

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>08/01/21</i>	Author	<i>Hugh Holt</i>
Change made	<i>Updated to note that no cutlery or crockery should be shared. Updated to include the use of masks at all times when moving within the building or in proximity to other staff.</i>		

Risk Assessment

Assessors Name Hugh Holt	Date/Time of Assessment 30/03/2020
Review Date:25/1/21	
RA Reference: COVID19 004	
Location of activity Equipment & Adaptation Service	

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
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 Employees to be reminded to maintain social distancing during breaks, lunchtime etc. Where meetings are being hosted, the meeting host should arrange attendees with social distancing in mind. Where office accommodation is being used employees should distance themselves from colleagues with regards 	4x5=20	<p>Adjusted desk space to ensure social distancing</p> <p>Advised and reminded staff.</p> <p>All meetings cancelled or strict social distancing implemented</p> <p>As above.</p> <p>Masks/face coverings should be worn when moving through the building, and when in the vicinity of other staff at all times</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>to their seating arrangements.</p> <ul style="list-style-type: none"> • Where buildings are provided with lifts, employees to be made aware of the need to maintain social distancing in lifts – single person travel where necessary. • Where buildings are provided with revolving doors, employees to be reminded to maintain social distancing when using these – one person per compartment. • 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. • Food, other than individually wrapped items, is not 		<p>Only 1 person in lift at one time, unless unavoidable due to care needs.</p> <p>Disinfectant wipes ,sprays and hand sanitiser available throughout building.</p> <p>Signage as required displayed throughout building.</p> <p>Facilities always available when building open.</p> <p>Cleaning materials available in kitchen. Staff advised to</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		available for communal sharing.		Staff advised not to share food. No crockery or cutlery to be shared- all cutlery removed from kitchen.	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Wider business continuity impact	Council employees, council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> Coronavirus (Covid 19) to be included in the Council's risk register. 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Masks to be made available to all Staff within Building	H Holt	immediately	01/10/20
Cutlery Removed from Kitchen	H Holt	01/11/20	30/10/20

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.

Signed:H Holt

Date:26/01/21

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