

Generic risk assessment – Coronavirus (COVID-19)

General workplace risk assessment in relation to coronavirus management

Author	<i>David Glassford</i>	Contact	<i>glassfordd@northlan.gov.uk</i>
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>
-------------	-------------------	-----------------------	------------	------------------------	-----------------

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>
----------------------------	------------

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	Date/Time of Assessment
Irene Nisbet	02/12/2020
Review Date:	
RA Reference:	
Location of activity	Sinclair Integrated Day Service & Rehab 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"> Restrict access to the building by visitors and maintenance staff. Building closed to service users. Two teams working in building. Social distancing being observed. Hand sanitisation points at all entrance and exit points. Hand sanitisers in all office areas and staff have individual bottles. Doors opened but staff aware to close if fire alarms 	15		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>are activated. This minimises user contact points.</p> <ul style="list-style-type: none"> • All hand rails, door handles, water taps cleaned thoroughly once a day and cleaning materials supplied for staff to continually cleanse work station, telephones. • Advisory signage throughout the building, especially at entrances and exits. Refresh and update regularly in line with current Health Protection Scotland advice. • Signs on display information on how to hand wash effectively and for the correct duration. • Self-Distancing encouraged where staff can work from home. • Meetings held by video conferencing to ensure no large groups gathering. • Staff aware and reminded of the two meters distancing from others. • Promote Health Protection Scotland guidance on action to be taken by building users if they have, or suspect they 		Daily reminder of self-distancing 2 meters	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>have, symptoms associated with coronavirus.</p> <ul style="list-style-type: none"> • 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. 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed

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:

Date:

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