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| **ID: RA/COVID-19 20/08/2021 Return to Office Buildings** |  **OPERATING PROCEDURE & RISK ASSESSMENT** |
| **Document created: 20/08/2021** | **Version Number: 1** | **Version Date: 20/08/2021** | **Next Scheduled Review Date: 20/10/2021** |
| **Service: TBC** | **Section: TBC** | **Approved by Document Owner: TBC** |
| **Assessed by: Pauline Ramsay Health and Safety Team Leader (This is a generic assessment and only forms the baseline for individual service based assessments.)** |
| **Task:** Office based working – Covid 19. The suggested control measures in this document are ideal measures but have to be considered and practicable for each site that the risk assessment is conducted on. This generic assessment must be reviewed and adapted by each head of establishment/lead officer/line manager and be used in conjunction with the general job specific risk assessments which should already be in place.While this risk assessment is specified for Covid 19, many of the precautions stated are good basic infection control and hygiene measures and will be effective against, the common cold, flu, norovirus and other similar diseases. | **Number of people affected: Employees/service users/members of the public** |
| **Work Location: TBC** |
| **Equipment/Plant: TBC** |
| **Training or Competence Requirements: Infection control training where relevant** **Training on donning and doffing PPE if required.** |

| **Safety Hazard** | **Risk Area** | **List of control methods that should be followed to protect your health and safety.** | **Identify any actions required to implement the control** | **Assigned to** | **RAG Status** |
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| Contracting or spreading Covid 19 by not washing hands or not washing them adequately | Staff, visitors or others in buildings not following good hygiene practices. | Water, soap and paper towels, continuous roller towels or electrical dryers are provided in washing facilities. Information available in all toilets, changing area and washing facilities on when and how to wash hands properly.Adequate washing facilities are provided based on Workplace Health safety and Welfare regulations.Hand sanitiser stations located at key points in the building. Hand sanitiser available as individual supply to staff who may require it if working outside of the building or dealing with members of the public or visitors.Welfare facilities and washing facilities are available for visitors or visiting drivers. Line managers will monitor and supervise to make sure people are following controls.Signage is in place to remind people to wash their hands. Systems is in place through facilities management or council officers to replenish hand washing/sanitising facilities. | Check that all controls are in place.Where staff are not based in a building or are peripatetic check that there is provision for hand washing either through supply of hand sanitiser or access to washing facilities.If council drivers are visiting any sites check with the site to ensure they are provided with washing facilities | Line managers |  |
| Getting or spreading coronavirus in commonly used or high traffic areas | Corridors, meeting rooms, kitchens, staff rooms stairways and main entrances and exits. | Identify areas where people tend to congregate.Identify areas where there are pinch points that mean people can’t meet the social distancing guidelines, for example narrow corridors.Identify areas and equipment where people touch the same surfaces, such as in kitchens or canteens.Identify areas and surfaces that people touch frequently but are difficult to clean.Identify communal areas where there may be less air movement than in other work areas, for example kitchens with no opening windows or mechanical ventilation.Monitor and supervise to make sure people are following any controls in place, including current social distancing guidelines.Controls can include but not be limited to. * limiting the number of people in rooms, for example by staggering breaks;
* reorganising facilities in communal areas by spacing out tables in canteens,
* physical screens in place (such as Perspex screens in reception areas) to reduce contact;
* increasing the use of online meeting facilities (even for people working in the same building) to reduce the number of people moving around;
* putting one-way systems in place in corridors or regularly used pedestrian traffic routes;
* leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation
* Wearing of face coverings when moving around or in high traffic areas.
 | Carry out an office workplace inspection and record where these areas are. | Line managers |  |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | Corridors, meeting rooms, kitchens, staff rooms stairways and main entrances and exits.Sharing of workstations and hot desking. | Frequently touched surfaces have been identified. These are in common areas and include handrails, door handles or shared equipment. Touch points are cleaned on an ongoing basis or at least twice daily by facilities management staff or an assigned staff member.Staff advised not to move around the workplace unless necessary, to use telephone or remote meetings instead. Where possible avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each users. Where desks or workstations must be shared, this is for a set period i.e. one day and then cleaned before the next person uses itIdentify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Have a clear desk policy.Where there are large numbers of personnel provide areas for people to store personal belongings and keep personal items out of work areas. Follow the guidelines in in the event someone develops Covid 19 symptoms while at work.<http://icon/health-and-safety/health-and-safety-policy-and-guidance/chemical-safety/covid19-coronavirus/positive-case-protocols/> Monitor and supervise to make sure people are following any controls in place, by implementing cleaning regimes. Provide information telling people who should clean something and when. Cleaners have received information and training on what to clean and when.Surface wipes, detergents and water will be used for general cleaning. Chlorine based cleaner where there may be covid contamination.Information on where and where they should be used. Provided to staff by lime managers. Staff to be made aware of how to replenish cleaning products. | Identify which controls are required and in place. Implement controls if necessary  | Line managers |  |
| Contracting or spreading the virus by not maintaining appropriate social distancing.  | Corridors, meeting rooms, kitchens, staff rooms stairways and main entrances and exits.Social distancing requirements may change depending on the prevalence of the virus. | Follow current guidance on social distancing. Beyond level zero social distancing has been removed but this remains an effective means of preventing virus spread.Identify places where, under normal circumstances, workers would not be able to maintain social distancing guidelines. Utilisation of a variety of measures to help people maintain social distancing depending on current guidelines.Systems in place as appropriate include: * Floor markings
* one-way systems;
* holding meetings virtually rather than face to-face;
* staggering the times people start or finish work;
* limiting the number of people on site at one time;
* giving customers allocated time slots
* rearranging work areas and tasks to allow people to meet social distancing guidelines;
* using empty spaces in the building for additional rest break areas where it is safe to do so;

Where maintaining social distancing isn’t possible, alternative risk mitigations are in place. These include: * using physical screens and splash barriers at reception desks;
* placing markers on the floor (in lifts for example) to indicate where people should stand and the direction they should face;
* reducing the numbers of people using lifts;
* placing workers back-to-back or side-by-side rather than face-to-face when working
* grouping or ‘cohorting’ work teams so they work together consistently;
* Use of Personal protective equipment (PPE) to protect from the risk of coronavirus where carrying out personal care tasks. (See task specific risk assessments)
* Wearing face coverings where staff are working at less than a distance of at least 1 metre.

Maintain remote working where possible.Managers will monitor team working and ensure clear identification of those who are required to be in the workplace based on the following criteria:* those who would benefit from a return to work on mental health or disability grounds
* those who have less appropriate settings for working at home
* those who need to be in the workplace for priority business reasons
* those who are new to the organisation and require training/mentoring (and those required to support this)
* those who would benefit most from collaborative working in person
* Sufficient provision of first aiders and fire wardens.

Monitor and supervise to make sure people are following any physical distancing controls in place. Information, instruction and training provided as levels and physical distancing changes so people understand what they need to do. Signage provided.Consider maintaining floor markings at 1m plus, especially where people are required to congregate or queue as an assist to those who are still concerned and would like to maintain a certain social distancing. | Identify which controls are required and in place. Implement controls if necessary  | Line managers |  |
| Impact of homeworking during the pandemic | Employees working from home and suffering from social isolation or with inadequate equipment or work stations. | Identify those employees who should be prioritised for returning to the office or workplace from remote working:* those who would benefit from a return to work on mental health or disability grounds
* those who have less appropriate settings for working at home
* those who need to be in the workplace for priority business reasons
* those who are new to the organisation and require training/mentoring (and those required to support this)
* those who would benefit most from collaborative working in person
* Sufficient provision of first aiders and fire wardens.

Discuss options with those who are extremely clinically vulnerable or have household members in this category. For those who will maintain working remotely:* Set up a system to keep in touch with them;
* Consider the work activity they will be doing and for how long they’ll be doing it;
* Ensure display screen equipment provided is being used safely and is adequate;
* Staff complete a hole working DSE assessment and a home working assessment
* Appropriate equipment is provided to allow them to work from home safely.
* Managers remain cognisant of the impact on the worker’s mental wellbeing.

Guidance is available on how to support those working from home IS 83  | Identify which controls are required and in place. Implement controls if necessary  | Line managers |  |
| Poorly ventilated spaces leading to risks of coronavirus spreading | * Small offices and meeting rooms.
* Rooms with no windows or ventilation
* Vehicles and crew cabs.
 | Guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic is followed. Poorly ventilated areas of the workplace identified. Ensure staff are aware of the steps to be taken to to improve ventilation, including: * Natural ventilation; open windows and doors (not fire doors)
* Use mechanical ventilation (such as air conditioning) if available;
* Use fans and air cleaning units where available;
* Use ventilation in vehicles.
* Heating ventilation and air conditioning (HVAC) systems switched to drawing in fresh air where possible, rather than recirculating air.

Property services to maintain air circulation systems in line with manufacturers’ recommendations.  | Identify which controls are required and in place. Implement controls if necessary  | Line managers |  |
| Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups, i.e. BAME | * Employees who have been shielding or who are pregnant.
 | Employees who are clinically extremely vulnerable or pregnant are identified and an individual risk assessment is carried out.  | Identify which controls are required and in place. Implement controls if necessary  | Line managers |  |
| Returning to work after prolonged period of shutdown | * Shower facilities or toilet facilities which have been under used.
 | Property Services continuing to carry out water quality checks. System in place to ensure flushing of taps and showers on a regular basis. | Identify which controls are required and in place. Implement controls if necessary  | Line managers |  |

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| Additional Documentation |  |
| Substantial guidance has been developed by the scottish government and is available on their website. This should also be referred to when personalising this risk assessment for each establishment or work area. | This guidance is subject to regular updates and should be checked on a regular basis.[Coronavirus (COVID-19): safer businesses and workplaces - gov.scot (www.gov.scot)](https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/face-coverings/)[Coronavirus (COVID-19): returning to offices - gov.scot (www.gov.scot)](https://www.gov.scot/publications/coronavirus-covid-19-returning-to-offices/) |
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**Management Action Plan**

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| **Name:** | **Service:** | **Date:** |
| **Issue Identified** | **Control Measure Agreed** | **Action/Review Date** | **By Who** |
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| **Signed by Manager Responsible** |  | **Date:** |
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