

COVID-19 RISK ASSESSMENT and PROCEDURES

Coronavirus risk considerations

The user must read these instructions before entering premises. Always check the risk assessment for more detail.

Main Control Measures for Coronavirus

Stay at home if:

Feeling unwell or showing COVID-19 symptoms: a new continuous cough, a high temperature or loss of taste or smell. You must self-isolate for 10 days (or more if still feeling unwell before returning to work).



You are living with someone presenting COVID-19 symptoms and is self-isolating. You must also isolate from the moment they start presenting symptoms and continue to isolate for 14 days if their test is positive. Book a test if you also start to display symptoms. If you have no symptoms, you still need to stay at home for 14 days as period of incubation will apply. If the person you are living with tests negative, you can return to work.

You receive an alert from NHS Scotland Test and Protect service letting you know you are a close contact of a positive case of COVID-19. You must self-isolate, even if you are not symptomatic for 14 days as per guidance for NHS Scotland Test and Protect.

Contact line manager in all above instances to inform you will not be attending work. Follow procedures to book a test where applicable.

Line managers: You must keep a record of any COVID-19 absences to assist with Test and Protect service, making sure operatives have completed their isolation period, but most importantly to manage and avoid COVID-19 spreading among operatives and within the community. Please follow HR procedures for logging absences due to COVID-19.

- **Keep 2 metres distance at all times**
- **Good hand hygiene is essential at all times, thorough washing or use of sanitising gel.**
- **Good Respiratory hygiene (Catch it, bin it kill it) and wear a face covering when in enclosed/public spaces.**
- **Refrain from touching the nose, mouth or eyes with unwashed hands.**
- **Avoid sharing items/equipment.**
- **Clean surfaces and items before and after use, especially if they are being shared.**



If a site/premises is not consistently implementing the measures set out below, it may be required to shut down/stop work

Consideration will be given as to who will be required on site. Teams will be as small as possible and should not change if possible. A sequence of works will be created for each property to allow social

distancing measures to be applied and avoid cross-contamination. For example Day 1 only labourer, plumber and electrician to work in the property. Day 2 electrician, plasterer and joiner, etc.

In properties that are occupied, strictly the minimum number of operatives should be at the property at any one time.

Before Work:

- ✓ Operatives will clean any high touch areas of the vehicle being used, such as door handles, steering wheel, gear stick, etc.
- ✓ Carry a supply of hand sanitising gel and wipes, and COVID-19 PPE: disposable gloves, apron, facemasks (these are subject to single use with disposal after each job).

During Work:

- ✓ When arriving at site, park and ensure suitable and relevant PPE is worn: mask (if applicable), safety boots, high visibility vests, gloves, visors (if applicable), have hand sanitiser and cleaning wipes available at all times
- ✓ Unloading tools/materials into each property will be done following the manual handling guide and COVID-19 risk assessment.
- ✓ Wash or sanitise hands thoroughly for at least 20 seconds before/after visiting each premises.
- ✓ Follow physical distancing of 2m as much as possible. Much of your work should be able to be carried out this way.
- ✓ Survey the work area and ensure there are no residual health & safety hazards.
- ✓ Where possible ensure environment is clutter free.
- ✓ Clean and disinfect your working area before commencing works.
- ✓ Carry out the work safely always bearing in mind COVID-19's main controls above and following the task based risk assessment
- ✓ Do not share equipment, however if you have to, please clean before and after each use.
- ✓ Ensure vans are locked at all times.

After work:

- ✓ Tidy up all debris to ensure the environment within/outside premises is left as found (clean).
- ✓ Ensure all tools/plant are cleaned and safely put away.
- ✓ Dispose of PPE and cleaning materials according to Waste Disposal guide.
- ✓ Please give the vehicle a last clean after shift is over.

For Void or unoccupied properties

Check if there are any individuals in the premises, void premises should be vacated.

A yellow job ticket of works and keys for access required will be issued to each trade operative at Broomhill. Sanitise hands at entry. The keys must be returned at end of shift/job.

When picking up keys, hand sanitising will be follow upon entering the office at Broomhill Depot and before leaving.

For Occupied properties

A screening process will apply before entering any occupied property, by telephone and later in person before entering. Operatives to stand at 2m from the door and ask if there are any individuals in the property who are currently self-isolating with coronavirus symptoms. If the answer is yes, the job will be re-scheduled. If no, the job can go ahead.

Request tenants at the address to remain in another room while the work is carried out, preferably with the door closed or at least at 2m away from you during your visit. If tenant does not comply, stop work.

Gas servicing

Operatives to arrive at property and request access as detailed in appointment letter sent in advance. If property is not accessible, operatives to return to base/go to next appointment. Tenant will get a second letter. Same procedure applies.

All Reactive Repairs (including emergency)

Works are scheduled via call centre/schedulers and sent to Total mobile scheduling system. Call centre/Schedulers inform tenants of the health and safety procedures in place regarding coronavirus.

Remove tools and equipment from van which will be used for the repair works. This equipment should already be cleaned.

Carry out client inspection (if occupied) prior to leaving property, keeping 2m distance from any other persons.

Schedulers

Schedulers coming into Broomhill must follow RA for general staff operational use and access to council buildings and procedures for use of council workplaces during COVID-19 and recovery.



Procedures for use
of Council workplac



COVID-19 General
staff operational us

General Principles

- ✓ Non-essential physical work that requires close contact between workers should not be carried out.
- ✓ Work requiring skin to skin contact should not be carried out.
- ✓ Plan all other work to minimise contact between operatives
- ✓ Re-usable PPE must be thoroughly cleaned after use and not shared between workers
- ✓ Single use PPE must be disposed of so that it cannot be reused
- ✓ Regularly clean touchpoints, doors, buttons, equipment, etc.
- ✓ Increase ventilation in enclosed spaces
- ✓ Regularly clean the inside of vehicle cabs and between uses by different operators, if applicable.

Avoiding Close Working

Social distancing of 2m will be continued where possible. If a task essential to the operation must be carried out and social distancing cannot be maintained, the hierarchy of controls will apply. The use of a type IIR masks will apply only when all other controls have been sought and are in place where possible. Under no circumstances is the use of face coverings (homemade masks, snoods or scarfs etc.) to be used as a replacement for type IIR masks.

HOW DO I KNOW WHEN TO USE A FACEMASK or RPE (Respiratory Protective Equipment?)

- ✓ If your task based risk assessment determined you need a FFP3 mask for dust or other type of respirator, this is more important than wearing a facemask for COVID-19 transmission avoidance.
- ✓ Please use your face fitted mask where possible and applicable
- ✓ When using FFP3, please make sure you are maximising its use (40 hours use). You can clean it and keep it secure.
- ✓ You will only need a facemask if you are in close contact with another operative in an enclosed space for more than 15 minutes.
- ✓ When visiting anyone who is more at risk from coronavirus – such as people aged 70 or over or people who are medically vulnerable
- ✓ For close working (when absolutely necessary, please follow hierarchy of controls in Risk Assessment and below.

This guidance is in line with Construction Scotland - Working on site during the COVID-19 pandemic Construction Guidance.

HIERARCHY OF CONTROLS

The hierarchy of controls means that these controls need to be put in place in this particular order, starting by trying to eliminate the risk of contracting COVID-19 (in green) by not working at close proximity ending in having to use PPE (in red) as last resort.



Eliminate

- Unwell workers with symptoms must not travel to or attend the workplace
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2m or greater)
- Avoid skin to skin and face to face contact
- Stairs to be used in preference to lifts or hoists, consider one-way systems
- Only if absolutely necessary meeting participants should attend
- Attendees should be at least two metres apart from each other
- Rooms should be well ventilated / windows opened to allow in fresh air
- Consider holding meetings in open areas where possible

Reduce

Where the social distancing measures (2 metres or greater) cannot be applied:

- Minimise frequency and time workers are within 2 metres of each other and implement the use of surgical masks and visors.
- Minimise the number of workers involved in these tasks
- Workers should work side by side, or facing away from each other, rather than face to face
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment

Isolate

- Stay together in teams e.g. (do not change workers within teams)
- Keep work teams as small as possible
- Keep away from other workers where possible

Control

- Consider introducing an enhanced authorisation process for all key activities
- Provide additional supervision to monitor and manage compliance

Personal Protective Equipment

Sites should not use RPE for Coronavirus where 2m distancing guidelines are met.

- Re-usable PPE must be thoroughly cleaned after use and not shared
- Single-use PPE must be disposed of so that it cannot be reused

Behaviours

*The measures necessary to minimise the risk of spread of infection rely on **everyone** in the industry taking responsibility for their actions and behaviours.*

RISK ASSESSMENT

COVID-19		OPERATING PROCEDURE & RISK ASSESSMENT	
Document created: 21/08/2020	Version Number: 1	Version Date: 21/08/2020	Next Scheduled Review Date: on going
Service: PLACE, NEIGHBOURHOOD & CORPORATE ASSETS		Section: Property Maintenance and Housing Capital Programme	Approved by/Document Owner: EDC Health & Safety
Assessed by: Laura Gold			
Task: All property maintenance works: <ul style="list-style-type: none"> - Capital Works - Smoke and Heat Detector installation project - Reactive Repairs including electrical and gas safety checks - Works at void and occupied properties including the management of COVID-19 pandemic. Up to date guidance is available on Employee News, the government websites must be consulted for the latest guidance.			People affected: PM Staff, tenants, contractors.
Work Location: Various locations across EDC housing and non-housing estate			
Equipment/Plant: Various			
Training or Competence Requirements: Guidance documents PPE, Provision, Use and Disposal, Cleaning and Disinfecting, Handwashing and Respiratory Hygiene, Face coverings, Employee Briefing Overview.			
<p style="text-align: center; color: red; margin: 0;"> THIS RISK ASSESSMENT MUST BE USED ALONG WITH CURRENT RISK ASSESSMENT AND/OR METHOD STATEMENT FOR YOUR TASK/JOB EDC RISK ASSESSMENTS AND METHOD STATEMENTS CM-RA-001 TO 035. Relevant training to task RAs applies. </p> <p>Should an operation (essential to the project, task or activity) be identified in a Risk Assessment that would not normally be undertaken within the parameters of physical distancing, EDC will first of all seek to Eliminate the risk by looking for other ways to complete the task whilst complying with social distancing. If this is not practicable, will seek to Substitute the risk by changing the means used to carry it out; to apply Engineering Controls and/or to introduce strictly enforced Administrative Controls, such as reducing the frequency and time workers need to be within 2m of one another. Where reliance is placed solely on Administrative Controls, then an appropriate form of specialist PPE will be used to protect workers from infection.</p>			

	HAZARD / SOURCE OF HAZARD	PPE/Equipment	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
1	COVID-19: - PM staff coming into contact with: <ul style="list-style-type: none"> • non-sanitised surfaces • secondary contact with contaminated surfaces at properties or customer's 	Disinfectant spray Blue roll/paper towels Hand sanitiser Cleaning wipes Disposable gloves	General measures: <ul style="list-style-type: none"> • Good hand hygiene is essential at all times, thorough washing for 20 seconds with soap and water or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands • Soap and water available in toilets/welfare areas at Broomhill. • Hand washing to be promoted and actively encouraged to be done throughout the day at frequent intervals or after touching surfaces or items at premises, handling cash, tools, etc. 	5	1	5

HAZARD / SOURCE OF HAZARD		PPE/Equipment	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
2	<p>home: exposure to COVID-19.</p> <ul style="list-style-type: none"> - Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands. - Possibility of community contracted infection or passing it on - Causing COVID-19 symptoms, fever, cough, respiratory complications and possible death 	<p>Work gloves Face fitted RPE when necessary and according to job/per job)</p>	<ul style="list-style-type: none"> • Practice spatial distancing keeping 2 metres between staff if there is more than one operative present, wherever possible. • While at breaks, wash hands thoroughly before eating/drinking. • Hands must be washed/sanitised before and after work at <u>each</u> premises, hand washing should be last thing to do before leaving. • All vehicles should be thoroughly cleaned before and after use, e.g. door handles, hand holds/rails, steering wheels, gear sticks, dashboards, ignition key, indicator stalks operating buttons/switches, etc. • When using toilets out with EDC premises, these must be left cleaned where possible and hand washing must be performed thoroughly. • If working on site/premises, sufficient provisions should be brought in from home to minimize the necessity to leave site to acquire food and drink locally, such as bringing pre-prepared meals and refillable drinking bottles from home. • When performing a new task or in a different area or after lunch/breaks, use new/clean disposable PPE. • The disposable PPE should be double-bagged, then it can be disposed in the regular waste after cleaning is finished • All equipment/tools used MUST be cleaned throughout the day. • Where possible, do not go home in your corporate uniform. Change into own clothes and bag your uniform to take home for washing at the maximum allowed temperature. Dispose of the plastic bag in normal waste. If this is not possible, take your work clothes off as soon as entering your home and wash it separately. Do not shake it. <p>Key handling for access:</p> <ul style="list-style-type: none"> • Keys for access to premises can be obtained from Broomhill. These must be returned at end of shift. • Handling of keys can be done wearing disposable gloves <p>Sanitise your hands before and after handling keys (<i>Coronavirus can live up to 72 hours on metal</i>).</p>			
	<p>Increased risk of contracting Covid-19:</p>	<p>Drivers' pack: Gloves Wipes ABHR</p>	<ul style="list-style-type: none"> • As default, staff to travel within separate vehicles when travelling to a property/site. • Workers should drive alone and should not vehicle swap. • Each vehicle should be provided with driver's pack 	5	1	5

HAZARD / SOURCE OF HAZARD	PPE/Equipment	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
<ul style="list-style-type: none"> - When driving EDC vehicles to a property/site - Using the vehicle - Travel using public transport - Sharing a vehicle - Re-fuelling 		<ul style="list-style-type: none"> • Prior to using any vehicle staff must undertake the cleaning/disinfection of the vehicle, with special consideration to high touch areas. • Wash or sanitise hands before entering and after getting off the vehicle. • Avoid touching eyes, nose and mouth with unwashed hands. • Maintain the nose and mouth covered with a disposable tissue when sneezing, coughing, wiping and blowing the nose. • Dispose of all used tissues promptly into a waste bin or have a plastic bag which you can seal and tie in the vehicle. Use your drivers pack to sanitise hands. If you don't have any tissues available, cough and sneeze into the crook of elbow. • During re-fuelling of vehicle ensure disposable gloves are worn and disposed of following re-fuelling. Sanitise hands after refuelling. <p><i>If staff require to travel to/from work using public transport, the following measures should be considered:</i></p> <ul style="list-style-type: none"> • Staggering work hours to outside peak public transport times • Use public transport at off-peak and therefore less busy times • Wear a face covering when on public transport. • How someone taken ill would get home should be considered for any employees using public transport. • Promote other means of active transport to avoid public transport. <p><i>When travelling in a vehicle is part of the day to day:</i></p> <ul style="list-style-type: none"> • Where such alternative methodologies cannot reasonably practicably be used, the primary control method is to maintain high standards of hygiene • Sufficient supply of soap and water, alcohol-based wipes and ABHR to be able to maintain a high standard of hygiene • Operatives to maintain physical distancing during actual tasks/operations/ activity as much as possible. • Where practical maintain consistent teams • Minimise close interactions ALARP. • Normal monitoring processes aimed at checking that fixed teams are following good standards of safety should be continued, and extended to include maintenance of social distancing and enhanced concentration on good hygiene practices and glove-use. • You can wear a face covering if you wish to do so. 			

	HAZARD / SOURCE OF HAZARD	PPE/Equipment	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
3	<p>Increased risk of contracting Covid-19:</p> <ul style="list-style-type: none"> - Working in areas/buildings where others (e.g. colleagues, contractors, members of the public may be present and within 2 metres - Working in teams 		<p><i>Any operations/tasks carried out that may result in contact with members of the public/customer employees, physical distancing should be followed (at least 2 metres away from other persons).</i></p> <p><i>Customers/Service users must have received notice of the work to be carried out and the safe measures operatives will follow during the works required and, any safety measures to be applied by Customers/Service users for operatives to work safely. Letter and phone call</i></p> <p><i>Site/Premises Access and Egress</i> Self-screening will be carried out daily before leaving for work: Fever (hot to touch), new continuous cough and/or loss of taste or smell, should not go to work.</p> <p>Supervisors/Line managers to record any CV19 related absences in record sheet.</p> <p>When possible, work MUST be organised to support 2m distancing. When this is not possible, the hierarchy of control will apply.</p> <p>If single-person operation has been assessed as not being reasonably practicable, or is likely to be unsafe, then in addition to the general precautions:</p> <ul style="list-style-type: none"> • Where possible plan and break up work activities to ensure the minimum number of employees required at any-one time rather than all trades there at the one time. • If two or more members of staff will be working together plan the work activity to minimise the time they will spend in close proximity, and if possible identify different work areas where they can work at least 2m apart. • Keep groups of workers that have to work within 2m: <ul style="list-style-type: none"> ○ Together in teams (i.e. do not change team members) ○ In small teams ○ Away from other workers where possible. This will serve also as contact tracing and minimise the amount of contacts. • Provide additional supervision to monitor and manage compliance • Introduce an enhanced authorisation process for those activities • Ensure hands are washed or sanitised before entering and leaving areas where others may be present. 	5	1	5

HAZARD / SOURCE OF HAZARD	PPE/Equipment	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
		<ul style="list-style-type: none"> Stairs should be used in preference to lifts. If a lift has to be used, one at a time or ensure physical distancing by adhering to the lift floor markings and stand back to back. Consider wearing a face mask within lifts if others are present. Bulky items should be loaded into lifts following manual handling guidance (see below) with only one person travelling with the item(s). If working within an area where there is public access, cordon off or segregate the area, where possible to maintain 2m physical distancing Consider carrying out work within public areas during quiet periods or when the area is closed off to the public. If 2m physical distancing is not possible within a public building (e.g. reception area) consider the installation of a physical barrier (i.e. screen/sheet) If working within communal areas of buildings ensure all Tenants have been informed of the work and the timescale for completion to enable them to make alternative arrangements, to reduce the foot-flow within the work area If undertaking work within an EDC housing property ensure the following prior to visiting: <ul style="list-style-type: none"> Confirm that no-one within the property is suffering symptoms of Covid-19 Confirm the area where the work will be carried out Confirm that no-one from the household requires to be present within the work area and that they can locate to another room whilst work is being carried out If there will be someone present within the work area (e.g. person has a disability and cannot be re-located) ensure a Type II surgical face mask is worn when carrying out the work and offer a mask to the person. <p>Working in teams <i>It is important, particularly for those who may need to engage in close working following a risk assessment, to reduce the number of people that each person has contact with on site. This may be achieved by using fixed teams/ shifts/ partnering so each person works with only a few others.</i></p> <ul style="list-style-type: none"> If applicable, use task related respiratory protection (for e.g. dust masks/FFP3 based on risk assessment as in previous practice and <u>not</u> due to COVID-19.) 			
4	Increased risk of contracting Covid-19:	<ul style="list-style-type: none"> Prior to undertaking manual handling tasks with others ensure hands are washed or sanitised 	5	1	5

HAZARD / SOURCE OF HAZARD		PPE/Equipment	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
	- When manual handling loads/items that require the assistance of others		<ul style="list-style-type: none"> Plan the manual handling task to ensure the minimum amount of time carrying out the task and the minimum number of people involved Consider alternative or additional mechanical lifting aids to reduce interaction/contact with person helping with the manual handling task Where face to face manual handling tasks are essential, keep this to a minimum and wear a facemask, where possible. Wear safety gloves to ensure a good grip and also to avoid skin contact with others If carrying out task within an enclosed area, ensure there is increased ventilation, e.g. open windows, mechanical ventilation on. Where possible, the same employees should be paired together to undertake manual handling tasks. Manual handling task to be carried out in accordance with task based risk assessment for the activity, ensuring suitable and adequate PPE for the manual handling task is available and worn. 			
5	<p>Increased risk of contracting and spreading Covid-19:</p> <ul style="list-style-type: none"> - When someone working/travelling with other employees becomes ill with symptoms. - When an operative has become a close contact of someone who has tested positive. 	Unisafe+ spray Blue roll Disinfecting wipes Alcohol hand based rub Facemasks IIR	<ul style="list-style-type: none"> Staff who show symptoms must be sent home and self-isolate for the appropriate length of time as advised by government guidance. If an operative develops symptoms of COVID-19 they need to contact their manager/supervisor to state that they have developed symptoms and do not come into work. The EDC vehicle they used must be decontaminated or parked-up for at least 72 hours. If an operative develops symptoms through the working day, the operative MUST leave immediately and wash their hands thoroughly. They should wear a face mask, especially if using public transport and try to minimise the contact with surfaces while travelling straight home. The area and equipment where the person with symptoms was working must be cleaned and disinfected as per COVID-19 cleaning and disinfecting guidance below. This must be done by other operatives that still remain at site. If the person falling ill is a member of a pair or team, the remaining person/team should not be allocated to a different pair or team, nor should an operative from a different pair/team be allocated to fill the gap left by the person who has developed symptoms. NHS contact tracers will be in contact if applicable. The time period for this type of restriction might be 10-14 days or longer, will depend on the situation, the results of the test and any guidelines received by NHS contact tracers and any HPT (Health Protection Team) involved If contacted by NHS Test and Protect as possible close contact, please follow isolation period of 14 days as incubation period should apply. 	5	1	5

HAZARD / SOURCE OF HAZARD		PPE/Equipment	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
			<ul style="list-style-type: none"> The person showing symptoms should book a test immediately. Reinforcement instruction on precautions such as maintaining good hygiene should be conducted for all teams <p>ROUTES for accessing the UK Testing Programme:</p> <p>The Employer Portal</p> <p>Staff come under priority group. Line Manager should contact:</p> <ul style="list-style-type: none"> Anne Marie Cunningham – Team Leader – HR Operations – Telephone 0141 574 5535 or via email: annemarie_cunningham@eastdunbarton.gov.uk Shona Diack – Wellbeing Adviser – Internal (6013463) or shona.diack@eastdunbarton.gov.uk <p><i>The employer portal prioritises tests and appointments over the general public</i></p> <p>The Employee Portal</p> <p>Employees who are symptomatic and are categorised as key workers can be tested. To book a test directly, employees should go to: NHS Inform Coronavirus Testing</p> <p>Get help applying</p> <p>If you have problems using the online service, call: 0300 303 2713 Lines are open 7am to 11pm.</p> <p>Staff only: When you believe the transmission has occurred due to a failure in the implementation of control measures and you have a confirmed positive case, fill in a HS1a form and send it to Health.Safety@eastdunbarton.gov.uk</p>			
6	Lone Working - Violence - Sudden Illness - Work Injury to operatives causing injuries, bruises, fatality - Mental Health issues arising from Coronavirus pandemic and lone working.	Mobile Phone How to look after yourself and others pdf.	<p><i>No work that involves live electrical equipment, confined space entry or roof work when you are by yourself as per Risk Assessments for PM stated above.</i></p> <ul style="list-style-type: none"> Operative has mobile phone and contact number for line manager/supervisor. As per EDC policy on Violence to staff. Operatives to report violent public/tenant. Supervisor aware of start and finish times. If there is no contact after a prolonged period of time, supervisor to investigate and emergency procedures to take place. Unsafe behaviour and practice related to COVID-19 should be reported Health Surveillance program in place for regular health checks for fitness for lone working. 	5	1	5

HAZARD / SOURCE OF HAZARD		PPE/Equipment	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
			<ul style="list-style-type: none"> Line manager to refer operative to HR and Time for Talk confidential service if required. Line manager to support conversation regarding returning safely to work, carry out and implement individual risk assessments where necessary. Employee briefing overview and training will be provided pre-start work. 			
7	Fire/Emergencies (including electrical fire) <ul style="list-style-type: none"> Staff could suffer burns, injuries, health issues. COVID-19 related First Aid 	First Aid kit in vans with added facemasks	<ul style="list-style-type: none"> Fire alarm routine testing (in Broomhill). Other areas/premises might not have a system in place and this must be recognise and established before setting out to start work. Emergency contact available through mobile phone and emergency procedures in place. Operatives trained to self-treat small injuries with first aid kit. Operatives if working in teams should select and appointed person (AP) to call emergency services. If COVID-19 related this must be communicated to call handler. Engineers aware of first aid procedures in the event of an electrical shock. Observe good practices following SSOW and keep in control of tools. Only Trained engineers will carry out work (Certified Electricians to BS 7671 – 18th Edition) where applicable. Any potentially flammable materials are removed from the work area. Inspect tools before and after use/replace appropriately. Make sure wires are not fraying as this can cause arcing. Ensure the correct rated fuse is in place. Operatives to ensure that: Any fire points, doors or escape routes are not obstructed. 	5	1	5
ADDITIONAL CONTROL MEASURES				Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Final Risk Rating (1 – 25)
<ul style="list-style-type: none"> Continue to monitor the threat level and increase controls Supervisor to monitor start and end of jobs for lone working. 				5	1	5
Actioned By (Print Name) & Target Date						
N. Devlin				Date Control(s) implemented 21/08/2020		Sign to Confirm
H&S NOTICE						
This Risk Assessment is a Generic one, containing all foreseeable risks that EDC, through experience, has encounter when carrying out reactionary and planned works. These identified risks are not exhaustive and other risks may well be present. EDC operatives are trained in and shall carry out a Dynamic RA to establish if other risks are present and shall identify a SSOW if the one established is not suitable/not possible.						
ASSESSOR(s) PRINT NAME/JOB TITLE:		L. Gold Senior H&S Adviser		ASSESSOR(S) SIGNATURE:		L. Gold
ASSESSMENT DATE:				21/08/2020		

MANAGER PRINT NAME/JOB TITLE:	N. Devlin – Team Leader Capital Works	MANAGERS SIGNATURE:		REVIEW DATE:	As situation develops
	A. Glass – Team Leader Repairs & Scheduling				
ASSESSMENT REVIEWED BY:	A. Bauer – Executive Officer Assets & Facilities	REVIEW DATE:		REVIEW DUE:	As situation develops

Risk Rating Calculator

Action Level Table

	Likelihood that hazardous event will occur		Consequences	Risk rating	Action
1	very unlikely	1	insignificant – no injury	20–25	Stop – stop activity and take immediate action
2	unlikely	2	minor – minor injuries needing first aid	15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
3	fairly likely	3	moderate – up to three days' absence	8–12	Action – improve within specified timescale
4	likely	4	major – more than seven days' absence	3–6	Monitor – look to improve at next review or if there is a significant change
5	very likely	5	catastrophic – death	1–2	No action – no further action but ensure controls are maintained and reviewed

CORONAVIRUS GUIDANCE

Employees who were shielding, with underlying health conditions, pregnant, BAME backgrounds and those over 70 are now able to come to work. Please use [COVID-19 Occupational Risk Assessment Guidance](#) to find out your COVID-age and arrange your return to work with your line manager. HR will support this return to work where appropriate with an Individual risk assessment. All work areas and tasks have been risk assessed and therefore control measures for COVID-19 introduced for your safe return and the health and safety of workers who are already at work.

For more information go to: [Scottish Government COVID-19 Guidance on individual risk assessment for the workplace](#)

For general guidance on returning to work go to: [Scottish Government COVID-19 Guidance on returning to work](#)

WASTE DISPOSAL

The current guidance with regards to the management of waste connected to **confirmed or suspected** cases of COVID-19 is that the waste is to be treated as clinical waste.

The PPE should be double bagged and keep separate from other waste for 72 hours, then put out for collection.

This can be done by storing it next to waste bin outside the building next to regular waste. A sign can be attached to the bag if needed with "Clinical Waste" notice and the date it was disposed, so the 72 hours can be calculated.

CLEANING / DISINFECTION PROCESS

- Wash hands and forearms with soap and water or alcohol hand sanitiser prior to putting on PPE (Appendices 1 & 2)
- Put on disposable apron and gloves (Appendix 4)
- Using a disposable cloth or paper towel, first clean hard surfaces with warm soapy water (or wipes). Then disinfect these surfaces and wipe dry with paper towels. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, handrails, door handles, light switches, etc.
- Avoid creating splashes when cleaning.
- Remove PPE in accordance with guidance and along with cleaning materials, double bag, tie and store securely for 72 hours within a designated waste container and later dispose of within the regular waste stream.
- Wash hands and forearms with soap and water or use alcohol hand sanitiser immediately after taking PPE off.

For cleaning/disinfecting of Visors:

1. While wearing gloves, carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaning wipe.
2. Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with disinfectant solution (disinfectant spray can be used but next step is important)
3. Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
4. Fully dry (air dry or use clean absorbent towels).
5. Remove gloves and perform hand hygiene.

ALCOHOL BASED HAND RUB SAFETY NOTICE

- Make sure all liquid is evaporated before touching surfaces
 - Use only with adequate ventilation
 - Avoid breathing vapour/fumes.
 - Avoid contact with eyes/clothing.
 - Keep container closed when not in use.
 - Do not mix with any other product.
 - Product for external skin (hand) use only
 - Stop using immediately if irritation occurs
 - Seek immediate medical advice if ingested
- Store in a well ventilated space and keep away from heat/sparks/direct sunlight/flame



Guidance on FACE COVERING (A facial covering of the mouth and nose, that is made of cloth or other textiles and through which you can breathe).

The wearing of facial coverings **must not** be used as an alternative to any of the COVID-19 main precautions: Physical distancing, hand washing and respiratory hygiene are the most important and effective measures to prevent the spread of coronavirus.

This guidance is to support employees on their travel to or from work and if out at lunchtime. It is only mandatory for public transport and in shops and enclosed spaces.

All services running have been risk assessed and safe systems of work have been devised with physical distancing in mind. Any instance where this is not possible, mitigating measures have been taken and extra controls added where appropriate. Any respiratory protective equipment including face fitted respirators, face masks of the medical type (IIR) or other face masks/coverings will be provided as per risk assessment.

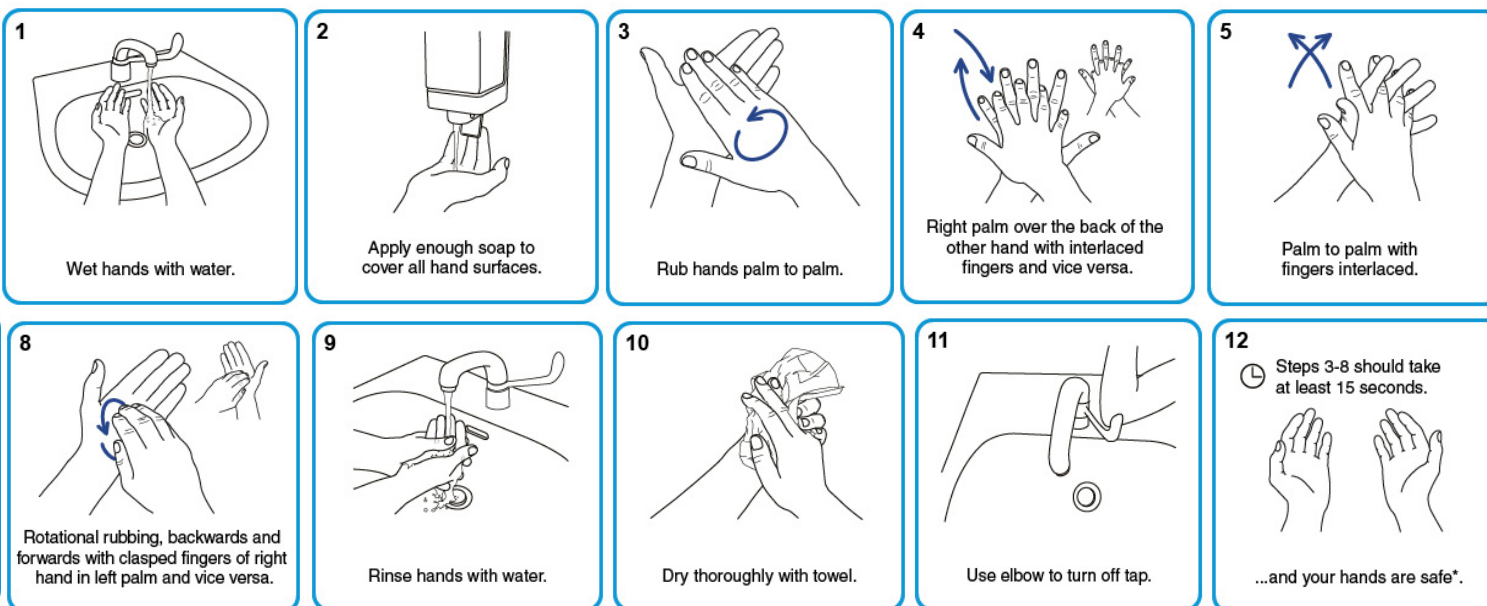
WASTE DISPOSAL

In any situation, if you feel you want to wear your own face covering, please do so. Make sure you are following guidance on how to use, store and clean your face covering. For more information go to: [Scottish Governemtn COVID-19 guidance on Phase 3: Staying Safe and Protecting Othes](#)

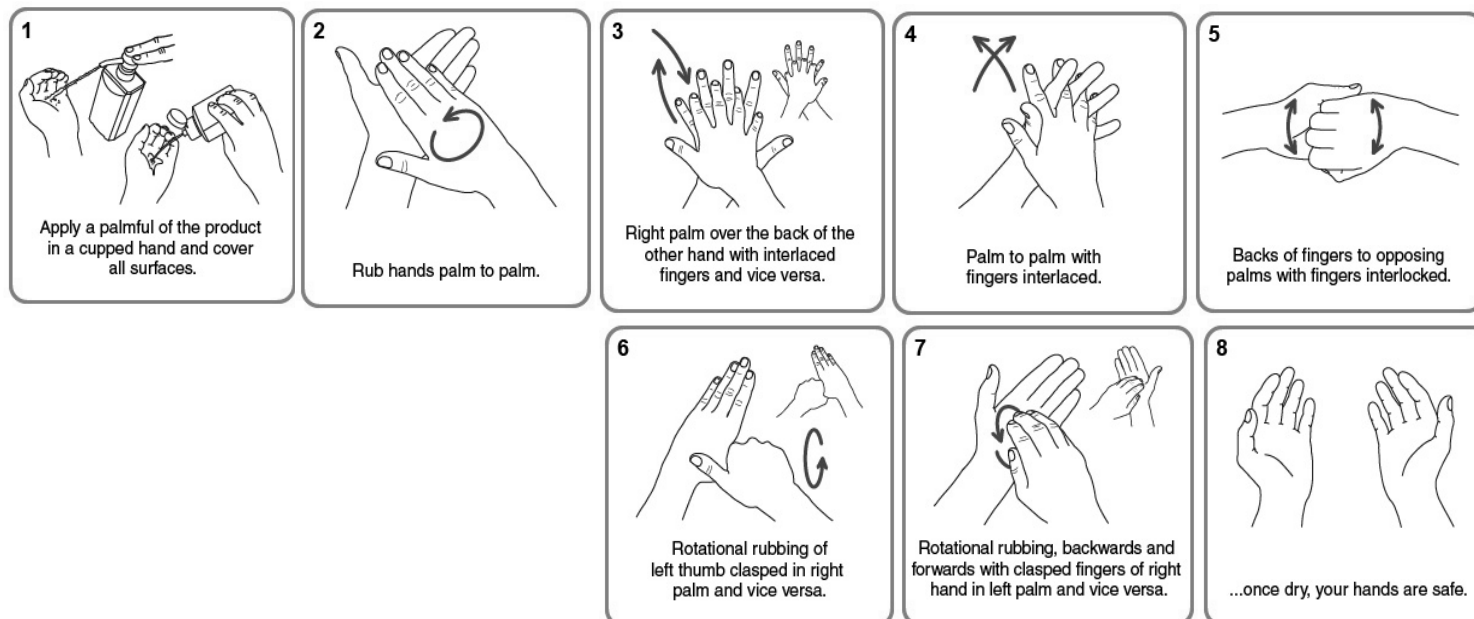
Applying or removing the face covering:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily (if reusable) at 60 degrees centigrade or dispose of safely.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.

APPENDIX 1- How to Wash your hands



APPENDIX 2- How to Rub your hands with alcohol sanitiser



APPENDIX 3 - Respiratory Hygiene



Catch it

Cover your nose and mouth with a clean tissue when you cough or sneeze



Bin it

Dispose of used tissue in your nearest bin



Kill it

Washing your hands and cleaning surfaces prevents the spread of germs

Remember **FACTS** for a safer Scotland

F

Face coverings



A

Avoid crowded places



C

Clean your hands regularly



T

Two metre distance



S

Self isolate and book a test if you have symptoms




APPENDIX 4

“Donning” PPE

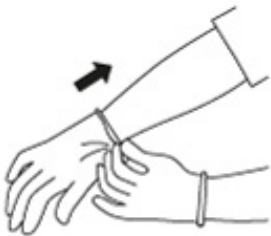
or watch video on [COVID-19 - the correct order for donning, doffing and disposal of PPE for HCWs in a primary care setting](#).

1




Apron
Pull over head and fasten at back of waist.

5



Gloves
Select according to hand size. Extend to cover wrist.


3



Surgical mask (or respirator)
Secure ties or elastic bands at middle of head and neck. Fit flexible band to nose bridge. Fit snug to face and below chin. Fit/check respirator if being worn.


“Doffing” PPE

6




Outside of gloves are contaminated. Grasp the outside of the glove with the opposite gloved hand; peel off.

7




Hold the removed glove in the gloved hand. Slide the fingers of the ungloved hand under the remained glove at the wrist. Peel the second glove off over the first glove. Discard into an appropriate lined waste bin.

8



Apron
Apron front is contaminated. Unfasten or break ties. Pull apron away from neck and shoulders touching inside only. Fold and roll into a bundle. Discard into an appropriate lined waste bin.

13



Surgical Mask (or respiratory)
Front of mask/respirator is contaminated - do not touch. Unfasten the ties - first the bottom, then the top. Pull away from the face without touching front of mask/respirator. Discard disposable items into an appropriate lined waste bin. For reusable respirator place in designated receptacle for processing/decontamination.