

COVID Risk Assessment	Version 1.2
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Lothian Valuation Joint Board	Reason for Review	COVID19 PANDEMIC
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Assessor Name	G Strachan	Date of Review	14 <sup>th</sup> August 2020
Person(s) at Risk	Employees and Visitors		

Item No	Hazards	Risk/Harm Potential	Pre mitigation RAG	Control measures in place	Post mitigation RAG
1	Covid-19 at risk categories	At greater risk of significant health issues if Covid-19 is contracted		<ol style="list-style-type: none"> <li>The Employer shall maintain and review a staff list of all those classified as shielding and/or vulnerable. This to include staff who are providing primary care to a family member in these groups.</li> <li>Those staff identified <b>may</b> be advised to maintain isolation as per Government guidelines and continue working at home.</li> </ol>	
2	Employee returning to work	Increased risk of exposure to Covid-19 and impact on mental wellbeing arising from easing of lockdown measures.		<ol style="list-style-type: none"> <li>Shielding, vulnerable and primary carers identified and advised accordingly.</li> <li>Staff with childcare and issues arising from <b>any future changes to</b> school opening identified and advised accordingly.</li> <li>WAH maintained as a viable option for staff in 1 &amp; 2 above, and all others during Covid-19 and moving forward.</li> <li>Temporary WAH during Covid-19 supported by formal WAH policy adopted as easing of lockdown continues and thereafter.</li> <li>Additional measures taken to support staff during temporary WAH under Covid-19 conditions.</li> <li>Advice provided to staff using public transport. Mandatory wearing of face coverings supported.</li> <li>Office premises physically prepared to reflect social distance and virus containment requirements. This includes general office areas and all communal areas and facilities. Staff provided/receipt confirmed with relevant information prior to any office attendance.</li> <li>Increased level of office cleaning undertaken with focus on touch points.</li> <li>There shall be a non-office day to allow for additional cleaning, subject to advice from Government.</li> <li>Levels of staff attendance strictly controlled, subject to scheduling/rota and an assessment of business need.</li> <li>Attendance by visitors discouraged and 3<sup>rd</sup> party contractors subject to</li> </ol>	

				<p>adherence to office guidelines.</p> <ol style="list-style-type: none"> <li>12. Any employee showing symptoms of Covid-19 or sharing a house with someone with Covid-19 should remain at home as per the government’s guidance. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>13. Any employee contacted under the Government’s Track and Trace scheme must adhere to the advice given.</li> <li>14. Any member of staff becoming unwell at work with suspected Covid symptoms should contact HR in the first instance before immediately leaving the premises.</li> <li>15. Staff should continue to WAH as the first preference while Government advice indicates a stay at home/work at home message.</li> <li>16. The requirement for a staff position to be classified as requiring a constant attendance in the workplace shall be reviewed and be subject to management approval for full attendance.</li> <li>17. Flexible shift patterns shall be considered to support staff required to return to work to support a specific activity during a set period of time. This shall ease risk over peak time use of public transport, at times of entry and egress to the office, and provide control over staff attendance levels at any one time.</li> <li>18. Staff may wish to undertake a personal assessment in terms of Covid safety. This should be undertaken in association with LVJB HR. <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/</a></li> <li>19. Staff returning from annual leave involving travel abroad must follow all Government guidelines in operation at that time, including self-isolation if necessary.</li> </ol>	
3	Commuting to and from LVJB office	Use of Public Transport impacts on adoption of social distancing guidelines and virus containment guidelines resulting in increased risk to the individual and those they come into contact with.		<ol style="list-style-type: none"> <li>1. Wherever possible private transport should be used in preference to public transport.</li> <li>2. All staff are encouraged to cycle or walk to work where possible to do so.</li> <li>3. If public transport <b>cannot</b> be avoided, current government advice should be followed. This involves the mandatory wearing of face coverings.</li> <li>4. Face coverings have been issued to all staff.</li> <li>5. On entry to the office, all employees should observe the hand sanitizer requirement and wash their hands with soap and water at the earliest opportunity. Thereafter all staff should regularly throughout the day wash their hands for at least for 20 seconds as a method of infection control.</li> </ol>	

4	Offices attributes	The extent to which physical office attributes and occupation increase the risk associated with spreading Covid-19.		<ol style="list-style-type: none"> <li>1. The office is easily accessed and located in a low-density area.</li> <li>2. Car parking facilities are available to all those attending by car.</li> <li>3. The office is not shared with other occupiers.</li> <li>4. The office is occupied at a low density by pre-Covid measurements.</li> <li>5. Preparations are in place to reflect, assist and enforce social distancing and virus containment in both office space and communal areas.</li> <li>6. An increased level of office cleaning is in place with focus on touch points and communal areas.</li> <li>7. Office occupancy shall be subject to Government guidelines and any return to work shall be subject to careful control and scheduling that involves a continuation of WAH, rotational access, and assessing the business need.</li> <li>8. Access to the office by 3<sup>rd</sup> parties shall be controlled with public access actively discouraged. Access by contracted 3<sup>rd</sup> parties shall be monitored and subject to strict adherence to Covid guidelines and subject to a Covid-19 induction.</li> </ol>	
5	Office access - egress	These areas represent higher risk areas due to general convergence and use at peak times, where social distancing and virus containment measures shall come under pressure.		<ol style="list-style-type: none"> <li>1. Staff attendance to be strictly controlled reflecting current Government guidelines with ongoing support given to WAH.</li> <li>2. Staff must adhere to hand sanitizing requirements and social distancing at these locations. Staff must maintain appropriate hand hygiene measures throughout the building and during the day.</li> <li>3. Increased cleaning in these areas shall be carried with focus on touch points.</li> <li>4. Staff must adhere to the internal staff movement flows which assist minimising staff numbers in any one area and identify "caution zones".</li> <li>5. Staff shall be encouraged not to take unnecessary journeys out of the office thereby minimising the use of these areas.</li> <li>6. Staff shall be encouraged to bring food and drink into the office suitable for their period of attendance.</li> <li>7. Visitors and contracted 3<sup>rd</sup> parties must adhere to the social distancing and virus containment measures in operation.</li> </ol>	
6	Cleaning – infection control	A risk exists of virus transfer through contact with surfaces etc.		<ol style="list-style-type: none"> <li>1. A cleaner shall be in attendance Monday to Thursday for 5 hours each day. The focus shall be on touch points and communal facilities.</li> <li>2. This shall be enhanced by further contracted cleaning each day.</li> <li>3. There shall be a non-office day to allow for a deeper clean to be undertaken each week.</li> <li>4. Suitable cleaning fluids and materials shall be used at all times.</li> <li>5. Hand sanitising points shall be installed.</li> <li>6. Hand hygiene involving regular hand washing with soap and water shall be encouraged.</li> <li>7. Anti-bacterial wipes shall be available to all staff and specifically located at</li> </ol>	

				<p>communal machinery.</p> <p>8. An initial deep clean shall take place prior to office re-opening.</p>	
6	Office capacity	High density office occupation increases the risk to contraction of Covid-19		<ol style="list-style-type: none"> <li>1. Pre-Covid occupancy to space levels are low.</li> <li>2. The social distancing requirement shall be maintained between desks, either by limiting work staff attendance at any one time, or by physical re-arrangement of desks. <b>A staff attendance rota has been introduced.</b></li> <li>3. Current service performance under WAH conditions has proven that a satisfactory level can be achieved and maintained. Maintaining and promoting WAH alleviates pressure on socially distanced workstations.</li> <li>4. Specific work activities particular to certain events which involve a higher volume of staff in attendance within a confined space have been reviewed and alternative arrangement/procedures put in place in order to minimise risks.</li> <li>5. Staff movement flows within floors, between floors, at point of entry and egress, at “caution areas” have been established and must be adhered to.</li> <li>6. Areas within the office which may attract high occupancy levels have been reviewed. As a result, the use of general meetings rooms shall be withdrawn. Larger conference rooms can be used subject to very limited occupation and to social distancing and hygiene control measures. Approval for use of these rooms shall be required.</li> <li>7. Communal facilities which are subject to regular daily use shall be controlled and identified as “caution areas”. Toilets shall be used on a single occupancy basis only and kitchenettes can only be used by one staff member at a time. Seating within the canteen area shall be out of use.</li> <li>8. Staff shall be encouraged to bring to work food and drink that supports infrequent use of communal facilities. Staff should aim to stagger the times when such use is made of such facilities.</li> <li>9. Communal plates, cups, cutlery etc shall be removed from use.</li> <li>10. Coffee, tea, and water shall not be provided during meetings.</li> <li>11. Reception area shall not be staffed permanently, Social distancing shall be observed with appropriate public signage in place. Minimum occupancy shall be observed at all times. This is “caution” zone.</li> <li>12. Visitors shall be discouraged from attending the premises. 3rd party contractors shall be subject to Covid H&amp;S induction.</li> <li>13. Goods being delivered shall be placed in an allocated drop zone.</li> <li>14. Rooms required for use, i.e. storerooms, shall be subject to single occupancy.</li> </ol>	

				<ul style="list-style-type: none"> <li>15. Face coverings are available to all staff to wear within the office.</li> <li>16. For cleaning requirements, the office shall only be open 4 days a week.</li> </ul>	
7	Office culture	Breakdown in procedures, employee weariness, and easing of lockdown leading to lack of awareness may give rise to increased risk.		<ul style="list-style-type: none"> <li>1. Staff shall be introduced to all measures. All necessary guidelines shall be issued and receipted. All information shall be available on staff intranet.</li> <li>2. Communication with staff shall be maintained as a priority action.</li> <li>3. A mixture of WAH and staff attendance shall be introduced with attendance levels being carefully controlled throughout the short to medium term.</li> <li>4. Staff shall be encouraged to adopt a working pattern that provides them the most secure and balanced approach.</li> <li>5. Measures put in place within the office environment shall be highly visible.</li> <li>6. Regular communications with staff shall reinforce the need to observe all guidelines and required behaviours when in the office.</li> <li>7. The office environment represents a different place than shops etc and additional care is required.</li> <li>8. Signage throughout the office to re-enforce the need for social distancing and hygienic controls in respect of Covid-19.</li> <li>9. Weekly office checkpoint meeting to discuss what is going well, concerns, suggestions, areas requiring review, risk assessment, and Health and Safety to be undertaken. Discussions within teams to be encouraged.</li> <li>10. Management to conduct pro-active monitoring that all the office controls are being adhered to.</li> <li>11. Any reported breaches shall be investigated by management.</li> </ul>	
8	Workstations	Surface contamination risks the transfer of Covid-19 virus		<ul style="list-style-type: none"> <li>1. Workstation areas shall be subject to daily cleaning. These areas must be cleared at the end of the day.</li> <li>2. Anti-bacterial wipes shall be available to staff to clean keyboard, telephones etc and other desk top items. Used wipes to be placed in desk bins.</li> <li>3. There shall be no sharing of desks or desktop items including PC's.</li> <li>4. A weekly deeper clean shall be carried out.</li> </ul>	
9	High contact areas	Communal touch points present areas for higher risk of virus transfer.		<ul style="list-style-type: none"> <li>1. Staff flow plans minimise level of contact with touch points.</li> <li>2. Cleaning of touch points shall be undertaken throughout the day, including those within communal facilities.</li> <li>3. Sanitiser locations shall support hand hygiene at touch points.</li> <li>4. Hand washing with soap and water before leaving any part of the office and before returning to it should be carried out, whether this is movement within the office or exit and re-entry.</li> <li>5. Within communal facilities such as toilets and kitchenettes anti-bacterial wipes shall be available for staff to use.</li> <li>6. Anti-bacterial wipes shall be available at such locations as printers, scanners</li> </ul>	

				<p>etc.</p> <p>7. A weekly deeper clean shall be carried out.</p>	
10	Cleaning – infection control	A risk exists of virus transfer through contact with surfaces etc.		<ol style="list-style-type: none"> <li>1. A cleaner shall be in attendance Monday to Thursday for 5 hours each day. The focus shall be on touch points and communal facilities.</li> <li>2. This shall be enhanced by further contracted cleaning each day.</li> <li>3. There shall be a non-office day to allow for a deeper clean to be undertaken each week.</li> <li>4. Suitable cleaning fluids and materials shall be used at all times.</li> <li>5. Hand sanitising points shall be installed.</li> <li>6. Hand hygiene involving regular hand washing with soap and water shall be encouraged.</li> <li>7. Anti-bacterial wipes shall be available to all staff and specifically located at communal machinery.</li> <li>8. An initial deep clean shall take place prior to office re-opening.</li> </ol>	
11	Canteen	High use area – higher risk of social distancing breaches and contaminated surfaces		<ol style="list-style-type: none"> <li>1. The canteen shall be removed from use as a seating area until Government advice indicates that these areas can be brought into use with minimal risk.</li> <li>2. Facilities within the Canteen area shall be subject to single person use at any one time.</li> <li>3. All communal facilities are subject to daily touch point cleaning, and further daily contracted cleaning.</li> <li>4. Staff movement flow assist minimising staff contact in what is recognised as a caution zone.</li> <li>5. Anti-bacterial wipes shall be available in these areas for staff use.</li> <li>6. Staff shall be encouraged to eat at their desks.</li> <li>7. Staff attendance rotas should look to minimise staff numbers within the office at common times when these facilities would be used.</li> </ol>	
12	Food and beverages hygiene	Risk of cross infection from contaminated food items in fridge or store cupboards		<ol style="list-style-type: none"> <li>1. Staff where possible should bring their lunch into the office in clean Tupperware containers that can be removed at the end of the day.</li> <li>2. Only essential items to be stored in the fridge. All items in containers to be wiped down with anti-bacterial wipes before the item is stored in the fridge or after use and replaced in the fridge.</li> <li>3. Food should not be stored overnight in the fridge.</li> <li>4. Staff should wash hands before and after placing items in the fridge.</li> <li>5. Fridge to be cleaned daily and unsealed items removed.</li> <li>6. Hygiene notices to be displayed in the kitchenettes.</li> </ol>	

13	Toilets and showers	Risk of infection from contaminated surface, and reduced social distancing		<ol style="list-style-type: none"> <li>1. Use of toilet facilities limited to one staff member at a time. <b>Appropriate vacant/engaged signage shall be in operation. We shall introduce signage confirming frequency of cleaning.</b></li> <li>2. Staff should avoid queueing to use these facilities.</li> <li>3. All touch points shall be subject to cleaning throughout the day.</li> <li>4. Anti-bacterial wipes shall be available for staff to wipe down all touch points.</li> <li>5. Staff flow shall support use.</li> <li>6. Hygiene signage to be placed within toilet areas.</li> </ol>	
14	Emergency procedures	Social distancing procedures may break down increasing risk.		<ol style="list-style-type: none"> <li>1. All fire emergency evacuation procedures must stay in place throughout office occupation during Covid.</li> <li>2. All fire doors must remain operational.</li> <li>3. During an evacuation it may not be possible to maintain social distancing and/or the staff flow measures.</li> <li>4. During an evacuation, once it is possible to do so staff should observe social distancing.</li> <li>5. The evacuation plan shall be reviewed in order to assess if any alternatives can be implemented that would assist with maintaining Covid requirements.</li> <li>6. At muster points staff shall be advised to adopt social distancing requirements.</li> <li>7. Controlling office occupancy levels shall minimise possible risk associated with a fire evacuation.</li> <li>8. Test evacuation drills should be suspended during the Covid period, although weekly testing of fire alarms must continue.</li> </ol>	
15	First aid	Risk of cross infection		<ol style="list-style-type: none"> <li>1. First aiders should be provided with the following PPE in case they have to administer first aid, gown, and glasses, face mask, surgical gloves the injured person should also be provided with a face mask.</li> <li>2. If CPR is required, the person's mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services. CPR can be carried out in conjunction with a defibrillator if available. <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></li> <li>3. First aiders to remove PPE and wash hands and to dispose of it in a separate bag which should be firmly tied.</li> <li>4. First aider will control and distribute plasters and medical wipes from the first aid kit to ensure control and hygiene of the on-site first aid kit.</li> </ol>	

16	Deliveries	Visitors and package deliveries increase risk of infection.		<ol style="list-style-type: none"> <li>1. All visitors shall follow the social distance and virus containment measures in place.</li> <li>2. A designated parcel drop-off area shall be used.</li> <li>3. Where appropriate parcels shall have a lying time of 3 days prior to opening and distribution.</li> <li>4. The office shall not be used as a delivery destination for personal items by staff.</li> <li>5. Where possible delivery times shall be agreed that avoid peak time use of ground floor entry points and communal areas.</li> </ol>	
17	Disabled users	Increased difficulty maintaining social distancing during an evacuation giving rise to increased risk.		<ol style="list-style-type: none"> <li>1. Due to the close proximity that may be required during a disabled evacuation, employees with mobility issues should continue to work from home.</li> <li>2. Disabled visitors should only have access on ground floor sites to reduce the risks of close proximity required in the use of an evacuation chair.</li> <li>3. If a disabled evacuation is required, face masks should be provided for the employees and members of the public involved, and to those staff providing assistance.</li> </ol>	
18	Stress and wellbeing	Mental health wellbeing, feelings of isolation, concerns over pandemic		<ol style="list-style-type: none"> <li>1. A high level of staff communication has been achieved while under lockdown, this shall continue as we move forward and provide limited access to the office.</li> <li>2. A focus has been on staff health and wellbeing throughout the pandemic. This shall be maintained with support and guidance made available.</li> <li>3. Easing of lockdown and the process of returning to work/normality are expected to create fresh concerns for staff. There shall be openness and transparency as regards the measures that are being taken to protect staff and minimise risk, aiming to provide the necessary reassurance.</li> <li>4. Weekly review meetings shall reflect on staff health and wellbeing issues. Feedback from staff shall be maintained through team/section meetings.</li> </ol>	
19	Home working	Home working set up may give rise to physical and wellbeing issues.		<ol style="list-style-type: none"> <li>1. A formal WAH Policy is under construction. Once ratified this shall be in place to support staff with WAH and to assist with maintaining a safe office working environment for staff.</li> <li>2. During temporary WAH conditions brought about by lockdown staff have been advised in terms of workstation set up, the need for regular breaks, time management, and postural needs.</li> <li>3. Further action is underway to support temporary WAH involving an assessment of IT equipment and appropriate WAH furniture.</li> <li>4. Staff should report any issues with their WAH arrangements as soon as possible with their line manager or member of the senior team.</li> <li>5. Moving forward staff shall be required to undertake WAH risk self-assessments</li> </ol>	



				and permit the employer to undertake site visits for Health & Safety purposes.	
20	Storage of personal belongings	Increased risk of virus spread.		<ol style="list-style-type: none"> <li>1. Staff shall be advised not to bring any unnecessary personal items into the workplace.</li> <li>2. Where there is a requirement to bring personal items to work these must be kept at the staff member's workstation and away from possible contact with other staff.</li> <li>3. Those staff who have access to lockers are responsible for keeping touch points clean. Anti-bacterial wipes shall be available.</li> <li>4. Staff movement around lockers must observe social distance requirements.</li> </ol>	
21	Air con	Lack of natural ventilation in confined spaces increase risk of spread of Covid-19 via air con		<ol style="list-style-type: none"> <li>1. Aircon is not regarded as creating a significant additional risk of virus spread. Systems which recirculate air from one area to another via mechanical means may provide a greater risk. General recirculation within an area is acceptable. This is the system currently in use.</li> <li>2. Ventilation and air flow shall be maintained by the opening of windows where it is possible to do so.</li> <li>3. Confined spaces or small meeting rooms should either not be in use or not occupied by more than one person at a time.</li> <li>4. Control of staff occupancy levels at any one time shall assist to minimise risk.</li> <li>5. <b>The air conditioning shall be subject to a regular maintenance check.</b></li> <li>6. <b>Desk fans should not be used. Ventilation should be maintained via open windows.</b></li> </ol>	
22	Office Cars	Risk of infection from contaminated surfaces.		<ol style="list-style-type: none"> <li>1. Office cars shall only be used by one person at a time.</li> <li>2. The driver must adhere to all hand washing requirements before and after using the car</li> <li>3. The driver shall follow a cleaning regime prior to leaving the car. Cleaning materials shall be provided, and the cleaning activity logged.</li> <li>4. Only essential travel in the office car shall be permitted.</li> </ol>	