

# Generic risk assessment – Coronavirus (COVID-19)

General workplace risk assessment in relation to coronavirus management

<b>Author</b>	<i>Ann Baxter</i>	<b>Contact details</b>	<i>Baxteran @northlan.gov.uk</i>
<b>Owner</b>	<i>Airdrie Soial Work Locality</i>		<i>Coats House, Gartlea Road, Airdrie</i>

<b>Date</b>	<i>17/03/2020</i>	<b>Version number</b>	<i>4</i>	<b>Document status</b>	<i>Complete</i>
-------------	-------------------	-----------------------	----------	------------------------	-----------------

<b>Governance Committee</b>	<i>Business Continuity Group - Silver</i>	<b>Date approved</b>	<i>18.03.2020</i>
<b>Review date</b>	<i>As required</i>		

<b>Strategic Alignment</b>	<i>n/a</i>
----------------------------	------------

<b>Consultation process</b>	<i>Business Continuity Group – Silver</i>	
<b>Stakeholders</b>		
	<i>All council services</i>	
<b>Distribution</b>	<i>All council services</i>	

### Change record

<b>Date</b>	<i>11/01/2021</i>	<b>Author</b>	<i>Ann Baxter</i>
<b>Change made</b>	<i>To include recommendations from recent Health &amp; Safety visits</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 Ann Baxter	Date/Time of Assessment 03/04/2020
Review Date: 11/01/2021	
RA Reference:	
Location of activity: Airdrie Social Work Locality, Coats House, Gartlea Road, Airdrie ML6 9JA	

### 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
Exposure to coronavirus	Council employee Other visitors	<ul style="list-style-type: none"> <li>Access and egress points are controlled by a fobbed entrance which makes control measures easier to implement and monitor.</li> <li>Access is restricted as the building is closed to the public, visitors and maintenance staff unless they have a pre-arranged appointment. Contact numbers are provided on notification on front entrance door.</li> </ul>	S	No	6
				No	6

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li>• Hand Sanitiser dispensers are available at main entrance and exit doors, at the entrance of all automatic doors, meeting rooms and kitchens. Signage is in place asking people to sanitise their hands.</li> <li>• Most toilets in building have non touch warm hand dryers. Disposable paper towels are provided in all toilets</li> <li>• Internal doors can only be accessed by a fob restricting access to people who do not work in the building</li> <li>• Cleaning operatives have further increased the sanitising process of all touch points to 3 x daily from 11/12/21. Staff ensure their desks are cleared each evening to allow cleaning staff to sanitise their workspace. Anti-viral wipes are provided for staff to clean their own workstations throughout the day.</li> <li>• Hand sanitiser is available for all staff at the commissionaires desk</li> </ul>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>	<p>6</p> <p>9</p> <p>6</p> <p>9</p> <p>6</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li data-bbox="925 244 1308 483">• Cleaning materials are available to all staff to allow them to clean shared equipment e.g. copiers, kettles, microwaves, fridge handles and water dispensers throughout the day</li> <li data-bbox="925 523 1308 730">• Staff have been advised not to share crockery, cutlery or food. Each member of staff has their own office equipment such as staplers, punches, headsets and these are not shared</li> <li data-bbox="925 770 1308 954">• Cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily preventative cleaning with clear usage methodology</li> <li data-bbox="925 994 1308 1074">• Rubber mat at front entrance door is cleaned daily as part of floor cleaning</li> <li data-bbox="925 1121 1308 1201">• Cleaning operatives are washing floors of washrooms daily</li> <li data-bbox="925 1249 1308 1393">• Advisory signage is displayed throughout the building in corridors, stairwells and at the entrance to all floors</li> </ul>		<p data-bbox="1480 244 1525 260">No</p> <p data-bbox="1480 523 1525 539">No</p> <p data-bbox="1480 802 1525 818">No</p> <p data-bbox="1480 1018 1525 1034">No</p> <p data-bbox="1480 1137 1525 1153">No</p> <p data-bbox="1480 1265 1525 1281">No</p>	<p data-bbox="1906 244 1928 260">9</p> <p data-bbox="1906 523 1928 539">9</p> <p data-bbox="1906 802 1928 818">6</p> <p data-bbox="1906 1018 1928 1034">6</p> <p data-bbox="1906 1137 1928 1153">6</p> <p data-bbox="1906 1265 1928 1281">6</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li>• Signage is in place in each toilet to ensure staff are aware of effective hand washing</li> <li>• Line managers continue to ensure staff are aware of updates to the Scottish Government Guidance or Health &amp; Safety Teams via emails</li> <li>• Face Coverings are mandatory and must be worn in all communal areas throughout the building. Signage is clearly displayed and if required staff or visitors can be provided with a face covering at the front desk from the commissionaires, the 2<sup>nd</sup> floor reception desk or management support</li> <li>• Staff have been advised against hand shaking and the importance of social distancing and signage is in place to remind them.</li> <li>• All staff have been provided with laptops to ensure they are able to work from home part of the time, a reduced number of staff work in the building on a rota basis</li> </ul>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>	<p>6</p> <p>9</p> <p>6</p> <p>6</p> <p>6</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li>• All meetings are being held via video conferencing</li> <li>• Staff are discouraged from wearing neck ties and scarves.</li> <li>• Rotas are in place so that the minimum amount of staff required to provide a service to services users are working in the building. The remainder of staff are working remotely therefore avoiding the need to use public transport and reducing the risk of community transmission</li> <li>• All user guidance on action to be taken by building users if they have, or suspect they have, symptoms associated with coronavirus are sent out regularly and staff can access all information via MyNL.</li> <li>• Staff know they must stay at home if they have or suspect they have symptoms of the virus</li> <li>• The Management Team or HOS will agree at what point the building will be closed to some, or all staff depending on suspected or confirmed coronavirus cases.</li> </ul>		<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>	<p>6</p> <p>6</p> <p>6</p> <p>6</p> <p>6</p> <p>6</p>



Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li>• Facility Support Services will provide a deep cleaning service in the case of confirmed outbreaks and will attend the building on the day they are notified. Line Managers or Resource Officers will arrange this as soon as a case is confirmed</li>   <li>• Pool cars are only used if absolutely necessary and numbers is limited to 2 staff in a car with the non driver sitting behind the driver. Cars are valeted on a weekly basis and cleaning materials are provided for staff to clean all touch points before and after use.</li>   <li>• Any member of staff who are at an increased risk have been advised to work from home during lockdown</li>   <li>• The building has 2 lifts and signs are in place advising only 1 person at a time is to use a lift</li> </ul>		<p>No</p> <p>No</p> <p>No</p> <p>No</p>	

<b>Hazard</b>	<b>Who could be harmed</b>	<b>Current Controls</b>	<b>Risk Rating LxS=R</b>	<b>Further Controls Required</b>	<b>Residual Risk</b>

## Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Some staff moves to ensure Airdrie and Coatbridge Locality staff work from a separate floor to reduce footfall in each floor.  A full sanitisation of all floors arranged via Greener Leaf prior to staffing moves.	Ann Baxter	06/11/2020	06/11/2020
		28 day top up sanitisation	04/12/2020
		Further top up	05/01/2021

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.

<p>Signed:  Resource Officer</p> <p>Date: 11/01/2021</p>
---



**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](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)