

Generic risk assessment – Workforce Hubs

General workplace risk assessment in relation to the use of workforce hubs by agile workers

workers

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Date	<i>23/11/2021</i>	Version number	<i>5</i>	Document status	<i>Live</i>
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Governance Committee	<i>Leadership & Operating Model Working Group</i>	Date approved	
Review date	<i>As required</i>		

Strategic Alignment
<i>Priority – Enhance participation, capacity, and empowerment across our communities</i>
<i>Ambition – (24) review and design services around people, communities, and shared resources</i>

Consultation process	<i>L&OM working group for feedback (09.12.21) Additionally shared for input and feedback with: TU colleagues (15.12.21) Elaine Munro (13.12.21) Lorna Milligan, Anne Hanlon (13.12.21) Linda McDonald, Venue Manager, Cumbernauld Theatre (12.12.21) Craig Smart, Creative Resources & assets Mgr (12.12.21) Ops Director, CTT (12.12.21) CL&D static staff at site (15.12.21) HT's (15.12.21)</i>
Stakeholders	<i>All council services</i>
Distribution	<i>All council services</i>

Change record

Date

23.11.21

Author

Allison Bell

Change made

26.11.21 Sara Tennant additions to each section

09.12.21 Allison Bell additions re CT bridge

14.12.21 Sara Tennant feedback on CT bridge access/security

24.02.22 Sara Tennant added reference to distance aware now communicated to all staff

13.05.22 Allison Bell updated to reflect further controls now implemented and risk ratings amended accordingly

13.10.22 Allison Bell reviewed and updated to reflect current controls and additional . arrangements for the increase of Hub locations/facilities available

Risk Assessment

Assessors Name Allison Bell	Date/Time of Assessment V0.1 23/11/21
Review Date: Ongoing	
RA Reference:	
Location of activity Workforce Hubs – various locations	

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 the use of Workforce Hubs by agile staff – this GRA is supplemented by local RA's and arrangements.

Hazards/Concerns	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Access & Egress To Users of premise unfamiliar to location	Hub Users – (Phase I) Agile Workers School Pupils	Safety & Security guidance notes and Generic Risk Assessment available on MyNL Detailed information regarding accessibility within guidance notes, booking app and on-site notices New visible signage installed at all sites. Wayfaring/navigation videos created for each site and on myNL Parking facility at each location. For staff on foot all locations are accessible via well-lit walkways.	2x2=4	Content of RA to be briefed to all employees likely to access hubs. Communications campaign that includes the provision	2x1=2

Hazards/Concerns	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		<p>Access on foot to Cumbernauld Theatre is available during operational hours. Gate on bridge kept open. Venue attendants will cover this at end of day/evening lockdown arrangements.</p> <p>13.10.22 – new google custom interactive map created which will be available on myNL for staff to access, this shows location of facilities and what's available.</p>		<p>of an interactive google custom map for staff which shows by geography the increased location of available drop in spaces (including the hubs), and what is available at each for welfare.</p>	
<p>Compromised Security of premise due to additional staff usage</p>	<p>Hub Users – (Phase I) Agile Workers</p> <p>School Pupils</p>	<p>Staff to sign in at Reception within School and community centre premises. Venue staff and box office staff in the Theatre hub who apply existing procedures given it's a public facility.</p> <p>All staff allocating Hub locations instructed to wear ID badges or have alternative method of ID on their person.</p> <p>Staff at venues briefed and aware of hub arrangements</p> <p>Detailed information regarding accessibility within guidance notes, booking app and on-site notices</p>	<p>2x2=4</p>	<p>Staff at venues briefed and aware of hub arrangements.</p>	<p>1x2=2</p>
<p>Fire Safety – For Staff unfamiliar with premise and anyone with restricted mobility.</p>	<p>Hub users</p>	<p>Fire Awareness will be the responsibility of the staff member accessing the premise. Ensuring they are familiar with exit routes in the event of an emergency. This is in line with existing staff arrangements when visiting sites.</p> <p>Emergency Evacuation Procedures are available on MyNL for Users to make themselves familiar in advance of a visit. Procedures are also displayed clearly within each Hub location.</p>	<p>2x2 =4</p>		

Hazards/Concerns	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		Fire Risk Assessment completed for each premise and reviewed to reflect the change in use with the addition of the Hub facility.			
Exposure to coronavirus	Hub users	<p>Access and egress points are controlled and reduced to a minimum to make risk control measures easier to implement and monitor hand sanitisation points clearly at all entrance and exit points. Also, within hub location areas.</p> <p>Virucidal sprays and wipes available within hub location for staff usage.</p> <p>Cleaning procedures documented and available on MyNL. Also displayed within each hub location.</p> <p>Advisory signage displayed throughout the building. Advisory guidance on myNL on videos and safety & security guidance.</p> <p>Toilet facilities at each site for handwashing.</p> <p>Perspex screens at hot desks and meeting room in Cumbernauld.</p> <p>The current desk layout provides 1m social distancing in line with Scottish Government/World Health Organisation guidance. Employees will be advised of this and that they should keep distance from colleagues wherever possible. This means no congregating at printers, within walkways, kitchen areas, toilets etc.</p> <p>Distance Aware Campaign promoted to employees</p>	3x3=9	Content of RA to be briefed to all employees likely to access hubs.	3x2=6

Hazards/Concerns	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
		Reinforcement around controls of managers to teams and ongoing messaging through Corporate Communications/myNL in line with SG guidance.			
Lack of ventilation	Hub users	<p>Windows to remain open throughout the day to allow good ventilation, ensuring temperatures allow for thermal comfort (by increasing/reducing the number of windows to open and how wide they are required.</p> <p>Doors to be kept open with the exception of cross corridor fire doors which should not be held open unless they are automatically self-closing when linked to the fire alarm.</p> <p>Where mechanical ventilation is available this can be used to circulate fresh air (only) avoiding recirculation air settings.</p>	2x2=4	Indoor heating may need to be adjusted to compensate for cool air coming from outside.	1x2=2
Wellbeing and support for staff in unfamiliar locations		<p>Contactable staff at each site. User Guidance provided on MyNL</p> <p>Guidance provided to SMT for distribution to relevant staff. (Agile workers in Phase 1a.)</p> <p>Dedicated hub signage in place to guide staff to relevant locations within premise</p> <p>Support contact details provided within FAQ – available on MyNL</p> <p>Day to day management of teams and monitoring by line managers. Staff know who to contact if they have any concerns around wellbeing.</p>	2x2=4	<p>Ongoing monitoring of Hub facilities, usage, and outcomes by SLWG.</p> <p>Staff on site briefed regarding change in use and increase in footfall. Safe system of work procedures to be developed and issued for FSS staff</p>	1x2=2

Hazards/Concerns	Who could be harmed	Current Controls	Risk Rating LxS=R	Further Controls Required	Residual Risk
Injury or medical emergency	Hub users	<p>First aid appointed persons are located at each hub in line with existing buildings management arrangements.</p> <p>First aid box available and maintained by appointed person.</p> <p>Users are requested to make themselves familiar with all arrangements at site which are posted in the hub rooms and information is available on myNL in advance or whilst present.</p> <p>Proximity to medical help.</p>	2x2=4		

Summary of Action Required

Action Required	Responsible Person	Timescale for Completion	Date Completed
Indoor heating may need to be adjusted to compensate for cool air coming from outside.	Head of Establishment with Chris Sullivan/John Sanders	Ongoing as required	
Communications campaign that includes the provision of an interactive google custom map for staff which shows by geography the increased location of available drop in spaces (including the hubs), and what is available at each for welfare.	Sara Tennant	1 st November 2022	
Staff on site briefed regarding change in use and increase in footfall. Safe system of work procedures to be developed and issued for FSS Staff	FSS Operational Manager/Area Mangers	1 st November 2022	
Ongoing monitoring of Hub facilities, usage, and outcomes by SLWG. Reports will be compiled 4-weekly from booking app, sign in sheets. Analyst programmer is current developing a dashboard to pull this information together from systems we do have. In the interim support from Education Resource will review and report on this desks/meeting rooms/sign in sheets. Anecdotal feedback from local teams will also be fed in.	Sara Tennant	Ongoing review	
Safety & Wellbeing team will undertake spot checks at hubs in the coming months to check adherence to guidance and provide reassurance for staff using the hubs.	Allison Bell	Ongoing as required	

<p>Managers to ensure all employees are briefed on the content of the RA and given the opportunity to raise any queries they may have</p> <p>Ensure all employees know who to contact if they have any concerns around their overall wellbeing</p>	<p>All Managers</p>	<p>As hubs are launched and ongoing as required</p>	
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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.

<p>Signed:  Date: 13.10.22</p>
