

# Generic risk assessment – Coronavirus (COVID-19)

General workplace risk assessment in relation to coronavirus management

|               |                               |                |                     |
|---------------|-------------------------------|----------------|---------------------|
| <b>Author</b> | <i>Elspeth Jenkins</i>        | <b>Contact</b> | <i>01236 638500</i> |
| <b>Owner</b>  | <i>Community Alternatives</i> | <b>details</b> |                     |

|             |                 |                       |          |                        |                 |
|-------------|-----------------|-----------------------|----------|------------------------|-----------------|
| <b>Date</b> | <i>08/01/21</i> | <b>Version number</b> | <i>2</i> | <b>Document status</b> | <i>Complete</i> |
|-------------|-----------------|-----------------------|----------|------------------------|-----------------|

|                             |                |                      |                 |
|-----------------------------|----------------|----------------------|-----------------|
| <b>Governance Committee</b> |                | <b>Date approved</b> | <i>08/12/20</i> |
| <b>Review date</b>          | <i>Ongoing</i> |                      |                 |

|                            |            |
|----------------------------|------------|
| <b>Strategic Alignment</b> | <i>n/a</i> |
|----------------------------|------------|

|                             |                               |  |
|-----------------------------|-------------------------------|--|
| <b>Consultation process</b> |                               |  |
| <b>Stakeholders</b>         |                               |  |
|                             | <i>Community Alternatives</i> |  |
| <b>Distribution</b>         | <i>Community Alternatives</i> |  |

### Change record

|                    |  |               |  |
|--------------------|--|---------------|--|
| <b>Date</b>        |  | <b>Author</b> |  |
| <b>Change made</b> |  |               |  |



## Risk Assessment

|  |                                     |
|--|-------------------------------------|
| Assessors Name<br>Elspeth Jenkins  | Date/Time of Assessment<br>08/01/21 |
| Review Date: Ongoing   |                                     |
| RA Reference:  |                                     |
| Location of activity Community Alternatives<br>20 Cecil Street<br>Coatbridge ML5 4AJ |                                     |

### Evaluating risk

|          |                | Likelihood  |               |               |             |              |
|----------|----------------|-------------|---------------|---------------|-------------|--------------|
|          |                | 1<br>Remote | 2<br>Unlikely | 3<br>Possible | 4<br>Likely | 5<br>Certain |
| Severity | 1<br>Trivial   | 1           | 2             | 3             | 4           | 5            |
|          | 2<br>Minor     | 2           | 4             | 6             | 8           | 10           |
|          | 3<br>Lost time | 3           | 6             | 9             | 12          | 15           |
|          | 4<br>Major     | 4           | 8             | 12            | 16          | 20           |
|          | 5<br>Fatal     | 5           | 10            | 15            | 20          | 25           |

|   |
|---|
| Activity Details<br>General workplace risk assessment in relation to coronavirus management |
|---|

| Hazard                  | Who could be harmed                | Current Controls   | Risk Rating<br>LxS=R         | Further Controls Required | Residual Risk |
|-------------------------|------------------------------------|--|------------------------------|---------------------------|---------------|
| Exposure to coronavirus | Council employee<br>Other visitors | <ul style="list-style-type: none"> <li>Access and egress points are controlled and reduced to a minimum to make risk control measures easier to implement and monitor</li> <li>Restricted access to the building by visitors and maintenance staff.</li> <li>All visitors and staff to wear face masks on entry to and moving around the building</li> <li>Test and trace details provided on entry for all staff and visitors</li> <li>Hand sanitisation points are placed and marked clearly at</li> </ul> | 4<br><br>4<br><br>4<br><br>4 | •                         |               |

| Hazard | Who could be harmed | Current Controls   | Risk Rating<br>LxS=R                          | Further Controls Required | Residual Risk |
|--------|---------------------|--|---|---------------------------|---------------|
|        |                     | <p>all entrance and exit points. Staff politely direct all staff and visitors to use them when entering and leaving the building.</p> <ul style="list-style-type: none"> <li>• Perspex screens have been erected at reception to prevent cross contamination</li> <li>• Signage throughout the building re use of masks, social distancing and hand sanitisers</li> <li>• Contact points eg doors are cleaned more frequently by cleaning staff however cleaning staff are not available at all times when the building is occupied. Currently cleaning staff are on site twice daily</li> <li>• Cleaning materials ie bactericidal wipes are available throughout the building for staff so that they can continuously self-clean their work areas and photocopier throughout the day. Hand sanitiser in pump action and non contact containers are available in every work area and at main travel routes through a building.</li> <li>• Cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily preventative</li> </ul> | <p>4</p> <p>4</p> <p>12</p> <p>4</p> <p>4</p> |                           |               |

| Hazard | Who could be harmed | Current Controls   | Risk Rating<br>LxS=R                                  | Further Controls Required | Residual Risk |
|--------|---------------------|--|---|---------------------------|---------------|
|        |                     | <p>cleaning with clear usage methodology.</p> <ul style="list-style-type: none"> <li>• Windows throughout the building are opened to ensure adequate ventilation</li> <li>• Advisory signage is displayed throughout the building, especially at entrances and exits.Refresh and update regularly in line with current Health Protection Scotland advice.</li> <li>• Arranged distribution of information on how to hand wash effectively particularly in toilet areas.</li> <li>• 50% of staff are working in the building at any time and 50% at home. A rota is in place to avoid unnecessary mixing of the staff group</li> <li>• Staff allocated a specific desk in order to avoid cross contamination and to ensure social distancing</li> <li>• Senior staff may need to work across subteams ro provide adequate senior cover however have individual rooms</li> <li>• Staff are discouraged from wearing neck ties and scarves.</li> </ul> <p>Video conferencing is used for meetings with other professionals and agencies</p> | <p>4</p> <p>4</p> <p>8</p> <p>8</p> <p>8</p> <p>4</p> |                           |               |

| Hazard | Who could be harmed | Current Controls  | Risk Rating<br>LxS=R  | Further Controls Required | Residual Risk |
|--------|---------------------|---|---|---------------------------|---------------|
|        |                     | <ul style="list-style-type: none"> <li data-bbox="925 304 1308 483">• Promote Health Protection Scotland guidance on action to be taken by building users if they have, or suspect they have, symptoms associated with coronavirus.</li> <li data-bbox="925 520 1308 699">• The building will be closed to some, or all, building users depending on suspected or confirmed coronavirus cases in line with current NLC guidance</li> </ul> <p data-bbox="965 735 1308 914">Limit use of building by service users while recognising that sometimes this will have to happen. Increased cleaning of rooms before and after use.</p> <p data-bbox="965 951 1308 1034">PPE available for use by all staff. This is monitored by admin staff.</p> <p data-bbox="965 1166 1308 1286">Pool vehicles have sanitising wipes and spray in place and are cleaned before and after use by each staff member.</p> | <p data-bbox="1339 272 1355 292">4</p> <p data-bbox="1339 395 1355 414">4</p> <p data-bbox="1339 611 1377 630">12</p> <p data-bbox="1339 826 1377 845">12</p> <p data-bbox="1339 1042 1355 1061">4</p> <p data-bbox="1339 1201 1355 1220">4</p> |                           |               |

| <b>Hazard</b> | <b>Who could be harmed</b> | <b>Current Controls</b> | <b>Risk Rating<br/>LxS=R</b> | <b>Further Controls Required</b> | <b>Residual Risk</b> |
|---------------|----------------------------|-------------------------|------------------------------|----------------------------------|----------------------|
|               |                            |                         |                              |                                  |                      |
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|               |                            |                         |                              |                                  |                      |



| <b>Hazard</b> | <b>Who could be harmed</b> | <b>Current Controls</b> | <b>Risk Rating<br/>LxS=R</b> | <b>Further Controls Required</b> | <b>Residual Risk</b> |
|---------------|----------------------------|-------------------------|------------------------------|----------------------------------|----------------------|
|               |                            |                         |                              |                                  |                      |

## 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: Elspeth Jenkins

Date: 8<sup>th</sup> January 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)