

# 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 Dawn Yardley	Date/Time of Assessment December 2020
Review Date: January 2021	
RA Reference:	
Location of activity Social Work HQ, Scott House, Motherwell	

**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	<p>Access and egress points are controlled and reduced to a minimum to make risk control measures easier to implement and monitor</p> <p>Building is currently closed to the public. There will be minimal visitors and if any will be kept in strictly defined area and unnecessary movement around the building will be kept to a minimum.</p>	2  2		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Scott House designated as location for Home Support Workers to collect PPE with effect 30/09/20. PPE is set up in strict designated area within Reception. HSW enter the building via the front door take what supplies they need and write down what they have taken. Floor standing sanitiser in place. Front door remains locked and is opened and locked by Reception staff each time a HSW enters/leaves</p> <p>Hand sanitisation points are in place at all entrance and exit points and at various points throughout the building.</p> <p>Face Masks worn by all who enter the building and when moving between areas. Posters displayed to advise.</p> <p>Perspex screening in place at Reception desk.</p> <p>Track and trace in place. Contact details taken by one designated member of staff at Reception and information retained for 21 days only.</p> <p>Using alternative methods of drying hands in washroom from warm air dryers. Using paper towels dispensers to reduce contact frequency.</p>	<p>4</p> <p>2</p> <p>2</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>Minimise user contact points by ensuring that all sensor operated doors are operational.</p> <p>Remove rugs and mats where safe to do so to make cleaning and disinfection of floors easier for cleaning operatives.</p> <p>Advisory signage displayed throughout the building, especially at entrances and exits and where people congregate. Refresh and update regularly in line with current Health Protection Scotland advice.</p> <p>All staff working remotely or transferred to another building. Building open 12 noon to 3pm daily for essential access only.</p> <p>Promote Health Protection Scotland guidance on action to be taken by building users if they have, or suspect they have, symptoms associated with coronavirus.</p> <p>Clear escalation and risk management processes in place in the event of virus outbreak in the workplace. Refer to COVID19: Information and Guidance for Social or Community Care &amp; Residential Settings document.</p>	<p>1</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		Flowcharts and detailed information on process/contacts held on myNL.			
Community transfer of coronavirus between building users	Council employees	<p>A distance of 2 metres between employees is maintained while carrying out work activities.</p> <p>Employees to be reminded to maintain social distancing during breaks, lunchtime etc.</p> <p>Posters displayed to inform staff of the need to maintain social distancing in lifts – single person travel where necessary.</p> <p>Sanitiser and wipes continue to be made available to allow staff to regularly clean and disinfect anything touched frequently, such as surfaces, telephones, keyboards, door handles, desks and tables</p> <p>Prominent signs displaced to remind building users of the need to wash hands often with warm water and soap, or hand sanitiser.</p> <p>Cleaning materials are available in shared kitchen areas to allow shared utensils and crockery to be cleaned and dried.</p>	<p>2</p> <p>2</p> <p>1</p> <p>2</p> <p>1</p> <p>2</p>	<p>Yes</p> <p>Yes</p>	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		Food, other than individually wrapped items, is not available for communal sharing.	2	Yes	



## Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Supply and availability of cleaning products to be checked and more robust system put in place if required.	Dawn Yardley	18.12.20	January 2021
All staff to be informed that cutlery/crockery/food must not be shared, and each person must bring in for their own personal use.	Dawn Yardley	18.12.20	January 2021
Ensure supply of cleaning materials at various touchpoint areas such as kettle, photocopier etc and display signage to inform staff of expectations.	Dawn Yardley	18.12.20	January 2021
Staff to be informed not to share office equipment if possible and if they do that items must be cleaned.	Dawn Yardley	18.12.20	January 2021
Signage to be put in place to remind staff social distancing must also be adhered to in toilets.	Dawn Yardley	18.12.20	
Staff to be informed to follow clear desk policy at all times.	Dawn Yardley	18.12.20	January 2021
Staff to be encouraged to promote ventilation which includes the opening of windows	Dawn Yardley	18.12.20	January 2021


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: Dawn Yardley

Date: 25.01. 2021

**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)