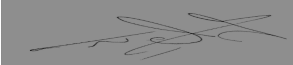


# General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-20-20-v5

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 involved in administering First Aid and/or persons receiving First Aid treatment. This assessment also includes Fire Emergency.</p> <p>This assessment applies throughout all prevailing circumstances where COVID19 hygiene and distancing measures are still required. This assessment shall be reviewed regularly in line with the release of further guidance and instructions</p> <p>The availability of Nominated First Aid Trained personnel is notified to College Receptions, Library and other persons likely to call for assistance. 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)		24/12/2020 		01/02/2021	

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
08/12/2020	Ian Bow	HSWA	Ian Bow
22/12/2020	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 (if not already worn, 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
03	<b>Hazard</b>		<p><b>First Aider, Injured Party, Involved Bystanders:</b> Wash hands thoroughly for a minimum of 20 seconds. 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) if they are not wearing one.</p> <p>All other persons must be wearing face mask/covering including 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			
	<p><b>Harm</b></p> <p>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</p>										



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