

# General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: LIB-Office-2021-v3

Curriculum Area/ Department:	Library	Risk Assessors (Name/Position):	Kathleen Connor Library Team Leader	Date of Assessment:	22/01/2021
Description of Activity:	<p><b>Re-Assessment: Staff Return to Work within Room</b> This risk assessment identifies the control measures made under current guidance and advice, necessary for a safe return to work within Perth College UHI.</p> <p><b>General Controls.</b> 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 and Line Manager 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>				
NOTE: This assessment shall be reviewed regularly and amended as necessary by Kathleen Connor, Library Team Leader					
Approved By (Name/Position):		Date Approved/Signature:		Review Date:	
Kathleen Connor (Library Team Leader)		8/02/2021		12/02/2021	

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
01	<b>Hazard</b> Access and Egress	Staff Visitors	<p><b>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.</b></p> <p>Designated entry and exit points to control personnel.            Booking in and out system (QR code/Manual).            Authority to work for essential purposes only.            Line Manager shall direct work pattern for essential purposes and stagger work patterns and breaks to avoid congestion and promote social distancing.            Hand sanitisers at entrances and throughout.            Social distancing measures of 2m promoted.            Hand hygiene measures promoted. Increased cleaning and sanitising of surfaces, contact points (doors, walls, floors, touch points, contact surfaces) with designated cleaning and sanitising products.            All staff are encouraged to spend the minimum amount of time in College and for essential purposes only.            In person meetings and interviews to be conducted in large airy rooms and social distancing rules adhered to. No visitors in the library until further notice.</p> <p><b>Used face masks/coverings should be disposed of responsibly in general waste bins provided.</b></p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	<b>Harm</b> Risk of infection and/or transmission of virus causing severe illness and/or fatality due to unauthorised access, unsafe social distancing, etc.										

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02	<b>Hazard</b> Hand and Personal Hygiene	Staff Visitors	<p><b>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.</b></p> <p><b>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.</b></p> <p>Staff are to sanitise hands on entry and exit of building. Hand washing facilities with hand soap and water available throughout. Hand washing promotional posters (20 seconds) displayed. Paper towels for drying of hands. Wash/sanitise hands before and after tasks including eating, drinking, handling waste, going to the toilet etc. Protective gloves are available for staff handling books, papers, materials and equipment. Hand sanitiser dispensers throughout all buildings. No sharing of food or drink is permitted. Staff should not share cups, plates, cutlery etc. Individuals are to maintain their own. Personal items should be stored away safely. Communal coat racks/hooks etc. should not be used.</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	<b>Harm</b> 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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03	<b>Hazard</b> Equipment and Materials Hygiene	Staff Visitors	<p>All equipment, IT, telephones, filing cupboards and cabinets, desks and workstations etc. must be cleaned and sanitised prior to and after use including kettles, fridges and microwaves. Sharing of workstations, equipment etc. to be avoided where practicable.</p> <p>Shared equipment, IT etc. should be sanitised between users including furnishings.</p> <p>Frequent cleaning and disinfecting of contact surfaces should take place using the sanitising wipes.</p> <p>Approved cleaning and sanitising products must be used.</p> <p>COSHH Assessments and Safety Data Sheets available for all cleaning and sanitising products.</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	<b>Harm</b> Risk of infection and/or transmission of virus causing severe illness and/or fatality due to poor hygiene and sanitisation of equipment, furnishings, contact surfaces, etc.										

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04	<b>Hazard</b> Social Distancing (1)	Staff Visitors	<p>All staff are to maintain social distancing of 2m in all spaces of the college including corridors and stairs. Keep left directional signs in place. Desks, workstations, and chairs orientated to ensure 2m distancing where practicable. Clear and appropriate distancing signage where required. Staff working must not face each other less than 2m apart. When holding conversations all persons must stay at least 2m apart.</p> <p><b>Maximum occupancy of room must not be exceeded. Until further notice only 1 member of staff at a time will be in the library office</b> <b>Office Capacity = 4</b></p> <p><b>Due to close interaction and inability to maintain 2m physical social distancing, staff and students are to wear a face mask/covering in the lib</b></p> <p>Face visor may be worn where appropriate and identified. Staff are to ensure they spend the minimum time in close proximity to others. Lifts in all buildings have a maximum occupancy of one and should not be exceeded without valid cause (ie. escorting a wheelchair user).</p>	5	3	15	Current Controls Adequate	5 x 2 = 10			
	<b>Harm</b> Risk of infection and/or transmission of virus causing severe illness and/or fatality due to unsafe social distancing, physical contact etc.										















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	<b>STOP THE ACTIVITY</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level