



## Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

## Risk Assessment

Assessors Name Linda Haverstock	Date/Time of Assessment 26.02.21 11:00
Review Date: As required	
RA Reference: Stewarton House	
Location of activity Stewarton House	

### 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

workplace risk assessment in relation to coronavirus management

Hazard	Who could be harmed	Current Controls	Risk Rating $L \times S = R$	Further Controls Required	Residual Risk
Community transfer of coronavirus between building users	Council employees NHS employees	<ul style="list-style-type: none"> <li>All staff, visitors, tradesmen to wear face covering when entering the premises</li> <li>Managers to ensure that all staff are given health and safety precautions guidance for the building – fire, COVID 19, First Aid</li> <li>Managers to monitor staff numbers within the unit to maintain safe distance and</li> </ul>			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>contact with others and using toilet/kitchen facilities</p> <ul style="list-style-type: none"> <li>• All staff visitors to ensure that face coverings are worn when moving between offices and throughout the building and if in offices or rooms where 2 metre distance cannot be maintained – if unable to wear face covering discuss with line manager.</li> <li>• All staff to sign in and out of the building at all times for Test and Trace</li> <li>• A distance of 2 metres between employees is maintained while carrying out work activities</li> <li>• Hand sanitisers available throughout the building</li> <li>• Signage displayed throughout the building</li> <li>• Employees to be reminded to maintain social distancing during breaks, lunchtime etc.</li> <li>• Where meetings are being hosted, the meeting host should arrange attendees with social distancing in mind – Test and Trace. Mask to be worn and provided if they require</li> <li>• Employees should distance themselves 2 metres from colleagues with regards to their seating arrangements. Signage displayed</li> </ul>			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li>• Employees to be made aware of the need to maintain social distancing on stairs – single person on stairs at a time. Signage displayed</li> <li>• Staff to be provided with suitable materials to allow them to regularly clean and disinfect anything touched frequently, such as surfaces, telephones, keyboards, door handles, desks and tables, photocopier</li> <li>• Staff should remain at one desk/computer area and not share without sanitising</li> <li>• Remind building users of the need to wash hands often with warm water and soap for at least 20 seconds, or hand sanitiser. Ensure information to this effect is displayed prominently throughout the premises. 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.</li> <li>• Cleaning materials are available in shared kitchen areas</li> <li>• Staff to bring in their own cutlery and crockery and take away with them, not to be left in kitchen or office areas</li> </ul>			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> <li>• Food, other than individually wrapped items, is not available for communal sharing and should be named and stored appropriately.</li> <li>• Staff not to spend excessive time within communal areas ie corridors, foyer, kitchen etc.</li> <li>• Maximum of 2 in staff kitchen areas</li> <li>• Staff not to use hot air heaters or fans</li> <li>• Staff should ensure that windows are open in offices and communal areas to allow ventilation</li> </ul>			
<p>What to do when you have a COVID positive staff member in the working environment?</p>		<p>You require to do the following immediately:</p> <p>As soon as it becomes known to you that a staff member is COVID positive and s/he has been in a workplace then <b><u>you must</u></b> contact one of the senior managers below:</p> <ul style="list-style-type: none"> <li>• Margaret Flavell</li> <li>• Raymond Taylor</li> <li>• Doreen Green</li> <li>• Andrew Gillies</li> </ul>			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>They will agree management action which will be based on the information available.</p> <ul style="list-style-type: none"> <li>• Gather details of the incident, including timeline and possible contacts</li> <li>• As a precaution advise staff in the working area to work from home</li> <li>• Some staff may be contacted by 'Test and Protect', and they require to answer questions to have a fuller understanding of possible COVID transmission</li> <li>• The responsible manager will arrange for the working area to be deep cleaned</li> <li>• The responsible manager will contact NL Health and Well-being team with the necessary info, also input this to CIRIS and iTrent</li> <li>• Send a communication to staff with general</li> </ul>			

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		<p>information for support and reassurance</p> <ul style="list-style-type: none"> <li>• Remind staff of safe working practices</li> </ul> <p>Be mindful of the fact that some buildings have staff from other services e.g. Housing or Registrars</p>			
Wider business continuity impact	Council employees, Health employees council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> <li>• Staff to ensure they contact prior to visiting service users to ensure that they are not displaying symptoms</li> <li>• Service users only to be seen face to face if risk to them outweighs risk of transfer of Covid-19</li> <li>• Staff to ensure that PPE, face mask, gloves, aprons, disposal bags for PPE, hand sanitisers is worn whilst out visiting service users</li> <li>• Windows to be opened in area of service users home whilst staff visiting to allow ventilation</li> <li>• Staff should not be car sharing to and from work and if using for work a risk assessment to be completed by manager</li> <li>• PPE (face mask) to be worn at all times whilst using public transport.</li> <li>• Staff to ensure that they have a letter to confirm that they are travelling to and</li> </ul>			

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		<p>from place of work and travel is work related.</p> <ul style="list-style-type: none"> <li>• Staff to carry out Lateral Flow or PCR test as per service. Managers to ensure that all staff are provided with test kits and clear guidance and advice.</li> </ul>			



## 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: Linda Haverstock

Date:23.11.20

**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)