

General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Form A

Reference No: LIB-S203-01-21-v2

| | | | | | |
|--|---|------------------------------------|---|------------------------|----------|
| Curriculum Area/ Department: | Library Rooms S203B & 203C | 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 Study Rooms 203B and 203C 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> <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.</p> | | | | |
| 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 |
|---------------|------|----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| 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 |
|--------|---------------------------|--|---|----------|------------|------------|------------------------------|---------------------|--------------------------|----------------------------|-----------------------|
| 02 | Hazard | Staff Students Visitors Contractors | <p>All staff and students are to wear face mask/coverings in the library and study areas as well as corridors, stairs, social areas and where identified by risk assessment (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>Students with medical exemption using Rooms 203B and 203C are exempt.</p> <p>Staff/students to sanitise hands on entry and exit of the library.</p> <p>Hand washing facilities with hand soap and water available, staff and students encouraged to wash</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. | | <p>their hands regularly. Hand washing promotional posters (20 seconds) displayed.</p> <p>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.</p> <p>Hand sanitiser dispensers throughout library and study areas. Protective gloves are available for staff handling books, papers, materials and equipment.</p> <p>Users will be advised to report problems with dry/cracked skin due to hand sanitiser</p> <p>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.</p> <p>Personal items should be stored away safely.</p> | | | | | | | | |
|--------|---|----------------|--|----------|------------|------------|------------------------------|---------------------|--------------------------|----------------------------|-----------------------|
| 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 |
| 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. | | | | | | | | | | |

| 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 |
|--------|--|--|--|----------|------------|------------|------------------------------|---------------------|--------------------------|----------------------------|-----------------------|
| 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 rooms 203B and 203C on floor 1 is identified and signed on study room doors (1 Student). 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/covering in the library and study areas (unless medical exempt).</p> <p>Online communications 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. | | | | | | | | | | |

| 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 |
|--------|--|--|---|----------|------------|------------|------------------------------|---------------------|--------------------------|----------------------------|-----------------------|
| 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. | | | | | | | | | | |

| 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 |
|--------|---------------|--|--|----------|------------|------------|------------------------------|---------------------|--------------------------|----------------------------|-----------------------|
| 08 | Hazard | 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 | | | | | | | | | | |

| 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 |
|--------|--|----------------|---|----------|------------|------------|------------------------------|---------------------|--------------------------|----------------------------|-----------------------|
| 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 |

