

Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

Author	<i>David Glassford</i>	Contact	<i>glassfordd@northlan.gov.uk</i>
Owner	<i>Business Continuity Group - Silver</i>	details	<i>n/a</i>

Date	<i>20/01/2021</i>	Version number	<i>0.5</i>	Document status	<i>Complete</i>
-------------	-------------------	-----------------------	------------	------------------------	-----------------

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>
----------------------------	------------

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>20.01.2020</i>	Author	<i>Mari Harty</i>
Change made			

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:

Risk = Likelihood x 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 Mari Harty	Date/Time of Assessment 20/01/21
Review Date:	
RA Reference: Dalziel Building, Motherwell Social Work Locality	
Location of activity 1 st Floor, Dalziel Building, Motherwell	

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
Updated workplace risk assessment in relation to coronavirus and the current government guidelines and restrictions. Staff are all located on 1st Floor of Dalziel Building.

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 One way system marked out throughout the floor to assist with social distancing for staff moving around the floor Employees to be reminded to maintain social distancing during breaks, lunchtime etc. Break out/lunch area limited to 4 at a time. All at separate desks. All 	9		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>additional seating has been removed.</p> <ul style="list-style-type: none"> • Where meetings are being hosted, the meeting host should arrange attendees with social distancing in mind. Maximum of 4 per meeting room. • Telephone conferencing/Skype/Webex are being used in place of face to face meetings. • Employees should distance themselves from colleagues with regards to their seating arrangements. Desks have been clearly marked 'Do not use' to allow 2 meter distance. • Employees to be made aware of the need to maintain social distancing in lifts – single person travel where necessary. Signs are in place. • Staff 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. Disinfectant wipes are readily available. Cleaners attend and wipe surfaces am and pm and additional touch surface wipe downs is being carried out by staff on the 1st floor every 3 hours. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Cleaning materials provided to ensure touch areas of pool cars are cleaned before and after use. See separate pool care risk assessment. • Corporate signage and regular communication is in place remind building users of the need to wash hands often with warm water and soap, or hand sanitiser. Hand washing and drying facilities or sanitiser is available for all staff, contractors, service users and visitors at all times that the building is occupied. • Cleaning materials are available in shared kitchen areas to allow utensils and crockery to be cleaned and dried. • All crockery and utensils have been removed from the kitchen to avoid sharing of these items. • Food, is not available for communal sharing and staff have been reminded of this. • Staff where possible to remain solely on the 1st floor of building where they are located. • Staff not to spend excessive time within communal areas i.e. corridors, foyer, kitchen etc. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Signs in place advising of one person at a time in corridor to kitchen/toilets. • All staff have been asked to wear face coverings when moving around the 1st floor and building. • All visitors are asked to wear face coverings on entering the building. • Communal coat stands have been removed to avoid crowding around these at the end of the day and in the morning and to avoid cross contamination. • Desk numbers have been fixed to desks and staff are using this to identify where they are seated on track and trace sign in and out sheet. • Only one person allowed in the toilet area at a time. Signage on the door to reflect this. More permanent engaged/occupied signage has been requested via Corporate property. 			
Wider business continuity impact	Council employees, council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> • Service users only to be seen face to face if risk to them outweighs risk of transfer of Covid-19. 	12		
Lack of Toilet Facilities – 3 female cubicles and 3 male cubicles available for approximately 31 staff on 1 st floor (this figure includes housing staff). Given current concerns re	Council employees	<ul style="list-style-type: none"> • Staff encouraged to maintain strict hand washing regime. • Disinfectant wipes places in toilets. 	16		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
communal touch points regarding COVID-19, this is considered a hazard.		<ul style="list-style-type: none"> H&S team have advised that number ratio of toilets to staff is sufficient. 			
Kitchen facilities – 1x small kitchen area is available to staff. Risk of contamination of touch points etc.	Council employees	<ul style="list-style-type: none"> Signage in kitchen advising of no more than 3 people at a time. Cleaning products are available. Signage in place to encourage wipe down of surfaces and equipment before and after use. 	16		
Numbers of staff working in the building – every floor in the Dalziel building is occupied – all of these staff have to share lifts, stair wells, entrance/exit, light switches, door handles etc. All touch points throughout the building are being accessed by multiple staff.	Council employees, council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> Signage is in place to remind staff of social distancing, face coverings and sanitising hands. Front doors have been switched to fob access only – closed to the public – only staff can access. 	16		
Desk sharing – staff continue to share desks on a rotational basis due to not enough desks available to allow staff have a set desk.		<ul style="list-style-type: none"> Disinfectant wipes, spray, paper towel and hand gel available for staff. Staff are encouraged to wipe down all equipment before and after use. All staff allocated individual laptops to work on. 	12		
Staff with underlying health conditions being more at risk if infected with the various.		<ul style="list-style-type: none"> All actions above are in place for infection control. All staff who are on government shielding list 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>have been asked to work at home until further notice in compliance with HR guidance.</p> <ul style="list-style-type: none"> Individual risk assessments to be completed by line managers for staff who have underlying health conditions and continue to work rotationally in the office. 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
More permanent occupied/engaged signage to be fixed to entrance door to toilets so other staff can see there is already someone using the toilet without them having to go in. RO to chase corporate property for this.	Mari Harty, RO	29.01.21	
Individual risk assessments to be carried out by line managers for all staff who have an underlying health condition which puts them at greater risk if they contract COVID19 and who remaining attending the work place.	All Managers	29.01.21	

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:
 Date: 21.01.21

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