

Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

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Owner	<i>Business Continuity Group - Silver</i>	details	<i>n/a</i>

Date	<i>23/03/2020</i>	Version number	<i>0.1</i>	Document status	<i>Complete</i>
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Governance Committee	<i>Business Continuity Group – Silver</i>	Date approved	<i>24/03/2020</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	Contacts identified for each service	
	<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 for any Council establishment.
2. This risk assessment can be added to by a competent person where you require to make this more specific for the Premise. A competent person has the combination of training, skills, experience and knowledge, and the ability to apply them, to ensure the safety of all Users of the Premise.
3. Only risk control measures currently in place and operating as planned should be listed in this column.
4. 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:
$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$
5. The risk assessor should then consider whether more could reasonably be done to further reduce risk. 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.
6. 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.
7. 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.
8. It is also worth noting in the current circumstances, with advice being updated on a continual basis, these assessments are live and must be amended in line with any relevant updates.

Risk Assessment

Assessors Name Billy Stephen	Date/Time of Assessment 06.04. 2020
Review Date: 1 st July 2020	
RA Reference:	
Location of activity: Cumbernauld Locality base, McGregor road	

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
Community transfer of coronavirus between building users	Council employees	<ul style="list-style-type: none"> A distance of 2 metres between employees is maintained while carrying out work activities. Building is currently closed to reduce potential risk to staff and public. If there is a need to enter building, 		<p>Restricted Access to the building has been maintained with only 2 staff entering at any time following 2m distance guidance.</p> <p>Staff should use sanitizer just prior to opening the building.</p> <p>Staff should wear a mask when moving around the building and can remove mask when seated at their allocated desk.</p>	


Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Where office accommodation is being used employees should distance themselves from colleagues with regards to their seating arrangements. • Provide building users with suitable materials to allow them to regularly clean and disinfect anything touched frequently, such as surfaces, telephones, keyboards, door handles, desks and tables • Remind building users of the need to wash hands often with warm water and soap, or hand sanitiser. Ensure information to this effect is displayed prominently throughout the premises. Ensure that hand washing and drying facilities are available for all staff, contractors, service users and visitors at all times that the building is occupied. • Cleaning materials are available in kitchen areas to allow shared utensils and crockery to be cleaned and dried. • Food, other than individually wrapped items, is not 		<p>All surfaces touched should be wiped with cleaning materials prior to leaving. Such as desk tops, phones, door handles, Alarm activation points and key safes etc.</p> <p>2 m distance being maintained at all times with no exceptions</p> <p>Skype meetings only</p> <p>Staff are situated in separate rooms where possible to prevent any contact. There is a minimum number of desks available in shared spaces. (Office only being used on ad hoc basis and any entry to office by staff must be planned and managed.</p> <p>No staff to drop in at any time without prior arrangement.</p> <p>We have the correct suitable materials to clean keyboards, surfaces and all touch points. Staff encouraged to use these at all times.</p> <p>Hand Sanitisation is in place within building and staff are using this when accessing in and out of the building. Staff are encouraged to wash their hands as per guidance</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		available for communal sharing.		<p>Use of appropriate hand washing and drying facilities are provided. Building closed to the public therefore no risk to them or the staff.</p> <p>Staff bringing their lunch so we do not use utensils or crockery. No sharing of any food</p>	

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
At this stage no action is required as the building is now closed-staff remote working.			

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: 	Reviewed by Nicola Barclay
Date: 26.03.2020	Review date 1 st July 2020.

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