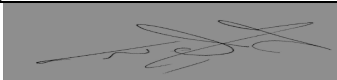


General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-26-20-v5

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	14/09/2020
Description of Activity:	<p>Student Return to Study (COVID-19)</p> <p>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.</p> <p>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.</p>				
Note: This assessment is subject to regular review by the HSWA					
Approved By (Name/Position):		Date Approved/Signature:		Next Review Date:	
Lorenz Cairns (Depute Principal)		24/12/2020 		28/05/2021	

Date Reviewed	Name	Position	Signature	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				
17/02/2021	Ian Bow	HSWA	Ian Bow				
22/03/2021	Ian Bow	HSWA	Ian Bow				
26/04/2021	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	<p>Hazard Authorisation</p> <p>Harm Risk of unauthorised students accessing the Campus without proper authority.</p>	Students	<p>Covid Level 4 restrictions restrict face to face tuition.</p> <p>Restricted blended learning for all teaching and learning activities.</p> <p>Authority to access buildings and study environment as per procedure above.</p> <p>Return to study approved by Sector Development Director (SDD) or Subject Manager (SM) only where studying from home cannot be achieved.</p> <p>A member of Senior Management shall be on site daily.</p> <p>All students are to have read the most recent version of Perth College UHI Return to Campus Guide, Student Version.</p> <p>All students are to adhere to the Covid Safe measures in place on Campus.</p>	4	3	12	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p>	4 x 2 = 8			

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
02	Hazard Access and Egress	Students	Designated entry and exit points to control personnel.	5	3	15	Current Controls Adequate Note: Controls to be monitored and assessment reviewed.	5 x 2 = 10			
	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality due to unauthorised access		<p>All students are to complete the booking in and out process (QR code/Manual).</p> <p>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).</p> <p>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.</p> <p>Where practicable, the College shall stagger study and learning patterns, breaks and access to areas so as to avoid congestion and promote social distancing.</p> <p>Hand sanitisers at entrances and throughout all buildings and offices.</p> <p>Physical social distancing measures of 2 metres (2m) must be observed at all times.</p> <p>Hand and respiratory hygiene measures promoted.</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 students are encouraged and advised to spend the minimum amount of time in College and for essential purposes only.</p>								

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03	Hazard	Students	<p>Ventilation systems in work, teaching and study areas shall be switched on where available.</p> <p>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.</p> <p>Where possible, doors will be wedged/held open to aid air circulation.</p> <p>FIRE DOORS MUST NOT BE WEDGED OR HELD OPEN</p> <p>Where desk and pedestal fans etc. are available, they may be used to increase air circulation.</p> <p>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.</p> <p>Windows/doors should be opened for 10 minutes every hour or when room is vacant to refresh air and improve circulation.</p> <p>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.</p>	5	2	10	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p>	10			
	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.										

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08	Hazard Social Distancing (2)	Students	<p>One-way systems are in place in various areas of the Campus (library, refectory), these must be adhered to at all times.</p> <p>Keep LEFT signage in corridors and stairs</p> <p>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.</p> <p>Students are to maintain social distancing outside the area/room and await authority to enter or receive service from staff.</p> <p>Covid-19 vaccine (voluntary) via NHS to reduce adverse effects of virus. Vaccine roll-out programme in tranches dependant on age and medical status.</p> <p>Voluntary Lateral Flow Testing (LFT) offered to all students commencing 03 May.</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p>	5 x 2 = 10			
	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality.										

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11	Hazard	Students	<p>Emergency evacuation procedures remain current as per Fire Action Notices posted in all areas.</p> <p>In the event of an emergency, all students are to follow the instructions of staff and ensure they evacuate the building.</p> <p>DO NOT USE LIFTS</p> <p>In the event of an emergency evacuation, social distancing may not be possible, the saving of lives is paramount.</p> <p>DO NOT USE MOBILE PHONES, NOTEBOOKS, LAPTOPS Etc. DURING THE EVACUATION</p> <p>Social distancing must return on final exit of the building and at fire assembly points.</p> <p>All students shall follow instructions given on the Fire Action Notices.</p> <p>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.</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p>	5 x 2 = 10			
	Fire and Emergency										
	Harm										
	Risk of infection and/or transmission of virus causing severe illness and/or fatality during an emergency.										

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14	Hazard	Students	<p>All equipment, tools, materials, workstations, desks, IT equipment, telephones etc. must be cleaned and sanitised before use.</p> <p>Sanitising wipes and disinfectant shall be available.</p> <p>All equipment, tools must have a pre-use safety check.</p> <p>Faulty equipment, tools must be reported to the tutor/lecturer and quarantined.</p> <p>Students are to ensure they are familiar with the work area layout including locations of machinery, equipment, fire exits etc.</p> <p>Students shall be trained or be under instruction in the use of any machinery, equipment and tools provided.</p> <p>Staff are to refer to all other department risk assessments as well as their departmental COVID risk assessments and communicate those to students.</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p>	5 x 2 = 10			
	Work Equipment										
	Harm										
	<p>Risk of injury, illness due to Covid transmission.</p> <p>Risk of injury, illness due to improper use of equipment, tools etc. skill fade, faulty or untested equipment.</p>										

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15	Hazard Control of Visitors and Contractors	Students	<p>Only authorised contractors and visitor are granted entry to College buildings.</p> <p>Contractors and visitors shall use a manual booking in and out system.</p> <p>Contractor and visitor are briefed on workplace procedures, location of hazardous operations.</p> <p>Contractors risk assessments and method statements (RAMS) must be approved prior to coming onto Campus.</p> <p>Contractors and visitors shall be briefed on Perth College Covid safe measures and controls.</p> <p>Disposable gloves and face masks are provided for use.</p>	5	3	15	<p>Current Controls Adequate</p> <p>Note: Controls to be monitored and assessment reviewed.</p>	5 x 2 = 10			
	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality.										

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