

Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

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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>24/03/2020</i>
Review date	<i>As required.</i>		

Strategic Alignment
n/a

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>18th January 2021</i>	Author	<i>Andy Blair / Jennifer Keachie</i>
Change made	<i>Updates as below</i>		

Activity Details.

Workplace risk assessment in relation to coronavirus and the relocation of staff from Kings House to Houldsworth Centre, Wishaw. This includes the Children and Family and Justice Fieldwork teams, Community Care alongside associated admin support.

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Transfer of coronavirus between building users	Council employees, NHS Lanarkshire Employees, Members of the public.	<ul style="list-style-type: none"> Staff will work from home where possible, subject to local rota arrangements to support effective service delivery. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Staff to be directed to the Home working policy and online self-assessment where appropriate. • At all times a distance of 2 metres between staff is maintained while carrying out work activities. All personnel will wear face coverings at all times while not at their desk. • Staff to maintain social distancing during breaks, lunchtime etc. Tables set out to support appropriate distancing. • Where meetings are being hosted, these should be held remotely where possible. Where not practical the meeting host should arrange attendees with social distancing in mind. • Service delivery continues with no unplanned office visits from members of the public. Where office visits are required local process established to ensure covid compliance. • Track and Trace process in place for all staff to sign in out. Fire safety register also in place. Fire evacuation processes compliant with current covid work practices. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • All office accommodation will be set out to ensure appropriate social distancing. • Social Distancing measures to be applied within staff lifts. Appropriate signage in place to support this. • Entry / egress from staff areas to be managed through one way system with appropriate signage. This reduces staff access to shared space and reduce contact with members of the public using other services. • Staff to be provided with suitable materials to allow them to regularly clean and disinfect work stations. • PPE available and established process in place to ensure staff can access when necessary. • Cleaning materials provided to ensure touch areas of pool cars are cleaned before and after use. Gloves available also • 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. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>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.</p> <ul style="list-style-type: none"> • Cleaning materials are available in shared kitchen areas however staff should not share utensils and crockery. 			
Workplace Outbreak		<ul style="list-style-type: none"> • Measures described above to reduce likelihood • Managers aware of reporting and recording procedures including CIRUS recording where appropriate • Track and Trace recording in place • Managers aware of the need to maintain contact with isolating staff • Pool car use continues subject to specific risk assessment with continued control measures in place • Specific risk assessments in place to support activity in other buildings – eg contact 			
Disruption to Service Continuity		<ul style="list-style-type: none"> • Use of RAG tool to prioritise outstanding work • Staff working on rotational basis. All staff can be re deployed to office base as required. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Additional Footfall due to library re opening		<ul style="list-style-type: none"> • Maintain social distancing as above • Hygiene control measures remain • Review of shared space and routes of entry / egress 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed

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:

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