General Risk Assessment Form

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

Reference No: PC-26-20-v3 (Supplementary)

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	22/12/2020
Description of Activity:	This supplementary assessment is to be read in conjunction with Assessment PC-26-20-v3, Student Return to Study (Covid 19). This assessment follows additional guidance and instruction from the Scottish Government and Colleges Scotland for safe working and learning within Perth College UHI following the move of Perth and Kinross to Covid Protection Level 4. “Learning and teaching will be online with an exception for the delivery of critical and time-sensitive learning, assessments and work placements that cannot be delivered remotely or postponed. Critical in-person student wellbeing and studying support services can continue”.				

Approved By (Name/Position):	Date Approved/Signature:	Review Date:
Lorenz Cairns (Depute Principal)	24/12/2020	01/02/2021

Date Reviewed	Name	Position	Signature

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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 be Complete	Date Action Completed
01	**Hazard** Authorisation to attend Campus to Work **Harm** Risk of unauthorised members of staff accessing the Campus without proper authority.	Students	**Authority to access Campus to work must be approved by the Sector Manager only where studying from home cannot be achieved as identified above.** **Only students who are required to attend campus to ensure critical and time-sensitive learning, assessments and work placements that cannot be delivered remotely or postponed shall attend Campus. All other students should continue to study from home.** All students must read the most recent version of Perth College UHI Student Return to Campus Guide.	5	3	15	Current Controls Adequate Monitor Controls	5 x 2 = 10			

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02	**Hazard** Travel to and from Work **Harm** Risk of transmission of Covid virus between geographical areas	Students	Travel to and from study **only** where approval to attend Campus is approved by the Sector Manager. **Follow Scottish Government guidance on Regulations: travel only for study which cannot be done from your home.** **Follow controls detailed in Risk Assessment PC-23-20-v5, Travel to and from Work or Study.**	4	3	12	Current Controls Adequate Monitor Controls	4 x 2 = 8			

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03	**Hazard** Social Distancing **Harm** Risk of infection and/or transmission of Covid virus causing severe illness and/or fatality.	Students	**Students are to maintain physical social distancing of 2m at all times.** **All class sizes/numbers must ensure 2m physical social distancing where practicable.** **Consideration must be made to reducing class student numbers.** Where face-to-face learning is delivered on Campus, teaching groups must be kept small and consistent, with physical social distancing measures in place at all times where practicable. Desks, workstations, and chairs are to be orientated to ensure 2m distancing where practicable. **Maximum occupancy of workshops, classrooms and offices/staff bases must not be exceeded.**	5	3	15	Current Controls Adequate Monitor Controls	5 x 2 = 10			

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04	**Hazard** Hand and Respiratory Hygiene **Harm** Risk of infection and/or transmission of Covid virus causing severe illness and/or fatality.	Students	The main risks of virus transmission are people mixing, surface contamination and aerosol transmission. To enable safe study and reduce the level of risk as far as is possible, all students must ensure enhanced hygiene and physical distancing measures. **Face masks, face coverings are to be worn in all public areas unless medically exempt.** **Face masks/face coverings are to be worn by staff and students in ALL teaching areas.** **Surgical grade (II1, IIR) face masks are to be worn where identified by risk assessment.** **All staff and students are to be aware of the individual room/area Covid Safe Risk Assessment.**	5	3	15	Current Controls Adequate Monitor Controls	5 x 2 = 10			

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05	**Hazard** Hand and Respiratory Hygiene **Harm** Risk of infection and/or transmission of Covid virus causing severe illness and/or fatality.	Students	**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.** The wearing of face masks/coverings will be strongly enforced in the teaching environment. All persons to wash/sanitise hands regularly. Wash/sanitise hands before and after tasks including putting on and taking off PPE, smoking, eating, drinking, handling waste etc. Avoid physical contact wherever possible.	5	3	15	Current Controls Adequate Monitor Controls	5 x 2 = 10			

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06	**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.	Students	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. Workshop doors are to be opened to ensure ventilation. **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.**	5	2	10	Current Controls Adequate	10			

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07	Hazard										
	Harm										

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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