

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.

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<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 operated doors are operational. • 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. 		<p>All entrance and exit points will 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.</p> <p>N/A</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.</p> <p>All handles etc. are cleaned by domestic staff and employees are also advised to clean before use.</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
		<ul style="list-style-type: none"> • 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. • 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. 		<p>Hand sanitiser is available throughout the building including other cleaning materials. This is especially true for kitchen areas and toilets.</p> <p>All cleaning materials are approved before purchase</p> <p>N/A</p>	<p>2</p> <p>2</p>

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • 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 wash effectively and for the correct duration. Make NHS handwashing videos available on all devices and public area screens. • 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>Signs are displayed throughout building</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>N/A</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
		<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 coronavirus cases. Review this in line with current guidance. • 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. 		<p>All video conferencing is now up and running</p> <p>There is a 2meter self-distancing in place and advise of not contact</p> <p>There is Guidance in place by Health & Social Care as directed by the Government which is strictly followed</p> <p>Building is not open to service users.</p> <p>This will be monitored and if required approved by HQ</p>	<p>1</p> <p>2</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
		<ul style="list-style-type: none"> 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. 		This would be monitored by locality and assistance guidance sought from HQ if confirmed outbreak were to occur	2
		<p>Masks/Face coverings to be worn within offices/workshops on entry and exit to the building and when moving away from your workstation. Following social distancing rules at all times.</p>		<p>All staff are aware and encouraged to comply with social distancing rules at all times.</p> <p>Staff rota is in place for office based and staff are encouraged not to use the building when not on the rota to minimise footfall.</p>	1 2
		<p>Remove multi-use pens and require people to maintain and use only their own supply.</p> <p>Ensure the water system is checked on a regular basis</p> <p>Ensure that staff are briefed on the new fire dispersal arrangements for evacuation and fire marshals know they are to still report to the assembly point.</p>			1

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Ensure staff are instructed to return home if they develop symptoms of COVID-19 during service hours. Clean and disinfect area and any touch points after staff member leaves the site.</p> <p>If a possible case of COVID-19 in your work-force, it would be prudent to advise others working in close proximity (e.g. one row of desk in front of and behind and anyone who has spent time with that person within 2m for 15 minutes within the last 5 days) to self-isolate and book a test. SSW to arrange for the persons with symptoms to have a test and liaise with the rest of the staff team.</p> <p>If there is a confirmed case of COVID – 19</p> <p>Less seating for work-stations has been identified following guidance and a separate floor</p>		<p>Guidance for managers and staff is available at my NL.</p> <p>Please see attached note</p> <p>Room 1 – 2 seating areas Room 2 – 2 seating areas and 1 touchdown for an emergency Room 3 – 2 Seating areas and 1 touchdown for occasional use</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		plan which indicates the seats which could be used is in place.		Duty SSW RM – 1 seating area	

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Briefing of staff on fire dispersal system	Voula F Dunbar and Sharon Scott		

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: Sharon Scott/Voula Dunbar

Date:

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