General Risk Assessment Form

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

Reference No: PC-26-20-v3

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	14/09/2020
Description of Activity: **Note: This assessment is subject to regular review by the HSWA**	**Student Return to Study (COVID-19)** The aim of this assessment is to mitigate the risk of contracting/transmitting Covid-19 within Perth College UHI by implementing Campus wide control measures. Control measures shall also reduce the risk to 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. 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. All students shall avoid crowded spaces, observe physical social distancing of 2 metres, hand and respiratory hygiene requirements at all times.				

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
19/10/2020	Ian Bow	HSWA	Ian Bow
08/12/2020	Ian Bow	HSWA	Ian Bow
22/12/2020	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 students accessing the Campus without proper authority.	Students	Covid Level 4 restrictions restrict face to face tuition. Restricted blended learning for all teaching and learning activities. Authority to access buildings and study environment as per procedure above. Return to study approved by Sector Development Director (SDD) or Subject Manager (SM) only where studying from home cannot be achieved. A member of Senior Management shall be on site daily. All students are to have read the most recent version of Perth College UHI Return to Campus Guide, Student Version. All students are to adhere to the Covid Safe measures in place on Campus.	4	3	12	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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	Students	Designated entry and exit points to control personnel. All students are to complete the booking in and out process (QR code/Manual). You must wear a face covering or face mask in all corridors, stairs and other enclosed spaces unless medically exempt. (Face masks are available in building foyers). **Where a 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.** Where practicable, the College shall stagger study and learning 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. Physical social distancing measures of 2 metres (2m) must be observed at all times. Hand and respiratory hygiene measures promoted. Increased cleaning and sanitising of surfaces, contact points (doors, walls, floors, touch points, contact surfaces) with designated cleaning and sanitising products. All students are encouraged and advised 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.	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.	Students	Ventilation systems in work, teaching and study areas shall be switched on where available. Windows are to be opened in teaching, study and social areas to assist ventilation and air circulation and closed at the end of the day. Where possible, doors will be wedged/held open to aid air circulation. **FIRE DOORS MUST NOT BE WEDGED OR HELD OPEN** Where desk and pedestal fans etc. are available, they may be used 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. Bottled water is also available at receptions free of charge.	5	2	10	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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.	Students	All students 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 personal protective equipment (PPE), smoking, vaping, eating, drinking, handling waste etc. All students are to exercise social distancing at all times (2m rule), avoid shaking hands and physical contact. **Face masks, face coverings are to be worn in all public areas including stairs, corridors, refectories, library (unless medically exempt).** **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.** **Where a 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.**	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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.	Students	Students are to sanitise their desk/workstation prior to and after use using sanitising wipes provided. 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. Sharing of workstations to be avoided. 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 sanitised between users. There shall be 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). No sharing of food or drink is permitted. Students should not share bottles, 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.	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.	Students	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. Estates cleaning staff shall wear Personal Protective Equipment (PPE), ie. gloves for general cleaning tasks. Where Estates cleaning staff or Caretakers are required to clean and disinfect contaminated areas etc. they shall be issued with additional PPE which includes, disposable gloves, disposable apron, fluid resistant face mask (IIR or II1), face visor and shoe coverings where required.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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.	Students	All students are to maintain social distancing of 2m at all times. Where practicable, there may be a re-design of tasks, processes or activities to achieve social distancing measures of 2m. Students (and staff) holding conversations must stay at least 2m apart. All students are to adhere to the keep left directional signs in place and remain in single file. Teaching spaces have desks, workstations, and chairs orientated to ensure 2m distancing where practicable. There is clear and appropriate distancing signage throughout Campus. Students and staff must not face each other less than 2m apart. **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, library (unless medically exempt).** **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** Students 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).	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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.	Students	One-way systems are in place in various areas of the Campus (library, refectory), these must be adhered to at all times. Keep LEFT signage in corridors and stairs Internal visitors (students or staff) visiting another area or office (Curriculum Administration Offices, Student Services etc.) are to seek approval to enter the workspace/office environment. Students are to maintain social distancing outside the area/room and await authority to enter or receive service from staff.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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.	Students	The use of PPE shall be determined by task specific risk assessments ie. working in close proximity with others, manual handling, 2 person activities/tasks etc. Where the risk assessment for a task, process or activity identifies the requirement for PPE, all students are to adhere to the assessment. Where additional PPE is required for virus mitigation or task/activity, it should be worn and not hinder any other PPE specified for any task, process or activity. In enclosed spaces, all students are to wear face coverings or facemask. Where social distancing cannot be observed, face coverings or face masks must be worn. **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.	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.	Students	Toilet and washroom facilities display signs stating maximum occupancy. Social distancing is to be maintained at all times. All students 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 (doors etc.). Where there is requirement to wait for a vacant toilet cubicle, all students should follow signage instructions and remain outside the facility maintaining social distancing until there is a vacant cubicle (a person exits the toilets). 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.	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.	Students	Emergency evacuation procedures remain current as per Fire Action Notices posted in all areas. In the event of an emergency, all students are to follow the instructions of staff and ensure they evacuate the building. **DO NOT USE LIFTS** In the event of an emergency evacuation, social distancing may not be possible, the saving of lives is paramount. **DO NOT USE MOBILE PHONES, NOTEBOOKS, LAPTOPS Etc. DURING THE EVACUATION** Social distancing must return on final exit of the building and at fire assembly points. All students shall follow instructions given on the Fire Action Notices. Where a student requires a Personal Emergency Evacuation Plan (PEEP) as identified in their Personal Learning Support Plan (PLSP) but does not have one, they should discuss this with their Personal Academic Tutor (PAT) 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.	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.	Students	Nominated First Aiders are on duty during normal College hours and confirmed on a weekly basis by the Health, Safety and Wellbeing Advisor (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.	5 x 2 = 10			

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13	**Hazard** Stress **Harm** Stress relating – Uncertainty, new procedures, study patterns, health concerns of individuals, family, friends etc.	Students	Mental Health workers are available to discuss problems with students. PLSP procedures in place to deal with students know to have Mental Health issues, though (self) referral can happen at any time. Tutors are to be aware of changes to study arrangements which may cause additional related stress and mental health and wellbeing problems. Concerns on study issues or support should be reported to the PAT/PL as soon as possible. All students should be made aware of supportive mechanisms available to them (e.g. Student Counselling).	4	3	12	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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.	Students	All equipment, tools, materials, workstations, desks, IT equipment, telephones etc. must be cleaned and sanitised before use. Sanitising wipes and disinfectant shall be available. All equipment, tools must have a pre-use safety check. Faulty equipment, tools must be reported to the tutor/lecturer and quarantined. Students are to ensure they are familiar with the work area layout including locations of machinery, equipment, fire exits etc. Students shall be trained or be under instruction in the use of any machinery, equipment and tools provided. Staff are to refer to all other department risk assessments as well as their departmental COVID risk assessments and communicate those to students.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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.	Students	Only authorised contractors and visitor are granted entry to College buildings. Contractors and visitors shall use a manual booking in and out system. Contractor and visitor are briefed on workplace procedures, location of hazardous operations. Contractors risk assessments and method statements (RAMS) must be approved prior to coming onto Campus. Contractors and visitors shall be briefed on Perth College Covid safe measures and controls. Disposable gloves and face masks are provided for use. External visitors are by approved appointment only (no cold calling) and shall be briefed on Perth college Covid control measures.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	5 x 2 = 10			

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16	**Hazard** Symptoms during Study on Campus **Harm** Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Students	**All students are to be aware of Return to Campus Guide for Students 2020.** Students becoming unwell with a new continuous cough or a high temperature on Campus are to wear a face covering/mask and make their way to Brahan building reception. Students 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 the student must follow the instructions regarding NHS Inform and not leave the room until ready to go home or go to the toilet. (Instructions on table) Do not leave the room for any other reason, do not make physical contact with other persons. After use the room/area shall be cleaned and disinfected. The room is to remain closed off until such time as it can be cleaned and disinfected.	5	3	15	Current Controls Adequate **Note:** Controls to be monitored and assessment reviewed.	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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