

## CITY BUILDING Coronavirus (COVID-19) RISK ASSESSMENT

<b>City Building Site/s location</b>	Glasgow – Various Offices		
<b>Work activity</b>	General office activities		
<b>Assessment carried out by</b>	Health & Safety Group & CB Section Management	<b>Date</b>	29/05/20
		<b>Review Date</b>	On-going

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
<b>Infection and spread of Covid-19</b>	CB Staff Visitors	<p>Covid-19 Policy, procedures and arrangements developed and applied for working within the current Government and Public Health guidelines</p> <p>Covid-19 informational and directional signage/posters inclusive of social distancing guidelines displayed</p> <p>There is a reduced number of staff working in office facilities with many staff homeworking</p> <p>All staff and visitors are advised to maintain 2m physical distancing</p> <p>Staff advised not to touch their eyes, nose or mouth, if their hands are not clean</p> <p>Staff advised that physical contact with others such as handshakes, are not permitted</p>	<p>All staff briefed to ensure that they are aware of the hazards/risks and understand the site rules and procedures that CB have put in place</p> <p>CB Section Management to share with CB Clients/Visitors by either email or phone the arrangements that CB have in place and how they are expected to co-operate</p> <p>Where visitors have no option but to visit CB offices in person, this is done by prior arrangement and receipt of the CB Covid-19 Site/Premise Rules</p> <p>Staff to be given additional instruction on no office gatherings or close staff face to face contact</p>	CB Section Management		Medium

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
<p><b>Infection and spread of Covid-19</b> (cont'd)</p>		<p>Existing and regular cleaning regime in place for office areas/facilities</p> <p>Readily accessible hand washing facilities and/or provision of hand sanitisers and wipes</p> <p>Staff are advised to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>Office areas including workstations have been re-designed/re-configured to allow for 2m social distancing requirements</p> <p>Segregation/barriers and one-way directional systems put in place where practical</p> <p>No desk/chair sharing permitted</p> <p>Virtual/remote meetings are being carried out</p> <p>Only "absolutely necessary" in person meetings taking place with a reduced number of attendees</p>	<p>Increase/enhanced cleaning regime to be put in place inclusive of all touch areas especially in and around common areas such as offices and meeting rooms.</p> <p>Special attention to be paid to frequently touched surfaces/parts such as door handles, office equipment, handrails, light switches</p> <p>Section Management to arrange for increased daily inspections (am/pm) throughout office/common areas to check for cleanliness/adequate stock of soap, sanitiser and wipes</p> <p>CB Section Management to contact HR and the H&amp;S Group for advice on any Staff with an underlying condition</p>			

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<p><b>Infection and spread of Covid-19</b> (cont'd)</p>		<p>All staff instructed to ensure CB Section Management are made aware of any existing underlying health conditions Staff are advised to stay at home and isolate if showing symptoms of Covid-19</p> <p>Staff advised that if diagnosed with Covid-19 by the NHS/GP they must notify their Manager in line with CB's absence policy</p> <p><b>Vulnerable Persons</b> Staff to ensure Management are made aware of any existing underlying health condition Staff within this group may be at increased risk and as such, CB support self-isolation measures.</p> <p><b>Shielding employees</b> The HR Team are in contact and providing guidance for those colleagues who identify as having to shield</p>				
<p><b>Inadequate personal hygiene standards posing a risk of contracting Covid-19</b></p>	<p>CB Staff Visitors</p>	<p>Good hygiene and hand cleaning signage/posters displayed throughout office areas</p> <p>Readily accessible hand washing facilities and/or provision of hand sanitisers and wipes</p>	<p>CB Section Management to re-assess and ensure the provision of suitable containers/bags for safe disposal of potentially contaminated materials</p>	<p>CB Section Management</p>		<p>Medium</p>

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<p><b>Inadequate personal hygiene standards posing a risk of contracting Covid-19</b> (cont'd)</p>		<p>Staff are advised to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>Staff advised not to touch their eyes, nose or mouth, if their hands are not clean</p> <p>Staff and visitors advised that a disposable tissue should be used when coughing/sneezing and the tissue safely disposed of</p> <p>Waste bins provided with regular removal and disposal of waste materials</p>				
<p><b>Onset of Covid-19 Symptoms</b></p>	<p>CB Staff, Visitors</p>	<p>Contact information/numbers for all staff held with HR Section</p> <p>Covid-19 signage displayed giving information on potential symptoms</p> <p>A designated isolation room is available for any staff/visitors that may show Covid-19 symptoms</p>	<p>CB Section Management to ensure they have access if required to staff contact information/numbers</p>	<p>CB Section Management</p>		<p>Medium</p>

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<b>Facility access / egress points</b>	CB Staff, Visitors	<p>All non-essential visitors stopped from entering CB offices by Facilities / Security staff</p> <p>Covid-19 signage and posters displayed at all access/egress points</p> <p>Systems/doors that require skin contact disabled</p> <p>One way pedestrian systems put in place</p> <p>Access/egress points monitored to ensure social distancing measures are being adhered to</p> <p>All staff wash / clean their hands upon entering or leaving office / facilities</p>	<p>CB Section Management to monitor and may have to introduce staggered start and finish times to reduce possible congestion at access / egress points</p> <p>Access points to continue being regularly monitored to ensure social distancing measures are being adhered to</p>	CB Section Management		Medium
<b>Welfare: Risk of cross contamination in Welfare areas inclusive of food and drinks</b>	CB Staff	<p>Covid-19 informational and directional signage/posters inclusive of social distancing guidelines displayed</p> <p>Welfare facility layouts have been re-assessed prior to re-starting to ensure compliance with CB procedures</p> <p>Existing cleaning regime in place for office/facilities</p>	<p>Where practical, CB Section Management to introduce staggered break times to reduce congestion in canteen and kitchen facilities</p> <p>Increase/enhanced cleaning regime to be put in place</p>	CB Section Management		Medium

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<p><b>Welfare: Risk of cross contamination in Welfare areas inclusive of food and drinks</b> (cont'd)</p>		<p>Staff are encouraged to prepare food and drink at home and bring it with them avoiding the need to visit takeaway outlets and potential exposure to infection</p> <p>Crockery, eating utensils, cups, etc. are not shared</p> <p>Staff sit at least 2m apart from each other, avoiding any physical contact</p> <p>Staff are required to stay in the facility once they have entered and not use local shops etc.</p> <p>Hand-cleaning facilities or hand sanitiser are available at the entrance of rooms where staff eat/drink and must be used when entering and leaving the area</p>	<p>Where items in relation to current Welfare legislative requirements are provided in office/kitchen areas such as fridges, kettles and microwaves then the use of these items must be strictly managed with a high standard of hygiene and cleaning arrangements implemented</p> <p>CB Management to appoint a person to be responsible for the control of use, cleaning and maintenance of these items</p>			
<p><b>Toilets/Changing facilities i.e. showers</b></p>	<p>CB Staff, Visitors</p>	<p>Existing cleaning regime currently in place for office/facilities</p> <p>There is a reduced use of toilets/changing/shower/drying facilities due to a reduction in staff numbers present at office/facilities</p>	<p>An increased/thorough cleaning regime to be put in place inclusive of common touch areas and especially in and around toilets, changing rooms and shower areas.</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches</p>	<p>CB Section Management</p>		<p>Medium</p>

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<b>Toilets/Changing facilities i.e. showers</b> (cont'd)		<p>Suitable and sufficient rubbish bins in these areas with regular removal and disposal of waste materials</p> <p>Readily accessible hand washing facilities and/or provision of hand sanitisers and wipes</p> <p>Staff instructed to clean their hands frequently, using an alcohol-based hand sanitizer that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p>	<p>Section Management to arrange for increased daily inspections (am/pm) for toilets/common areas checking the cleanliness and stock of soap, sanitiser and wipes</p>			
<b>Commuting to the workplace</b>	CB Staff	<p>Travel is required where staff cannot work from home</p> <p>As a last resort public transport to be used and CB employees to practice social distancing where possible</p>	<p>Section Management to advise staff that commuting to the workplace by public transport should be avoided where possible</p> <p>Staff if using public transport advised wearing a face covering is mandatory</p> <p>Where possible staff should travel using their own transport, cycle or walk if within a reasonable walking distance of site</p>	CB Section Management		Medium

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<b>Health and Well-being</b>	CB Staff	<p>CB Directorate / Management have throughout the Covid-19 outbreak been regularly highlighting and promoting health and wellbeing inclusive of resources/support materials available from the CB Intranet</p> <p>Section Management advised to be in regular contact and monitoring the wellbeing of CB colleagues</p>	Section Management to ensure they are communicating with staff and monitoring the health and wellbeing of staff within their remit	CB Section Management		Medium
<b>Safety Behaviours</b>	CB Staff	<p>Provision of CB H&amp;S Toolbox talks</p> <p>H&amp;S Inductions/Briefings</p> <p>H&amp;S communications such as Safety Bulletins/Flashes being issued on Covid-19 related issues</p>	Section Management to promote an open and collaborative approach encouraging staff and operatives to highlight any non-compliance in relation to Covid-19 site arrangements/procedures	CB Section Management		Medium