

Generic risk assessment – Coronavirus (COVID-19)

General workplace risk assessment in relation to coronavirus management

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Date	<i>17/03/2020</i>	Version number	<i>2.0</i>	Document status	<i>Complete</i>
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Governance Committee	<i>Business Continuity Group - Silver</i>	Date approved	<i>18.03.2020</i>
Review date	<i>26/11/20</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>26/11/20</i>	Author	<i>Gillian Arthur</i>
		<i>Updates</i> <ol style="list-style-type: none"> <i>1. Cleaners now assisting with cleaning contact areas – door handles now being sanitised, desk area’s cleaned/ wiped – ongoing</i> <i>2. COVID Signage displayed through out the building</i> <i>3. Regular emails issued to staff to remind them of what they need to do.</i> <i>4. Face coverings/masks must now be worn when entering any NLC building.</i> <i>5. Contacts for a deep clean if there is an outbreak recorded.</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 Gillian Arthur	Date/Time of Assessment 01.04.20
Review Date: 25/112020	
RA Reference: GA	
Location of activity: Bron Chambers, Bron Way	

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	<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 Install hand sanitisation points clearly at all entrance and exit points. Staff to 		<p>Doors can only be accessed by FOB</p> <p>Building closed to the public March 2020</p> <p>Hand sanitiser available at entrance and exit and also around the three floors in the</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>politely direct all staff and visitors to use them when entering and leaving the building.</p> <ul style="list-style-type: none"> • 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. • 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. 		<p>building. No visitors in the building to direct.</p> <p>Most toilets in building has warm hand dryers</p> <p>Doors can only be accessed by FOB</p> <p>Staff are currently undertaking cleaning tasks, however cleaning operatives attending each night</p> <p>Cleaners are assisting with this.</p> <p>Cleaning materials provided on all floors</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • 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. • 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 		<p>Cleaning operatives only use approved cleaning materials</p> <p>Removal of blinds not practical.</p> <p>No rugs or mats as they are trip hazard.</p> <p>Cleaners now assisting with cleaning desk areas and handles with anti- bac cleaner</p> <p>Signage throughout the building. Continue to ensure staff aware of updates</p> <p>Emails distributed as and when required. Signs displayed to show workers how to wash hands correctly.</p>	


Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>public transport and reducing the risk of community transmission.</p> <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. • 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. • 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 		<p>Workers/admin now have laptops to allow to home work.</p> <p>Emailed out 01/04/20</p> <p>All meetings are being held with tele conferencing</p> <p>Emailed staff in relation</p> <p>Emailed out to staff</p> <p>Building closed to public – contact number provided on notification</p> <p>N/A</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>and the current cleaning arrangements being insufficient.</p> <ul style="list-style-type: none"> Agree the deep cleaning methodology that will be used in the event of confirmed outbreaks. This should be based on a 2 stage process of clean and disinfect using products that have been independently certified against coronavirus. 		N/A	
Number of workers/ admin within the building	May cause spread of virus to increase	Number of workers and admin staff has significantly reduced. Admin staff reduced to max 2. Rotas are in place for workers. Staff now working from home have been provide with laptop and works mobile.		This will be monitored ongoing	

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Cleaner's now assisting with cleaning key touch points – door handles / desks etc	Gillian Arthur	Ongoing	

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: </p> <p>Date: 25/11/2020</p>
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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