General Risk Assessment Form (Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: PC-02-22-v1

Curriculum Area/ Department:	Perth College UHI	Risk Assessors (Name/Position):	Ian Bow (HSWA)	Date of Assessment:	14/04/2022
Description of Activity:	Students Studying and Wo		llege Campus (COVID-19)	L	I
Note: This assessment is subject to regular review by the HSWA	provided <u>guidance</u> . The aim of contracting/transmitting Covid control measures. This asses and task, activity and process basis as directed by changes Students are to inform their le to attend Campus. If an stude must report this as above and Where a student has concern approach their lecturer or PA for that area.	of this assessment d-19 on Perth Colle ssment should be r s risk assessments in legislation, guid ecturer/PAT of any ent displays any of d self-isolate as pe ns regarding the stu T. The lecturer or F	changes in their circumstances whi the symptoms of COVID-19, they m	mitigate the risk sticable by imple study area, work s will be reviewe ch may impact nust not attend of neasures, they s ctor Manager ar	k of ementing kshop, salon ed on a regular on their ability Campus but should nd risk assessor
Approved By (Name/P	Position):	Date Ap	proved/Signature:	Next Review	Date:
Lorenz Cairns (Depute	e Principal)	Lorenz (Cairns 14/04/2022	29/04/2022	

Date Reviewed	Name	Position	Signature

	Person at Risk	Existing Controls	Severity	Likelihood	Ri	Further Controls if Required	Re Ri:	Person to Action Control	Date Action to Complete	Date Action Completed
Hazard Access and Egress Harm Risk of infection and/or transmission of virus causing illness, severe illness and/or fatality due to unauthorised access	Students	 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. Cleaning and sanitising of surfaces, contact points (doors, walls, floors, touch points, contact surfaces) with designated cleaning and sanitising products. 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			Existing Controls	Severity	Likelihood	•••	Further Controls if Required		Person to Action Control	Date Action to Complete	Date Action Completed
02	Hazard	Staff	The person in charge of the room/area (ie.	5	2	10	Current	10			
	Workplace Welfare		lecturer) is to ensure the mechanical ventilation systems (where present) is switched on and remain on for the duration of occupancy. The person in charge of the room/area (ie. lecturer) is to ensure windows are opened to assist ventilation and air circulation. Where possible, open and wedge doors to aid air circulation. 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				Controls Adequate				
			and teaching areas but should be opened for 10								
	Harm		minutes every hour or when room is vacant to								
	Risk of infection and/or transmission of virus causing severe illness and/or fatality due to ineffective ventilation, air exchange, enclosed spaces etc.		refresh air and improve circulation. Mains supplied water dispensers are available, users are to comply with instructions displayed. All eligible students are encouraged to take up the Government offer of the Covid-19 vaccine/booster (voluntary) via NHS to reduce adverse health effects of the virus as a priority								

Ref No		Person at Risk	Existing Controls	Severity	Likelihood		Further Controls if Required		Person to Action Control	Date Action to Complete	Date Action Completed
03	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.	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) 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			

			Existing Controls	Severity	Likelihood		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	3	15	Current Controls Adequate	5 x 2 = 10			

Ref No			Existing Controls	Severity	Likelihood		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		Further Controls if Required	Residual Risk Score	Person to Action Control	Date Action to Complete	Date Action Completed
06	Hazard 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, staff shall ensure students are safely evacuated from their area and directed to the Fire Assembly Points. Students are requested to evacuate in an orderly and timely manner. NOTE: In the event of an emergency, reasonable distancing should not be priority, the saving of lives is paramount. DO NOT USE LIFTS All staff and students shall follow instructions given on the Fire Action Notices. Any student with a Personal Emergency Evacuation Plan (PEEP) should declare this to their PAT and seek a review of the PEEP. 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	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	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.	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		Person at Risk	Existing Controls	Severity	Likelihood		Further Controls if Required		Person to Action Control	Date Action to Complete	Date Action Completed
08	Hazard	Staff	Lecturers, PAT's and Managers are to be aware of	4	3	12		4 x 3			
	Harm Stress Stress relating – Uncertainty, new procedures, work patterns, health concerns of individuals, family, friends etc.		Lecturers, PAT's and Managers are to be aware of changes to work and study arrangements (returning to Campus, work and study patterns) may contribute to feelings of stress and affect student mental health and wellbeing. Concerns on work or study pressures, stress, anxiety, health welfare and wellbeing should be addressed via the student PAT. PAT's are encouraged to discuss with students changes of work or study routines, personal issues and general wellbeing in order to suggest or make any adjustments. 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. All students are to be made aware of supportive mechanisms available (e.g. Student Counselling, HISA etc)	4	3	12	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)	Rare (1)Unlikely (2)Possible (3)Likely (4)Very Likely											
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.