

Risk Assessment Form

To be used when carrying out a risk assessment when there is not already an identified form in place.

Step 1 - Identify the hazards

Step 2 – Estimate the risk

Step 3 – Evaluate the risk (likelihood [L] x consequence [C] = risk [R])

Likelihood could be ranked as:

1. Very unlikely – there's a 1 in a million chance
2. Unlikely – there's a 1 in 100,000 chance
3. Fairly likely – there's a 1 in 10,000 chance
4. Likely – there's a 1 in 1,000 chance
5. Very likely – there's a 1 in 100 chance

Consequence would be ranked as:

1. Insignificant – no injury
2. Minor – minor injuries needing first aid
3. Moderate – up to three days' absence
4. Major – more than seven days' absence
5. Catastrophic – death

Increasing consequence	5	5	10	15	20	25	20-25	Stop – Stop activity and immediate action
	4	4	8	12	16	20	15-16	Urgent action - Take immediate action and stop activity if necessary, maintain existing controls rigorously
	3	3	6	9	12	15	8-12	Action – improve within specified timescales
	2	2	4	6	8	10	3-6	Monitor – look to improve at next review or if there is a significant change
	1	1	2	3	4	5	1-2	No action – not further action, but ensure controls are maintained and reviews
		1	2	3	4	5		
		Increasing likelihood						

Step 4 – Record your findings

Step 5 – Review your findings

This Risk Assessment has been drafted in accordance with Scottish Government advice and will be reviewed and updated regularly.

Description of process, activity or task to be risk assessed	
Describe the location where the activities are taking place	Compass House
Describe the activities being performed	Hearings taking place during the COVID-19 outbreak.
Describe the equipment and/or substances being used	No specialist equipment being used.
Describe the people involved in these activities (and others who might be affected)	Staff, panel members and members of the public attending hearings; staff covering reception.

Description of Hazard and hazardous event	Who might be harmed?	Current Controls	L	S	R	Additional Controls	L	S	R
Hearings taking place in person during the Covid-19 pandemic and the increased risk of infection due to attendance at hearings.	Those attending hearings: SSSC staff Panel members Workers Witnesses Workers' representatives or supporters Public SSSC staff covering hearings HQ security staff	Hearings: All staff and external attendees attending the office will be required to sign in and out of the building. The sign in sheets will be situated in reception and parties will be directed to these on arrival. Antibacterial gel will be provided at the entrance. All external attendees will be asked to complete a form on arrival confirming that they have not had any of the symptoms of coronavirus in the past two weeks, have not been in contact with anyone who has, and are not required to self-isolate or quarantine. Access from reception to the waiting rooms will only be granted if the form is completed confirming the individual does not have any symptoms etc.	1.5	4	6	No			

		<p>Facemasks must be worn when entering and leaving the building, and when moving between rooms.</p> <p>We will require all external attendees to complete a form providing us with their name and contact details so that we can contact them should we be advised that anyone attending the hearing later developed Covid-19 symptoms.</p> <p>After signing in, reception will direct workers, representatives, supporters and witnesses to a waiting room by reception. We will have individual waiting rooms available whenever possible. If more than one party is asked to wait in a room, there will be sufficient space to distance at more than 2m from any other party. All waiting rooms and hearing rooms are on the ground floor of our office, just beyond reception. No stairs or lifts are needed to access any of these rooms.</p> <p>2m distancing must be observed by all parties, at all times.</p> <p>Hearing rooms will be set up to ensure 2m physical distancing can be adhered to for duration of hearing. The clerk will direct each party attending a hearing to their seat.</p> <p>Where workers or witnesses have to leave a waiting room to enter the hearing room, they will be directed to do so by the clerk. The clerk will invite them to leave the waiting room and maintain their distance throughout.</p>							
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		<p>There will be floor markings outside hearing rooms 2m apart, and if required the clerk will ask parties to wait, apart, before individually entering the hearing room.</p> <p>Hand sanitiser, wipes and tissues are available in all hearing and waiting rooms.</p> <p>Windows and blinds will be open during hearings to increase ventilation. We have assessed the chance of hearings being overheard due to this and do not consider this to be a risk.</p> <p>Posters are on display within all hearing and waiting rooms advising everyone to: sanitise hands on entering and leaving rooms; maintain 2m distancing; wipe down any equipment touched; take belongings with them.</p> <p>Workers, witnesses, representatives and supporters will be able to attend their hearing via remote link if they are unable to attend in person (for Covid-19-related reasons such as being required to isolate or having tested positive, or unrelated to Covid-19).</p> <p>Any party who develops symptoms of Covid-19 or is otherwise required to isolate once a hearing has started must not attend the hearing in person. Panels have the discretion to make arrangements for their continued attendance via remote link.</p> <p>Should any part be affected by a local lockdown, consideration will be given to how best to proceed with the hearing. Ideally an additional Case Management Hearings will be held in advance of Impairment or Application Hearings to make arrangements.</p>						
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		<p>Lunches will not be provided. Coffee machines will be out of use. Please bring refreshments with you as required. Sufficient breaks will be given during hearings.</p> <p>We will provide new sets of papers for each witness.</p> <p>During any breaks in the hearing, the clerk will direct parties individually to leave the room individually return to their waiting room so that all parties remain distanced.</p> <p>Toilets will be single occupancy.</p> <p>At present our building is closed to all staff except for work / works that cannot be completed from home – very minimal numbers of SSSC staff will be within the office to minimise risks to those present. We share our building with two other organisations. We share a Facilities Manager with the other organisation who shares our reception space so any return to work for staff will be carefully managed across both organisations.</p> <p>Public transport is available for those having to travel to Dundee, and hotels and restaurants are available.</p> <p>Our cleaners will clean all office space, hearing rooms, waiting rooms, reception space, contact points (door handles, egress buttons etc) daily.</p> <p>If there is a fire alarm during a hearing the primary concern will be to ensure that everyone exits the building. In the event of a fire alarm, all parties should congregate at end of the SSSC car park (next to the Premier Inn). Once parties have safely exited the building, they should maintain 2 metre distance from all</p>						
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		<p>other parties while outside and on re-entering the building.</p> <p>Letters sent to parties in advance of hearings will state that nobody should attend a hearing in person if they have any Covid-19 symptoms or are otherwise required to isolate. Clerks will phone workers, witnesses, representatives or supporters (whose details the SSSC has) in the days before the hearing to ensure parties are well and able to attend the hearing.</p> <p>Any party wishing to observe a hearing can do so via virtual link within a separate room at the SSSC offices. Observations must be prearranged (as has always been the case).</p> <p>SSSC staff:</p> <p>Each staff member has to complete an individual risk assessment (the Scottish Government Covid-19 Occupational Risk Assessment Tool: Link to Scottish Government occupational risk assessment) with their manager in advance of their return to the office. Staff will not be expected to return to work if they are identified as being at high risk from Covid-19 as identified by this tool). The Government updated this tool on 4 September and staff who completed the previous version will update this as appropriate. (We have shared this document with panel members and include a link to this in correspondence with workers. We will include the link on our website.)</p>						
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		<p>Staff/presenters to use designated desks (only window desks at river side of the office), ensuring they are at least a pod apart from other staff.</p> <p>Photocopier area to be occupied by only one member of staff at any given time.</p> <p>Only one person can be in the kitchen at a time.</p> <p>Staff should not move between floors within the building. Unless this is essential for the work they are doing they must remain on the floor on which they are working.</p> <p>Staff to use their own set of papers, Rules, Guidance etc which is not to be shared with other staff.</p>						
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Assessment completed by:	<p>Carole Kennedy, Estates, Health & Safety Manager</p> <p>Hannah Coleman, Head of Hearings</p>	Signature:	 <p>Hannah Coleman</p>	Date: 8 October 2020
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