

# Specific risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

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<b>Owner</b>	<i>Locality Manager</i>	<b>details</b>	<i>n/a</i>

<b>Date</b>	<i>06/07/2020</i>	<b>Version number</b>	<i>0.1</i>	<b>Document status</b>	<i>Complete</i>
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<b>Governance Committee</b>	<i>Business Continuity Group - Silver</i>	<b>Date approved</b>	<i>24/03/2020</i>
<b>Review date</b>	<i>As required.</i>		

<b>Strategic Alignment</b>	<i>n/a</i>
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<b>Consultation process</b>		
<b>Stakeholders</b>		
<b>Distribution</b>		

### Change record

<b>Date</b>	<i>06/07/20</i>	<b>Author</b>	<i>Gordon McComish</i>
<b>Change made</b>	<b>Assessment reviewed. All signage is now in place including hand sanitiser. We continue to minimise footfall and ensure that we follow all the guidelines.</b>		

<b>Date</b>	<i>10/12/20</i>	<b>Author</b>	<i>Gordon McComish</i>
<b>Change made</b>	<b>Hand sanitiser also situated at rear entrance for staff to use when entering/egressing the building.</b>		

<b>Date</b>	<i>05/01/21</i>	<b>Author</b>	<i>Gordon McComish</i>
<b>Change made</b>	<b>Assessment reviewed. Reduction in staff using the base with the introduction of a rota system and calling ahead to check on numbers in the building. Opening hours also reduced to minimise footfall and encourage staff to work remotely.</b>		

## Risk Assessment

Assessors Name Gordon McComish	Date/Time of Assessment 06 April 2020
Review Date:05/01/21	
RA Reference:	
Location of activity: 151 Buchanan Street, Coatbridge, ML5 1BA	

**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**  
Specific workplace risk assessment in relation to coronavirus management

Hazard	Who could be harmed	Current Controls	Risk Rating $L \times S = R$	Further Controls Required	Residual Risk
Community transfer of coronavirus between building users	Council employees	<ul style="list-style-type: none"> <li>Encourage building users to work remotely therefore avoiding public transport and reducing the risk of community transfer</li> <li>Restricted Access to the building has been maintained with only 4 staff entering at any time following 2m distance guidance. 2 m distance being maintained at all times with no exceptions</li> <li>Employees to wear face coverings at all times when entering and leaving the</li> </ul>	9	Skype meetings only	2

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>building as well as moving around the premise</p> <ul style="list-style-type: none"> <li>• Employees to be reminded to maintain social distancing during breaks, lunchtime etc.</li> <li>• Where meetings are being hosted, the meeting host should arrange attendees with social distancing in mind.</li> <li>• Where office accommodation is being used staff are situated in separate offices to prevent any contact</li> <li>• Staff are required to maintain social distancing when using secure door systems. These are clear so it is easy to keep separate</li> <li>• Correct suitable materials to clean keyboards, surfaces and all touch points are available, and staff are encouraged to use these at all times.</li> <li>• Hand sanitisation is in place at entrance points (recently added to rear entrance) and staff are using this when accessing in and out of the building. Staff are encouraged to wash their hands as per guidance.</li> <li>• Use of appropriate hand washing and drying facilities are provided.</li> <li>• Cleaning materials are available in shared kitchen areas to allow shared</li> </ul>		<p>Staff bringing their lunch, so we do not use utensils or crockery. No sharing of any food</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li>utensils and crockery to be cleaned and dried.</li> <li>Food, other than individually wrapped items, is not available for communal sharing.</li> </ul>			
Wider business continuity impact	Council employees, council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> <li>Coronavirus (Covid19) to be included in the Council's risk register.</li> </ul>	3		1
Communication	Staff	<ul style="list-style-type: none"> <li>Email copy of RA to all staff</li> </ul>	1	Send any further updated RAs to staff	1
Rooms Setups	Staff	<ul style="list-style-type: none"> <li>There should be minimal furniture within the rooms/offices. All furniture on site must serve a specific purpose.</li> <li>Where possible, all surfaces should remain clear to facilitate cleaning/disinfecting at any given time.</li> </ul>	4		2
Persons showing signs of Covid19	Staff	<ul style="list-style-type: none"> <li>Any suspected or confirmed cases of Coronavirus should be escalated immediately and appropriate action and guidance will be provided.</li> <li>Appropriate cleaning of affected area will be carried out.</li> </ul>	4		2
Fire Safety	Staff	<ul style="list-style-type: none"> <li>Current Fire Risk Assessment in place.</li> <li>Staff to social distance at Assembly Points.</li> </ul>	2		2

## Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
No action required as the number of staff using the building has been further reduced and current interventions detailed above are working well	Gordon McComish	Already completed	23/03/20
All signage now in place	Gordon McComish	Already completed	23/09/20
Hand Sanitiser station and supplies now plentiful and spaced around the building.	Gordon McComish	Already completed	23/09/20
One-way system in use	Gordon McComish	Already completed	23/09/20
Send any updated versions of Risk Assessment to staff	Gordon McComish	As required	

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: G McComish     Date 05.01.2021

### 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](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)