other visitors, e.g. essential maintenance will also be instructed and advised as per guidance and as noted in this risk assessment. Guidance note</p>			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>provided for planned visitors to centre in advance</p> <p>Only staff based in the Carer's Team will be present and currently operating a Team A and Team B set up (office and home working) as per senior management instruction. One duty worker plus senior social worker now in the building each day alongside minimal admin staff. Additional staff within the building in order to progress service provision is agreed in advance with senior social workers. This now includes staff and young people from Virtual School Team on a planned basis.</p> <p>Admin staff also operate a rota system and follow the same arrangements in relation to use of the building.</p>			
Community transfer of coronavirus between building users	Council employees	<ul style="list-style-type: none"> • 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. 	<p>9</p> <p>9</p> <p>9</p>		

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		<p>Physical meetings are only on occasion and risk assessed. Staff working in the building will maintain at least 2 metre social distancing when in discussion. Phone call discussions to take place where possible even within the building.</p> <ul style="list-style-type: none"> • 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. N/A • 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. <p>Ensure that hand washing and drying facilities are</p>	<p>9</p> <p>12</p> <p>9</p> <p>9</p> <p>12</p> <p>12</p>		

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		<p>available for all staff, contractors, service users and visitors at all times that the building is occupied.</p> <ul style="list-style-type: none"> • 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. 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
<ul style="list-style-type: none"> • 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. • Email workplace on completed general risk assessment of workplace, coronavirus. Stating action required: <ul style="list-style-type: none"> - Inform staff to keep blinds open. - Discourage staff not to wear neck ties and scarves. - Send out NHS, Scotland COVID-19: Information and Guidance for Social or Community Care & Residential Settings Version 1.5 Publication <p>This is Version 1.5. If you do not see this version when you open the document, please refresh your browser as you may be seeing a previously cached version.</p> <p>This guidance to give advice about COVID-19 (previously known as novel coronavirus 2019) for those working in social or community care and residential settings.</p> <p>Document COVID-19 Information and guidance for social or community care and residential settings (PDF, 855KB)</p>	<p>NLC, Silver Command Group</p> <p>Fraser Wilson/Laura Ashwood</p>	<p>Ongoing</p> <p>11/08/20</p>	

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: Fraser Wilson

Date: 11/08/20

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