**Risk Assessment – Face to Face HR Employee Relation Meetings**

Given that existing workplace risk assessments may not cover Covid-19 hazards in sufficient detail, managers will develop specific risk assessments as part of their remobilisation planning. The Government’s [5 Steps to Working Safely](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus-hse&utm_term=covid-secure-1&utm_content=stakeholder-22-may-20)  guidance should be applied and key findings and controls effectively communicated to staff and other interested parties. The Health and Safety Executive (HSE) have also produced a short guide to [working safety during the coronavirus outbreak](https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-secure-2&utm_content=stakeholder-22-may-20) which managers may find useful when carrying out their assessments.

This **Risk Assessment** should be completed **in conjunction with the** [COVID19 Generic risk assessment](https://intranet.westlothian.gov.uk/article/2197/Health-Safety-and-Welfare).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I.D.** | **Document History** | **Date** | **By whom** | **Version** |
| - | Document first introduced | 04.06.20 | VB | V1 |
|  |  |  |  |  |
|  |  |  |  |  |

| I.D. | HAZARD | RISKS | C. RR | WHO MAY BE HARMED | EXISTING CONTROL MEASURES | Additional Control Measures |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Staff entering premises | Spread of Infection |  | * Staff | * Minimise the number of employees having to attend premises for meetings by using video/telephone conferencing facilities where possible. * Controlled entry points to building. * Hand sanitising stations set up at entrance points. * Hand washing facilities readily available <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>. * Visitor appointments by prior arrangement. * Social distancing to be applied in all work areas. * Drying of hands with hand driers and/or disposable paper towels. * Gel sanitisers in any area where washing facilities not readily available. | Employees to regularly wash their hands for 20 seconds with water and soap and drying with hand driers and/or disposable paper towels.  Also reminded to catch coughs and sneezes in tissues – Follow [Catch it, Bin it, Kill it](https://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=42218&p=0) and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues should be available where the risk warrants an additional control (e.g. care homes, waiting rooms etc.)  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.hps.scot.nhs.uk/>.  Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/> [guidance-to-employers-and-businesses-about-](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19) [covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  West Lothian Council staff guidance:  <https://intranet.westlothian.gov.uk/article/50410/Advice-and-Information-on-Coronavirus-COVID-19>  Staff should make sure the most recent guidance is being followed. The above site is regularly updated to reflect the changing nature of the current situation and taking account of advice from other bodies e.g. NHS Inform and Government Agencies.  Staff returning to work in a building where changes have been made will be required to undergo a building induction prior to returning to workplace. A record of this induction will be kept. The induction must cover all the points that would have been covered in a general workplace induction in addition to the Covid-19 related changes.  For those staff working from home or visiting a building that isn’t their normal place of work, they will be provided with building protocols to read in advance of the hearing. They will be asked to confirm they have read and understood this prior to attending the meeting.  Visitors and visiting staff must follow the instructions provided by the meeting organiser/host at all times who will have undergone a building induction. |
| 2. | Managing Visitors and/or Visiting Staff (staff attending a different workplace or attending their normal workplace but are currently working from home) | Spread of infection |  | * Staff * Visitors | * Visitors and visiting staff can only attend buildings by prior arrangement. * Controlled entry points. * Signs erected advising visitors of control arrangements in place for their and staff safety. * Hand sanitising stations set up at entrance points. * Hand washing facilities readily available <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Social distancing to be applied in all work areas. * Drying of hands with hand driers and/or disposable paper towels. * Gel sanitisers in any area where washing facilities not readily available. | Visitors and visiting staff must be told that visits are by appointment/ invitation only. This is to protect them and staff.  If a visitor arrives early they are to be told leave the building and come back as close as possible to the time of their scheduled meeting.  A risk assessment to allow the visit to take place safely must be implemented for every meeting.  The risk assessment should consider:   * The health of the person * The demeanour of the person * Any adjustments required * The nature of visit/appointment * The location where visit can take place safely * Social distancing requirements * PPE requirements   Visitors and visiting staff will be given building protocols in advance of coming to the meeting which they must confirm they have read and understood to the meeting organiser. |
| 3. | Susceptibility in catching COVID-19 | Serious illness / illness or death |  | Vulnerable Groups:   * Elderly * Expectant mothers * Staff with existing underlying medical conditions * BAME | Line Managers must take account of [NHS Inform Guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice) relating to higher and moderate risk categories.  **Hand Washing**   * Hand washing facilities with soap and hot water in place. * Stringent hand washing taking place. * Disposable paper towels/hand driers for drying of hands * See hand washing guidance. <https://www.nhs.uk/live-> [well/healthy-body/best-way- to-wash-your-hands/](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) * When dealing with the elderly or highly vulnerable people, suitable and sufficient PPE/RPE must be used, taking the NHS guidance on [COVID19: Infection Prevention and Control](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/893320/COVID-19_Infection_prevention_and_control_guidance_complete.pdf) into account. * Gel sanitisers in any area where washing facilities not readily available.   Where a staff member is invited to attend but has said they have existing [underlying medical conditions](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/) which makes them more at risk to catching the COVID-19, managers must ensure an [individual risk assessment](https://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=41373&p=0) is carried out to determine how the risk can be managed  Expectant mothers should already have an individual risk assessment however this needs to be continually reviewed in line with emerging guidance from NHS.  [Coronavirus (COVID-19): Pregnancy and newborn babies](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/parents-and-families/coronavirus-covid-19-pregnancy-and-newborn-babies)  [New and Expectant Mothers at Work Guidance](https://intranet.westlothian.gov.uk/article/29165/New-and-Expectant-Mothers-at-Work-Guidance) is available on the Council’s Health, Safety & Welfare, which also includes the relevant risk assessments. | Employees and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying hands with disposable paper towels/hand driers.  Also reminded to catch coughs and sneezes in tissues. Follow [Catch it, Bin it, Kill it](https://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=42218&p=0) and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues to made available where the risk warrants an additional control (e.g. care homes, waiting rooms etc).  Where staff have intimated they have an underlying medical condition and there is any uncertainty or doubt regarding the medical condition or exposure routes, managers should consider seeking advice from the Council’s Occupational Health Provider through the normal [referral process](https://www.westlothian.gov.uk/article/33209/Supporting-Attendance-at-Work-Forms).    Where visitors have intimated they are in high risk group, they should be advised of the risks in attendance and asked to attend by video/telephone conferencing instead.  Emerging evidence suggests that COVID-19 is having a disproportionate effect on people from BAME backgrounds. Some BAME groups are at higher risk of certain diseases and conditions and this may suggest an increased likelihood of developing COVID-19. This needs to be considered in any [individual risk assessment](https://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=41373&p=0).  Expectant mothers can obtain further guidance from [Royal College of Obstetricians & Gynaecologists](https://www.rcog.org.uk/en/guidelines-research-services/coronavirus-covid-19-pregnancy-and-womens-health/) |
| 4. | Displaying symptoms of COVID 19 | Illness / Spread of infection |  | * Staff * Visitors | If anyone becomes unwell with a new continuous cough, a high temperature or reports suffering from a loss or change in sense of smell or taste (anosmia) whilst attending the meeting, they will be sent home immediately and advised to follow [NHS Inform guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/parents-and-families/coronavirus-covid-19-pregnancy-and-newborn-babies).  The individual’s households should also self-isolate for 14 days as per the current guidelines and the individual should stay at home for 7 days, or longer if they still have symptoms other than cough or loss of sense of smell.  Line Managers will maintain regular contact with staff members during this time. | All staff and invited visitors to confirm to the meeting organiser in advance of attending they are symptom free before they can enter the premises.  Staff who develop symptoms will be asked to take a test using any portal and confirm a negative test result or are symptom free before able to attend any face to face meetings.  Visitors who become unwell with symptoms during the course of the meeting will be asked to leave the premises immediately and will not be able to gain entry until symptom free or negative test result. |
| 5. | Arranging and holding meetings | Spread of Infection |  | * Staff * Visitors | Every effort must be taken by managers to prevent face-to-face meetings with staff, trade unions and visitors during the COVID crisis. Meetings should be conducted over the phone or by video conferencing where possible.  If face-to-face meetings cannot be avoided Managers must ensure an individual [risk assessment](https://intranet.westlothian.gov.uk/CHttpHandler.ashx?id=18158&p=0) is carried prior to each meeting to determine what arrangements will need to be in place to allow the meeting to go ahead safely. For example:   * Venue * Time * Persons involved * Social distancing * Supervision * Customer / client history / demeanour * Emergency arrangements   The meeting location must be large enough to accommodate social distancing at all times for all participants.  Consideration should be given to hybrid of video/telephone conferencing and face to face participants particularly if large groups of staff need to attend | Arrange for all staff and visitors to be given building and meeting protocols in advance of meetings. They must confirm to the meeting organiser they have read and understood the contents.  Only those people invited to the meeting should attend the building. If the staff member is entitled to be accompanied, they must notify the meeting organiser to advise prior to attend. No-one else will be allowed entry. Everyone attending the premises will have to confirm they are symptom free to the meeting organiser before they can enter the building.  The meeting organiser should ensure a disinfecting product is used before and after the meeting, making sure hard surfaces are wiped down with disposable paper towels. i.e. Table tops, arms rests, top/back of seats and anywhere else that may have been touched. In areas that have been electrostatically cleaned only the designated cleaning products should be used.  Ensure equipment is not shared, this includes pens/pencils etc. If there is a requirement to share they must be wiped down using a bacterial killing product before passing it over and again when it’s returned.  Ensure staff and visitors are aware of numbered seating system in operation for room and that this must be followed to allow social distancing to be maintained as participants enter and leave rooms. |
| 6. | Staff and visitors interacting | Spread of Infection |  | * Staff * Visitors | Social Distancing - reducing the number of persons in any work area to comply with the 2-metre rule.  Redesigning processes/protocols to ensure social distancing in place, including one-way systems and entry or exit only doors.  Manager to highlight to staff the importance of social distancing and provide examples of distancing.  Regular cleaning to take place in communal areas and of high use items such as door handles, light switches, reception desk tops, stair banisters etc using bacterial killing products by FM staff. | Visitors and visiting staff to be given clear guidelines in advance of attending meetings of building protocols. Visitors and visiting staff will need to confirm to the meeting organiser they have read and understood the contents prior to attending.  Staff to be reminded at every meeting of the importance of social distancing both in and out of the workplace.  Equipment should not be shared, this includes pens/pencils etc. If there is a requirement to share then they must be wiped down using a disinfecting product before passing it over and again when it’s returned.  Management to regularly monitor arrangements to check they are working. |
| 7. | Sharing of equipment | Spread of infection |  | * Staff * Visitors | Every effort must be made not to share equipment, including things like pens, pencils etc. Where this cannot be prevented then a cleaning procedure must be adopted whereby the items are wiped down with antibacterial wipes or other bacterial killing products before issuing and upon return. |  |
| 8. | Accessing mail rooms / photocopying rooms | Spread of infection |  | * Staff | Local controls must be in place to limit the number of people who can access mail / photocopying rooms. This will largely be dependent on the size of these rooms. If social distancing cannot be achieved (e.g. two metre rule) then only one person to access the area at any given time.  Hand sanitiser to be available at the doors of these rooms.  Local instructions provided to staff, supported by signs on entry points.  Increased cleaning regime by staff to be implemented for deliveries and hard surfaces (e.g. table tops, regularly touched areas such as door handles etc.) | Managers must emphasise to staff the importance of following the manufacturer’s instructions and rubbing the hand sanitiser on their hands until it’s completely evaporated. This will ensure protection and prevent lumps of sanitiser lying on the skin that could ignite if exposed to an ignition source. |
| 9. | Breaks in communal areas | Spread of Infection |  | * Staff * Visitors | Location of break times discussed and agreed with everyone at the meeting.  Social Distancing - reducing the number of persons in break area at any one time, maintaining the 2-metre rule recommended by the Scottish Government  <https://www.gov.scot/news/social-distancing-guidance-for-business/>  Rearrange seating/tables to make sure staff and visitors are spread out.  In communal areas all hard surfaces to be cleaned by users after use with a disinfecting product (i.e. table top, chair handles etc).  Hand contact points on equipment e.g. microwaves/hot water taps should be cleaned before use and hands washed following cleaning by users. | Management to regularly monitor arrangements to check they are working and ensure appropriate cleaning products are available. |
| 10. | Shared toilet / kitchen facilities / showers | Spread of infections |  | * Staff * Visitors | Local arrangements to be put in place so only one person can use toilet / shower facilities at any time (verbal instruction and signs on doors).  Antibacterial wipes, hand sanitiser made available in toilet. | If queuing to use these facilities is likely managers must ensure there are floor markings in place to maintain two metres distance between people.  Increased cleaning regime by FM staff in place to ensure hard surfaces are regularly wiped down with bacterial killing products. |
| 11. | Fire Safety Emergency Procedures | Staff congregating at Fire Assembly Points. |  | * Staff * Visitors | Responsible Persons for the building will review and where necessary increase the location of Fire Assembly Points to maintain social distancing requirements. | Responsible Persons will need to keep this measure under review, depending on the size of premises and volume of pedestrians/members of the public visiting premises. |
| 12.. | Virus remaining on hard surfaces | Spread of infection |  | * Staff * Visitors | Risk of contamination reduces after 72 hours (in most cases).  Routine cleaning and disinfection of frequently touched objects and surfaces such as telephones, keyboards, door handles desks, tables, lift buttons etc  Electrostatic cleaning of higher risk areas by FM staff. | Following advice from the [NHS Inform Guidance](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/parents-and-families/coronavirus-covid-19-pregnancy-and-newborn-babies).  Where Electrostatic cleaning has been implemented staff must be made aware that they cannot bring their own cleaning products into the building for use. |

**Risk Rating**

**The Severity, Likelihood and resultant Risk Rating are arrived at after taking the existing controls into account. The rating may change when additional controls/ recommendations are implemented.**

**Health and Safety 5x5 Risk Matrix**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | CONSEQUENCE | | | | |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
|  |  |  | Insignificant | Minor | Moderate | Major | Catastrophic |
| LIKELIHOOD | 1 | Very Unlikely | 1. Acceptable | 2. Acceptable | 3. Acceptable | 4. Acceptable | 5. Acceptable |
| 2 | Unlikely | 1. Acceptable | 4. Acceptable | 6. Adequate | 8. Adequate | 10. Tolerable |
| 3 | Fairly Likely | 1. Acceptable | 6. Adequate | 9. Adequate | 12. Tolerable | 15. Tolerable |
| 4 | Likely | 1. Acceptable | 8. Adequate | 12. Tolerable | 16. Tolerable | 20. Unacceptable |
| 5 | Very Likely | 1. Acceptable | 10. Tolerable | 15. Tolerable | 20. Unacceptable | 25.Unaceptable |

Risk Rating is defined by the **likelihood** of the event occurring **multiplied** by the **consequence** if it happens. (e.g. likelihood is 4 and consequence is a 3 – 4 x 3 = **12** **Risk Rating)**

|  |  |
| --- | --- |
| **1 - 5**  **Acceptable** | Risk is being managed appropriately. Continue to **monitor** controls to ensure safe working methods are being maintained. |
| **6 – 9**  **Adequate** | Controls are adequate but the appropriate level of **supervision** must be in place to ensure safe working methods are being maintained. |
| **10 - 16**  **Tolerable** | Risks remain and consideration should be given to lowering the risk level further. This may involve an element of **dynamic risk assessment** prior to and whilst the activity is being carried out. **Increased level of supervision** may be required to ensure the safe working methods are being adhered to at all times. |
| **17 - 25**  **Unacceptable** | **STOP** the activity **cannot** take place; the risk of injury is too high! Further actions are required and stronger controls introduced to reduce the level of risk involved. Once new controls have been identified the activity / task should be re-assessed. |