

Generic risk assessment – Coronavirus (COVID-19)

Council employees – Use of Court Area

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

Date	<i>08/12/2020</i>	Version number	<i>1.0</i>	Document status	<i>Complete</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>08.12.2020</i>	Author	<i>Gillian Arthur</i>
Change made	<i>Risk Assessment – Main Court</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 08.12.2020
Review Date: 08.12.2021	
RA Reference: GA	
Location of activity: Main Court Area	

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 Covid – Risk Assessment on Court Area

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Exposure to coronavirus/ COVID symptoms	Council Employee	<ul style="list-style-type: none"> Do not enter building – Contact line manager for guidance Statutory Visits Where visits are carried out as part of a statutory requirement (e.g. annual gas fired central heating boiler check), guidance on easing requirements must be sought from the relevant enforcing body. 		<ul style="list-style-type: none"> Face coverings/ masks must be worn by anyone entering an NLC building. 	3
				<ul style="list-style-type: none"> Face masks/ coverings Must be worn when 2 meter social distancing not possible 	3

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
<p>Hand sanitiser units available</p> <p>If no face covering/face mask – this should be provided to prevent spread of virus.</p> <p>Social distancing (minimum 2 meters) must be maintained if face masks/ coverings not able to wear.</p> <p>Desks – desk used should be wiped down, prior to use and after use.</p> <p>Face masks will be provided.</p>	<p>Council Employee</p> <p>Council staff/ service users</p>	<ul style="list-style-type: none"> • Hand sanitizing station at entrance to Bron Way. • Face mask will be provided if individual does not have access to a face mask • 2 meter Social distancing should be maintained – if not possible face coverings/ face masks must be used. • Wipes are available for cleaning of desks etc • Provide staff visiting with personal protective equipment. The equipment provided must be appropriate for the circumstances encountered and should be in line with current recommendations from Health Protection Scotland. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk

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

Health and Safety Executive, Dermatitis <https://www.hse.gov.uk/food/dermatitis.htm>

Health and Safety Executive, Skin checks for dermatitis (free poster) <https://www.hse.gov.uk/skin/posters/skindermatitis.pdf>

Time for talking <http://connect/CHttpHandler.ashx?id=36324&p=0> Telephone 0800 970 3980