

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 Lynne McKerley	Date/Time of Assessment 03/05/2020
Review Date: 13/11/20	
RA Reference:	
Location of activity: Coatbridge 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"> 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>Since 23/03/20 only the front automatic entrance door is used by staff. The door is manned by commissionaires and is closed to Service Users and visitors unless they have a pre arranged appointment.</p> <p>22/09/20 a request was made via maintenance officer for a fob panel to be installed outside the front door to allow staff to enter while keeping the front door closed to all other visitors</p> <p>Internal doors can only be accessed by FOB</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Install hand sanitisation points clearly at all entrance and exit points. • Consider the replacement of traditional washroom dispensers such as toilet roll holders, hand towels and warm air dryers with non-touch alternatives that reduce contact frequency • Minimise user contact points by ensuring that all sensor operated doors are operational • Consider increasing cleaning frequency such that cleaning operatives are able to provide on-site cover at all times that the building is occupied 		<p>Hand sanitiser dispensers are available at main entrance and exit door to the building, at the entrance of all automatic doors, meeting rooms and kitchens. Signage is in place asking people to sanitise their hands.</p> <p>Most toilets in building have non touch warm hand dryers</p> <p>Doors can only be accessed by FOB</p> <p>Cleaning operatives have increased the sanitising process of all touch points to include spraying phones and keyboards.</p> <p>Staff are undertaking cleaning their own desks and workspace daily, anti-bacterial wipes are available at several points in the corridors and on request from management support</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<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. • Provide virucidal sprays or other 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 • Ensure cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily preventative cleaning with clear usage methodology • Where practical remove curtains and blinds to minimise the areas where germs can be difficult or time consuming to remove. Keep blinds opened and locked off if they cannot be removed 		<p>Commissionaires are cleaning hand contact points each morning and cleaning operatives attending each night</p> <p>Hand sanitiser available for all staff, Commissionaires are filling up small bottles of sanitiser on request</p> <p>Cleaning materials provided on all floors and staff are encouraged to clean their own work areas.</p> <p>Cleaning operatives only use approved cleaning materials</p> <p>Not practical to remove blinds as they are required to keep sun glare away from monitors</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Remove rugs and mats where safe to do so to make cleaning and disinfection of floors easier for cleaning operatives • Consider introducing a daily steam cleaning procedure for washroom cleaning • Display advisory signage throughout the building, especially at entrances and exits and where people congregate. Refresh and update regularly in line with current Health Protection Scotland advice • Arrange distribution of information on how to hand wash effectively and for the correct duration. Make NHS handwashing videos available on all devices and public area screens • Encourage building users to work remotely therefore avoiding the need to use public transport and reducing the risk of community transmission 		<p>Rubber mat at front entrance door which is cleaned daily as part of floor cleaning</p> <p>Cleaning operatives are washing floors of washrooms daily</p> <p>Advisory signage is displayed throughout the building in corridors, stairwells and at the entrance to all floors.</p> <p>Line Managers continue to ensure staff are aware of updates to Scottish Government Guidance via emails.</p> <p>Signage is in place in each toilet and all user emails are sent out regularly by H&S Team to ensure staff are aware of effective hand washing</p> <p>Almost 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</p>	


Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • 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 • The mandatory wearing of face masks by staff and visitors to the building in communal areas including corridors, stairwells • 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 		<p>Emailed out 03/04/20</p> <p>All meetings are being held with via video conferencing</p> <p>Emailed staff in relation the mandatory use of Face Coverings. Signage clearly displayed throughout the building stating face coverings must be worn and are available if required from reception staff, management support staff or commissionaires</p> <p>Email sent to staff in April advising against hand shaking and the importance of social distancing</p> <p>All user guidance emails are sent out on a regular basis, staff know they should stay at home if they have or suspect they have symptoms of the virus</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<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. • 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. <p>This should be based on a 2 stage process of clean and disinfect using products that have been independently certified against coronavirus.</p>		<p>Building closed to public – contact number provided on notification on front entrance door.</p> <p>Guidance in place to deal with suspected or confirmed coronavirus cases.</p> <p>N/A</p> <p>N/A</p>	

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Paper on walls etc to be removed to reduce transmission risk	Tricia Lennon	27/11/20	
Email to all staff advising of no Christmas decorations	Tricia Lennon	20/11/20	19/11/20

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: 09/11/2020</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