


General Risk Assessment Form
 (Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-23-20-v5

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	24/06/2020
Description of Activity:	<p>Travel to and from Place of Study or Work This risk assessment identifies the control measures made under current guidance and advice on travelling by bicycle, car or public transport. Travel to and from work should only be undertaken where there is an essential requirement. Working from home remains the first option.</p> <p>Staff: Staff shall only return to work upon satisfactory completion of the Health Assessment via the Occupational Health Provider and associate 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</p> <p>Students: Students shall remain studying from home and only attend College where there is an approved requirement to attend. Students must read and observe the most recent version of the Student Return to Campus Guide 2020.</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
25/08/2020	Ian Bow	HSWA	Ian Bow
15/09/2020	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 Complete	Date Action Completed
01	Hazard	Staff Students	Plan travel route to avoid heavily used areas to reduce risk of contact with others. Where possible remain 2 metres (2m) social distancing from others. Maintain distancing at road crossings and traffic lights etc. Wash/sanitise hands before and after cycling.	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Walking and Cycling										
	Harm										
	Risk on transmission of COVID-19 Virus										
02	Hazard	Staff Students	Ensure control measures above are followed in bicycle shelters and public footpaths, College entrances etc. Consider use of face coverings.	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Walking and Cycling										
	Harm										
	Risk on transmission of COVID-19 Virus										
1	2	3	4	5	6	7	8	9	10	11	12

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03	Hazard	Staff Students	<p>Follow Government Advice:</p> <p>Avoid car sharing where possible.</p> <p>You should avoid sharing in a vehicle with people who are not members of your household or extended household as much as possible.</p> <p>If you must share transport whether it is a car or minibus or other private vehicle, try and share with the same people each time.</p>	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Car Sharing Private Cars and other Vehicles										
	Harm Risk on transmission of COVID-19 Virus										
04	Hazard	Staff Students	<p>If you have no other option but to car share, you should:</p> <p>Keep to small groups of people. Keep your distance and take care entering and exiting the vehicle. Sit as far apart as possible in the vehicle, avoiding face-to-face. Maintain good ventilation by keeping the car windows open. Wear a face covering, unless you are exempt. Clean your hands before and after your journey if the vehicle is your responsibility, clean the door handles and other areas that people touch.</p>	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Car Sharing Private Cars and other Vehicles										
	Harm Risk on transmission of COVID-19 Virus										
1	2	3	4	5	6	7	8	9	10	11	12

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 Private Cars and other Vehicles	Staff Students	Plan travel route to avoid heavily used areas to reduce risk of contact with others. Only share a vehicle if you are from the same family or support bubble. Where passengers are carried, sanitise touch point internally and externally. When visiting garages, petrol stations etc. spend minimum amount of time as possible there. Sanitise hands prior to and after touching equipment, cash points etc. Where practicable, maximise distance between others in the vehicle, ie. using rear seat. Open vehicle windows where practicable to allow fresh air ventilation.	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Harm										
	Risk on transmission of COVID-19 Virus										
06	Hazard Private Cars and other Vehicles	Staff Students	Clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch. Maintain social distancing (2m) in car parks, public footpaths and College entrances. Wash/sanitise hands before and after travelling.	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Harm										
	Risk on transmission of COVID-19 Virus										
1	2	3	4	5	6	7	8	9	10	11	12

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07	Hazard Public Transport	Staff Students	Face coverings are mandatory on all public transport including bus and train stations. Plan your journey as travel times and schedules may have changed or alter at short notice. Allow more time if your journey involves changes between different forms of transport.	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Harm										
	Risk on transmission of COVID-19 Virus										
08	Hazard Public Transport	Staff Students	Maintain social distancing (2m) whilst waiting for, on and getting off transport. Where possible, travel at off peak times. Consider use quieter stations and stops – get off a stop early if it's less busy. Wait for the next service if you cannot safely keep your distance on board a train, bus or coach	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Harm										
	Risk on transmission of COVID-19 Virus										
1	2	3	4	5	6	7	8	9	10	11	12

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09	Hazard Public Transport	Staff Students	Take notice and follow instructions on any signs and notices. Where possible, maintain social distancing (2m). Avoid physical contact with others. Try to face away from others. Keep the time you spend near others as short as possible.	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Harm										
	Risk on transmission of COVID-19 Virus										
10	Hazard Public Transport	Staff Students	Be aware of the surfaces you touch. Avoid use of cash where possible (ie. use card payment). Avoid touching your face. Wash or sanitise your hands as soon as is practicable. Avoid eating and drinking. Respect other people's space while travelling. Maintain controls when having a discussion with others.	5	2	10	Individual to be aware of surroundings and other persons	10	Individual	N/A	N/A
	Harm										
	Risk on transmission of COVID-19 Virus										
1	2	3	4	5	6	7	8	9	10	11	12

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