

Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

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Owner	<i>Business Continuity Group - Silver</i>		

Date	<i>21.10.20 Updated 6.1.21</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	
Review date	<i>As required.</i>		

Strategic Alignment

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>NA</i>	Author	
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:
$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$
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 Audrey Brogan	Date/Time of Assessment 6.1.21 – 8am
Review Date: 6.4.21 or sooner	
RA Reference: 23 Draffen court Motherwell	
Location of activity 23 Draffen Court 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 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
Community transfer of coronavirus between building users	Council employees NHS employees	<ul style="list-style-type: none"> Only those who can't work from home should be in the building. Any employee who displays symptoms should stay at home and contact their line manager to advise. Access to the building by visitors to strictly be kept to a minimum. Each room strictly outlines how many employees should be in each office. This should be strictly adhered to. All surplus desk space and chairs have been removed to 	2 x 4 =8	<p>All staff using the building should where preferred take steps to be vaccinated.</p> <p>Managers have sent to all staff who use the building, information about the vaccine and how to obtain the vaccine</p> <p>Where necessary staff will be given time away from work to get vaccinated.</p> <p>Rehab staff will be carrying out weekly COVID testing, staff require to follow advice from Test & Protect and building</p>	8

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>prevent over occupation of rooms.</p> <ul style="list-style-type: none"> • All desks are numbered for staff use so assisting in identification of staff should there be an outbreak in the building. • All staff, visitors, tradesmen to wear face covering when entering the premises • All staff visitors to ensure that face coverings are worn when moving between offices and throughout the building and if in offices or rooms where 2 metre distance cannot be maintained • All staff to sign in and out of the building at all times for Test and Protect. • A distance of 2 metres between employees is maintained while carrying out work activities • Hand sanitisers available throughout the building • Signage displayed throughout the building • Employees to be reminded to maintain social distancing during breaks, lunchtime etc. • Where meetings are being hosted, the meeting host requires to book the meeting room in advance via Audrey or Alison to ensure that adequate safe space is available in the building so 		<p>management advised to carry out risk assessment with contacts following any positive results.</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>that attendees and usual building users can Maintain social distance.</p> <ul style="list-style-type: none"> • Employees should distance themselves 2 metres from colleagues with regards to their seating arrangements. Signage displayed. • Employees to be made aware of the need to maintain social distancing on stairs – single person on stairs at a time. Signage displayed • Staff are provided with suitable cleaning materials to regularly clean and disinfect anything touched frequently, such as surfaces, telephones, keyboards, door handles, hand rails, desks and tables, photocopier • Staff should remain at one desk/computer area and not share . • 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. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Everyone has their work crockery and cutlery to use. • There is no food for communal use. • Staff minimise their time spend within communal areas ie corridors, reception, kitchen etc. • Maximum of 1 person in kitchen areas at any one time. 			
Wider business continuity impact	Council employees, Health employees council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> • Visits to service users are only on a needs basis, no social visits. • Staff to ensure they contact prior to visiting service users to ensure that they are not displaying symptoms and ask again on entering their homes. • Staff to ensure that PPE, face mask, gloves, aprons, eyewear and disposal bags for PPE, hand sanitisers is available and items worn whilst out visiting service users • PPE such as face masks and hand sanitiser should be offered to the patient and encouraged to use while the employee is visiting. • PPE to be worn at all times if in taxis. • Staff to ensure taxi is sanitised prior to entering and PPE to be worn at all times. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Staff should not be car sharing. • Staff should take steps to minimise the number of people/professionals attending at any one time eg not visit during home support times. People out with the main teams cannot currently shadow members of staff on visits. 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
All staff who use the building are keyworkers and should make steps to get vaccine over the coming weeks. Note there will be some staff who will decline the vaccination	A Brogan E Stark A Graham	31.1.21	

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: A Brogan and A Graham

Date: 6.1.21

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