

Risk Assessment



Date Complete: _____ **Name of Assessor(s):** Mike McAdams **Ref:** 1059 Covid

Date Amended: _____ **Department:** Lodge St. Fothad's No. 1059 **Location:** _____

Activity/Task being assessed: Lodge 1059 & Ore Valley 412 holding / carrying out regular meetings

Identified hazard	Who might be harmed & how	Existing control measures in place / Plan of Action	L	S	R
Spread of Coronavirus (Covid-19) through touch	Members may suffer fatal injury from contracting Covid-19.	<p><u>Protecting People who are at a higher risk.</u></p> <ul style="list-style-type: none"> Each society to identify members who may be especially vulnerable to Covid-19, inform them of all control measures in place and allow them to decide whether to attend or not, without pressurising them into attending. <p><u>Preventing Transmission</u></p> <ul style="list-style-type: none"> Members to wash hands on entry to building. Both toilets available, only one person at a time. Increase the frequency of hand washing. Avoid contact with hard surfaces and touching the face or other people. Kitchen to be restricted to Bar Steward only. Meetings will be spaced out to provide 72 hours between meetings to reduce cleaning requirements. Signage displayed to remind members of Covid-19 requirements. <p><u>Access & Egress to the building</u></p> <ul style="list-style-type: none"> Hand washing facilities at entry point, Both toilets available, only one person at a time. Front door to remain open at start and finish times to reduce contact. <p><u>Shared Equipment</u></p> <ul style="list-style-type: none"> The only piece of furniture identified is the master's dais. Dais to be wiped down after the meeting by the person using the dais. Treasurer to use either disposable gloves or hand sanitiser after counting the lodge collections. Each association to set and remove their own furniture. Furniture should be put out and returned by same people to reduce contact. 	1	5	5
Spread of Coronavirus (Covid-19) through air borne transmission	Members may suffer fatal injury from contracting Covid-19	<p><u>Protecting People who are at a higher risk.</u></p> <ul style="list-style-type: none"> Each society to identify members who may be especially vulnerable to Covid-19, inform them of all control measures in place and allow them to decide whether to attend or not, without pressurising them into attending. <p><u>Preventing Transmission</u></p> <ul style="list-style-type: none"> Face coverings to be worn in all communal areas. Face coverings may be removed if 1 metre distancing is maintained when seated in the lodge, bar area or when eating / drinking. Side-to-side seating used (rather than face-to-face) whenever possible. 	1	5	5

		<ul style="list-style-type: none"> • Kitchen and bar restricted to Bar Steward only. • Contact details to be recorded for Test and Protect. QR Code displayed at entrance door & secretary to record attendance in the sederunt book. • Implement cleaning procedures for hall after each group has finished or leave building vacant for a minimum of 72 hours between use. • Members to observe good respiratory hygiene during the meeting. “Catch it, Bin it, Kill it” • Signage displayed to remind members of Covid-19 requirements. <p><u>Access & Egress to the building</u></p> <ul style="list-style-type: none"> • Front door to remain open at start and finishing times. • When front door is closed and the lodge is secured, internal doors to be opened to increase air flow in the building. 			
Continuing in attendance if feeling unwell OR attending with flu-like symptoms	Members may suffer fatal injury from contracting Covid-19	<p><u>Preventing Transmission</u></p> <ul style="list-style-type: none"> • Should be tactfully asked to leave/ refused entry and directed to self-isolate and call or email NHS24. Scottish Government guidance should always be followed. • Contact details of all members for each meeting are to be taken to aid Test & Protect. • If anyone becomes unwell with any of the identified symptoms of COVID-19 at the meeting they will be sent home and advised to follow the self-isolation guidance from Scottish Government. 	1	5	5
Withdrawal of first aid to a person in need could put their life at risk	Members may suffer fatal injury from contracting Covid-19	<p><u>Preventing Transmission</u></p> <ul style="list-style-type: none"> • Contact emergency services if required. 	1	5	5

Likelihood	SEVERITY					Suggested time scales
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic	
1 – Rare	1	2	3	4	5	No additional controls req'd unless they can be implemented at very low cost. No Immediate action req'd. Maintain existing controls
2 - Unlikely	2	4	6	8	10	Consideration should be given to lower the risks, but costs of additional risk reduction measures should be taken into account. Action to be prioritised on an Action Plan
3 - Possible	3	6	9	12	15	Immediate Action req'd. Apply interim controls. Control with method statements / work instruction
4 - Likely	4	8	12	16	20	Risk Unacceptable. Stop work activity until control measure are put in place.
5 – Almost certain	5	10	15	20	25	

Likelihood: - Take into account the controls already in place and do they minimise the risk, also how likely is it that such an incident could occur? Apply a score according to the scale

Level	Descriptor	Description
5	Almost Certain	Likely to occur on many occasions, a persistent issue
4	Likely	Will probably occur but not a persistent issue
3	Possible	May occur occasionally
2	Unlikely	Do not expect it to happen but it is possible
1	Rare	Unlikely to occur even over a longer time scale

Severity: - Take into account the controls already in place and do they minimise the risk, also how likely is it that such an incident could occur? Apply a score according to the scale

Level	Descriptor	Actual or potential impact on Individual(s)	Actual or Potential impact on Semefab
5	Catastrophic	Death or Permanent damage	HSE Investigation / Litigation expected
4	Major	Permanent injury or illness	RIDDOR reportable / long term absence. Litigation expected
3	Moderate	Semi-permanent injury or illness e.g. takes 6 – 12 months to resolve	RIDDOR reportable / long term absence / litigation possible
2	Minor	Short term injury / damage or illness e.g. resolved within a month	Minimal risk / short term absence / litigation unlikely
1	Insignificant	No injury or adverse outcome	No risk to Lodge / litigation remote