

## Generic risk assessment – Coronavirus (COVID-19)

General workplace risk assessment in relation to coronavirus management

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

<b>Date</b>	<i>17/03/2020</i>	<b>Version number</b>	<i>1.0</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>18.03.2020</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>		
	<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. 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 Jim Curtis	Date/Time of Assessment 8/7/20
Review Date:8/7/21 (or when Scottish Gov change Covid retrictions)	
RA Reference:	
Location of activity – Hunter Street	

**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
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Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Exposure to coronavirus	Council employee Other visitors Service users	<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> </ul>	8	<ul style="list-style-type: none"> <li>Service Users have name taken outside by a Supervisor in the morning and shown to a workshop. Track and Trace in place                             <ul style="list-style-type: none"> <li>Within workshops Service users are 1 to 1 working from 5<sup>th</sup> Jan 2021 due to new Government Guidelines</li> </ul> </li> </ul>	4
		<ul style="list-style-type: none"> <li>Restrict access to the building by visitors and maintenance staff. If not</li> </ul>	8	<ul style="list-style-type: none"> <li>Only 2 seats in reception for someone to wait for meeting (socially distancing). Track</li> </ul>	4

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
	Council employee Other visitors Service users	possible, then confine visitors to strictly defined areas and avoid unnecessary movements around the building		and Trace in place. With admin recording name and phone number that will be kept on record for 21 days.before being destroyed	
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>Install hand sanitisation points clearly at all entrance and exit points. Staff to politely direct all staff and visitors to use them when entering and leaving the building.</li> </ul>	8	Hand sanitisers and wipes at all entrance and exit points and in all rooms	3
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>Minimise user contact points by ensuring that all sensor operated doors are operational.</li> </ul>	4	Only 1 door on sensor and is switched on during working hours	4
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>Consider increasing cleaning frequency such that cleaning operatives are able to provide on site cover at all times that the building is occupied.</li> </ul>	10	Office cleaned in the evening and in the morning. The hand contact points cleaned by caretaker each day at lunchtime	6
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>Ensure all hand contact points are cleaned throughout the day including, door furniture, handrails, flush plates, taps, dispensers, etc.</li> </ul>	10	Caretaker to undertake this task on a daily basis	4
			10		4

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>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.</li> </ul>	10	Council cleaning policy in place and sprays and all PPE in place to clean their work stations/ kitchen	3
	Council employee Service users	<ul style="list-style-type: none"> <li>Ensure cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily preventative cleaning with clear usage methodology.</li> </ul>	8	All cleaning materials are sent in by Council as per Council policy	3
	Council Employees	<ul style="list-style-type: none"> <li>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.</li> <li>Arrange distribution of information on how to hand wash effectively and for the correct duration. .</li> </ul>	8	All signage has been displayed in reception / entrances/exits/ toilets/ workshops/rooms. Added to as Scottish Gov change policy.  All information has been deceminated to staff by email and during team meetings on SKYPE	2

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
	Council Employees Service users	<ul style="list-style-type: none"> <li>Encourage building users to work remotely therefore avoiding the need to use public transport and reducing the risk of community transmission.</li> </ul>	8	<p>All staff are on a rota system to work from home, they are also allocated a set desk in office.</p> <ul style="list-style-type: none"> <li>Staff within Hunter St have moved onto a reduced rota of office duty moving from 8 staff -4 staff within the office.as of 5<sup>th</sup> Jan 2021 due to new Government guidelines</li> </ul>	3
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>Encourage building users to minimise business related travel and use video conferencing as an alternative method of maintaining contact with colleagues, suppliers and customers.</li> </ul>	8	Majority of meeting are now carried out by SKYPE, Teams	3
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>Face Masks to be used in offices</li> </ul>	10	After Scottish Gov decision on the wearing of face masks inside, policy is now staff/service users /visitors wear masks at all times when walking about building / moving away from their desk	6
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>Discourage hand shaking and general close personal greetings</li> </ul>	10	No hand shaking takes place in any building.	2

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>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> </ul>	10	Council /Government Policy covered in the office for anything to do with Coronavirus.	3
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>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.</li> </ul>	10	Senior Management to agree when this happens.	4
	Council employee Other visitors Service users	<ul style="list-style-type: none"> <li>Identify, and agree terms with, an alternative contract provider to deliver specialist deep cleaning services in the case of confirmed outbreaks and the current cleaning arrangements being insufficient.</li> </ul>	10	As per Corporate policy	4
		<ul style="list-style-type: none"> <li>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.</li> </ul>	10	Senior Management to liase with Corporate Team to arrange for deep cleaning process to take place	4



<b>Hazard</b>	<b>Who could be harmed</b>	<b>Current Controls</b>	<b>Risk Rating 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
All signage has been displayed in reception / entrances/exits/ toilets/ workshops/rooms. Added to as Scottish Gov change policy	Jim Curtis/Dougie Lawrie	1/9/20 adding literature as we Scottish Gov change things	15/8/20
Ensure all hand contact points are cleaned throughout the day including, door furniture, handrails, flush plates, taps, dispensers, etc	Dougie Lawrie	15/10/20	1/10/20
<ul style="list-style-type: none"> <li>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.</li> </ul>	Pm's,SSW.Admin	8/7/20	1/8/20
<ul style="list-style-type: none"> <li>Face Masks to be used in offices when moving away from desk. Visitors/Contractors and Service users to wear masks when moving around building</li> </ul>	SSW, PM's Office Staff, Admin, Supervisors	15/10/20	12/10/20
<ul style="list-style-type: none"> <li>New measures for workshops and staff rooms</li> </ul>	Lisa K, SSW PM,s staff, Admin, Superviosrs	5/1/21	7/1/21

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: *J. Curtis* – Placement Manager

Date: 8/7/20 updated 12/10/20 updated 11/11/20 , updated 7/1/21

Signed Jane Gilmartin Service Manager Justice Services

Dated 7/1/21

*J. Gilmartin*

**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)