

# Generic risk assessment – Coronavirus (COVID-19)

General workplace risk assessment in relation to coronavirus management

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<b>Owner</b>			

<b>Date</b>		<b>Version number</b>	1.0	<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>	
<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>		

# Risk Assessment

Assessors Name <b>Dawn Yardley</b>	Date/Time of Assessment <b>June 2021</b>
Review Date: Fluid Document, to reviewed at least once per week or if significant changes develop.	
RA Reference:	
Location of activity <b>Scott House, Merry Street, Motherwell</b>	

## Evaluating risk

		Likelihood				
		1 Remote	2 Unlikely	3 Possible	4 Likely	5 Certain
Severity	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

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>	Low		

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 for each team. Visitor and service user contact details recorded 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>	Low	Update PPE is now delivered to HSW's and they only attend Scott House on an adhoc limited basis if PPE delivery is incorrect/insufficient.	

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>Corporate signage and regular communication is in place and displayed throughout the building. Refresh and update regularly in line with current Health Protection Scotland advice.</p> <p>From 24.05.21 - 38 spaces made available for staff from 5 different teams therefore building will now be open full time 8am to 6pm. Each team has been allocated a separate area to work which is set up for social distancing and ventilation available.</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>			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Clear escalation and risk management processes in place in the event of virus outbreak in the workplace. Refer to COVID-19: Information and Guidance for Social or Community Care &amp; Residential Settings document.</p> <p>Flowcharts and detailed information on process/contacts held on myNL.</p>			
Community transfer of coronavirus between building users	Council employees	<p>All staff to adhere to the one-way system. Entry via middle stairwell and exit via back stairwell. When entering/leaving the building throughout the day back door on lower ground to be used.</p> <p>Scott House to trial the desk booking app. All staff to use this to book workspace.</p> <p>A distance of 2 metres between employees is maintained while carrying out work activities.</p> <p>Employees advised 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>			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<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 displayed to remind building users of the need to wash hands often with warm water and soap, or hand sanitiser.</p> <p>Staff to remain on the floor they are based and not to move around other floors of the building unless required to enter/exit.</p> <p>Cleaning materials are available in shared kitchen areas to allow shared utensils and crockery to be cleaned and dried</p> <p>Food, other than individually wrapped items, is not available for communal sharing.</p>			

## 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	26.01.21
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	26.01.21
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	26.01.21
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	26.01.21
Signage to be put in place to remind staff social distancing must also be adhered to in toilets.	Dawn Yardley	18.12.20	Already in place
Staff to be informed to follow clear desk policy at all times.	Dawn Yardley	18.12.20	26.01.21
Staff to be encouraged to promote ventilation which includes the opening of windows	Dawn Yardley	18.12.20	26.01.21

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: Dawn Yardley, Senior Officer

Date: 01.06.21



**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](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)