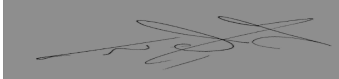


General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-LFT-01-21

Curriculum Area/Dept:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	23/04/2021
Description of Activity:	<p>This assessment identifies the controls measures required for the ordering, receipt, storage and issue of Lateral Flow Devices (LFD's) in accordance with instruction and guidance form the Scottish Government and NHS Scotland.</p> <p>LFD's shall be issued to all staff and students willing to take part in the Lateral Flow Testing (LFT) programme. The programme will help to identify asymptomatic individuals attending Perth College at the earliest possible opportunity.</p> <p>Students under 18 years old shall require the consent of their parent or guardian to participate in the testing.</p> <p>Staff and students who are solely working and/or studying from home should not participate. For those attending College for work and/or study, participation in the testing programme is voluntary.</p> <p>Participants will take test kits home and, following the instructions for use, perform the tests on themselves or with the support of a parent, carer or guardian, twice weekly. They will then register positive, negative and void results on a web-based portal, with the results shared with NHS Test and Protect. The actions that should be taken by individuals whether they receive a positive or negative result are clearly explained in the supporting guidance. A positive LFD test result requires a confirmatory PCR test to be taken.</p>				
Approved By (Name/Position):		Date Approved/Signature:		Review Date:	
Lorenz Cairns (Depute Principal)		30/04/2021 		10/05/2021	

Date Reviewed	Name	Position	Signature	Date Reviewed	Name	Position	Signature

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
05	Hazard	Staff Students Visitors Contractors	<p>Staff and students are instructed to conduct tests at home, not in College and to ensure safe disposal of used materials/kits.</p> <p>Staff and students collecting kits shall be socially distanced.</p> <p>Staff and students shall follow hand and respiratory hygiene measures identified in Covid Safe assessments currently in place.</p> <p>Staff issuing kits shall be provided with disposable gloves and fluid resistant surgical masks.</p> <p>Sanitising gel and hand washing facilities readily available throughout Brahan Building.</p> <p>Sanitising wipes provided in rooms designated for issue. Used sanitising wipes, disposable PPE to be placed in general waste bins provided.</p>	2	3	6	<p>Current Controls Adequate</p> <p>Monitor Controls and Review</p>	6			
	Safe distribution of LFT kits (Continued)										
	Harm										
	Risk of transmission or infection of Covid-19 due to lack of protective measures.										

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09	Hazard	Staff Students Visitors Contractors	<p>Clear communication from SMT to staff and students outlining staffing situation and opportunities for remote learning until the College can return to normal business activity.</p> <p>Available staff requested to work from home for remote blended learning.</p> <p>Students requested to return to home study/remote blended learning.</p> <p>College to liaise with local Health Protection Team (HPT) for guidance and instruction.</p>	3	3	9	<p>Current Controls Adequate</p> <p>Monitor Controls and Review</p>	9			
	Business continuity impact with increased numbers of cases reported by staff and students self-isolating										
	Harm										
	Staffing capacity compromised due to increase in staff isolating or number of cases. College unable to open for business impacting on education of students										

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10	Hazard	Staff Students Visitors Contractors									
	Harm										

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
11	Hazard	Staff Students Visitors Contractors									
	Harm										

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
12	Hazard	Staff Students Visitors Contractors									
	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