

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	Date/Time of Assessment
Dawn Yardley	April 2020
Review Date: January 2021	
RA Reference:	
Location of activity 1 st Floor, Civic Centre, Motherwell	

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	Access and egress points are controlled and reduced to a minimum to make risk control measures easier to implement and monitor	2		
		Building is currently closed to the public. Visitors are kept in strictly defined areas and unnecessary movement around the building is kept to a minimum.	2		
		Signage displayed directing one- way system for people traffic and physical distancing.	2		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Hand sanitisation points located at all entrance and exit points.</p> <p>Track and trace system in place. Details taken each day by Civic Reception staff.</p> <p>Face coverings to be worn when inside the building and not seated at desk. To be worn when walking to and from desks, in toilets, kitchen, corridors and in face to face meetings.</p> <p>Physical distancing to be strictly maintained by staff passing desk spaces and entering/leaving the office.</p> <p>Paper towels available for drying hands in toilets and kitchen to reduce the need to use hand dryers.</p> <p>Signage displayed to ensure one-person travel in lifts.</p> <p>Advisory signage displayed throughout the building, especially at entrances and exits and where people congregate. Refreshed and updated regularly in line with current Health Protection Scotland advice.</p>	<p>2</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>1</p> <p>1</p>	<p>Yes</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Building users encouraged to work remotely therefore avoiding the need to use public transport and reducing the risk of community transmission.</p> <p>Building users encouraged to minimise business related travel and virtual platforms to be used as an alternative method of maintaining contact with colleagues, suppliers and other agencies.</p> <p>Where meetings are being hosted, the meeting host should arrange attendees with social distancing in mind.</p> <p>Promote Health Protection Scotland guidance on action to be taken by building users if they have, or suspect they have, symptoms associated with coronavirus.</p> <p>Clear escalation and risk management processes in place in the event of virus outbreak in the workplace. Refer to COVID19: Information and Guidance for Social or Community Care & Residential Settings document. Flowcharts and detailed information on process/contacts held on myNL.</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>A distance of 2 metres between employees is maintained while carrying out work activities. A rota in place to ensure only a skeleton staff remains on the premises and the seating plan complies with social distancing rules. A number of desks have been marked as 'not in use' to facilitate this.</p> <p>Staff members are aware that desks should not be shared and of the need to clean down workstations prior to use.</p> <p>Building users provided with suitable materials to allow them to regularly clean and disinfect anything touched frequently, such as surfaces, telephones, keyboards, door handles, desks and tables.</p> <p>Food, other than individually wrapped items, is not available for communal sharing.</p>	<p>2</p> <p>2</p> <p>4</p> <p>4</p>	<p>Yes</p> <p>Yes</p>	

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Supply and availability of cleaning products to be checked and more robust system put in place if required.	Dawn Yardley	18.12.20	January 2021
All staff to be informed that cutlery/crockery/food must not be shared, and each person must bring in for their own personal use.	Dawn Yardley	E-mail to be sent to all when staff return to building.	
Ensure supply of cleaning materials at various touchpoint areas such as kettle, photocopier etc and display signage to inform staff of expectations.	Dawn Yardley	18.12.20	January 2021
Hand sanitiser to be made available throughout the floor and in toilet/kitchen area.	Dawn Yardley	18.12.20	January 2021
Staff to be informed not to share office equipment if possible and if they do that items must be cleaned.	Dawn Yardley	E-mail to be sent to all when staff return to building.	
Signage to be put in place to remind staff social distancing must also be adhered to in toilets.	Dawn Yardley	18.12.20	January 2021
Staff to be reminded to follow clear desk policy at all times.	Dawn Yardley	E-mail to be sent to all when staff return to building.	
Staff to be encouraged to promote good ventilation which includes the opening of windows.	Dawn Yardley	E-mail to be sent to all when staff return to building.	
<u>January 2021</u>			
In response to the new variant of COVID and subsequent higher transmission rates the majority of staff now working from home on a full-time basis therefore substantially lowering the risk of transmission.			

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: Dawn Yardley

Date: 15.01.21

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