

RISK ASSESSMENT FORM

TASK ASSESSED:	Co vid Secure Generic Risk Assessment
Task Frequency	
Risk Assessor	Paul Johnston / Steve Sutton
Responsible Person (person responsible for implementing recommended control measures)	RL Head of Service
Scheduled Date for Implementation	1 st May 2020
Scheduled Date for Review	Monthly 1 st of the month during Coronavirus Emergency



PEOPLE	Yes/No	Numbers (Optional)
Are groups or individual employees affected	YES	
Are groups or individual non-employees affected	YES	
Are New or Expectant Mothers affected	YES	
Are night workers affected		
Are home workers affected		
Are lone workers affected	YES	
Are disabled workers affected	YES	

Information on Hazards		
1. Machinery	9. Working at Heights	17. Weather
2. Stress	10. Handling / Lifting	18. Night Work
3. Slip / Trip	11. Scaffold Ladders	19. Display Screen Equipment
4. Traffic	12. Vehicles	20. Hazardous Substances
5. Lone Working	13. Hygiene	21. Tools / Work Equipment
6. Noise Vibration	14. Radiation	22. Fire / Explosion
7. Moving / Falling Objects	15. Violence	23. Pressurised Systems
8. Electricity	16. Temperature	24. Co Vid 19

INITIAL RISK MATRIX SCORE	12
RESIDUAL RISK MATRIX SCORE	4

Please note this assessment is a dynamic document and will be updated responding to UK / Scot Guidance

Hazard Ref No.	Risk	Initial Risk Matrix Score	Control Measure	Residual Risk Matrix Score
13 and 24.			Frequently wash your hands	
13 and 24.	Spread of Covid-19 <ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Drivers • Vulnerable Groups • Elderly • Pregnant Workers • Contractors • Anyone with an underlying health condition • Others who may come into contact with the business 	12	<ul style="list-style-type: none"> • Hand washing • Gel Sanitiser • Dry hands and dispose of paper towel • Posters displaying information and education • Gel sanitisers in any area where washing facilities are not available ensure these are refilled frequently • Regular emptying of paper bins • Encourage staff to protect their skin by applying emollient cream regularly • Advice to staff that after washing hands, used surfaces and fittings should be wiped • Staff also reminded to catch coughs and sneezes in tissues or paper towels • Rigorous checks carried out by line managers to ensure the necessary procedures are being followed 	4
13 and 24.	Spread of Covid-19 Cleaning	12	<ul style="list-style-type: none"> • Frequently clean and disinfect objects and surfaced that are touched • Regularly clean and disinfect areas of high use such as door handles, handrails, light switches, reception areas • Ensure appropriate cleaning procedures are in place for all shared work areas • Rigorous checks carried out by line managers to ensure the necessary procedures are being followed 	4

Hazard Ref No.	Risk	Initial Risk Matrix Score	Control Measure	Residual Risk Matrix Score
24.	<p>Spread of Covid-19</p> <p>Social Distancing</p>	12	<ul style="list-style-type: none"> • Reducing the number of persons in any work area to comply with the 2-metre gap recommended by Scot Gov • One person to use lift at a time. Markers to be placed on floor to reinforce 2 metre distance. • When stairs are being used staff should keep to right. Where possible, staff should allow others already on the stairs to complete their journey before going onto the stairs • All staff to use one-way system where possible in offices/corridors/stairs. • Toilets restricted use to comply with social distancing. Toilets must be managed and monitored “one in one out signage” displayed on doors to inform staff and customers of this. • Taking steps to review work schedules including start & finish times, working from home etc. to reduce number of workers in office at any one time. Also relocating workers to other tasks. • Face to face meeting to be strongly discouraged. Conference calls to be used instead of face to face meetings where possible. • Alternative options to face to face meetings should be considered in the first instance, however if they are unavoidable, the organiser must ensure that the designated number of people in any room is exceeded. At the end of the meeting the organiser will ensure that all chair backs and tabletops are wiped down with cleaning materials which should be provided in each room. 	4

Hazard Ref No.	Risk	Initial Risk Matrix Score	Control Measure	Residual Risk Matrix Score
			<ul style="list-style-type: none"> Meeting rooms must not be used unless the 2m social distancing is applied. It is forbidden to bring additional furniture into meeting rooms. Ensure sufficient rest breaks for staff. Social distancing also to be adhered to in canteen area. Staff numbers to be restricted within kitchens and tea points with the 2 metres social distancing being applied. In many instances this may mean a one at a time policy. Staff encouraged to take food/drink at desk once it is prepared. Seating areas must not be used if safe distances cannot be observed. Seats should be removed in these areas to encourage safe distancing Rigorous checks carried out by line managers to ensure the necessary procedures are being followed Rigorous checks carried out by line managers to ensure the necessary procedures are being followed 	
24..	Spread of Covid-19 Communication – Posters Communication – Training	12	<ul style="list-style-type: none"> Posters, leaflets and other materials are on display Staff are provided with appropriate Co vid Secure training on a frequent basis 	4
24..	Spread of Covid-19 PPE	12	<ul style="list-style-type: none"> Wearing PPE - Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely however they should be reminded that they are not a substitute for good hand washing. 	4

Hazard Ref No.	Risk	Initial Risk Matrix Score	Control Measure	Residual Risk Matrix Score
24..	Spread of Covid-19 Symptoms of Covid-19	12	<ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough, temperature or symptoms advised by NHS Inform or are advised to stay at home. The area that staff member used should be cleaned. Line managers will maintain regular contact with staff during Co vid 19 Emergency 	4
12 and 24.	Spread of Covid-19 Drivers	12	<ul style="list-style-type: none"> Procedures must be put in place to ensure adequate welfare facilities for drivers Persons should not share vehicles or cabs where social distancing cannot be achieved 	4
24.	Spread of Covid-19 Mental Health	12	<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff with regards to the Coronavirus outbreak and will offer whatever support to help. 	4
24.	Spread of Covid-19 Fire Wardens & First Aiders	12	<ul style="list-style-type: none"> Review numbers of fire wardens & first aiders on site at any time Review emergency evacuation procedures and entry/exit points 	4
24.	Spread of Covid-19 Risk Assessments	12	<ul style="list-style-type: none"> Review all facility/building Risk Assessments and update responding to Co vid 19 emergency and Co vid Secure 	4

Likelihood	Consequent Impact					L ow (1-5)
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Extreme	
5 Almost Certain	5	10	15	20	25	Mode rate (6-10) High (12-25)
4 Likely	4	8	12	16	20	
3 Possible	3	6	9	12	15	
2 Unlikely	2	4	6	8	10	
1 Very Unlikely	1	2	3	4	5	

Moderate Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

Low Risks are largely acceptable, subject to reviews periodically, or after significant change etc.

High Risk activities not be undertaken without recorded control measures to mitigate the risk are introduced.