

# Hillcrest Corporate Risk Assessment Template

Business Area	Hillcrest Homes, Hillcrest Futures, Hillcrest Maintenance, Hillcrest Enterprises.	Site/Building	All workplaces		
Title	Corporate Risk Assessment – COVID-19				
RA Ref Number	HCRA01	Date Completed	30/07/2020	Review Date	05/10/2020
Completed by	D Smith	Senior Manager Responsible	A Linton		

## Task Description

This guidance and following assessment of risk is intended to introduce consistent measures at Hillcrests' places of work in line with the Government's recommendations on social distancing.

These are exceptional circumstances and Hillcrest will comply with the latest Government advice on Coronavirus at all times.

If an activity cannot be undertaken safely due to a lack of suitably qualified personnel and adequate competent supervision being available or physical distancing being implemented, it must not take place.

Where physical distancing is difficult to implement, numbers of staff in or at the workplace must be reduced where operationally possible to allow for this to be implemented successfully. Whilst this may impact on progress, the health, safety and well-being of people is paramount.

**COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus.**

COVID-19 virus is expelled as droplets from the respiratory tract of an infected individual (e.g. during coughing and sneezing) directly onto a mucosal surface or conjunctiva of a susceptible individual(s) or environmental surface(s). Droplets travel only short distances through the air; the advice from the government and medical experts is a 2 meters physical distance which must be followed at all times.

### Symptoms of coronavirus

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- Loss/ change in smell or taste

**How coronavirus is spread**

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets.

**Contamination of Surfaces:**

Human coronaviruses can survive on inanimate objects and can remain viable for up to 5 days at temperatures of 22-25°C and relative humidity of 40-50% (which is typical of air-conditioned indoor environments). Survival on environmental surfaces is also dependent on the surface type. An experimental study using a SARS-CoV-2 strain reported viability on plastic for up to 72 hours for 48 hours on stainless steel and up to 8 hours on copper.

**Decontamination:**

Only cleaning (detergent) and disinfectant products supplied by appointed suppliers and that are inline with Hillcrest's procurement procedure are to be used. Products must be prepared and used according to the manufacturers' instructions and recommended product "contact times" and PPE/COSHH requirements MUST be followed.

# Hillcrest Corporate Risk Assessment Template

Please copy and paste the tick into appropriate boxes below ✓

Persons at risk of harm	Hillcrest employees	✓	Visitors	✓	Public	✓
	Tenants	✓	Contractors	✓	Other	✓

## Risk Scoring Matrix

LIKELIHOOD	SEVERITY						
		Trivial Injury	Minor Injury	Over 7-Day Injury	Major Injury	Fatality	
		1	2	3	4	5	
	Certain	5	5	10	15	20	25
	Very Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	May Happen	2	2	4	6	8	10
Unlikely	1	1	2	3	4	5	

Evaluate the Risk		
Score	Priority	Action
1-4	Low	This represents a low risk, although control measures must be maintained
5-8	Medium	Action required to control risks. Interim measures may be necessary in short term
9-12	Medium - High	Action required to control risks. Interim measures are necessary
15-25	High	Actions required urgently to control risks. Further resources may be required

Hazard Identified	Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		L	S	Score		L	S	Score
Travel to Site/Service/Office/Project	Transmission, Contact or Spread COVID 19	5	5	25	<p>When travelling to work or between site locations, staff should travel alone. If staff have no option but to share a vehicle, then they should:</p> <ul style="list-style-type: none"> <li>Share with the same individuals and with the minimum number of people at any one time where possible.</li> <li>Wherever possible maintain a distance of two meters and avoid touching their faces.</li> <li>If there is more than one person in a vehicle good ventilation must be maintained (i.e. keeping the windows open) and face covering must be worn at all times.</li> <li>Users of the vehicle must wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle.</li> <li>Regularly clean the vehicle using nitrile gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey</li> </ul> <p>Where public transport is the only option for staff, consideration will be given to:</p> <ul style="list-style-type: none"> <li>Changing and staggering hours to reduce congestion on public transport</li> <li>How someone taken ill would get home needs to be considered and a solution confirmed</li> </ul>	2	5	10

Hazard Identified	Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		L	S	Score		L	S	Score
General Health and Hygiene	Transmission, Contact or Spread COVID 19	5	5	25	<ol style="list-style-type: none"> <li>All staff are reminded they must not come to work if they have symptoms of COVID 19 or fall within the Government advised criteria:                             <ul style="list-style-type: none"> <li>A high temperature, new persistent cough or loss of/ change in sense of smell or taste.</li> <li>Are classed as a vulnerable person.</li> <li>Live with a person who has or recently had COVID 19.</li> </ul> </li> <li>Staff must ensure that they adhere to a 2m radius from other people where operationally possible. If the nature of the work requires closer contact, staff must ensure they follow local specific risk assessment controls to mitigate physical distancing e.g. face coverings, RPE etc.</li> <li>Avoid car sharing during COVID 19 pandemic where possible.</li> <li>If public transport is the option of travel, please discuss alternative start and finish times with your Line Manager.</li> <li>All staff must take every precaution to ensure they comply with all health &amp; hygiene rules as stated by Hillcrest.</li> <li>If any employee develops symptoms, (please see CV19 Protection Procedure) and contact the Appointed H &amp; S Advisor.</li> <li>Staff are to be vigilant at all times for people coughing or looking lethargic, they may have a temperature or may have difficulty in speaking due to a sore throat.</li> <li>Every person has a duty to and must report slight illnesses, this could be the beginning of a virus infection. DO NOT put others in potential danger by remaining in your working environment.</li> </ol>	2	5	10
Poor Hygiene	Contract or Spread COVID 19	5	5	25	<ul style="list-style-type: none"> <li>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</li> <li>Allow regular breaks to wash hands.</li> <li>Enhanced cleaning of washing facilities before commencing work before every shift.</li> <li>Ensure soap and fresh water is readily available and kept topped up at all times, where possible.</li> <li>Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels.</li> <li>Provide suitable and sufficient rubbish bins (with liners) for hand towels with regular removal and disposal.</li> <li>Sites &amp; offices will need extra supplies of bin liners, soap, hand sanitiser and paper towels and these must be securely stored.</li> </ul>	2	5	10
Poor Sanitary Convenience	Contract or Spread COVID 19	5	5	25	<ul style="list-style-type: none"> <li>Hillcrest will communicate with third party cleaners and staff who clean to ensure that standards of cleaning are appropriate and efficient. Enhanced cleaning of toilet areas.</li> </ul>	2	5	10

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		L	S	Score		L	S	Score
					<ul style="list-style-type: none"> <li>Restrict the number of people using toilet facilities at any one time to ensure the 2m physical distance rule is maintained.</li> <li>Display appropriate additional signage to limit numbers allowed in toilet at any one time</li> <li>Wash hands before and after using the facilities</li> <li>Enhance the cleaning regimes for toilet facilities where necessary particularly door handles, locks and the toilet flush.</li> <li>Portable toilets must be avoided wherever possible, but where in use these must be cleaned and emptied more frequently.</li> <li>Provide suitable and sufficient waste bins for hand towels with regular removal and disposal.</li> </ul>			
Sharing Canteen/Kitchens	Contract or Spread COVID 19	5	5	25	<ul style="list-style-type: none"> <li>Staff are expected to ensure they clean and sanitise kitchen areas and surfaces they utilise using products provided by Hillcrest.</li> <li>Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves after every use.</li> <li>Dedicated eating areas will be identified on site to reduce food waste and contamination.</li> <li>Break times must be staggered to reduce congestion and contact at all times.</li> <li>Hand cleaning facilities or hand sanitiser must be available in any room where people eat and must be used by staff when entering and leaving the area.</li> <li>Workers must sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>Tables must be cleaned between each use.</li> <li>All rubbish must be put straight in the bin and not left for someone else to clear up.</li> <li>Localised arrangements must be adhered to and communicated to visiting staff.</li> </ul>	2	5	10
Shared Changing Facilities /Shower / Gym	Contract or Spread COVID 19	5	5	25	<ul style="list-style-type: none"> <li>Shared changing spaces currently closed but will be reviewed should staff require use if cycling to work.</li> <li>Gym area closed until further notice.</li> </ul>	2	5	10
Working in close proximity to others	Contract or Spread COVID 19	5	5	25	<p>There will be situations where it is not possible, safe or practical for workers to distance themselves from each other by 2 metres. In this case stringent controls must be observed and carried out only if the work is deemed to be operationally essential and impacts positively on community resilience:</p> <ul style="list-style-type: none"> <li>Non-essential physical work that requires close contact between staff only be carried out once the works have been suitably risk assessed for compliance with the Hillcrest Health &amp; Safety Policy (G27) &amp; Risk Assessment Policy (3.01):                             <ul style="list-style-type: none"> <li>Where works within 2m cannot be avoided the works must be carried out under the control of a permit to work if applicable.</li> </ul> </li> </ul>	2	5	10

Hazard Identified	Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		L	S	Score		L	S	Score
					<ul style="list-style-type: none"> <li>▪ Where RPE is used, and the works involve protecting the staff member from hazards that would normally mean the staff member should wear an FFP3 mask then the mask being worn to protect from COVID-19 must be FFP3.</li> <li>▪ Face coverings – please see ..</li> <li>▪ If the only hazard to the staff member is the spread of COVID 19, then the staff member must ensure they adhere to specific control measures as mentioned in their local specific risk assessment.</li> <li>▪ Work requiring skin to skin contact must not be carried out unless appropriate PPE can be donned.</li> <li>▪ Plan all other work to minimise contact between staff.</li> <li>▪ Re-usable PPE must be thoroughly cleaned after use and not shared between staff.</li> <li>▪ Single use PPE must be disposed of so that it cannot be reused.</li> <li>▪ Increase ventilation in enclosed spaces</li> <li>▪ Regularly clean the inside of vehicles and between use by different operators, including grey fleet &amp; White Fleet.</li> <li>▪ All meetings that can be completed via electronic media such as WebEx must be achieved this way. If meetings cannot be achieved this way, the meeting organiser must ensure local guidelines are met and followed by all delegates.</li> </ul> <p>All offices and meeting areas must take the following into consideration and implemented to allow for the 2-metre physical distancing discipline to be maintained:</p> <ul style="list-style-type: none"> <li>• Local workplace guidelines on staffing capacity must be adhered to and managed by local Managers.</li> <li>• Staff desk areas should be, where possible, arranged in a way that 2 metre physical distancing can be maintained.</li> <li>• Meeting rooms should be set up to allow for physical distancing and meetings kept to a minimum in terms of frequency and duration i.e. no longer than 1 hour.</li> <li>• All offices and meeting rooms must be well ventilated</li> <li>• Where required, temporary screens should be fixed between desks.</li> <li>• Regular user cleaning of desks and equipment must be carried out before and after work.</li> <li>• If training is deemed to be essential, the trainer must ensure a specific risk assessment is undertaken to determine needs and how the training will be executed safely.</li> </ul>			

Hazard Identified	Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		L	S	Score		L	S	Score
Respiratory and cough hygiene	Contract or Spread COVID 19	5	5	25	<p>Hillcrest staff and visitors must be encouraged to minimise potential COVID-19 transmission through good respiratory hygiene measures:</p> <ul style="list-style-type: none"> <li>• Disposable, single-use tissues must be used to cover the nose and mouth when sneezing, or wiping and blowing the nose. Used tissues must be disposed of promptly in the nearest waste bin.</li> <li>• Tissues, waste bins (lined and foot operated) and hand hygiene facilities must be available.</li> <li>• Hands must be cleaned regularly (using soap and water if possible, otherwise using other approved hand sanitisers which are alcohol-based hand rubs) and especially after coughing, sneezing, using tissues or after any contact with respiratory secretions and contaminated objects.</li> <li>• Encourage everyone to keep hands away from the eyes, mouth and nose.</li> </ul>	2	5	10
Confirmed or suspected COVID 19 case	Contract or Spread COVID 19	5	5	25	<ul style="list-style-type: none"> <li>• PLEASE REFER TO <a href="#">HILLCREST STAFF PROTECTION PROCEDURE – COVID-19</a></li> </ul>	2	5	10
Behavioural Non-compliance with Physical Distancing	Contract or Spread COVID 19	5	5	25	<ul style="list-style-type: none"> <li>• Supervision to support behavioural changes by continuously monitoring compliance with the 2m physical distancing</li> <li>• All tool box talks to include the reminder for 2m physical distancing.</li> <li>• If at any point it is recognised the 2m physical distance cannot be complied with, works affected should be assessed to develop safe methods based on specific risk assessments pertinent to the work.</li> </ul>	2	5	10
Existing Health Issues / Pregnancy / Ethnic background / Living with Vulnerable People	Contract or Spread COVID 19	5	5	25	<ul style="list-style-type: none"> <li>• If a worker has existing health issues [asthma, COPD for example] they must inform Hillcrest.</li> <li>• Hillcrest will carry out risk assessment based on the staff's members individual health status.</li> <li>• If the best possible outcome is to re-enter lockdown, dependent on the risk to public health as assessed by the Scottish Government, Hillcrest will ensure that the employee remains at home or as required by government guidance.</li> <li>• If workers share a home with vulnerable people or people in the vulnerable group as directed by the Government, then that person should also be assessed for COVID risk before returning to work.</li> <li>• Pregnant staff members will receive their own Risk Assessment by their Line Manager and will work remotely where operationally possible until public health risk is lowered.</li> <li>• Hillcrest understands that people from various ethnic backgrounds may be at higher risk from COVID-19. This is potentially dependent on various factors including economic factors and geographical locations. Hillcrest will consider this when undertaking key business decisions in</li> </ul>	2	5	10

Hazard Identified	Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		L	S	Score		L	S	Score
				1	response to staff safety in light of the COVID-19 pandemic.  If the Hillcrest requires a staff member with underlying health issues or resides with vulnerable people to return to work, Hillcrest will provide a separate risk assessment for each case to explain the likelihood & severity of harm to anyone that may be realised by returning to work, including using public transport & work operations. This risk <b>must</b> be reduced to as low as reasonably practicable in all circumstances.			1

Additional Controls Required	Responsible Person	New Risk Score			Date for completion	Date completed
		L	S	Score		
1						
2						
3						
4						
5						

Review (Annual or as required)			
Reviewer Name	Reviewers signature (electronic)	Any Amendments Made (please state sections(s))	Date reviewed
D Smith L Don J Dunlop	D Smith	Controls measures expanded on following hazards: <i>Travel to...</i> General Health & Hygiene Poor sanitary convenience Sharing canteen/kitchen Working in close proximity to others	14/08/20
D Smith L Don I Hodge-Neale S Thompson	D Smith	Controls measures expanded on following hazards: <i>Working in close proximity to others....</i> Training Workplace capacities Face coverings	10/09/20