



## **COVID-19 Risk Assessment – 2**

### **65 Golspie Street**

Date	20 <sup>th</sup> November 2020
Location	65 Golspie Street
Staff involved	Corporate Governance Officer
Review Date	As required by relevant guidance
Assessment #	2

**To be read in conjunction with the Tier Activities Guide**

Impact	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Likelihood					

**Risk Scoring Matrix**

<b>Risk 1</b>	<b>Travel to and from work</b>					
<b>Hazard</b>	Travel to and from work increases the risk of COVID-19 infection either through contaminated surface contact or droplet spread. This is particularly so with public transport because of the high throughput of different people, some of whom may be infected, and if the transport is crowded. Current Government guidance advice is to avoid public transport where possible.					
<b>Who might be harmed</b>	All staff who are working from the office.					
<b>Current control measures to minimise risk</b>	A combination of home and office working, <b>homeworking encouraged as the default position unless essential</b> (refer to Tier Activities guide for what is essential). Encourage staff to be additionally vigilant and to follow Government advice, for touching surfaces and then face, extra hand hygiene measures, cleaning surfaces and touch points and use of PPE when required.					
<b>Control measures are to be implemented</b>	<ul style="list-style-type: none"> <li>• Staggered start and finish times to avoid travelling at peak times</li> <li>• Those travelling on public transport will wear face coverings on the journey</li> <li>• Encourage cycling to work or using car and parking is available to all staff</li> <li>• Home working for the vast majority of staff</li> <li>• Hands washed upon arrival at the office</li> <li>• Provide PPE within the office</li> <li>• Any individual issues arising from the recent Government advice should be discussed directly with your line manager</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input checked="" type="checkbox"/>

<b>Risk 2</b>	<b>Workplace entry and exit</b>					
<b>Hazard</b>	Being closer increasing droplet spread risk and high throughput with surface contamination risk.					
<b>Current control measures to minimise risk</b>	A combination of home and office working, <b>homeworking encouraged as the default position unless essential</b> (refer to Tier Activities guide for what is essential). Increase cleaning regime e.g. wipe down after using computer, desk and chair before and after use.					
<b>Who might be harmed</b>	All staff.					
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Signage on COVID-19 safe protocols</li> <li>• Ensure 2 meters distance maintained</li> <li>• Increased cleaning with extra care at high touch points (staff to take responsibility for wiping down surfaces after touching)</li> <li>• Hand sanitiser at entrance</li> <li>• Hands washed upon arrival at the office (use only allocated welfare facilities)</li> <li>• Staggered start and finish times</li> <li>• Keeping to cohorts</li> <li>• Mask to be worn in all communal areas of the office at all times</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>

<b>Risk 3</b>	<b>Workstation Spacing and Staff Density</b>				
<b>Hazard</b>	Not maintaining social distancing (>2m) increases the risk of droplet spread. The more different people in a particular workspace, the higher the risk of infection, including surface contamination.				
<b>Who might be harmed</b>	All staff.				
<b>Current control measures to minimise risk</b>	A combination of home and office working, <b>homeworking encouraged as the default position</b> (refer to Tier Activities guide for what is essential). Space planning to separate out staff. Minimise hot desking and where not possible pre and post use cleaning instruction and materials for shared workstations have been provided.				
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Desk sharing should be avoided if possible. If this is unavoidable the desk cleaning protocol must be followed before and after each use.</li> <li>• Hand sanitiser issued to staff to keep at desk</li> <li>• Wipes provided to clean down work surfaces</li> <li>• Home working as default position</li> <li>• Office working only for essential survives as set out in Tier Activities guide</li> <li>• Mask to be worn if not maintaining 2 meter distance</li> <li>• Windows to be open throughout the day to allow ventilation and prevent aerosol build up in the air</li> </ul>				
<b>Level of risk with control measures in place</b>	Standard <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>		

<b>Risk 4</b>	<b>Visitors to the office</b>		
<b>Hazard</b>	These groups of people are a diverse group of people who may not understand or fully implement national public health advice such as home isolation and hand hygiene. Visitors presenting with symptoms of COVID-19 are a particular risk. Transmission is by worker contact with infectious tenants, members of the public, other service users or tradespeople.		
<b>Who might be harmed</b>	All staff and visitors.		
<b>Current control measures to minimise risk</b>	Office remains closed to the public and services are being provided online and via remote working where possible.		
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Only essential visitors to the office e.g for deliveries or contractors</li> <li>• Masks to be worn by visitors within the office</li> </ul>		
<b>Level of risk with control measures in place</b>	Standard <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>

<b>Risk 5</b>	<b>Movement of people in the office</b>				
<b>Hazard</b>	Droplet spread from not maintaining social distance and contact with high touch surfaces.				
<b>Current control measures to minimise risk</b>	A combination of home and office working, <b>homeworking encouraged as the default position</b> (refer to Tier Activities guide for what is essential). Maintain distance when face to face or passing in corridors and minimise time people are within 2m of each other. <b>Masks mandatory when moving within the office.</b> Where distancing is difficult PPE is worn. Avoid areas of staff build up e.g. shared copiers, coffee, water facilities.				
<b>Who might be harmed</b>	All staff.				
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Staff encouraged to minimise movement around the office</li> <li>• Stagger start and finish times</li> <li>• Maintain 2m distance of other people if not possible masks <b>must</b> be worn.</li> <li>• Staff to bring own lunch and this should be prepared to avoid using shared spaces</li> <li>• One person in the kitchen at a time and all surfaces to be wiped down before and after use</li> <li>• Encourage eating at desk or out of the office</li> <li>• Signage to remind staff COVID-19 safe protocols</li> <li>• Hand sanitiser at various locations around the office</li> <li>• Wipes for all surfaces, including seats to be cleaned after every use</li> <li>• One person at a time to use the photocopier and surfaces to be cleaned before and after use.</li> <li>• PPE provided including reusable masks for all staff</li> <li>• Masks must be worn at all times when moving around the office, this applies to any time you move from your desk</li> </ul>				
<b>Level of risk with control measures in place</b>	Standard <input checked="" type="checkbox"/>	Medium <input checked="" type="checkbox"/>	High <input type="checkbox"/>		

<b>Risk 6</b>	<b>Rest and Welfare facilities</b>					
<b>Hazard</b>	Higher density of people and higher numbers of different people in a concentrated space. Surface contact and droplet spread. Use of shared facilities can increase person to person interaction.					
<b>Current control measures to minimise risk</b>	A combination of home and office working, homeworking encouraged as the default position. Hygiene protocol in place e.g. cleaning/spraying seats and tables used. Encourage staff to bring their own food with them to reduce use of shared facilities.					
<b>Who might be harmed</b>	All staff.					
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Home working for some staff</li> <li>• Signage to remind staff of cleaning protocols</li> <li>• Staff to keep their own cutlery, mugs etc at their desk to avoid contamination (these items will not be provided)</li> <li>• Staff encouraged to bring own lunch and this should be prepared to avoid using shared spaces</li> <li>• Avoid use of microwaves/cooking facilities</li> <li>• One person in the kitchen at a time and all surfaces to be wiped down before and after use</li> <li>• Encourage eating at desk or out of the office</li> <li>• Hand sanitiser placed in welfare areas</li> <li>• Hand soap in all welfare areas to encourage extra hand hygiene</li> <li>• Increased cleaning of high touch points, wipes provided to clean surfaces before and after use</li> <li>• Masks to be worn when using rest and welfare facilities</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input checked="" type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>

<b>Risk 7</b>	<b>Workplace surface and waste hygiene</b>					
<b>Hazard</b>	Contaminated surface contact and then ingestion or further spread.					
<b>Current control measures to minimise risk</b>	Keeping surfaces clean is a key infection control measure. Individual work areas can be cleaned before and after use by the user with products provided. Wipes are provided to clean high touch points before and after use and will be disposed of in the lidded bins provided.					
<b>Who might be harmed</b>	All staff.					
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Wipes provided to clean all surfaces before and after every use</li> <li>• Additional cleaning throughout the day of high touch points (staff are responsible for cleaning surfaces they touch)</li> <li>• Lidded bins provided in kitchen and communal areas only</li> <li>• Signage on COVID-19 safe protocols</li> <li>• Hand sanitser provided at various locations throughout the office</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>



<b>Risk 8</b>	<b>Hand Hygiene</b>				
<b>Hazard</b>	Contaminated hands causing inoculation of virus through mucous membranes e.g. eyes, mouth or nose. Transmission of contamination onto other surfaces.				
<b>Current control measures to minimise risk</b>	Encourage regular use of handwashing facilities using soap and running hot water for at least 20 seconds as per public health guidance. Provision of hand sanitiser, both personally or located around the workplace. Allow additional work breaks for handwashing. Avoid touching of face. Clean high contact surfaces as in earlier section.				
<b>Who might be harmed</b>	All staff and visitors to the office.				
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Signage in toilets and kitchen areas to encourage correct hand washing method</li> <li>• Signage to remind staff of cleaning protocols</li> <li>• Hand sanitiser provided to all staff</li> <li>• Hand sanitiser placed around office at locations such as photocopier and reception area</li> <li>• Hands to be washed upon arrival at the office before commencing any work, this includes starting work and re-entering the office at any point throughout the day</li> </ul>				
<b>Level of risk with control measures in place</b>	Standard <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	High <input type="checkbox"/>		

<b>Risk 9</b>	<b>Symptomatic people in the workplace</b>				
<b>Hazard</b>	Although there is evidence that asymptomatic people can transmit COVID-19 infection, symptomatic people are thought to be more infectious.				
<b>Current control measures to minimise risk</b>	All staff are aware of and are following Home Isolation guidance issued by Public Health should they start to display any symptoms or anyone they live with is displaying symptoms. Protocol for workers who become ill at work to include prompt notification, and sanctioning leaving the workplace to travel home. [6] <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>				
<b>Who might be harmed</b>	All staff and visitors to the office.				
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Ensure home isolation guidance is communicated to staff</li> <li>• Staff to sign pro forma to say they have read and understood the guidance</li> <li>• Ensure staff know they do not come to work if they have any symptoms, even mild</li> <li>• Encourage testing for any staff who are displaying symptoms to minimise the impact of home isolation</li> <li>• Staff made aware they must alert their manager to any symptoms immediately</li> <li>• If symptoms develop at work, staff will be sent home immediately and the rest of their team will also have to self-isolate with testing encouraged for those with symptoms</li> <li>• Advise your line manager and H&amp;S Administrator if you or anyone in your household has tested positive or are self-isolating</li> </ul>				
<b>Level of risk with control measures in place</b>	Standard <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	High <input type="checkbox"/>		

<b>Risk 10</b>	<b>Home visiting - tenanted property (NOT PERMITTED IN TIER 4) – Refer to Tier Activities to see when this is permitted using the controls below</b>					
<b>Hazard</b>	Surface contact or droplet spread in an uncontrolled environment such as when entering a customer home e.g. repair inspections or other home visits.					
<b>Current control measures to minimise risk</b>	Avoidance of home visiting where possible, use of telephone calls and emails to carry out all services being provided at this time. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes</a>					
<b>Who might be harmed</b>	Housing Officers/Assistants, Maintenance Officers/Assistants					
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Used as last resort when communication has not been possible by another method</li> <li>• Detailed pre visit questionnaire carried out over the phone</li> <li>• Any one staff member will carry out a maximum of 4 visits per day that require entry to a tenants home</li> <li>• Tenant to ventilate property ahead of visit</li> <li>• Tenants to be asked to wear a mask for duration of the visit</li> <li>• Tenant to be asked to wear a mask and/or ensure they keep 2 meter distance</li> <li>• Tenants asked to keep all other members of the household in a separate room to minimise contact with others</li> <li>• Forms will be completed outside the property where possible to reduce time inside</li> <li>• PPE will be worn by staff at all times during visits</li> <li>• PPE will be disposed of safely by staff after one use</li> <li>• Hand sanitiser provided</li> <li>• Hands washed before leaving the office</li> <li>• Hands washed upon return to the office</li> <li>• Detailed procedures given to staff</li> <li>• Pro form signed to agree staff will adhere to the safety measures put in place and work within procedures provided</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>

<b>Risk 11</b>	<b>Visiting void property</b>					
<b>Hazard</b>	Surface contact or droplet spread in an uncontrolled environment such as when entering a customer home e.g. emergency repair work, providing personal care and support to service users.					
<b>Current control measures to minimise risk</b>	Property cleaned prior to any inspections being carried out <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes</a>					
<b>Who might be harmed</b>	Housing Officers/Assistants, Maintenance Officers/Assistants					
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Property to be cleaned before staff carry out inspection</li> <li>• PPE to be worn by staff at all times</li> <li>• PPE will be disposed of safely by staff after one use</li> <li>• Wipes provided to clean touch points like door handles</li> <li>• Hand sanitiser provided</li> <li>• Hand washed before leaving the office</li> <li>• Hands washed upon return to the office</li> <li>• Detailed procedures given to staff</li> <li>• Pro form signed to agree staff will adhere to the safety measures put in place and work within procedures provided</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input checked="" type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>

<b>Risk 12</b>	<b>Failure of workers to follow workplace control measures and guidance</b>					
<b>Hazard</b>	Control measures that inform the risk assessment <b>need</b> to be followed by workers. If not followed consistently, risk control will break down.					
<b>Current control measures to minimise risk</b>	Guidance issued to staff and regular communication around safe working. Posters, manager supervision and regular reiteration on guidance. Cleaning materials, hand sanitiser, washroom supplies are planned for and maintained at adequate levels.					
<b>Who might be harmed</b>	All staff, visitors to the office and tenants in contact with staff					
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• Training to be provided by managers on new procedures and control measures</li> <li>• Communication with staff on changes</li> <li>• Pro form signed to say information has been read and while be adhered to at all times prior to returning to the office</li> <li>• Not following procedures or controls will result in disciplinary action</li> <li>• All PPE will be provided</li> <li>• All cleaning materials e.g wipes will be provided</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>

<b>Risk 13</b>	<b>Estate Inspections</b>					
<b>Hazard</b>	Staff carrying out inspections and returning to the office could bring risk of contamination					
<b>Current control measures to minimise risk</b>	Inspections to be carried out by one person and internal inspection to be kept to a minimal					
<b>Who might be harmed</b>	Frontline staff					
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>• PPE to be worn by staff if in contact with the public</li> <li>• PPE will be disposed of safely by staff after one use</li> <li>• High visibility vests to be worn to show person at work and help minimise contact with residents</li> <li>• Wipes provided to clean touch points e.g external railings or close doors</li> <li>• Hand sanitser provided</li> <li>• Hands washed when leaving the office</li> <li>• Hands washed upon return to the office</li> <li>• Detailed procedures given to staff</li> <li>• Pro form signed to agree staff will adhere to the safety measures put in place</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input checked="" type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>

<b>Risks 14</b>	<b>Meetings – Internal and External (NOT PERMITTED IN TIER 4) – Refer to Tier Activities to see when this is permitted using the controls below</b>					
<b>Hazard</b>	Where a meeting must be held or attending staff must follow the control measures to minimise the risk of infection spreading through face to face contact with others.					
<b>Current control measures to minimise risk</b>	Holding or attending physical meetings should remain the last resort if the meeting cannot take place in a virtual setting. All standard control measures will be in place as for other activities.					
<b>Who might be harmed</b>	Staff attending meetings and those invited to attend meetings.					
<b>Control measures are to be implemented?</b>	<ul style="list-style-type: none"> <li>No meetings to be held in the office</li> </ul>					
<b>Level of risk with control measures in place</b>	Standard	<input checked="" type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>

## Summary of COVID-19 Transmission Risk

Having completed the assessment of COVID-19 transmission risk for each of the areas identified above, summarise the residual risk in the table below.

Risk ID	COVID-19 Transmission Risk Factors	Based on risk <i>after</i> control measures are implemented		
		Standard	Medium	High
1	Travel to and from work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Workplace entry and exit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Workstation Spacing and Staff Density	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Visitors to the office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Movement in the workplace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Rest and Welfare facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Workplace surface hygiene	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Hand hygiene	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Symptomatic people in the workplace	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Home visiting – tenanted property	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Visiting void property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Failure of workers to follow workplace control measures and guidance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Estate Inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Physical meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>