General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999) **Form A**

Reference No: PC-22-20-v9

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	05/08/2020
Description of Activity: **Note: This assessment is subject to regular review by the HSWA**	**Staff Return to Work (COVID-19)** 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. 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.				

Approved By (Name/Position):	Date Approved/Signature:	Next Review Date:
Lorenz Cairns (Depute Principal)	24/12/2020	30/07/2021

Date Reviewed	Name	Position	Signature	Date Reviewed	Name	Position	Signature
14/08/2020	Ian Bow	HSWA	Ian Bow	01/06/2021	Ian Bow	HSWA	Ian Bow
14/09/2020	Ian Bow	HSWA	Ian Bow	21/06/2021	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				
17/02/2021	Ian Bow	HSWA	Ian Bow				
22/03/2021	Ian Bow	HSWA	Ian Bow				
26/04/2021	Ian Bow	HSWA	Ian Bow				

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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 **Harm** Risk of unauthorised members of staff accessing the Campus without proper authority.	Staff	Authority to access buildings and work environment as per procedure above. Return to work approved by SDD, SM, Head of Department, **only** where working from home cannot be achieved. A member of Senior Management shall be on site daily. All staff are to have read the most recent version of Perth College UHI Staff Return to Campus Guide. 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.	4	3	12	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	4 x 2 = 8			

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02	**Hazard** Access and Egress **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality due to unauthorised access	Staff	Face masks, face coverings are to be worn in all public areas including stairs, corridors, refectories, etc. (unless medically exempt). The wearing of Fluid Resistant Surgical Masks (FRSM) is strongly recommended in all teaching areas and library unless specifically directed in departmental risk assessments or where an individual is medically exempt. (FRSM are available in receptions and most teaching areas). Where a member of staff or student is not able to wear a face mask/covering, then they must either wear a visor which acts as a barrier or have visible a product from the Hidden Disabilities Sunflower Scheme. Designated entry and exit points to control personnel. Booking in and out system (QR code/Manual). 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. Physical social distancing measures of 2 metres (2m) must be observed at all times. Increased cleaning and sanitising of surfaces, contact points (doors, walls, floors, touch points, contact surfaces) with designated cleaning and sanitising products. All staff are encouraged to spend the minimum amount of time in College and for essential purposes only.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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03	**Hazard** Workplace Welfare **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality due to ineffective ventilation, air exchange, enclosed spaces etc.	Staff	Ventilation systems are to be switched on where available. Windows are to be opened in offices, classrooms etc. by the first person in to assist ventilation and air circulation and closed at the end of the day. Where possible, open and wedge doors to aid air circulation. **DO NOT PROP OPEN FIRE DOORS** Where desk and pedestal fans etc. are available, consider their use to increase air circulation. Where weather, climatic conditions and season create adverse effects, windows/doors may be closed to ensure sufficient thermal comfort in all offices, meeting rooms, social areas, classrooms and teaching areas. Windows/doors should be opened for 10 minutes every hour or when room is vacant to refresh air and improve circulation. Mains supplied water dispensers are available (less ASW), users are to comply with instructions displayed.	5	2	10	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	10			

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04	**Hazard** Hand and Personal Hygiene **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality due to poor hygiene, ineffective washing etc.	Staff	All persons to sanitise hands on entry and exit of building. Hand washing facilities with hand soap and water available throughout. Hand washing promotional posters (20 seconds) displayed. Paper towels for drying of hands. Hand sanitiser dispensers throughout all buildings containing alcohol and non-alcohol solutions for user preference. (COSHH Assessments and Safety Data Sheets available) Wash/sanitise hands before and after tasks including putting on and taking off PPE, smoking, eating, drinking, handling waste etc. All staff to exercise social distancing at all times (2m rule), avoid shaking hands and physical contact. No sharing of food or drink is permitted. Staff should not share cups, plates, cutlery etc. Individuals are to maintain their own. Personal items should be stored away safely, out of physical contact and not block passageways. Coat racks, communal coat hooks etc. should not be used.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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05	**Hazard** Equipment Materials Hygiene **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality	Staff	All equipment, tools, materials, workstations, desks, IT equipment, whiteboards, telephones, filing cupboards and cabinets, desks, kettles, fridges and microwaves. must be cleaned and sanitised with the wipes provided before and after use including tables used for eating and drinking. Sharing of workstations (hot-desking) to be avoided where practicable. Disinfectant and sanitising wipes available in all areas. Sharing of workstations, tools, equipment, desks etc. to be avoided where practicable. Where this cannot be achieved, workstations, tools, equipment etc. must be cleaned and sterilised between users. Frequent cleaning and disinfecting of contact surfaces. Approved cleaning and sanitising products must be used. (COSHH Assessments and Safety Data Sheets available for approved products). Used cleaning and sanitising products (wipes etc.) should be disposed of responsibly in general waste bins provided.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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06	**Hazard** General Cleaning and Disinfection **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Staff	Cleaning frequencies increased daily for toilets, contact surfaces etc. Only approved cleaning products to be used. Procedures in place for cleaning and disinfecting contaminated areas, furnishings and equipment. COSHH assessments and Safety Data Sheets for all approved products. PPE issued (gloves) to cleaning staff for general cleaning tasks. 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. Double bag “contaminated” waste and dispose through approved waste channels general waste or clinical waste. Waste is to be held in quarantine until safe for disposal/uplift (specified room in Brahan Building for Campus). Inform Health, Safety & Wellbeing Adviser or Lead Caretaker of waste to be quarantined Used cleaning and sanitising products (wipes etc.) should be disposed of responsibly in general waste bins provided.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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07	**Hazard** Social Distancing (1) **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Staff	All staff are to maintain social distancing of 2m at all times. Where practicable, re-design of task, process or activity to achieve social distancing measures of 2m. Staff holding conversations must stay at least 2m apart. Clear and appropriate distancing signage where required. Keep left directional signs in place. Desks, workstations, and chairs orientated to ensure 2m distancing where practicable. Staff working must not face each other less than 2m apart. Maximum room occupancy is identified on the door. Maximum occupancy of rooms/areas must not be exceeded. Face masks, face coverings are to be worn in all public areas including stairs, corridors, refectories, etc. (unless medically exempt). The wearing of Fluid Resistant Surgical Masks (FRSM) is strongly recommended in all teaching areas and library unless specifically directed in departmental risk assessments or where an individual is medically exempt. (FRSM are available in receptions and most teaching areas). Where a member of staff or student is not able to wear a face mask/covering, then they must either wear a visor which acts as a barrier or have visible a product from the Hidden Disabilities Sunflower Scheme. Where social distancing of 2m cannot be maintained (moving in and around an office/staff base, close contact with colleague), a face covering/mask must be worn.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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08	**Hazard** Social Distancing (2) **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Staff	Staff are to ensure they spend the minimum time in close proximity to others. Lifts in all buildings have a maximum occupancy of one and should not be exceeded without valid cause (ie. escorting a wheelchair user). One-way systems are in place in various areas of the Campus (ie. refectories, library), these must be adhered to at all times. Internal visitors (staff) visiting another area and/or colleague are to seek approval to enter their workspace/office environment. Covid-19 vaccine (voluntary) via NHS to reduce adverse effects of virus. Vaccine roll-out programme in tranches dependant on age and medical status. Voluntary Lateral Flow Testing (LFT) offered to all staff attending Campus.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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09	**Hazard** Personal Protective Equipment (PPE) **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Staff	The use of additional PPE shall be determined by task, process or activity specific risk assessments ie. working in close proximity with others, manual handling, waste handling, cleaning and disinfection. Where the risk assessment for the task, process, activity identifies the requirement for PPE, all staff are to adhere to the assessment. Where additional PPE is required for virus mitigation or task, process or activity, it should be worn and not hinder any other PPE specified for any task, process or activity. Where an individual does not have a face mask or covering, disposable face masks shall be available. FRSM are available in reception areas and most teaching areas. Disposable gloves and masks should be disposed of responsibly in general waste bins provided.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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10	**Hazard** Toilets and Washrooms **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Staff	Toilet and washroom facilities display signs indicating maximum occupancy. Social distancing is to be maintained at all times. All staff are to sanitise their hands prior to entry of a toilet facility, wash hands for minimum 20 seconds after using facility and then sanitise after exit to ensure no contamination from contact surfaces. Where there is requirement to wait for a vacant toilet cubicle, all staff should follow signage instructions and remain outside the facility maintaining social distancing until there is a vacant cubicle. Issues regarding cleanliness of the facility should be raised with the Estates Department.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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11	**Hazard** Fire and Emergency **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality during an emergency.	Staff	Emergency evacuation procedures remain current as per Fire Action Notices posted in all areas. In the event of an emergency, all staff are to ensure their area is evacuated. In the event of an emergency evacuation, social distancing is not required, the saving of lives is paramount. **Do Not Use Lifts** Social distancing must return at fire assembly points. All staff shall follow instructions given on the Fire Action Notices. Any member of staff with a Personal Emergency Evacuation Plan (PEEP) should declare this to their Line Manager and seek a review of the PEEP. Where a staff member requires a PEEP but does not have one, they should discuss this with their Line Manager and arrangements will be made to create a plan where practicable.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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12	**Hazard** First Aid **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality during application or receipt of First Aid.	Staff	Nominated First Aider duties remain the same as was pre-Covid. Suitably qualified nominated First Aid personnel available, confirmed to reception on a weekly/daily basis by the HSWA. In the event of a medical emergency and the need for First Aid, staff should contact reception by dialling “0” from an internal phone or 01738 877000. If reception is unavailable, call the Duty Caretaker: Brahan: 07967170080 Goodlyburn: 07967170077. First Aiders are issued additional PPE (Face Visor, Surgical Mask, Disposable Apron, Alcohol Wipes, Disinfectant Spray).	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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13	**Hazard** Stress **Harm** Stress relating – Uncertainty, new procedures, work patterns, health concerns of individuals, family, friends etc.	Staff	Line managers are to be aware of changes to working arrangements which may cause additional work-related stress and affect employee mental health and wellbeing. Concerns on workload issues or support needs are to be escalated to line manager. Concerns on stress, anxiety, health welfare and wellbeing should be addressed via line management and/or through the support available indicated below. All to be made aware of supportive mechanisms available to them (e.g. Counselling, Occupational Health, HR, etc)	4	3	12	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	4 x 3 = 12			

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14	**Hazard** 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.	Staff	All equipment, tools, materials, workstations, desks, IT equipment, telephones etc. must be cleaned and sanitised before use with the wipes provided. Sanitising wipes and disinfectant are available. Used cleaning and sanitising products (wipes etc.) should be disposed of responsibly in general waste bins provided. All equipment, tools must have a pre-use safety check. Faulty equipment, tools must be quarantined and reported to the Line Manager. Staff are to ensure they are familiar with the work area layout and be competent in the use of any equipment and tools provided. Staff are to ensure their computer workstations are re-set correctly and conduct a Display Screen Risk Assessment. Staff are to refer to all other department risk assessments as well as their departmental COVID risk assessments.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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15	**Hazard** Control of Visitors and Contractors **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Staff	Only authorised contractors and visitor entry. Manual booking in and out system. Contractor and visitor briefing on workplace and College Covid Safe procedures, location of hazardous operations. Contractors RAMS including Covid controls approved prior to entry to avoid conflict. Disposable gloves and face masks provided for use. External visitors are by approved appointment only (no cold calling) and shall be briefed on Perth College Covid Safe control measures.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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16	**Hazard** Symptoms at Work **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Staff	All staff are to be aware of the most recent version of the Staff Return to Campus Guide 2020. Staff becoming unwell with a new continuous cough or a high temperature in the workplace are to wear a face covering/mask and make their way to the building reception. Staff are to Inform reception they require access to an Isolation Room, (Brahan Ground Floor rooms 017 and 018a, Goodlyburn First Floor rooms 512 and 513, Webster First Floor room 810). Once inside, staff must follow the instructions regarding NHS Inform and not leave the room until ready to go home or go to visit the toilet. Do not leave the room for any other reason, do not make physical contact with other persons. The room/area where the ill person has occupied shall be cleaned and disinfected. The room is to remain closed off until such time as the room/area has been cleaned and disinfected.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed. 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	5 x 2 = 10			

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

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