

Generic risk assessment – Coronavirus (COVID-19)

General workplace risk assessment in relation to coronavirus management

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

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Governance Committee	<i>Business Continuity Group - Silver</i>	Date approved	<i>18.03.2020</i>
Review date	<i>As required</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>insert date</i>	Author	<i>insert contact details</i>
Change made	<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	Date/Time of Assessment
Margaret Stewart/Sharon Scott	23 November 2020
Review Date:	08 December 2020
RA Reference:	
Location of activity	Sir John Mann, Bellshill.

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 		<p>Access point is controlled by fob so only those with permission can enter.</p> <p>Due to the inner door closing slowly staff have received an e-mail and management have discussed with them the necessity to wait for the door to completely close until they leave the area. This prevents others from entering who do not have permission to do so.</p>	2

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> 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 		<p>There is a public notice at the main entrance advising visitors and members of the public that they cannot enter without permission and with a staff member present. There is a number they can call for advice.</p> <p>Staff and visitors are restricted to areas of the building necessary for them to complete their roles and for their own safety re spread of COVID 19. Staff have been made aware of this via e-mail and notice in the building.</p> <p>Staff from out with the building when permitted entry remain in foyer area 2 meters apart and asked to use hand sanitiser on arrival. (guidelines on the floor re 2 meters)</p> <p>Everyone entering the building must sign in and out regardless of the length of time they spend there and for every visit regardless of how often they enter and leave in the day. Mobile numbers are provided for track and trace</p> <p>If a staff member is not on the rota to be in the building a risk assessment is completed to inform if they can safely enter for an agreed purpose and time</p>	2

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p data-bbox="960 668 1279 724">Unannounced members of the public</p> <p data-bbox="960 1131 1285 1246">Return of fobs to gain entry to the building from staff whose base is no longer SJM</p>		<p data-bbox="1480 237 1877 384">frame. An e-mail is sent to all staff advising that there will be an additional footfall in the building, when and where and for how long.</p> <p data-bbox="1480 424 1872 571">Staff not on the rota are prevented from entering the building unless given clearance by management. (this is a Health & safety issue re footfall)</p> <p data-bbox="1480 639 1877 1002">If a member of the public comes to the building we have set up an area outside of the building at the touch down window. A table will be placed outside to ensure the 2 meter distancing and members of the public will be directed to this area to speak with staff when and if necessary. This has been tried and tested when PPE was being provided to Home support staff at the peak of the crisis.</p> <p data-bbox="1480 1102 1868 1342">C&F and Justice staff have been advised to return their fobs. This will reduce unnecessary footfall within the building and staff will revert back to calling ahead if there is a need to visit etc. in order that a risk assessment can be completed</p>	<p data-bbox="1906 671 1921 687">1</p> <p data-bbox="1906 1134 1921 1150">2</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Wearing/use of face coverings</p> <ul style="list-style-type: none"> • 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. • 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 		<p>Anyone entering the building and moving around the building MUST wear a face mask/covering. If they are unable to do so they have been instructed to speak to their line manger to ensure supports are in place and guidance provided. If in the same room as a member of staff masks should remain on.</p> <p>All entrance and exit points have a hand sanitiser in place with a sign clearly informing others of its use and availability</p> <p>All washroom have liquid soap and toilet paper holders as well as paper hand towels. There are notices advising of need to wash hands with soap and water for 20 seconds</p>	<p>2</p> <p>1</p> <p>1</p> <p>2</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>operated doors are operational.</p> <ul style="list-style-type: none"> • 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>All sensor doors are checked and operational</p> <p>Cleaning of the building takes place daily with domestic staff and there are cleaning materials available to all staff in order that they can wipe down utensils, door handles, computers and other areas in the building as required. There are notices to remind staff to complete this</p> <p>All handles etc. are cleaned by domestic staff and employees are also advised to clean before and after use</p> <p>Hand sanitiser is available throughout the building including other cleaning materials. This is especially true for kitchen areas and toilets.</p>	<p>2</p> <p>2</p> <p>2</p> <p>1</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 		<p>All cleaning materials are approved before purchase</p> <p>An e—mail has been sent to all employees in building reminding them of this and blinds are open in corridors</p> <p>All rugs and mats within the workplace have been removed.</p> <p>At the moment this is not available but we will continue to monitor</p> <p>Signs are displayed throughout building</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>wash effectively and for the correct duration. Make NHS handwashing videos available on all devices and public area screens.</p> <ul style="list-style-type: none"> • Encourage building users to work remotely therefore avoiding the need to use public transport and reducing the risk of community transmission. • 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. <p>Restrict movement of those on the rota to be in the building and those entering to collect cash from finance</p>		<p>Posters are on display throughout the building particularly within kitchens and toilet areas.</p> <p>There is a rota in place to ensure only a skeleton staff remains on the premises. The seating plan complies with social distancing rules and workspace has been allocated appropriately.</p> <p>An e-mail has been sent to all staff advising them not to wear neck ties, scarfs and lanyard's</p> <p>Staff have now been advised and will continue to be on a regular basis that they must remain in their own working area including the use of facilities of toilets and kitchens on their own floor to minimise unnecessary footfall and possible spread of virus. This is mandatory unless there is a significant risk to individuals.</p>	<p>2</p> <p>1</p> <p>2</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Finance</p> <ul style="list-style-type: none"> • 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 		<p>We are currently looking at how financial transactions can be completed with minimal movement and contact in the building with staff both on the rota to be in the building and those arriving to collect cash not on a rota or based elsewhere.</p> <p>All video conferencing is now up and running</p> <p>There is a 2meter self-distancing in place and advise of no physical contact</p> <p>There is Guidance in place by Health & Social Care as directed by the Government which is strictly followed</p> <p>This remains in place SJM has remained open since the start of the pandemic in March 2020. However, C&F recently moved</p>	<p>2</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>coronavirus cases. Review this in line with current guidance.</p> <ul style="list-style-type: none"> • 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. • 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. 		<p>back to their office space in Willowbank. SJM is now one of 4 buildings to remain in use for employees with service users advised on a number to call if they require advice or support.</p> <p>This will be monitored and if required approved by HQ</p> <p>This would be monitored by locality and assistance guidance sought from HQ if confirmed outbreak were to occur</p>	<p>2</p> <p>2</p> <p>2</p>
		<p>Staff covering for LSWM/other teams</p>		<p>When staff identified to cover when LSWM is working from home or if there is a need for staff to cover from another locality they are provided with a fob and are made aware of all information above as well as evacuation of the building. They will only work from the building gif strictly necessary.</p>	<p>1</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Heating /ventilation in the building. Including when required the need to open windows.</p> <p>New Staff members</p>		<p>Staff have now been advised under no circumstances should blow heaters be used in the workplace as well as fans. Alternative heating continues to be sourced.</p> <p>Before a new member of staff gains entry to the building their line manager will contact them to go through the working of the building and what safety measures are in place.</p> <p>Line manager will inform them when to first attend the building and on that day and time will be meet in the foya and proper guidelines will be gone over with them re-entry point and information they require before moving around the building. This will include asking the 3 questions re COVID 19 and a copy of all relevant information provided to those in the building re keeping themselves and others safe.(including visits etc)</p>	<p>2</p> <p>2</p>

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Alternative heating to continue to be sourced for building until all rooms at adequate temperature	Margaret Stewart/Sharon Scott	ongoing	ongoing
Safety notices to be updated when necessary and e-mailed to all staff	Margaret Stewart/Sharon Scott	ongoing	ongoing
Fobs to continue to be returned from staff whose previous work base was SJM	Margaret Stewart/Voula Dunbar	December 14 2020	ongoing
Table to be placed daily outside touch down room window	Margaret Stewart/Sharon Scott/ Duty Senior/caretaker	Will remain ongoing until further notice	
Reduce contact with cash and workers with finance staff in the building	Julie Cloy/Sharon Scott/ Margaret Stewart	Ongoing	Ongoing
New staff members	Line managers and management on the rota to be in the building	Ongoing	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.

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Signed: Margaret Stewart/Sharon Scott

Date:08 December 2020

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