

Generic risk assessment – Coronavirus (COVID-19)

Community transfer of coronavirus in the workplace

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Owner	<i>Business Continuity Group - Silver</i>		

Date	Updated 3.8.2021	0.1	Document status	<i>Complete</i>
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Governance Committee	<i>Business Continuity Group - Silver</i>	Date approved	
Review date	<i>1.11.21 or sonner</i>		

Strategic Alignment	<i>n/a</i>
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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>3.8.2021</i>	Author	<i>Audrey Brogan & Alison Graham</i>
Change made	<i>Numer of employees in building has changed as well as service users now using the building. Also see individual service users risk assessments.</i>		

Guidance notes on completion

Delete these notes once you have completed your assessment

1. This is a generic risk assessment for any Council establishment.
2. This risk assessment can be added to by a competent person where you require to make this more specific for the Premise. A competent person has the combination of training, skills, experience and knowledge, and the ability to apply them, to ensure the safety of all Users of the Premise.
3. Only risk control measures currently in place and operating as planned should be listed in this column.
4. 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:
$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$
5. The risk assessor should then consider whether more could reasonably be done to further reduce risk. 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.
6. 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.
7. 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.
8. It is also worth noting in the current circumstances, with advice being updated on a continual basis, these assessments are live and must be amended in line with any relevant updates.

Risk Assessment

Assessors Name	Date/Time of Assessment
Audrey Brogan & Alison Graham	3.8.2021 @ 9am
Review Date: 1.11.2021 or before if needed	
RA Reference: 23 Draffen court Motherwell	
Location of activity: 23 Draffen Court Motherwell	

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 LxS=R	Further Controls Required	Residual Risk
Community transfer of coronavirus between building users	Council employees NHS employees. Service users and patients	<ul style="list-style-type: none"> Staff attendance within the building is on an agreed level of blended working - 40% max office, 40% fieldwork and 20% home as agreed within North Lanarkshire recovery plan – Rehabilitation Team within building. Most staff using the building have now had both vaccinations. All service users and patients using the building have had both vaccinations. Employees and service users have temperature checks when entering the building and leave should temp be above 38 and are asked to be tested. All IDS staff have weekly PCR tests. All younger adults staff using the building have weekly PCR tests. All rehab team who use the building have twice weekly lateral flow tests. 	2 x 4 =8		8

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Any employee who displays symptoms stay at home and contact their line manager to advise. • Access to the building by visitors to strictly be kept to a minimum. • Small number of service users and patients access the building each day. Ach use only one room, have designated toilets and dine in small numbers. • Dining room is cleaned and sanitised after each small group uses. • Service user and patients sanitise entering the room, and regular handwashing when using toilet and when re-entering and exiting any of the rooms. • Patients coming into the building will enter the garden and to room 3 and exiting using the same route. • Service users in two separate groups and should not mix. • Each room strictly outlines how many people should be in each room. This is strictly adhered to. All surplus desk space and chairs have been removed to prevent over occupation of rooms. • Desks on the first floor are numbered for staff use so assisting in identification of staff should there be an outbreak in the building. • All staff, visitors, tradesmen to wear face covering when entering the premises • 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. Rooms are ventilated with windows open whilst rooms are in use. • Everyone sign in and out of the building at all times for Test and Protect. • A distance of 2 metres between employees is maintained while carrying out work activities • Hand sanitisers available throughout the building • Signage displayed throughout the building • Where meetings are being hosted, the meeting host requires to book the meeting room in advance via Audrey or Alison to 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>ensure that adequate safe space is available in the building so that attendees and usual building users can Maintain social distance. Those using the first floor should avoid mixing with those on the ground floor where possible.</p> <ul style="list-style-type: none"> • Employees distance themselves 2 metres from colleagues with regards to their seating arrangements. Signage displayed. • Employees maintain social distancing on stairs – single person on stairs at a time. Signage displayed • Staff are provided with suitable cleaning materials to regularly clean and disinfect anything touched frequently, such as surfaces, telephones, keyboards, door handles, hand rails, desks and tables, photocopier • Staff should remain at one desk/computer area and not share . • Regular reminder by managers to building users of the need to wash hands often with warm water and soap, or hand sanitiser. 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. • Everyone has their work crockery and cutlery to use. • Staff minimise their time spend within communal areas ie corridors, reception, kitchen etc. 			
Wider business continuity impact	Council employees, Health employees council clients, wider North Lanarkshire community	<ul style="list-style-type: none"> • Visits to service users are P1 and P2. • Staff contact service users prior to visiting or when bringing them to IDS to ensure that they are not displaying symptoms and ask again on entering their homes. • Staff ensure that PPE, face mask, gloves, aprons, eyewear and disposal bags for PPE, hand sanitisers is available, and items worn whilst out visiting and supporting service users • PPE such as face masks and hand sanitiser is offered to the patient and encouraged to use while the employee is supporting. • PPE to be worn always if in taxis with windows open and divider shields in place. 			

Hazard	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<ul style="list-style-type: none"> • Staff to ensure taxi is sanitised prior to entering and PPE to be worn at all times. • Staff should not car sharing. • Staff should take steps to minimise the number of people/professionals attending at any time eg avoid visit during home support times if possible. People out with the main teams cannot currently shadow members of staff on visits. 			

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
No further actions at this time			

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 Brogan and A Graham

Date: 3.8.2021

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