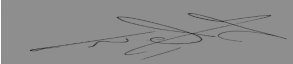


# General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-20-20-v4

Curriculum Area/ Department:	Perth College	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	19/06/2020
Description of Activity:  <b>NOTE: This assessment will be subject to regular review by the Management Team and HSWA</b>	<p>Incident and Emergency Responses (Fire Emergency, Administering First Aid).</p> <p>This assessment is intended to mitigate COVID-19 related risks to those First Aid trained staff who are involved in administering – and/or persons receiving First Aid treatment and in the event of a Fire Emergency.</p> <p>This assessment applies throughout all prevailing circumstances where COVID19 hygiene and distancing measures are still required.</p> <p>This assessment shall be reviewed regularly in line with the release of further guidance and instructions</p> <p>There shall be weekly notification on the availability of Nominated First Aid Trained personnel. In the event of an accident or incident requiring First Aid, go to reception or call reception by dialling “0” on an internal telephone or 01738 877000</p>				
Approved By (Name/Position):		Date Approved/Signature:		Next Review Date:	
Lorenz Cairns (Depute Principal)		14/08/2020 		16/11/2020	

Date Reviewed	Name	Position	Signature
14/08/2020	Ian Bow	HSWA	Ian Bow
14/09/2020	Ian Bow	HSWA	Ian Bow
19/10/2020	Ian Bow	HSWA	Ian Bow

Ref No	Hazard/Harm	Person at Risk	Existing Controls	Severity	Likelihood	Risk Score	Further Controls if Required	Residual Risk Score	Person to Action Control	Date Action to be Complete	Date Action Completed
01	<b>Hazard</b> COVID-19 Transmission	First Aider Casualty Bystanders	<p><b>First Aider</b> is to ensure there is no further danger to self and casualty.</p> <p>Ask persons not required to assist to leave the area.</p> <p>Call emergency services if required for life threatening or serious injuries. (999/112)</p> <p>Put on disposable gloves, surgical mask, eye/face protection and plastic apron.</p> <p>Ask the injured party (IP) and any other person required to assist if they can wear a mask and provide one if required.</p> <p>Commence First Aid treatment as per training. Call for additional assistance if required.</p> <p>Where practicable, try to assist at a safe distance from the casualty as much as you can.</p> <p>Where the IP is capable, request their assistance to do things for you, but treating the casualty properly will be your first concern.</p> <p>Minimise contact time wherever practicable.</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	<b>Harm</b> Risk of First Aider and/or casualty or bystander becoming infected with the COVID-19 virus due to physical contact, droplets from an infected person's (cough or sneeze) touching contaminated objects or surfaces										

Ref No	Hazard/Harm	Person at Risk	Existing Controls	Severity	Likelihood	Risk Score	Further Controls if Required	Residual Risk Score	Person to Action Control	Date Action to be Complete	Date Action Completed
02	<b>Hazard</b> COVID-19 Transmission	First Aider Casualty Bystanders	<p>Ensure safe disposal of any used single use First Aid materials (face masks, gloves, packaging etc.)</p> <p>Double bag and dispose through approved waste channels general waste or clinical waste.</p> <p>Waste is to be held in quarantine until safe for disposal/uplift (specified room in Brahan Building for Campus).</p> <p>Inform Health, Safety &amp; Wellbeing Adviser or Lead Caretaker of waste to be quarantined</p> <p>Where there has been a spill of bodily fluids, cordon off the area and ask for Estates staff to assist in cleaning and disinfection using disinfectant spray and disposable cloths/towels.</p> <p>Re-useable equipment (face visor) must be sterilised prior to re-use using alcohol wipes.</p> <p>Seek guidance if subject to post traumatic stress or anxieties</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	<b>Harm</b> Risk of First Aider and/or casualty or bystander becoming infected with the COVID-19 virus due to physical contact, droplets from an infected person's (cough or sneeze) touching contaminated objects or surfaces										

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03	<b>Hazard</b> Cardio-Pulmonary Resuscitation (CPR)		<p>First Aider, Injured Party, Involved Bystanders: Wash hands thoroughly for a minimum of 20 seconds.</p> <p>Use hand rub where handwashing facilities are not available or nearby.</p> <p>Ensure Emergency services are summoned (dial 999/112).</p> <p>Seek assistance, Access/Request Defibrillator (sited in ASW Reception and Brahan Foyer).</p> <p>Don vinyl gloves, surgical mask and plastic apron.</p> <p>Provide mask for injured party (IP) and any other person required to assist.</p> <p>Commence First Aid treatment as per training.</p> <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – <b>DO NOT ADMINISTER RESCUE BREATHS</b></p> <p>Continue treatment until relieved.</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	<b>Harm</b> Risk of First Aider and/or casualty or bystander becoming infected with the COVID-19 virus due to physical contact, droplets from an infected person's (cough or sneeze) touching contaminated objects or surfaces										

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04	<b>Hazard</b> Fire and Emergency	Staff Students Visitors Contractors	<p>Fire and Emergency Procedures communicated to all personnel (induction brief).</p> <p>In the event of the Fire Alarm sounding, outwith scheduled Fire Alarm test, the building shall be evacuated in accordance with the Emergency Fire Action Plan (displayed in rooms and corridors).</p> <p>Evacuation procedure to follow the nearest and safest route.</p> <p><b>Do Not Use Lifts</b></p> <p>Physical social distancing may not be maintained during evacuation where the saving of lives is paramount but all personnel should endeavour to maintain 2m distancing as much as practicable whilst evacuating buildings.</p> <p>When at the Fire Assembly Point everyone must maintain 2m social distancing.</p> <p>Lecturers/Fire Marshalls to assist and direct emergency evacuation procedures.</p> <p><b>Do Not Re-Enter buildings until authorised.</b></p>	5	2	10	Current Controls Adequate	10			
	<b>Harm</b> Risk of transmission of COVID-19										

Assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band.

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (eg discomfort, slight bruising, self-help recovery)	1 – Rare (almost never)
2 – Minor (eg small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (eg strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Major (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	5 – Very likely (occurs frequently)

CONSEQUENCE	LIKELIHOOD				
	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Very Likely (5)
Fatal (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Trivial (1)	1	2	3	4	5

The risk rating (high, medium or low) indicates the level of response required to be taken.

Rating Bands (a x b)		
Low Risk (1 to 8)	Medium Risk (9 to 12)	High Risk (15 to 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>STOP THE ACTIVITY</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level