

General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: LIB-Floor 2-21-v2

Curriculum Area/ Department:	Library Floor 2	Risk Assessors (Name/Position):	Kathleen Connor, Library Team Leader	Date of Assessment:	29/01/21
Description of Activity: This assessment shall be reviewed on a monthly basis (or sooner if indicated) by Kathleen Connor, Library Team Leader	<p>Re-Assessment: Working and Learning in Brahan Library The aim of this assessment is to mitigate the risk of contracting/transmitting Covid-19 by placing control measures to reduce the likelihood of staff or students contracting/transmitting Covid-19 while attending Brahan Library and Study Spaces. Control measures shall also include reducing the risk to other students and staff members. 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. This assessment will be reviewed on a regular basis as directed by changes in legislation, guidance and best practice.</p> <p>General Controls Staff: Approval for individual staff to return to work is conditional upon satisfactory completion of the Health Assessment via the Occupational Health Provider and associate individual risk assessment if required, <u>and</u> confirmation from the Head of Department that completion of the employee's work can only take place on campus and cannot be completed remotely. Employees must inform their line manager and Head of Department of any changes in circumstances which may impact on their ability to return to campus to allow for a review of their circumstances and individual risk assessment if required. If an employee displays any of the symptoms of COVID-19 then they must not attend work but must report this to their line manager and Head of Department.</p> Student: Students shall remain studying from home and only attend College where there is an approved requirement to attend. Students must read and observe the Student Return to Campus Guide and observe social distancing and hand hygiene requirements at all times. Students must not attend College if they have symptoms of Covid-19.				
Approved By (Name/Position):		Date Approved/Signature:		Review Date:	
Kathleen Connor (Library Team Leader)		8/02/2021		26/02/2021	

Date Reviewed	Name	Position	Signature
26/02/2021	Kathleen Connor	Library Team Leader	K D Connor

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
01	Hazard	Staff Students Visitors Contractors	<p>All staff and students are to wear a fluid resistant surgical mask (FRSM), (II1 or IIR grade) in the Library and Study Spaces unless medically exempt. Face masks are available in Brahan Foyer.</p> <p>The Library is open for study, any study space/slot must be booked in advance with Library staff.</p> <p>One-way system with designated entry and exit points to control personnel. Staggered work patterns and breaks so as to avoid congestion and promote social distancing. Hand sanitisers at entrance and throughout. Social distancing measures of 2m promoted. Hand hygiene measures promoted.</p> <p>Increased cleaning and sanitising of surfaces, contact points (doors, walls, touch points, contact surfaces) with designated cleaning and sanitising products.</p> <p>All staff and students are encouraged to spend the minimum amount of time in College and for essential purposes only. In person meetings to be conducted in large airy rooms and social distancing rules adhered to. Visitors to be informed of current procedures in place re COVID19.</p> <p>Used face masks should be disposed of responsibly in general waste bins provided after leaving the Library or Study Spaces</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	<p>Harm</p> <p>Risk of infection and/or transmission of virus causing severe illness and/or fatality due to unauthorised access, unsafe social distancing, etc.</p>										

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02	Hazard	Staff Students Visitors Contractors	<p>All staff and students are to wear a fluid resistant surgical mask (FRSM), (II1 or IIR grade) in the Library and Study Spaces unless medically exempt.</p> <p>Where a member of staff or 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>Arrangements are in place to book individual study spaces for those who are medically exempt.</p> <p>Staff/students to sanitise hands on entry and exit of the library.</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.		Hand washing facilities with hand soap and water available, staff and students encouraged to wash their hands regularly. Hand washing promotional posters (20 seconds) displayed. Wash/sanitise hands before and after tasks including putting on and taking off PPE, handling materials, eating, drinking, handling waste, going to the toilet etc. Hand sanitiser dispensers throughout library and study areas. Protective gloves are available for staff handling books, papers, materials and equipment. Users are advised to report problems with dry/cracked skin due to hand sanitiser to their line manager or PAT. No sharing of food or drink is permitted. Staff and students should not share cups, plates, cutlery etc. Individuals are to maintain their own. Communal coat racks/hooks etc. should not be used. Personal items should be stored away safely.								
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03	Hazard			5	3	15					

Equipment Hygiene	Staff Students Visitors Contractors	<p>All desks and workstations must be kept as clear as possible when not in use. Disinfectant and sanitising wipes available in all areas. All materials, equipment, tools, IT equipment, furnishings etc. must be cleaned and sanitised prior to and after use. Students are to sanitise desks/workstations, tools/equipment before and after use. Sharing of workstations, tools, equipment, desks etc. to be avoided where practicable. Where sharing cannot be avoided, desks, workstations, tools, equipment etc. must be cleaned and sanitised between users. Frequent cleaning and sanitising of contact surfaces including door handles, light switches, window handles and window blind controls should take place using the sanitising wipes. Approved cleaning and sanitising products must be used. Used wipes and materials should be disposed of responsibly in general waste bins provided. COSHH Assessments and Safety Data Sheets available for all cleaning and sanitising products. Click and collect system in place for books, publications etc. Online ordering only. Returned materials (books etc.) quarantined for 72 hours before sorting and returning to original location.</p>				Current Controls Adequate	5 x 2 = 10			
Harm										
Risk of infection and/or transmission of virus causing severe illness and/or fatality due to poor hygiene and sanitisation of equipment, tools, etc.										

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04	Hazard	Staff Students Visitors Contractors	<p>Staff and students are to maintain social distancing of 2m in all areas of the library and study area, entrance, exit, refectory, corridors and stairs. Limited numbers permitted in library area and study spaces. One-way directional signs in place. Desks, workstations and chairs are rearranged and orientated in all areas to ensure 2m distancing with clear and appropriate signage. When holding conversations all persons must stay at least 2m apart. Perspex screens at library reception. Barrier control to rear of reception and staff base. Library users display ID cards to staff avoiding contact.</p> <p>Maximum occupancy of study spaces on floor 2 is 4 at PCs and 2 in study rooms (1 in each) identified and signed on study room doors. Maximum occupancy of rooms/areas must not be exceeded.</p> <p>Due to close interaction and inability to maintain 2m physical social distancing, staff and students are to wear a face mask as directed above in the library and study areas (unless medical exempt).</p> <p>Online communications with staff and students has been increased, (email, teams etc.) to avoid personal interaction where practicable</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 due to unsafe social distancing, physical contact etc.										

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05	Hazard	Staff Students Visitors Contractors	<p>Provision of additional waste bins for various wastes.</p> <p>Room windows are to be opened by the first person in to assist ventilation and air circulation and closed at the end of the day.</p> <p>Doors can be wedged open to assist air circulation (unless they are fire doors).</p> <p>Where weather, climatic conditions and season create adverse effects, windows and doors may be closed to ensure sufficient thermal comfort.</p> <p>In such circumstances, windows and doors should be opened for 10 minutes every hour or when room is vacant to refresh air and improve circulation.</p> <p>DO NOT PROP OPEN FIRE DOORS</p> <p>Water is available in Reception Foyer and at the bottom of library stairs</p>	5	2	10	Current Controls Adequate	5 x 2 = 10			
	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 Toilets and Washrooms	Staff Students Visitors Contractors	<p>Toilet and washroom facilities display signs indicating maximum occupancy. Social distancing is to be maintained at all times. Estates cleaners have increased the schedules for cleaning toilet facilities. All staff and students are to sanitise their hands prior to entry of a toilet facility, wash hands for minimum 20 seconds after using facility and then sanitise after exit to ensure of no contamination from contact surfaces. Where there is requirement to wait for a vacant toilet cubicle, all staff should remain outside the facility and maintain social distancing. Issues regarding cleanliness of the facility should be raised with the Estates Department.</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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09	Hazard Stress and Anxiety	Staff Students	<p>Staff: Line managers are to be aware of changes to working arrangements which may cause additional work-related stress and affect employee mental health and wellbeing. Concerns on workload issues or support needs are to be brought to the attention of the line manager or senior manager. Concerns on health and welfare should be addressed via line management and/or through the support available Rowan Counselling, Occupational Health, HR, etc)</p> <p>Students: Mental Health worker available to discuss problems. PLSP procedure in place to deal with known MH students, though (self) referral can happen at any time.</p> <p>Tutors are to be aware of changes to study arrangements which may cause additional related stress and mental health and wellbeing. Concerns on study issues or support should be reported to PAT/PL as soon as possible. All to be made aware of supportive mechanisms available to them (e.g. Counselling)</p>	4	3	12	Current Controls Adequate	12			
	Harm Stress and anxiety relating to uncertainty, new procedures, work patterns, health concerns of individuals, family, friends etc.										

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10	Hazard Working from Home	Staff	<p>Follow the college guidance on stress and mental health as above.</p> <p>Regular contact with staff working at home to discuss any work issues Staff encouraged to talk openly about the possibility that they may be affected and tell them what to do to raise concerns or who they can talk things through with. Involve staff in risk assessments and procedures so they can identify potential problems and identify solutions Staff kept updated on what is happening so they feel involved and reassured Discussions with staff the issue of fatigue and make sure they take regular breaks, encourage them to take leave and set working hours so they are not working long hours.</p> <p>Share information and advice with workers about mental health and wellbeing and signpost to Rowan for mental health and wellbeing support Consider occupational health referral if personal stress and anxiety issues are identified</p>	3	3	9	Current Controls Adequate	9			
	Harm Mental health and wellbeing may be affected through isolation and anxiety about the virus										

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