

Managers' guidance

Risk Assessment Process Covid-19

Re-introduction of staff to the workplace



OFFICIAL

Introduction

This briefing provides managers with an **overview of the risk assessment approaches** being adopted across our Services. It also highlights additional information on your responsibilities regarding induction and building checklists - to support your staff as they begin to be physically reintroduced back into the workplace.

Due to our diverse workforce, and the nature of the services we deliver, the return to work processes that managers have to undertake may be different in each area. For example, the risk assessment tasks/additional requirements to be carried out by a Head Teacher would be quite different from those of a manager in an office building.

Therefore, this document provides you with key information to help you understand what processes you must follow depending upon which Service you work in.

Education Services

- An **Education Services generic Covid-19 risk assessment** has been produced by the Education Health and Safety Manager.
- All Heads of Education are currently carrying out their own building specific risk assessments prior to re-occupation.
- Information, guidance and induction will be provided to all returning staff.
- In addition, Heads of Education will also provide induction to contractors and visitors.

Neighbourhoods and Sustainability

- Neighbourhoods and Sustainability have been operational during the whole Covid-19 period, therefore, **their generic risk assessments have been in place since the beginning** of the pandemic. These have been updated on a weekly basis.
- Operational processes have been supported by operational risk assessments, and are reviewed as and when required.
- As staff are being reintroduced into the Neighbourhoods and Sustainability establishments, workplace pre-occupancy risk assessments are now being conducted by premise managers.
- In addition, a managers' checklist will be carried out, supported further by staff inductions.

Glasgow City Health and Social Care Partnership

- A **GCHSCP generic Covid-19 risk assessment** has been produced by the Social Work Services Health and Safety Manager.
- Local risk assessments are currently being carried out by Service Managers to take account of the shared occupancy with the NHS and in other buildings.
- Section specific assessments are in progress at present and will be posted as they are signed off.

Office Premises

- A Covid-19 **building re-occupancy risk assessment** has been produced and associated guidance issued.

Managers' guidance

Risk Assessment Process Covid-19

Re-introduction of staff to the workplace



OFFICIAL

- This risk assessment will cover Development and Regeneration Services, Financial Services, Chief Executive's Department and any other city centre offices.
- Physical layout changes are subsequently taking place as a result of this guidance.
- In addition to the building re-occupancy risk assessment, a building checklist will be completed.
- This will be carried collaboratively with Facility Management, local service management and Health and Safety.

Property and Land Services (Catering and FM)

- Relevant **location specific risk assessments** covering activities in Facility Management such as catering, are being developed by local Services management in conjunction with Health and Safety.