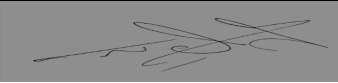


General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-22-20-v6

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:		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

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	Hazard Authorisation	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 only 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 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			
	Harm Risk of unauthorised members of staff accessing the Campus without proper authority.										

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02	Hazard	Staff	<p>Face masks, face coverings are to be worn in all public areas including stairs, corridors, refectories, library (unless medically exempt).</p> <p>Face masks/face coverings are to be worn in ALL teaching areas. Surgical grade face masks are to be worn where identified by risk assessment.</p> <p>Where a member of staff or student is not able to wear a face covering then they must either wear a visor which acts as a barrier or have visible a product from the Hidden Disabilities Sunflower Scheme.</p> <p>Designated entry and exit points to control personnel. Booking in and out system (QR code/Manual).</p> <p>Where practicable, managers shall stagger staff work patterns, breaks and access to areas so as to avoid congestion and promote social distancing. Hand sanitisers at entrances and throughout all buildings and offices. Hand and respiratory hygiene measures promoted.</p> <p>Physical social distancing measures of 2 metres (2m) must be observed at all times.</p> <p>Increased cleaning and sanitising of surfaces, contact points (doors, walls, floors, touch points, contact surfaces) with designated cleaning and sanitising products.</p> <p>All staff are encouraged to spend the minimum amount of time in College and for essential purposes only.</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 due to unauthorised access										

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