

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

<b>City Building Site/s location</b>	Glasgow		
<b>Work activity</b>	Training & Development Centre		
<b>Assessment carried out by</b>	Health & Safety Group & CB T&D 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 during T&amp;D operations</b>	T&D Staff/Apprentices	<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>Readily accessible hand washing facilities and/or provision of hand sanitisers and wipes</p> <p>T&amp;D staff/apprentices 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>Recommencement of T&amp;D operations with initially a reduced number of T&amp;D staff/apprentices working</p> <p>Segregation/barriers and one-way pedestrian systems to be put in place where practical</p> <p>T&amp;D Management to carry out "Road testing" of new systems prior to employees returning to the workplace</p> <p>T&amp;D Management to share with CB Clients/Visitors by email and/or phone the arrangements in place and how they are expected to co-operate when visiting</p> <p>Where visitors have no option but to visit the T&amp;D facility in person, this is done by prior arrangement and receipt of the CB Covid-19 Site/Premise Rules</p>	T&D Management		Medium

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<p><b>Infection and spread of Covid-19 during T&amp;D operations</b> (cont'd)</p>		<p>T&amp;D staff/apprentices advised to avoid touching their eyes, nose or mouth, if their hands are not clean</p> <p>Office areas and workshops have been re-designed to allow for 2m physical distancing requirements</p> <p>Existing and regular cleaning regime in place for T&amp;D areas/facilities</p> <p>T&amp;D staff/apprentices are advised to stay at home and isolate if showing symptoms of Covid-19</p> <p>T&amp;D staff/apprentices advised that if diagnosed with Covid-19 by NHS/GP they must notify T&amp;D Management in line with CB's absence policy</p> <p><b>Vulnerable Persons</b> T&amp;D staff/apprentices to ensure T&amp;D Management are made aware of any existing underlying health condition/s</p>	<p>All T&amp;D staff/apprentices briefed to ensure that they are aware of the hazards/risks and understand the T&amp;D facility rules and procedures that CB have put in place</p> <p>Instruction to be given on no gatherings and close face to face contact avoided</p> <p>An increased/enhanced cleaning regime to be put in place inclusive of all touch areas especially in and around common areas such as toilets, restrooms, offices, meeting rooms.</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, phones/office equipment, handrails, light switches, machinery (isolated), work equipment touch parts</p> <p>T&amp;D Management to arrange for increased daily inspections (am/pm) throughout the T&amp;D facility checking cleanliness and stock of soap, sanitiser and wipes</p>			

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<b>Infection and spread of Covid-19 during T&amp;D operations</b> (cont'd)	T&D Staff/Apprentices Visitors	T&D staff/apprentices within this group may be at increased risk and as such, CB will support self-isolation measures.  <b>Shielding employees</b> The HR Team are in contact and providing guidance for those employees who identify as having to shield	T&D Management to contact HR and H&S Group for advice on staff/apprentices reporting an underlying condition	T&D Management		Medium
<b>Onset of Covid-19 symptoms</b>	T&D Staff/Apprentices Visitors	Covid-19 signage displayed giving information on potential symptoms  Contact numbers for all T&D staff/apprentices held with HR	T&D Management to identify and allocate an isolation room where anyone developing the onset of Covid-19 symptoms can await collection by their contact  T&D Management to ask visitors upon arrival if they wish to provide a contact persons number	T&D Management		Medium
<b>Training Centre access points / Reception area</b>	T&D Staff/Apprentices Visitors	All non-essential visitors or visitors without an appointment stopped from entering the Training Centre  Covid-19 signage and posters displayed at all access/egress points	Where practical, T&D Management to introduce staggered start and finish times to reduce congestion at access/egress points  Training Centre access points to be regularly monitored to ensure social distancing measures are being adhered to	T&D Management		Medium

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<b>Training Centre access points / Reception area</b> (cont'd)		<p>Training Centre access points including reception areas monitored to ensure social distancing measures are being adhered to</p> <p>All staff/apprentices and visitors to wash/clean their hands upon entering or leaving the site</p> <p>Allowance made for 2m spacing between staff, apprentices and visitors waiting to enter the facility</p> <p>On entry to site, delivery drivers remain in their vehicles until further instruction and must wear hand protection before unloading goods and materials</p>				

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<p><b>Preventing Covid-19 infection being passed on due to multiple persons using the same machinery, tools, plant and work equipment</b></p>	<p>T&amp;D Staff/Apprentices</p>	<p>As a rule, there should be no sharing of plant, tools or equipment. If this is not possible for some tasks then this must be strictly controlled and plant, tools and work equipment subject to an enhanced cleaning regime using an approved disinfectant after each use</p> <p>Good hygiene and hand cleaning signage/posters displayed throughout T&amp;D facility areas</p> <p>All T&amp;D staff/operatives advised to maintain a 2m physical separation from other T&amp;D personnel</p> <p>T&amp;D staff/apprentices 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>T&amp;D staff/apprentices advised not to touch their eyes, nose or mouth, if their hands are not clean</p>	<p>T&amp;D Management to ensure all operatives receive instruction on the sharing of plant, tools/equipment not being permitted</p>	<p>T&amp;D Management</p>		<p>Medium</p>

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<p><b>Inadequate personal hygiene standards posing a risk of contracting Covid-19</b></p>	<p>T&amp;D Staff/Apprentices</p>	<p>Good hygiene and hand cleaning signage/posters displayed throughout T&amp;D facility areas</p> <p>T&amp;D staff/apprentices advised to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>T&amp;D staff/apprentices advised not to touch their eyes, nose or mouth, if their hands are not clean</p> <p>T&amp;D staff/apprentices and visitors advised that a disposable tissue be used when coughing/sneezing and the tissue safely disposed of</p> <p>T&amp;D staff/apprentices instructed that any potentially contaminated clothing or RPE/PPE should be taken off and placed in a suitable plastic bag or designated container for safe disposal/removal from the workplace area</p>	<p>T&amp;D Management to re-assess and ensure the provision of suitable containers/bags for safe disposal of potentially contaminated materials</p> <p>T&amp;D staff/apprentices advised that physical contact with others such as handshakes is not permitted</p>	<p>T&amp;D Management</p>		<p>Medium</p>

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<b>Inadequate personal hygiene standards posing a risk of contracting Covid-19 (cont'd)</b>		Waste bins provided with regular safe removal and disposal of waste materials				
<b>Toilets : Risk of cross contamination in Toilets/Showers &amp; Changing facilities</b>	T&D Staff/Apprentices	<p>Existing and regular cleaning regime in place for T&amp;D toilet, shower and changing facilities</p> <p>There is a reduced use of toilets, shower and changing facilities due to a reduction in staff/apprentice numbers present within the T&amp;D facilities</p> <p>Suitable and sufficient waste 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>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>T&amp;D Management to arrange for increased daily inspections (am/pm) throughout facility toilets and common areas checking cleanliness and adequate supplies/stock of soap, sanitiser and wipes</p>	T&D Management		Medium

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<b>Toilets :</b> <b>Risk of cross contamination in Toilets/Showers &amp; Changing facilities (cont'd)</b>		T&D staff/apprentices advised 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				
<b>Welfare :</b> <b>Risk of cross contamination in Welfare areas (Inclusive of food and drinks)</b>	T&D Staff/Apprentices	<p>Social distancing signage/posters, guidelines displayed throughout welfare areas</p> <p>Existing and regular cleaning regime in place for welfare areas</p> <p>T&amp;D staff/apprentices 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>T&amp;D staff/apprentices are encouraged to stay on site once they have entered and not use local shops etc.</p> <p>T&amp;D staff/apprentices requested to use re-fillable drinking bottles</p>	<p>Welfare facilities to be re-assessed prior to recommencement to ensure compliance with procedures such as physical distancing</p> <p>T&amp;D Management to introduce staggered break times to reduce congestion in welfare areas. If necessary increase the number/size of welfare facilities</p> <p>An increased/thorough cleaning regime to be put in place inclusive of common touch areas.</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, chairs, light switches, etc.</p>	T&D Management		Medium



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<p><b>Welfare :</b>  <b>Risk of cross contamination in Welfare areas (Inclusive of food and drinks)</b>  (cont'd)</p>		<p>Hand-cleaning facilities/ hand sanitisers are available at the entrance of welfare areas for use</p> <p>T&amp;D staff/apprentices to sit at least 2m apart from each other and avoid any physical contact</p> <p>Crockery, eating utensils, cups, etc. are not to be shared</p>	<p>Where items are provided in relation to current Welfare legislative requirements such as fridges, microwaves and kettles then the use of these items must be strictly managed with a high standard of hygiene and cleaning arrangements implemented.</p> <p>T&amp;D Management to appoint a person to be responsible for control of the use, cleaning and maintenance of these items</p> <p>T&amp;D Management to ensure there is regular daily (am/pm) inspections of welfare areas put in place for checking the standards of cleanliness</p>			

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<b>T&amp;D Offices &amp; Meetings</b>	T&D Staff/Apprentices Contractors Visitors	<p>Social distancing signage/posters, guidelines displayed throughout factory offices/meeting rooms</p> <p>No desk/chair sharing permitted</p> <p>One way directional systems in place and communicated to relevant staff</p> <p>Reduced numbers of staff to be in offices</p> <p>Virtual meetings carried out where possible</p> <p>Only "absolutely necessary" meetings should take place with a reduced number of attendees present and practicing social distancing</p> <p>Any essential briefing/induction sessions held outdoors in a safe designated area when possible. If not possible e.g. due to poor weather then reduced numbers of attendees and physical distancing must be applied when indoors</p>	<p>Where contractors/visitors have no option but to visit the T&amp;D facility in person, this is done by prior arrangement and in prior receipt of the CB Covid-19 Site/Premise Rules</p> <p>T&amp;D Management to share with contractors/visitors by either email or phone the arrangements that CB have in place and how they are expected to co-operate</p>	T&D Management		Medium

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<b>Commuting to the T&amp;D Facility</b>	T&D Staff/Apprentices	<p>Travel is required where T&amp;D staff/apprentices cannot work from home</p> <p>Public transport to be used as a last resort and T&amp;D staff/apprentices to practice social distancing where possible</p>	<p>T&amp;D Management to advise staff/apprentices that commuting to the factory by public transport should be avoided where possible</p> <p>Staff/apprentices if using public transport advised that wearing face coverings is mandatory</p> <p>Where possible staff and apprentices should travel to the factory using their own transport, cycle or walk if within a reasonable walking distance of site.</p>	T&D Management		Medium
<b>Health and Well-being</b>	T&D Staff/Apprentices	<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>T&amp;D Management advised to be in regular contact and monitoring the wellbeing of staff and apprentices</p>	T&D Management to ensure they are communicating with staff/apprentices and monitor the health and wellbeing of the factory workforce	T&D Management		Medium

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<b>Safety Behaviours</b>	T&D Staff/Apprentices	Provision of CB H&S Toolbox talks  H&S Inductions/Briefings  H&S communications such as Safety Bulletins/Flashes being issued on Covid-19 related issues	T&D Management to promote an open and collaborative approach encouraging T&D staff and apprentices to highlight any non-compliance in relation to Covid-19 site arrangements/procedures	T&D Management		Medium