

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:	<p>Staff Working on Perth College Campus (COVID-19)</p> <p>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</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>				
Approved By (Name/Position):		Date Approved/Signature:		Next Review Date:	
Lorenz Cairns (Depute Principal)		Lorenz Cairns 14/04/2022		29/04/2022	

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 Complete	Date Action Completed
01	Hazard	Staff	<p>Where practicable, (Brahan main entrance and Goodlyburn ramp entrance), separate doors for entry and exit to avoid congestion.</p> <p>One way system in place where appropriate (library). "Keep Left" floor signage to segregate pedestrian flow.</p> <p>The wearing of Face Coverings/Masks is no longer a legal requirement but is still strongly recommended in indoor crowded spaces.</p> <p>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.</p> <p>Transparent barrier screens are in place in various close contact locations, ie. library, receptions, salons and some staff bases</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	Access and Egress										
	Harm										
	Risk of infection and/or transmission of virus causing illness, severe illness and/or fatality due to unauthorised access										

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03	Hazard	Staff	<p>As stated above, the wearing of Face Coverings/Masks is no longer a legal requirement but is still strongly recommended in indoor crowded spaces.</p> <p>Hand washing facilities with hand soap and water available throughout.</p> <p>Hand washing promotional posters (20 seconds) displayed.</p> <p>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)</p> <p>The sharing of food, drink, cups, plates, cutlery etc. is discouraged.</p> <p>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".</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	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.										

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04	Hazard Equipment Materials Hygiene	Staff	<p>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.</p> <p>Disinfectant and sanitising wipes available in all areas.</p> <p>Sharing of workstations, tools, equipment, desks etc. to be avoided where practicable.</p> <p>Where this cannot be achieved, workstations, tools, equipment etc. should be cleaned and sterilised between users.</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality										

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07	Hazard First Aid	Staff	<p>Nominated First Aider duties remain the same as was pre-Covid.</p> <p>Suitably qualified nominated First Aid personnel available, confirmed to reception by the HSWA.</p> <p>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.</p> <p>If reception is unavailable, call the Duty Caretaker: Brahan: 07967170080 Goodlyburn: 07967170077.</p> <p>For personal safety purposes, First Aiders are issued additional PPE (Face Visor, Surgical Mask, Disposable Apron, Alcohol Wipes, Disinfectant Spray).</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	Harm Risk of infection and/or transmission of virus causing severe illness and/or fatality during application or receipt of First Aid.										

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