|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor** | Health & Safety Committee (Caroline Lindsay, Kenneth Stirratt, Wendy McBeth, Pamela Allan) | **Date and Time** | 30/06/2020 @ 13h35 |
| **Task / Area / Issue being Assessed** | Coronavirus in the Workplace – Employees, Tenants, and Visitors Returning to and at Work in Jubilee House (Stirling) | **Organisation** | Volunteer Development Scotland |
| **Review Date** | Every 3rd Thursday in line with the Scottish First Minister’s lockdown review announcements or upon any significant change to official government guidance | | |
| **People Affected** | Employees, Members of the Public, Young People, Contractors, Visitors / Customers, New / Expectant Mothers, Tenants and their Employees, Visitors, etc. | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** |  | | **L** | **S** | **R** |  |
| 1 | (All Occupants) Home Life | Risk of cross-infection | 3 | 4 | 12 | Notifications to People affected of current government guidance for awareness.  Household members should recognise the increased risk due to People attending Jubilee House and practice:   * Regular hand washing * Sanitising contact surfaces at home, e.g. bathrooms, door handles, food preparation surfaces * Coughing and sneezing protection actions * Home isolation where practical   People attending Jubilee House to avoid contact with clinically extremely vulnerable (shielding) people and clinically vulnerable people:   * Clinically extremely vulnerable: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-shielding> * Clinically vulnerable: <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice> | | 3 | 2 | 6 |  |
| 2 | (VS Employees Only) New legislation | Risk of fines and / or prosecution | 3 | 2 | 6 | Aware of businesses to be closed.  A Letter of Permission will be issued by the HR Manager to Employees required to attend the workplace. | | 3 | 1 | 3 |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |  |
| 3 | (All Occupants) Travel to and from Work | Risk of cross-infection | 3 | 4 | 12 | Continue to encourage People to use own transport in favour of public transport.  People who have to use public transport must wear a face coverings on public transport including train services, Glasgow subway, bus services, Edinburgh tram, taxi and private hire vehicles, bus stations, railway stations, airports, ferry services, or airline services. Exceptions are detailed here: <https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>. Employees are also encouraged to carry / use alcohol gel for hands.  Identify VS Employees who are only able to get to work by public transport and agree a later start / finish time to avoid peak time travel.  Discourage People from car sharing.  Encourage People to ensure hand contact surfaces in their vehicles are cleaned with anti-bacterial spray and paper towels, e.g. door handles, steering wheel. | 3 | 2 | 6 |  |
| 4 | (All Occupants) External property | Unexpected visitors who may be infected | 3 | 4 | 12 | Signage on entrance door prohibiting unauthorised access except for pre-arranged visits. Delivery drivers to phone on arrival and leave deliveries at the reception area to be collected, including post.  Jubilee House occupants must obtain permission from VS’ Head of Corporate Services and / or the HR Manager prior to any pre-arranged visits which will only be agreed if business critical. Receptionists will be notified of any pre-agreed visitors to be allowed in. Pre-agreed visitors to be signposted to a copy of this risk assessment on the VS website and the Visitors Brochure prior to attending Jubilee House.  Jubilee House occupants must under no circumstances allow anyone other than Employees and tenants based at Jubilee House into the building.  All external doors to remain locked at all times except for emergency exits. | 2 | 2 | 4 |  |
| N**o.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| 5 | (VS Employees Only) Business travel | Risk of cross-infection | 3 | 4 | 12 | Any business travel requirements may only be undertaken in exceptional cases and approved in advance by the VS’ Head of Corporate Services and / or HR Manager.  Employees who undertake business travel should only use their own vehicles wherever possible and advised to take the following precautions:   * Clean hands regularly by washing with soap and water for a minimum of 20 seconds or use antibacterial gel if using public transport * Avoid touching any part of their face * Maintain a minimum of 2m social distance from other people * Avoid open coughing and sneezing. Cover mouth and nose with a disposable tissue or cough or sneeze into the crook of their elbow * Don’t share crockery and / or utensils. Wash with hot water and detergent after use and dry with a paper towel * Employees should travel alone * Employees are encouraged to wear a face covering | 2 | 2 | 4 |  |
| 6 | (All Occupants) General workplace cleaning – office and facilities | Risk of cross-infection | 3 | 4 | 12 | Daily cleaning regime by VS contracted cleaners including:   * Desks * Chair armrests * Computer keyboards * Telephones * Door handles and push plates * Bathroom facilities (toilets, flush handles / buttons, tabs, handwash basins, soap dispensers, door handles) * Atrium and meeting rooms (chairs, tables, door handles, tv’s, shared computers, remote controls, flip charts) * Kitchen facilities (work surfaces, handles, fridges, microwaves, kettles, taps, soap dispensers, towel dispensers, first aid kits) * Lift (control buttons, walls, doors) * Staircase handrails * Internal door handles * Water coolers * Printers / scanners / copiers | 2 | 2 | 4 |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| 7 | (All Occupants) General workplace usage – office and facilities | Risk of cross-infection | 3 | 4 | 12 | VS Employees to wipe their own workspace with antibacterial wipes or spray and paper towels provided twice per day including:   * Desk * Chair armrests * Computer keyboard * Telephone   VS Employees to clean printer (including buttons) with wipes after use.  Maintain 2m social distancing rule from others in any communal areas.  Hand sanitisers at entrance and exit doors, all communal areas and communal facilities (meeting rooms, kitchens, lift, stairs, water coolers, cupboards, printers etc.).  Shorter and staggered lunch break times (30 minutes). Only 1 person per table in atrium. Clean the table and chair handles (if applicable) after use.  People to bring own cutlery and crockery and take them home daily (no sharing). No cutlery and crockery to be left in the kitchen areas.  People to only make their own tea / coffee / food / etc.  Only 1 person in the kitchen areas at a time – people to clean kitchen work surfaces after each use.  Only 1 person in the bathrooms at a time. People using the bathroom to use the ENGAGED / VACANT sign to let those waiting know if it’s free.  Maintain 2m distance if waiting to use communal facilities. | 3 | 2 | 6 |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| 7 | (All Occupants) General workplace usage – office and facilities (continued) | Risk of cross-infection | 3 | 4 | 12 | (VS Employees only) Only alternative desks will be available for employee usage with clear signage on the desks to signal which ones are in use. Avoid desk sharing, where possible. Desks, chairs, and workstation equipment to be deep cleaned daily. Employees in Disclosure Services will need to share desks initially – where this is required, employees must clean the workstation and equipment (desk, phone, computer, and chair) that they use at the start and end of each working day as well as periodically throughout the day and wash their hands after each cleaning, and must take their own keyboard and mouse to use in the office.  (VSDS Operations Team only) Employees may be required to attend the office on a regular basis to carry out priority work which can’t be done remotely, unless deemed inappropriate or not possible (e.g. clinically extremely vulnerable / shielding employees, employees living with an extremely vulnerable person, employees who are clinically vulnerable, or new / expectant women, employees with childcare issues, employees with caring issues). 6 members of this team will be moved to the Blairdenon meeting room to maximise social distancing.  VS employees unable to attend work in the office will be consulted with separately to agree a resolution. E.g. blend of home / office working, working from home, unpaid leave, holiday, parental leave, temporary reduction in hours and pay, alternative working patterns, working from home, or alternative duties.  Hand sanitizing stations to be installed for use after using communal facilities.  Only one person to use ‘walkways’ at a time.  Only one person to use the lift at a time.  Main door to be used as an entrance only door. Atrium door to be used as an exit only door. Exception for Bruce Tait Associates for which there is a separate entrance. | 3 | 2 | 6 |  |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| 7 | (All Occupants) General workplace usage – office and facilities (continued) | Risk of cross-infection | 3 | 4 | 12 | One-way staircase use. Staircase at the main entrance door to be used as the UP staircase and staircase to the atrium to be used as the DOWN staircase.  NORMAL evacuation procedure to apply and any one way / entry or exit signage to be disregarded in the event of an emergency.  Floor signage to be displayed to indicate 2m distancing. Wall signage to be displayed to indicate any one way or entry / exit routes.  Restrictions on meeting room usage. Only confidential or essential meetings to take place. Meeting requirements to be agreed with VS Head of Corporate Services and / or HR Manager in advance. Minimum of 2 meters between attendees within meeting rooms. Signage will be displayed to guide attendees.   * Glentye – currently used for storage / not available**.** * Ben Cleuch – Prioritised for delivery of training webinars or online visual meetings. No more than 6 in the room at a time. * Blairdenon – reserved for VSDS employees. * Zero Waste meeting room – only available if required by a very ill person on site awaiting medical attention.   VS Employees are not encouraged to use extra PPE as the role of PPE in providing additional protection is extremely limited.  Reception area: The reception area will not be resourced until further notice. The Receptionists will work in the general VS office area. Switchboard to be moved upstairs. Door entry system to be operated from the 1st floor. | 3 | 2 | 6 |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| 7 | (All Occupants) General workplace usage – office and facilities (continued) | Risk of cross-infection | 3 | 4 | 12 | People who prefer to wear PPE such as face masks or face coverings and / or gloves may do so. People who choose to wear masks or face coverings and / or gloves in Jubilee House should follow the following guidance:   * Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on or removing a mask / face covering and before putting on gloves. * Avoid touching the face or mask / covering to prevent contaminating them with germs from hands and / or gloves. * Change the mask / covering if it becomes damp or is touched. * Continue to wash hands regularly. * Change gloves regularly or dispose carefully after each use and wash your hands thoroughly to avoid cross-contamination. * Change or wash the mask / covering daily. If not washable, dispose of it carefully in the usual household waste. * Practice social distancing wherever possible.   A no handshaking / physical contact policy applies to ALL persons in Jubilee House.  Internal doors (except for meeting rooms and bathrooms) to be kept open at all times to avoid the need to touch handles.  People in Jubilee House to avoid open coughing and sneezing. Cover mouth and nose with a disposable tissue or cough or sneeze into the crook of their elbow.  People in Jubilee House to ensure that they wash their hands with soap and hot water regularly for 20 seconds.  People in Jubilee House are discouraged from exchanging cash with others.  Signage will be displayed on the Jubilee House entrance door advising people not to enter the building if they have any symptoms.  No personal items may be delivered to Jubilee House. | 3 | 2 | 6 |  |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| 8 | (All Occupants) Person develops COVID-19 symptoms or a member of the person’s household develops symptoms or has come into close contact with a person who tests positive for COVID-19 | Risk of cross-infection | 3 | 4 | 12 | People who develop the following symptoms:   * A new continuous cough (coughing for more than 1 hour or 3+ coughing episodes in 24 hours) or a usual cough that becomes worse than normal. * A high temperature (37.8C +) or fever. This means feeling hot to the touch on the chest or back – there’s no need to measure temperature. * A loss of taste or smell or a noticeable change in either   If the person develops symptoms outside of the workplace and lives alone, s/he must self-isolate for 7 days. If the person develops symptoms outside of the workplace and lives with others, s/he must self-isolate for 7 days AND all other household members should self-isolate for 14 days.  If a member of the person’s household develops symptoms, the person must self-isolate for 14 days. If the person develops symptoms, they must self-isolate for a further 7 days even if this takes them over the 14-day initial isolation period.  If a person has been advised by their local contact tracing team, due to being in close contact with someone who tested positive for COVID-19, to self-isolate, s/he and everyone in their household should self-isolate for 14-days.  If a person develops symptoms whilst in Jubilee House, s/he should immediately inform their manager and VS’ Head of Corporate Services and / or HR Manager. The person should also:   * Keep at least 2m away from others. * Avoid touching anything. * Go home immediately using own transport if possible and well enough to do so. Alternatively, a taxi will be arranged. * Self-isolate for 7 days. * If the person is seriously unwell and requires medical attention, VS will vacate the Glentye or another meeting room whilst contacting 111 for advice or awaiting an ambulance. | 3 | 2 | 6 |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| 8 | (All Occupants) Person develops COVID-19 symptoms or a member of the person’s household develops symptoms or has come into close contact with a person who tests positive for COVID-19 (continued) | Risk of cross-infection | 3 | 4 | 12 | A person with symptoms or who has a household member with symptoms should self-isolate and:   * Do not leave the home. * Don’t go out to buy food or collect medicine. Order by phone or online or ask someone to drop them off at your home. * Don’t go to places like GP surgery, pharmacy, or hospital. * No visitors in the home. * Can use the garden, if applicable and well enough for fresh air and exercise.   Where a person develops symptoms whilst in Jubilee House, VS will arrange for a deep clean when the person has left the building.  VS employees who develop symptoms or a member of their household develops symptoms will work at home where possible if they are well enough to do so. Normal company sick pay entitlement will apply, where applicable. | 3 | 2 | 6 |  |
| 9 | (VS Employees Only) Employee Welfare | Stress and mental health conditions | 3 | 4 | 12 | VS Employees and their Family Members have access to 24/7 counselling and support information through the Employee Assistance Programme operated by Health Assured. All employees have been supplied with the telephone number and online log-in details.  Employees and their managers are encouraged to have 121 telephone or video calls at least once per week.  Employees were invited to attend stress awareness / working at home workshops run by Adrian Murtagh (Head of Volunteer Practice) who is also a trained Mental Health Nurse.  Employees have access to 12 trained Mental Health First Aiders.  A comprehensive Wellbeing Resource Guide was developed and communicated to employees on 13th May 2020 which contains a wealth of no-cost resources and suggestions to support physical and mental health and wellbeing. | 3 | 2 | 6 |  |
| **No.** | **Activity** | **Hazard** | **Risk Rating (L X S = R)** | | | **Safe System of Work / Control Measures** | **New (Residual) Risk Rating (Lx S = R)** | | | **Are all required controls in place?** |
| **L** | **S** | **R** | **L** | **S** | **R** |
| 9 | (VS Employees Only) Employee Welfare (continued) | Stress and mental health conditions | 3 | 4 | 12 | Mental health awareness training is available to employees through the Employee Assistance Programme website.  Employees will be asked to complete Preparing to Return to Work after COVID-19 training through Health Assured prior to returning to the office. | 3 | 2 | 6 |  |
| 10 | (VS Employees Only) Manual Handling | Risk of cross-infection | 3 | 4 | 12 | Maintain social distance of at least 2m from others.  Use the trolleys provided for DS form boxes & the lift.  If an item is too heavy for one individual to lift (c25kg+) and the trolley is not suitable, a 2-person lift is required. Both employees must wear gloves and face coverings which will be provided to employees. Gloves and face coverings should then be carefully disposed of in a pedal bin after use. | 3 | 2 | 6 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RISK MATRIX** | | | | | | |
| **Injury to personnel** | | **No or minimum injury** | **First aid treatment on site** | **First aid treatment off site** | **Major injury or hospitalisation** | **Fatality** |
| **Damage to property or equipment** | | **No or major damage** | **Moderate damage** | **Significant damage** | **Major damage** | **Catastrophic damage** |
| **Severity**  **Likelihood** | | **1** | **2** | **3** | **4** | **5** |
| **Almost certain to happen** | **5** | **LOW**  **RISK** | **MEDIUM**  **RISK** | **MEDIUM**  **RISK** | **HIGH**  **RISK** | **HIGH**  **RISK** |
| **Likely to happen at some time** | **4** | **LOW**  **RISK** | **MEDIUM**  **RISK** | **MEDIUM**  **RISK** | **HIGH**  **RISK** | **HIGH**  **RISK** |
| **Conceivable** | **3** | **LOW**  **RISK** | **LOW**  **RISK** | **MEDIUM**  **RISK** | **MEDIUM**  **RISK** | **MEDIUM**  **RISK** |
| **Possible but unlikely** | **2** | **LOW**  **RISK** | **LOW**  **RISK** | **LOW**  **RISK** | **MEDIUM**  **RISK** | **MEDIUM**  **RISK** |
| **Extremely unlikely** | **1** | **LOW**  **RISK** | **LOW**  **RISK** | **LOW**  **RISK** | **LOW**  **RISK** | **LOW**  **RISK** |

**Version History**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
| V1 | 14/05/2020 | First version of the Risk Assessment Drafted |
| V2 | 18/05/2020 | Item no. 11: Updated list of symptoms where self-isolation is required on page 8 in line with new government guidance |
| V3 | 22/05/2020 | Item no. 4: Amended “Delivery drivers to phone on arrival and leave deliveries at the door to be collected, including post.” to “Delivery drivers to phone on arrival and leave deliveries at the reception area to be collected, including post.”  Item no. 4: Amended “Jubilee House occupants must obtain permission from VS’ Head of Corporate Services prior to any pre-arranged visits which will only be agreed if business critical. Reception will be notified of any pre-agreed visitors to be allowed in. Pre-agreed visitors to be given a copy of this risk assessment prior to attending Jubilee House.” to “Jubilee House occupants must obtain permission from VS’ Head of Corporate Services and / or HR Manager prior to any pre-arranged visits which will only be agreed if business critical. Receptionists will be notified of any pre-agreed visitors to be allowed in. Pre-agreed visitors to be signposted to a copy of this risk assessment on the VS website and the Visitors Brochure prior to attending Jubilee House.”  Item no. 6: Amended “Antibacterial sprays / wipes & paper towels to be provided to people for personal workspace & communal areas after use.” to “Antibacterial sprays / wipes & paper towels to be provided to VS employees for personal workspace & communal areas after use.” |
| **Version** | **Date** | **Summary of Changes** |
| V3 | 22/05/2020 | Item no. 7: Amended “(VS Employees only) Install desk screens to protect employees sitting facing one another. Employees should remain seated at their desks and move at least 2m away from others when taking micro breaks from DSE usage. Employees sitting ‘back to back’ should never turn to face one another. OR Only alternative desks will be available for employee usage with clear signage on the desks to signal which ones are in use. No more than 2 people allocated per desk on a rotational basis between home and office working. Desks, chairs, and workstation equipment to be deep cleaned daily.” to “(VS Employees only) Only alternative desks will be available for employee usage with clear signage on the desks to signal which ones are in use. No desk sharing. Desks, chairs, and workstation equipment to be deep cleaned daily.”  Item no. 7: Amended “(VSDS Employees only) Employees will be required to attend the office daily unless deemed inappropriate or not possible (e.g. clinically extremely vulnerable / shielding employees, employees living with an extremely vulnerable person, employees who are clinically vulnerable, or new / expectant women, employees with childcare issues, employees with caring issues). Additional workstations will be made available in the Blairdenon meeting room to maximise social distancing.” to “(VSDS Operations Team only) Employees will be required to attend the office daily unless deemed inappropriate or not possible (e.g. clinically extremely vulnerable / shielding employees, employees living with an extremely vulnerable person, employees who are clinically vulnerable, or new / expectant women, employees with childcare issues, employees with caring issues). This team will be moved to the Blairdenon meeting room to maximise social distancing.”  Item no. 7: Amended “Gloves to be worn when using communal facilities and disposed of without touching them in a pedal bin after use. Pedal bin to be emptied daily without directly touching the used gloves.” to “Hand sanitizing stations to be installed for use after using communal facilities.”  Item no. 7: Amended “Restrictions on meeting room usage. Only confidential or essential meetings to take place. Meeting requirements to be agreed with VS Head of Corporate Services in advance. Minimum of 2 meters between attendees within meeting rooms. Signage will be displayed to guide attendees.   * Glentye – prioritised for accommodating very ill people in the first instance and delivery of training webinars or online meetings and for only. **No more than 2 in the room at a time.** * Ben Cleuch – **no more than 4 in the room at a time.** * Blairdenon – reserved for VSDS employees.”   To  “Restrictions on meeting room usage. Only confidential or essential meetings to take place. Meeting requirements to be agreed with VS Head of Corporate Services and / or HR Manager in advance. Minimum of 2 meters between attendees within meeting rooms. Signage will be displayed to guide attendees.   * Glentye – currently used for storage / not available**.** * Ben Cleuch – Prioritised for delivery of training webinars or online visual meetings. No more than 6 in the room at a time. * Blairdenon – reserved for VSDS employees. * Zero Waste meeting room – only available if required by a very ill person on site awaiting medical attention.” |

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
| V3 | 22/05/2020 | Item no. 7: Removed “(VS Employees only) A 2-shift system will be put in place to limit the number of employees in the building at a time. 6am to 1.30pm and 1.30pm to 9pm (both 7 hours plus 30 minutes unpaid breaks). Desks & workstation equipment to be cleaned at the end of each shift. No more than 2 people allocated to 1 desk.”  Item no. 7: Amended “Reception area: A protective screen will be put around the reception desk area and floor markings for people to keep a 2m distance. No more than 1 person allowed in the reception desk area at a time. Reception desk to close for lunch breaks to avoid too many people sharing this workstation. Reception desk and equipment to be thoroughly cleaned before any other person covers the area.” to “Reception area: The reception area will not be resourced until further notice. The Receptionists will work in the general VS office area. Switchboard to be moved upstairs. Door entry system to be operated from the 1st floor.” |
| V4 | 05/06/2020 | Amended the Review Date from “Weekly” to “Every 3rd Thursday in line with the Scottish First Minister’s lockdown review announcements or upon any significant change to official government guidance”  Item no. 6: Amended:  “Increased cleaning regime of all hand touch points to be sanitised 2 to 3 times per day including:   * Desks * Chair armrests * Computer keyboards * Door handles and push plates * Bathroom facilities (toilets, flush handles / buttons, tabs, handwash basins, soap dispensers, door handles) * Atrium and meeting rooms (chairs, tables, door handles, tv’s, shared computers, remote controls, flip charts) * Kitchen facilities (work surfaces, handles, fridges, microwaves, kettles, taps, soap dispensers, towel dispensers, first aid kits) * Lift (control buttons, walls, doors) * Staircase handrails * Internal door handles * Water coolers * Printers / scanners / copiers   Antibacterial sprays / wipes & paper towels to be provided to VS employees for personal workspace & communal areas after use.” |

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
| V4 | 05/06/2020 | To:  Daily cleaning regime by VS contracted cleaners including:   * Desks * Chair armrests * Computer keyboards * Telephones * Door handles and push plates * Bathroom facilities (toilets, flush handles / buttons, tabs, handwash basins, soap dispensers, door handles) * Atrium and meeting rooms (chairs, tables, door handles, tv’s, shared computers, remote controls, flip charts) * Kitchen facilities (work surfaces, handles, fridges, microwaves, kettles, taps, soap dispensers, towel dispensers, first aid kits) * Lift (control buttons, walls, doors) * Staircase handrails * Internal door handles * Water coolers * Printers / scanners / copiers   VS Employees to wipe their own workspace with antibacterial wipes or spray and paper towels provided twice per day including:   * Desk * Chair armrests * Computer keyboard * Telephone   Item no. 7: Amended “The precautionary use of any extra PPE other than gloves is not deemed absolutely necessary and may only be marginally beneficial.” to “VS Employees are not encouraged to use extra PPE as the role of PPE in providing additional protection is extremely limited.”  Item no. 7: Amended:  “People may prefer to wear face masks or face coverings which must be sourced and funded by the individual. VS will support people preferring to do this. People who choose to wear masks or face coverings in Jubilee House should follow the following guidance:   * Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on or removing a mask / face covering. * Avoid touching the face or mask / covering to prevent contaminating them with germs from hands. * Change the mask / covering if it becomes damp or is touched. * Continue to wash hands regularly. * Change or wash the mask / covering daily. If not washable, dispose of it carefully in the usual household waste. * Practice social distancing wherever possible.” |

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
| V4 | 05/06/2020 | To:  “People who prefer to wear face masks or face coverings may do so; these must be sourced and funded by the individual. Gloves will be provided for those who wish to use them. People who choose to wear masks or face coverings and / or gloves in Jubilee House should follow the following guidance:   * Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on or removing a mask / face covering. * Avoid touching the face or mask / covering to prevent contaminating them with germs from hands. * Change the mask / covering if it becomes damp or is touched. * Continue to wash hands regularly. * Change or wash the mask / covering daily. If not washable, dispose of it carefully in the usual household waste. * Practice social distancing wherever possible.” |
| V5 | 22/06/2020 | Item no. 3: Amended: “Encourage People who have to use public transport to wear face coverings where social distancing can’t be maintained and carry / use alcohol gel for hands.” to “People who have to use public transport must wear a face coverings on public transport including train services, Glasgow subway, bus services, Edinburgh tram, taxi and private hire vehicles, bus stations, railway stations, airports, ferry services, or airline services. Exceptions are detailed here: <https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>. Employees are also encouraged to carry / use alcohol gel for hands.”  Item no. 7: Amended: “(VSDS Operations Team only) Employees will be required to attend the office daily unless deemed inappropriate or not possible (e.g. clinically extremely vulnerable / shielding employees, employees living with an extremely vulnerable person, employees who are clinically vulnerable, or new / expectant women, employees with childcare issues, employees with caring issues). This team will be moved to the Blairdenon meeting room to maximise social distancing.” to “(VSDS Operations Team only) Employees may be required to attend the office on a regular basis to carry out priority work which can’t be done remotely, unless deemed inappropriate or not possible (e.g. clinically extremely vulnerable / shielding employees, employees living with an extremely vulnerable person, employees who are clinically vulnerable, or new / expectant women, employees with childcare issues, employees with caring issues). 6 members of this team will be moved to the Blairdenon meeting room to maximise social distancing.” |

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
| V5 | 22/06/2020 | Item no. 7: Amended:  “People who prefer to wear PPE such as face masks or face coverings may do so; these must be sourced and funded by the individual. Gloves will be provided for those who wish to use them. People who choose to wear masks or face coverings and / or gloves in Jubilee House should follow the following guidance:   * Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on or removing a mask / face covering. * Avoid touching the face or mask / covering to prevent contaminating them with germs from hands. * Change the mask / covering if it becomes damp or is touched. * Continue to wash hands regularly. * Change or wash the mask / covering daily. If not washable, dispose of it carefully in the usual household waste. * Practice social distancing wherever possible.”   To:  “People who prefer to wear PPE such as face masks or face coverings and / or gloves may do so. People who choose to wear masks or face coverings and / or gloves in Jubilee House should follow the following guidance:   * Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on or removing a mask / face covering and before putting on gloves. * Avoid touching the face or mask / covering to prevent contaminating them with germs from hands and / or gloves. * Change the mask / covering if it becomes damp or is touched. * Continue to wash hands regularly. * Change gloves regularly or dispose carefully after each use and wash your hands thoroughly to avoid cross-contamination. * Change or wash the mask / covering daily. If not washable, dispose of it carefully in the usual household waste. * Practice social distancing wherever possible.”   Item no. 8: Amended: “(All Occupants) Person develops COVID-19 symptoms or a member of the person’s household develops symptoms” to “(All Occupants) Person develops COVID-19 symptoms or a member of the person’s household develops symptoms or has come into close contact with a person who tests positive for COVID-19”  Item no. 8: Added: “If a person has been advised by their local contact tracing team, due to being in close contact with someone who tested positive for COVID-19, to self-isolate, s/he and everyone in their household should self-isolate for 14-days.”  Item no. 10: Amended: “If an item is too heavy for one individual to lift (c25kg+) and the trolley is not suitable, a 2-person lift is required. Gloves will be provided to employees. Gloves should then be carefully disposed of in a pedal bin after use.” to “If an item is too heavy for one individual to lift (c25kg+) and the trolley is not suitable, a 2-person lift is required. Both employees must wear gloves and face coverings which will be provided to employees. Gloves and face coverings should then be carefully disposed of in a pedal bin after use.” |

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of Changes** |
| V6 | 26/06/2020 | Item no. 7: Amended “(VS Employees only) Only alternative desks will be available for employee usage with clear signage on the desks to signal which ones are in use. No desk sharing. Desks, chairs, and workstation equipment to be deep cleaned daily.” to “(VS Employees only) Only alternative desks will be available for employee usage with clear signage on the desks to signal which ones are in use. Avoid desk sharing, where possible. Desks, chairs, and workstation equipment to be deep cleaned daily. Employees in Disclosure Services will need to share desks initially – where this is required, employees must clean the workstation and equipment (desk, phone, computer, and chair) that they use at the start and end of each working day as well as periodically throughout the day and wash their hands after each cleaning, and must take their own keyboard and mouse to use in the office.” |
| V7 | 30/06/2020 | Item no. 7: Amended “Only 1 person in the kitchen areas at a time.” to “Only 1 person in the kitchen areas at a time – people to clean kitchen work surfaces after each use.”  Item no. 7: Amended “Only 1 person in the bathrooms at a time.” to “Only 1 person in the bathrooms at a time. People using the bathroom to use the ENGAGED / VACANT sign to let those waiting know if it’s free.”  Item no. 7: Added “VS Employees to clean printer (including buttons) with wipes after use.”  Item no. 9: Amended “Employees will be invited to complete Returning to Work (COVID-19) and Resilience training through iHasco prior to returning to the office.” to “Employees will be asked to complete Preparing to Return to Work after COVID-19 training through Health Assured prior to returning to the office.” |