

# Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

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

<b>Date</b>	<i>23/03/2020</i>	<b>Version number</b>	<i>0.1</i>	<b>Document status</b>	<i>Complete</i>
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<b>Governance Committee</b>	<i>Business Continuity Group - Silver</i>	<b>Date approved</b>	<i>24/03/2020</i>
<b>Review date</b>	<i>As required.</i>		

<b>Strategic Alignment</b>	<i>n/a</i>
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<b>Consultation process</b>	<i>Business Continuity Group – Silver</i>	
<b>Stakeholders</b>	Contacts identified for each service	
	<i>All council services</i>	
<b>Distribution</b>	<i>All council services</i>	

### Change record

<b>Date</b>	<i>insert date</i>	<b>Author</b>	<i>insert contact details</i>
<b>Change made</b>	<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 Pamela Mauchline	Date/Time of Assessment 11.01.21 – 14:00
Review Date: As required	
RA Reference: Cumbernauld IDS	
Location of activity Cumbernauld IDS	

### 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  Workplace risk assessment in relation to coronavirus management
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Hazard	Who could be harmed	Current Controls	Risk Rating $L \times S = R$	Further Controls Required	Residual Risk
Community transfer of coronavirus between building users	Council employees NHS employees	<ul style="list-style-type: none"> <li>All staff, visitors and workmen to wear face covering when entering premises</li> <li>All staff and visitors to ensure face coverings worn when moving around the building and in offices and rooms where 2 metre distancing cannot be maintained</li> <li>All visitors and tradesmen must sign in and out of the building for Test and Trace purposes</li> </ul>	12		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li>• Staff schedule to be in place to identify where staff are working each day</li> <li>• A distance of 2 metres between employees to be maintained while carrying out work activities</li> <li>• Hand sanitisers available throughout the building</li> <li>• Signage displayed throughout the building</li> <li>• Employees to be reminded to maintain social distancing during breaks, lunchtime etc.</li> <li>• Employees should distance themselves 2 metres from colleagues with regards to their seating arrangements.</li> <li>• Staff to be provided with suitable materials to allow them to regularly clean and disinfect anything touched frequently, such as surfaces, telephones, keyboards, door handles, desks and tables, photocopier</li> <li>• Staff should remain at one desk/computer area and not share without sanitising</li> <li>• Remind building users of the need to wash hands often with warm water and soap, or hand sanitiser.</li> <li>• Ensure information to this effect is displayed prominently throughout the premises.</li> <li>• Ensure hand washing and drying facilities are available</li> </ul>			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>for all staff, visitors and workmen at all times</p> <ul style="list-style-type: none"> <li>• Cleaning materials are available in shared kitchen areas to allow shared utensils and crockery to be cleaned and dried</li> <li>• Food, other than individually wrapped items, is not available for communal sharing</li> <li>• Staff not to spend excessive time within communal areas i.e. corridors, foyer, kitchen and staff rooms</li> <li>• Maximum of 2 in staff kitchen/staff room areas at any one time.</li> </ul>			
Wider business continuity impact	Council employees, Health employees council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> <li>• Staff to ensure they contact service users/carers prior to visiting to ensure that they are not displaying symptoms</li> <li>• Service users only to be seen face to face if risk to them outweighs risk of transfer of Covid-19</li> <li>• Staff to ensure that PPE, face mask, gloves, aprons, disposal bags for PPE, hand sanitisers is worn whilst out visiting service users</li> <li>• PPE to be worn at all times whilst in a car or taxi with another person.</li> <li>• Staff to ensure car or taxi is sanitised prior to entering and PPE to be worn at all times.</li> </ul>	12		

## 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: Pamela Mauchline

Date: 11.01.21

**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](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)