

## 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	<b>Stop</b> – Stop activity and immediate action
	4	4	8	12	16	20	15-16	<b>Urgent action</b> - Take immediate action and stop activity if necessary, maintain existing controls rigorously
	3	3	6	9	12	15	8-12	<b>Action</b> – improve within specified timescales
	2	2	4	6	8	10	3-6	<b>Monitor</b> – look to improve at next review or if there is a significant change
	1	1	2	3	4	5	1-2	<b>No action</b> – 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 in person within SSSC offices.
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 and the increased risk of Covid-19 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	<b>Hearings:</b>  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.  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 1m from any other party. All waiting rooms and hearing rooms are on the ground floor of our office, just beyond	1.5	4	6	<b>No</b>			

		<p>reception. No stairs or lifts are needed to access any of these rooms.</p> <p>There is no requirement for any party to wear masks or to physically distance 1m from others, but both are strongly encouraged. Any party wishing others to distance from them should make the clerk aware and/or wear a 'Distance Aware' badge.</p> <p>Hearing rooms will be set up to maintain 1m distancing a. 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> <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>In line with Scottish Government public health advice, we request that as of 30 April people who feel unwell with Covid-like symptoms stay at home until they feel better, to reduce the risk of infecting others. Workers, witnesses, representatives and supporters will be able to attend their hearing via remote link if they are unable to attend in person.</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 to return to their waiting room so that all parties remain a 1m distance from others.</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, distancing from all other parties is encouraged 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 symptoms. 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>						
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		<p>Any party wishing to observe a public hearing can do so by contacting us. Observations must be prearranged (as has always been the case).</p> <p><b>SSSC staff:</b></p> <p>Staff/presenters to use designated desks.</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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<p>Assessment completed by:</p>	<p><b>Carole Kennedy, Estates, Health &amp; Safety Manager</b></p> <p><b>Hannah Coleman, Head of Hearings</b></p>	<p>Signature:</p>	 <p>Hannah Coleman</p>	<p>Date:</p> <p><b>21 April 2022</b></p>
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