

Workplace 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	

Date	<i>14/04/2020</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>2.11.20</i>	Author	<i>Aileen Lannigan</i>
Change made	<i>Assessment of Harry Walker Centre as temporary base for rehab team.</i>		

Risk Assessment

Assessors Name Aileen Lannigan	Date/Time of Assessment 7.4.20
Review Date: 15.1.21	
RA Reference:	
Location of activity Harry Walker Centre Airdrie temporary base for team	

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 NHS employees Other visitors	<ul style="list-style-type: none"> Restrict access to the building by visitors and maintenance staff. Have hand sanitisation points in the building Consider the replacement of toilet roll holders and hand towel dispenser to facilitate non-touch alternatives that reduce contact frequency. Moved disposal bin to exit 	3 x 3	<ul style="list-style-type: none"> Maximum of 5 people in the Harry Walker Centre rooms that are allocated to the rehab team at any one time. Staff sanitise their hands on arrival and during the time that they are in the building using the available automatic hand sanitisers Social distancing – staff are socially distanced around the Harry Walker Centre. Signage to prompt this actions are in place. Rota to reduce the number of staff in building at any one time, 	3

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>location to allow non-contact with door lock</p> <ul style="list-style-type: none"> • Increased cleaning frequency by staff. All desks and hand contact points i.e keyboards, mouse, door handles, kitchen, light switches shutter controls are wiped down throughout the day • Keep blinds opened if able and if they cannot be removed to minimise contact with the areas where germs can be difficult to clean. • Display advisory signage throughout the building, especially at entrances and exits and were people congregate. Refresh and update regularly in line with current Health Protection Scotland (HPS) advice. • Arrange distribution of information on how to hand wash effectively and for the correct duration • 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>currently this is one OT and one physio each day. Limits applied to the numbers of staff present in the rooms used by rehab team with the Harry Walker Centre.</p> <ul style="list-style-type: none"> • Staff are prompted to follow the FACTS guidance from SG • A dedicated person to answer calls and take messages. Use of own mobile to be encouraged at all other times • Any Joint visits to be undertaken require staff to travel separately in two cars (see separate guidance) • PPE as per Health Protection Scotland guidelines • NHS – follow uniform policy to wear own clothes travelling to and from work and change into uniform on arrival. Bare below the elbow, no jewellery • NLC – can bring a specific set of clothes for work, and changes of clothes for travel to and from work. • Availability of washing facilities(sink) in workplace for use if required between offsite bed work and visits in the community. • Use of wipe able shoes to be encouraged. Work shoes can 	

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 and service users • 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. 		<ul style="list-style-type: none"> • be stored in workplace over night • Laundry of clothing as per HPS guidance. • Signing in and out sheet with times and phone numbers recorded. These are stored for future information if required for trace and protect. • Screens erected around reception area and staff are now wearing fluid resistant masks around the building between workspaces. • Hand sanitisers at the entrance and around the building. • Visitors to record date and time of entering/leaving the building on sign in sheets complete with mobile phone number for trace and protect purposes • Limited staff in each of the rooms. • Signage in corridors reminding staff/visitors to remain apart • Availability of spare masks for staff and visitors • Staff going home following working in the community/off 	

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
				site beds to record notes rather than return to HWC to limit possible transmission <ul style="list-style-type: none"> • Safety plan in place to ensure staff are accounted for at the end of each working day. 	

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Further controls all implemented by staff	Aileen Lannigan		7.4.20
Reviewed 15.1.21	Aileen Lannigan		15.1.21

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:

A. Lannigan

Date: 15.1.21

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