## **General Risk Assessment Form**

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-01-22-v1

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position): Ian Bow (HSWA)	Date of Assessment: 14/04/2022						
Description of Activity:	Staff Working on Perth C	ollege Campus (COVID-19)							
Note: This assessment is subject to regular review by the HSWA	Perth College is conducting a phased return to work for all employees. Employees shall have the opportunity to discuss with their line managers when they will be on campus. The Scottish Government are in the process of easing or lifting restrictions and legal requirements and have provided guidance.  The aim of this assessment is to mitigate the risk of contracting/transmitting Covid-19 on Perth College Campus where reasonably practicable by implementing control measures. This assessment should be read in conjunction with task, activity and process risk assessments already in place within the work environment. Risk assessments will be reviewed on a regular basis as directed by changes in legislation, guidance and best practice.  Employees must inform their line manager of any changes in their circumstances which may impact on their ability to work on Campus in order for a review of their personal circumstances and individual risk assessment to be conducted if required. If an employee displays any of the symptoms of COVID-19, they must not attend work but must report this to their line manager.								
	Where an employee has concerns regarding the work environment control measures, they should approach their line manager. An Individual Risk Assessment can be discussed and include departmental and workplace Covid risk assessments.  All employees are encouraged to contact the Health, Safety and Wellbeing Advisor should they have any comments or observations of this assessment and controls throughout the College.  The Scottish Government are encouraging all eligible persons to take up the Covid-19 vaccine/booster to reduce								
	adverse health effects of virus as a priority.								
Approved By (Name/	Position):	Date Approved/Signature:	Next Review Date:						
Lorenz Cairns (Depu	te Principal)	Lorenz Cairns 14/04/2022	29/04/2022						

Date Reviewed Name	Position	Signature
--------------------	----------	-----------

Ref No			Existing Controls	Severity	Likelihood	Risk Score	Further Controls if Required	R:	Person to Action Control	Date Action to Complete	Date Action Completed
01	Harm Risk of infection and/or transmission of virus causing illness, severe illness and/or fatality due to unauthorised access	Staff	Where practicable, (Brahan main entrance and Goodlyburn ramp entrance), separate doors for entry and exit to avoid congestion.  One way system in place where appropriate (library). "Keep Left" floor signage to segregate pedestrian flow.  The wearing of Face Coverings/Masks is no longer a legal requirement but is still strongly recommended in indoor crowded spaces.  All persons are strongly advised to use the hand sanitisers at entrances and throughout all buildings and offices. Hand and respiratory hygiene measures are promoted throughout.  Transparent barrier screens are in place in various close contact locations, ie. library, receptions, salons and some staff bases	5	3	15	Current Controls Adequate	5 x 2 = 10			

Ref No		Person at Risk	Existing Controls	Severity	Likelihood		Further Controls if Required	A\ \-	Person to Action Control	Date Action to Complete	Date Action Completed
02	Hazard	Staff	Mechanical ventilation systems in rooms and	5	2	10	Current	10			
	Workplace Welfare		spaces are to be switched on by the room users and remain on for the duration of occupancy.  Windows are to be opened by the room users in offices, classrooms etc. to assist ventilation and air circulation. Where possible, open and wedge doors to aid air circulation.				Controls Adequate				
			Signage is posted in all rooms  DO NOT PROP OPEN FIRE DOORS  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 but should be opened for 10 minutes every hour or when room is vacant to refresh air and								
	Harm Risk of		improve circulation.								
	infection and/or transmission of virus causing severe illness and/or fatality due to		CO2 monitoring has been conducted in numerous areas and is ongoing where a need is identified.  Mains supplied water dispensers are available, users are to comply with instructions displayed.								
	ineffective ventilation, air exchange, enclosed spaces etc.		All eligible staff are encouraged to take up the Government offer of the Covid-19 vaccine/booster (voluntary) via NHS to reduce adverse health effects of virus as a priority								

Ref No		Person at Risk	Existing Controls	Severity	Likelihood	<u> </u>	Further Controls if Required	Re Ris	Person to Action Control	Date Action to Complete	Date Action Completed
03	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality due to poor hygiene, ineffective washing etc.	Staff	As stated above, the wearing of Face Coverings/Masks is no longer a legal requirement but is still strongly recommended in indoor crowded spaces.  Hand washing facilities with hand soap and water available throughout.  Hand washing promotional posters (20 seconds) displayed.  All persons are advised to use the hand sanitiser dispensers available throughout all buildings containing alcohol and non-alcohol solutions for user preference. (COSHH Assessments and Safety Data Sheets available)  The sharing of food, drink, cups, plates, cutlery etc. is discouraged.  Persons who feel vulnerable or at risk being in close or near contact with others are encouraged to be part of the "Distance Aware Scheme".	5	3	15	Current Controls Adequate	5 x 2 = 10			

Ref No			Existing Controls	Severity	Likelihood	Ris	Further Controls if Required		Person to Action Control	Date Action to Complete	Date Action Completed
04	Hazard Equipment Materials Hygiene  Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality	Staff	All equipment, tools, materials, workstations, desks, IT equipment, whiteboards, telephones, filing cupboards and cabinets, desks, kettles, fridges and microwaves should be cleaned and sanitised by users with disposable sanitising wipes before and after use including tables used for eating and drinking.  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. should be cleaned and sterilised between users.  Staff are to refer to all other department risk assessments as well as their departmental COVID risk assessments and communicate those to students.  Approved cleaning and sanitising products must be used. (COSHH Assessments and Safety Data Sheets available for approved products).  Used cleaning and sanitising products (wipes etc.) should be disposed of responsibly in general waste bins provided.	5	З	15	Current Controls Adequate	5 x 2 = 10			

Ref No		Person at Risk	Existing Controls	Severity	Likelihood	Risk Score	Further Controls if Required		Person to Action Control	Date Action to Complete	Date Action Completed
05	Hazard General Cleaning and Disinfection  Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality.	Staff	Only approved cleaning and sanitising products to be used.  Procedures in place for cleaning rooms/areas including contact surfaces (door handles, light switches).  Procedures in place for cleaning and disinfecting contaminated areas, contact surfaces, furnishings and equipment.  COSHH assessments and Safety Data Sheets for all approved products.  PPE for cleaning and disinfecting contaminated areas etc. includes, disposable gloves, disposable apron, fluid resistant surgical face mask, face visor, shoe coverings where required.  Used cleaning and sanitising products (wipes etc.) should be disposed of responsibly in general waste bins provided.	5	3	15	Current Controls Adequate	5 x 2 = 10			

Ref No		Person at Risk	Existing Controls	Severity	Likelihood	<u>K</u>	Further Controls if Required	Re E:	Person to Action Control	Date Action to Complete	Date Action Completed
06	Fire and Emergency  Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality during an emergency.	Staff	Emergency evacuation procedures remain current as per Fire Action Notices posted in all areas.  In the event of an emergency, all staff are to ensure their area is evacuated in an orderly and timely manner.  In the event of an emergency, reasonable distancing should not be priority, the saving of lives is paramount.  DO NOT USE LIFTS  All staff shall follow instructions given on the Fire Action Notices.  Any member of staff with a Personal Emergency Evacuation Plan (PEEP) should declare this to their Line Manager and seek a review of the PEEP.  Where a staff member requires a PEEP but does not have one, they should discuss this with their Line Manager and arrangements will be made to create a plan.	5	3	15	Current Controls Adequate	5 x 2 = 10			

Ref No		Person at Risk	Existing Controls	Severity	Likelihood		Further Controls if Required		Person to Action Control	Date Action to Complete	Date Action Completed
07	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality during application or receipt of First Aid.	Staff	Nominated First Aider duties remain the same as was pre-Covid.  Suitably qualified nominated First Aid personnel available, confirmed to reception by the 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.  For personal safety purposes, First Aiders are issued additional PPE (Face Visor, Surgical Mask, Disposable Apron, Alcohol Wipes, Disinfectant Spray).	5	3	15	Current Controls Adequate	5 x 2 = 10			

Ref No	Hazard/Harm		Existing Controls	Severity	Likelihood	Σ.	Further Controls if Required	R. E.	Person to Action Control	Date Action to Complete	Date Action Completed
08	Harm Stress relating - Uncertainty, new procedures, work patterns, health concerns of individuals, family, friends etc.	Staff	Line managers are to be aware of changes to working arrangements (returning to Campus, working patterns) may contribute to feelings of stress and affect employee mental health and wellbeing.  Concerns on work pressures, stress, anxiety, health welfare and wellbeing should be addressed via line management and/or through the support available indicated below.  Line managers encouraged to discuss with staff changes of work routine, personal issues and general wellbeing.  Managers are to ensure all staff are made aware of supportive mechanisms available (e.g. Counselling, Occupational Health, HR, etc)	4	3	12	Current Controls Adequate	4 x 3 = 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			

## HS/007a/LR/TR

Perth College is a registered Scottish charity, number SC021209.