### This risk assessment has been developed to enable local Managers in conjunction with staff to undertake a specific risk assessment to identify risks and suitable control measures in order to reduce the risk associated with COVID-19 in the workplace as low as is reasonably practicable.

Government advice for COVID-19 requires employers to work through the following principles in order:

* If you are able to perform your job from home you should do this.
* Where working from home is not practicable, local managers in conjunction with staff should make every reasonable effort to comply with the 2 metre social distancing guidelines
* Strict hygiene measures must be adhered to.
* Where the social distancing guidelines cannot be implemented in full, consideration must be given as to whether that activity needs to continue for the service to operate, and if so, an appropriate risk assessment should be in place and application of specified control measures.

The risk assessment is based on the “Guidance on Social Distancing within the Workplace” document and completion will ensure that the guidance within the document is being followed. In utilising the assessment managers should confirm that risks have been addressed or are outstanding and therefore identify the necessary actions required.

**How to Use this Assessment – refer to the Social Distancing Implementation Plan**

A risk management approach should be adopted, which should look to include;

* Reducing the numbers of people who may be potentially exposed at any time.
* Creating or maintaining social distance through reviewing layout.

Where it is identified that these measures are not sufficient, additional controls should be explored including:

* Introduction of barriers or screens where the 2 metre distance cannot be maintained.
* The wearing of Personal Protective Equipment as per Health Protection Scotland Guidance.

Completed assessments should be kept in the departmental Health & Safety

Management Manual and action plan escalated through service management.

For assessments that identify issues requiring support from Estates and Facilities; complete the Request Form (Page 22) and submit the form to Site and Estates Facilities Lead. A contact list has been created in support.

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| Area/Department |  |
| Description of Activity |  |
| Who could be affected? |  |

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| **Risk Details**  ***Considerations*** | **Yes / No / N/A** | **Comments / Description of Controls or Action Required** |
| **Elevated risk and Self-isolation**  Individuals who fall within the elevated risk categories should follow specific guidance detailed in the Social Distancing within the Workplace guidance document. If individuals or their family members show symptoms they should follow government guidance regarding self-isolation and refer themselves or family members for testing. Guidance is available on the Boards website: [http://www.nhsggc.org.uk/COVID19](http://www.nhsggc.org.uk/covid19). | | |
| Are local managers aware of the common symptoms of the Coronavirus and aware of the action to take if an individual presents symptoms? |  |  |
| Are managers aware of the procedures for responding to individuals who have self-isolated but are ready to return to work? *Advice available from HR and Occupational Health* |  |  |
| Are local managers aware of the well-being support available to staff?  *Refer to the NHSGGC Staff Health Strategy* |  |  |
| **Travelling to and within Work -** Staff should be made aware of the guidance related to travelling to and within work and the control measures that should be adopted where 2 metre social distancing cannot be maintained.  **Arriving, leaving and moving around the Workplace -** ‘Social distancing’ requires that people remain at 2 metres or greater distance apart. | | |
| Have arrangements been made to accommodate increased arrival by foot or cycle? |  |  |
| Are start/finish times staggered and agreed with staff to reduce footfall of people? |  |  |
| Is there suitable signage and visual reminders of protocols displayed? S*tandardised signage at entry point, posters throughout and instructions for patients and visitors detailed on letter, email, website etc.* |  |  |
| Are there a sufficient number hand hygiene stations situated throughout? *In line with Infection Prevention and Control Guidelines.* |  |  |
| Are the numbers of people entering into your department and flow of people within it restricted? *Consider separate entrance and exit points to minimise contact and introduction of one way flow around the department.* |  |  |
| Have the number of people within the department been reduced to increase physical distancing?  *Consider staff, patients and visitors.* |  |  |
| Are staff able to stop undertaking any tasks that prevent distancing being maintained? *Are there any non-service critical tasks that can be stopped and help maintain distancing.* |  |  |
| Are lunch and break times staggered to reduce the number of people in communal areas agreed with staff? |  |  |
| Are any physical measures required to manage workplace? *Consider reconfiguration of workspace and equipment or installing barriers, screens and floor markings to implement one-way systems (where feasible) or physical barriers to create segregation.* |  |  |
| Is there a regime in place to monitor and enforce social distancing? *It is essential that a culture of positive challenge is encouraged and managers lead by example.* |  |  |
| **Within the Department: Workstations and Meetings**  Government advice includes regular handwashing and good hygiene practices and cleaning of surfaces. Rooms that would normally bring people close together such as meeting/conference and training rooms need to be considered. | | |
| Are there keypads at entrances and exits that require skin contact? *Keypads should be deactivated where security is not compromised. Where this is not possible increased cleaning regimes and disinfection will be required.* |  |  |
| Are facilities provided for washing hands or using a sanitiser on entry to or before leaving a location? *Consider areas such as the egress of stairwells to ensure the avoidance of inherent safety measures e.g. the use of handrails.* |  |  |
| Have touch points been identified and enhanced cleaning regimes implemented? *Key touch points include: handrails, door handles, switches, printers/photocopiers, kitchen facilities and toilet / handwash facilities, waste bins etc* |  |  |
| Is there opportunity for fresh air flow within areas or other form of ventilation? *Staff should be encouraged to use open windows in shared working areas to increase air flow, where possible.* |  |  |
| Are there suitable storage, allowing segregation of outer wear to avoid potential cross contamination? |  |  |
| Are office and meeting room area occupancy numbers limited sufficiently to allow for the 2 metre distancing? *Refer to Appendix 2 Guidance on establishing maximum numbers of staff within workplaces.* |  |  |
| Are face to face meetings being reduced as much as possible? *Video conferencing and telephone should be utilised above face to face where possible.* |  |  |
| Are ‘hot desks’ in use? If so, are they cleaned between use? *Hot desk areas should have appropriate instructions displayed for safe use with cleaning materials available. Hot desking should be avoided where possible.* |  |  |
| Are staff allocated personal stationery items to minimise the need for sharing? |  |  |
| Are hand sanitisers provided for general use? |  |  |
| **Common Areas (receptions, toilets, kitchens, canteens etc)**  Local managers in conjunction with Estates and Facilities should work collaboratively in assessing and identifying control measures where there are shared buildings, departments and common areas. | | |
| Have shared, common and patient treatment and waiting areas been identified and arrangements to coordinate usage to maintain 2 metre social distancing? *Consider reconfiguration of the layout, floor markings and /or the need for physical barriers.* *In line with current Government guidance, there should be a gap of at least 2 metres between each bed, couch, etc* |  |  |
| Have outside areas that could be used for break times been identified and communicated to staff? |  |  |
| Where showers, lockers and changing areas are present have arrangements been developed to coordinate usage whilst maintaining 2 metre social distancing? *Consider reconfiguration of the layout, floor markings and /or the need for physical barriers.* |  |  |
| Are works that require individuals to work within 2 metre been assessed for criticality? *Are there any non-service critical tasks that can be stopped and help maintain distancing.* |  |  |
| Where working within 2 metre is required has the close working time been reduced as much as is possible? *Infection Prevention and Control guidance.* |  |  |
| Where staff cannot maintain 2 metre distancing, review PPE requirements. [*Health Protection Scotland Guidance on PPE*](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/infection-prevention-and-control-ipc-guidance-in-healthcare-settings/%23title-container) |  |  |
| Are controls in place to manage risk to staff from wearing PPE? e.g. *Dermatitis risk from wearing PPE and hand hygiene. Refer to health surveillance policy and guidelines. Also potential for increased heat stress to staff wearing full PPE (Gowns, FFP3 etc) - increased breaks away from having to wear PPE may be required, together with rehydration.* |  |  |
| Are there other areas where screens, curtains or other physical barriers for tasks where the 2 metre distance cannot be maintained required? |  |  |
| **Other Health & Safety Considerations**  It is essential to ensure that health and safety risks aside from the hazard associated with COVID-19 continue to be controlled. | | |
| Do any existing Risk Assessments require to be reviewed due to COVID-19/ Social Distancing? Including Fire Evacuation plans |  |  |
| First Aid: Are First Aiders provided with additional PPE? |  |  |
| Is safety related training being maintained / updated? |  |  |
| Are safety briefs and inspections still being undertaken? |  |  |

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| **Issues Identified** | **Action Plan** | **Responsible Person(s)** | **Due Date** |
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| Completed by |  | Date |  |
| Title |  | Date for Review |  |
| Were staff involved in the development of the Risk Assessment (Y/N) | |  | |
| How are staff informed of the findings of the Risk Assessment – Detail how e.g. safety brief, tool box talk, reading and sign off | |  | |

**Estates and Facilities Support Request Form**

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| Area/Department |  |
| Priority Category |  |

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| **Support Required i.e. barrier or screen** | **No.** | **Responsible Person(s)** | **Date Required** |
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