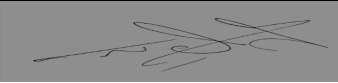


General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-22-20-v3

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	05/08/2020
Description of Activity:	<p>Staff Return to Work (COVID-19)</p> <p>The aim of this assessment is to mitigate the risk of contracting/transmitting Covid-19 at work by implementing Campus wide control measures. Control measures shall also reduce the risk to students, contractors and visitors. This assessment has been developed using current knowledge and guidance from UK and Scottish Governments, NHS and HPS and should be read in conjunction with task, activity and process risk assessments already in place. Risk assessments will be reviewed on a regular basis as directed by changes in legislation, guidance and best practice.</p> <p>Approval for individual member of staff to return to work is conditional upon satisfactory completion of the Health Assessment via the Occupational Health Provider and associated individual risk assessment if required, <u>and</u> confirmation from the Sector Development Director/Head of Department that completion of the employee's work can only take place on campus and cannot be completed remotely. Employees must inform their line manager and Sector Development Director/Head of Department of any changes in circumstances which may impact on their ability to return to campus to allow for a review of their circumstances and individual risk assessment if required. If an employee displays any of the symptoms of COVID-19 then they must not attend work but must report this to their line manager and Sector Development Director/Head of Department.</p>				
Approved By (Name/Position):		Date Approved/Signature:		Review Date:	
Lorenz Cairns (Depute Principal)		06/08/2020 		12/08/2020	

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

HS/007a/LR/TR

Perth College is a registered Scottish charity, number SC021209.

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 Complete	Date Action Completed
01	<p>Hazard Authorisation</p> <p>Harm Risk of unauthorised members of staff accessing the Campus without proper authority.</p>	Staff	<p>Authority to access buildings and work environment as per procedure above.</p> <p>Return to work approved by SDD, SM, Head of Department where working from home cannot be achieved.</p> <p>A member of Senior Management shall be on site daily.</p> <p>All staff are to have read the most recent version of Perth College UHI Staff Return to Campus Guide.</p> <p>NOTE: Where a member of staff having authority to return to work on Campus and has concerns regarding the work environment, Covid-19 control measures etc. they should approach their line manager. An Individual Risk Assessment can be discussed and include departmental and any individual workplace Covid risk assessments.</p>	4	3	12	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p> <p>All staff are requested to contact the Health, Safety and Wellbeing Advisor should they have any comments or observations of this assessment and controls throughout the College</p>	4 x 2 = 8			

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03	Hazard	Staff	<p>Ventilation systems are to be switched on where available.</p> <p>Windows are to be opened in offices by the first person in to assist ventilation and air circulation and closed at the end of the day.</p> <p>Where possible, open and wedge doors to aid air circulation.</p> <p>DO NOT PROP OPEN FIRE DOORS</p> <p>Where desk and pedestal fans etc. are available, consider their use to increase air circulation.</p> <p>Where weather, climatic conditions and season create adverse effects, ensure sufficient thermal comfort and lighting in all offices, meeting rooms, social areas, classrooms and teaching areas.</p> <p>Water dispensers and water fonts are out of use in all areas. Bottled water is available at receptions free of charge.</p>	5	2	10	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p> <p>All staff are requested to contact the Health, Safety and Wellbeing Advisor should they have any comments or observations of this assessment and controls throughout the College</p>	10			
	Workplace Welfare										
	<p>Harm</p> <p>Risk of infection and/or transmission of virus causing severe illness and/or fatality due to ineffective ventilation, air exchange, enclosed spaces etc.</p>										

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 Complete	Date Action Completed
05	Hazard Equipment Materials Hygiene	Staff	<p>All equipment, tools, materials, workstations, desks, IT equipment, whiteboards, telephones, filing cupboards and cabinets, desks, kettles, fridges and microwaves. must be cleaned and sanitised before and after use including tables used for eating and drinking.</p> <p>Sharing of workstations (hot-desking) to be avoided.</p> <p>Disinfectant and sanitising wipes available in all areas.</p> <p>Sharing of workstations, tools, equipment, desks etc. to be avoided where practicable.</p> <p>Where this cannot be achieved, workstations, tools, equipment etc. must be cleaned and sterilised between users.</p> <p>Frequent cleaning and disinfecting of contact surfaces.</p> <p>Approved cleaning and sanitising products must be used. (COSHH Assessments and Safety Data Sheets available for approved products).</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p> <p>All staff are requested to contact the Health, Safety and Wellbeing Advisor should they have any comments or observations of this assessment and controls throughout the College</p>	5 x 2 = 10			
	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality										

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06	Hazard	Staff	<p>Cleaning frequencies increased daily for toilets, contact surfaces etc.</p> <p>Only approved cleaning products to be used.</p> <p>Procedures in place for cleaning and disinfecting contaminated areas, furnishings and equipment.</p> <p>COSHH assessments and Safety Data Sheets for all approved products.</p> <p>PPE issued (gloves) to cleaning staff for general cleaning tasks.</p> <p>PPE for cleaning and disinfecting contaminated areas etc. includes, disposable gloves, disposable apron, fluid resistant face mask (IIR or II1), face visor, shoe coverings where required.</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p> <p>All staff are requested to contact the Health, Safety and Wellbeing Advisor should they have any comments or observations of this assessment and controls throughout the College</p>	5 x 2 = 10			
	General Cleaning and Disinfection										
	<p>Harm</p> <p>Risk of infection and/or transmission of virus causing severe illness and/or fatality</p>										

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07	Hazard Social Distancing (1)	Staff	<p>All staff are to maintain social distancing of 2m at all times.</p> <p>Where practicable, re-design of task, process or activity to achieve social distancing measures of 2m.</p> <p>Staff holding conversations must stay at least 2m apart.</p> <p>Keep left directional signs in place.</p> <p>Desks, workstations, and chairs orientated to ensure 2m distancing where practicable.</p> <p>Clear and appropriate distancing signage where required.</p> <p>Staff working must not face each other less than 2m apart.</p> <p>Maximum occupancy of rooms/areas must not be exceeded.</p> <p>Where close interaction is required and the risk of being unable to maintain 2m social distancing, staff are to wear face mask/covering, and face visor.</p> <p>Staff are to ensure they spend the minimum time in close proximity to others.</p> <p>Lifts in all buildings have a maximum occupancy of one and should not be exceeded without valid cause (ie. escorting a wheelchair user).</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p> <p>All staff are requested to contact the Health, Safety and Wellbeing Advisor should they have any comments or observations of this assessment and controls throughout the College</p>	5 x 2 = 10			
	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality										

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08	Hazard	Staff	<p>One-way systems are in place in various areas of the Campus, these must be adhered to at all times.</p> <p>Internal visitors (staff) visiting another area and/or colleague are to seek approval to enter their workspace/office environment.</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p> <p>All staff are requested to contact the Health, Safety and Wellbeing Advisor should they have any comments or observations of this assessment and controls throughout the College</p>	5 x 2 = 10			
	Social Distancing (2)										
	<p>Harm</p> <p>Risk of infection and/or transmission of virus causing severe illness and/or fatality</p>										

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14	Hazard	Staff	<p>All equipment, tools, materials, workstations, desks, IT equipment, telephones etc. must be cleaned and sanitised before use.</p> <p>Sanitising wipes and disinfectant shall be available.</p> <p>All equipment, tools must have a pre-use safety check.</p> <p>Faulty equipment, tools must be quarantined and reported to the Line Manager.</p> <p>Staff are to ensure they are familiar with the work area layout and be competent in the use of any equipment and tools provided.</p> <p>Staff are to ensure their computer workstations are re-set correctly and conduct a Display Screen Risk Assessment.</p> <p>Staff are to refer to all other department risk assessments as well as their departmental COVID risk assessments.</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p> <p>All staff are requested to contact the Health, Safety and Wellbeing Advisor should they have any comments or observations of this assessment and controls throughout the College</p>	5 x 2 = 10			
	Work Equipment										
	Harm										
	Risk of injury, illness due to Covid transmission. Risk of injury, illness due to improper use of equipment, tools etc. skill fade, faulty or untested equipment.										

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	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level