

RISK ASSESSMENT FORM

RA Ref No: GEN1	Assessors Names: Andrew Neil/ Martin Clark	Assessment Date: 12/08/2020					
Department/School/Service Area: All- to be adapted for the specific circumstances applicable to Faculty / Directorate Activity			Site/Location: All College				
Activity/Task: General College Activities- Covid- 19							
SEVERITY (S): Degree of harm which may be caused (including numbers affected)		LIKLIHOOD (L): Probability that event will occur			RISK RATING (RR): Severity x Likelihood		
1. Minor Injury 2. Major Injury 3. Fatality		1. Remote 2. Possible 3. Likely			1-2. Low 3-4. Medium 6-9. High		
No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*
1.	<p>Coronavirus The virus can be spread through minute water droplets that are sneezed or coughed out or when simply breathing or talking. Cross contamination can occur from hands to surfaces and vice versa as the virus can exist for up to 72 hours on surfaces (depending on surface type, moisture content and temperature. There is emerging evidence to suggest that the virus may also be airborne.</p> <p>Non- essential work carried out in college- could lead to exposure to virus with risk of infection with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective:- To prevent virus transmission by preventing non- essential work taking place in the college and where attendance is required by managing and controlling this.</p>	Staff; students; contractors; members of public; all persons in building, persons at particular risk	<p>Only essential work will be carried out on site.</p> <p>Where feasible all staff who can work from home will do so in preference to attending the college.</p> <p>Remote teaching will take place for students where this is practicable</p>	3	1	3	Yes

No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*
1.	continued		<p>All non- essential visitors will not be permitted to enter the college.</p> <p>Essential visitors will be by appointment only under a managed and supervised system. Specific risk assessments to be carried out for staff and students who may be particularly at risk of ill- health effects of infection and control measures implemented,</p>				

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2.	<p>On- site Meetings- where onsite meeting take place this could expose persons to coronavirus risk of transmission of infection with ill- health effects ranging from mild to severe and in some cases death.</p> <p>Objective: To protect persons from virus infection by preventing unnecessary onsite meetings and where meetings are essential to put in place adequate controls.</p>	Staff; students; contractors; members of public; all persons in building	<p>Meetings will take place using either Zoom or Microsoft Teams etc. to eliminate contact.</p> <p>Where physical meetings are required to take place then the following will apply:-</p> <ul style="list-style-type: none"> • Senior management permission is required to hold onsite meetings; • Only absolutely necessary meeting participants will attend and will be the minimum numbers required; • Meeting attendees will maintain at least 2 metres separation at all times; • Rooms will be well- ventilated / windows open; • Meetings will take place in open areas wherever practicable. 	3	1	3	Yes

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3.	<p>Persons attending college whist infected. Asymptomatic persons may be able to infect others without feeling ill themselves - risk of transmission of infection with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective: To protect persons against the risk of virus infection and to make sure people know what action to take to maintain safety.</p>	Staff; students; contractors; members of public; all persons in building	<p>All building users will be provided with clear information and guidance on coronavirus symptoms in line with Scottish Government Public Health advice and will be advised to refrain from attending if they are symptomatic, been advised by Track & Protect / Track & Trace that they have come into contact with a symptomatic / infected person.</p> <p>Temperature checks will be carried out to confirm that persons entering building do not have a fever (37.8 C or above) If a high temperature is registered on testing then the individual will be required to wait 2 minutes for a re-test. If the re- test confirms 38 C or above, then entry will not be permitted.</p> <p>Staff carrying out temperature checks will receive training and an appropriate risk assessment will be in place</p> <p>Facemasks will be issued to all building users.</p>	3	1	3	Yes

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4.	<p>Poor / ineffective heating, ventilation and air-conditioning systems (HVAC) may not provide sufficient dilution ventilation and recirculating air that may contain the virus may be breathed in and lead to infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective: To reduce the risk of virus transmission by ensuring that HVAC systems operate effectively</p>	Staff; students; contractors; members of public; all persons in building	<p>In conjunction with the FM provider the general ventilation will be increased- in order to reduce risks associated with viral transmission the number of air changes has to be as high as reasonably possible.</p> <p>The ventilation system will be run at higher volume flow rate to help dilute airborne pathogens to reduce the risk of airborne transmission.</p> <p>Avoid recirculation / transfer of air from one room to another unless this is the only way of providing adequately high ventilation to all occupied rooms. Note that air- conditioning systems recirculate air only do not dilute airborne pathogens.</p> <p>Ensure highest level filtration is used in air- handling units where feasible.</p> <p>Classes scheduled to take place in rooms with openable windows.</p> <p>Open windows wherever possible. However note the following:-</p> <ul style="list-style-type: none"> • If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they should be open as far as reasonably possible without causing discomfort. • During cooler weather, it may be necessary to have the room heating on more than normal. 	3	1	3	Yes

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4.	Continued		<p>This will incur energy penalties; however, these are deemed acceptable as the increased ventilation will help remove any airborne virus particles from the building.</p> <ul style="list-style-type: none"> • During warmer weather and on bright sunny days it may not be appropriate to have the heating on during the cooler mornings as this may exacerbate overheating in the afternoon. 				

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5..	<p>Failure to separate access / egress of persons could lead to close contact which could lead to transmission of virus and lead to infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective: To maintain physical distancing while using common areas at entrances / exits to reduce the risk of virus transmission</p>	Staff; students; contractors; members of public; all persons in building	<p>A one way entrance / exit system will be in place with:</p> <p>Sufficient clear space between persons queuing at entrance to maintain social distancing- 2 metre floor markings and signage will be installed.</p> <p>Signage to identify routes.</p> <p>Physical distancing maintained / supervision / monitoring where required to ensure compliance.</p> <p>Staggered start / finish times</p> <p>Floor markings / signage in place</p> <p>Any entry / exit systems that requires skin contact will be disabled e.g. powered door controls at entrances / exits- Doors will be put into open position and / or door stewards provided</p>	3	1	3	Yes

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6..	<p>Failure to maintain physical distancing could lead to contact resulting in contact with the virus and lead to infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective: To maintain physical distancing as far as possible while people travel through the college.</p>	Staff; students; contractors; members of public; all persons in building	<p>Physical distancing of at least 2 metres will be maintained wherever possible within college buildings.</p> <p>Staggered start / finish times to reduce occupancy levels.</p> <p>Where staff / students are required to attend college premises it will only be for the minimum time required to complete the activity.</p> <p>Floor markings & signage will be in place.</p> <p>Supervision will be provided to manage queuing etc. where appropriate.</p> <p>Workstations / desks will be placed at least 2m apart and / or the overall capacity of the spaces used will be reduced to maintain at least 2m physical distancing.</p> <p>Protective screens installed at Receptions, Service desks and Till/ Pay Points.</p>	3	1	3	Yes

No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*
7.	<p>Lack of hand washing / hand sanitising facilities will potentially lead to virus transmission and infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective: To help everyone keep good hygiene through the working day and to enable handwashing on arrival and departure.</p>	<p>Staff; students; contractors; members of public; all persons in building</p>	<p>Handwashing facilities with soap and water / hand sanitiser will be available.</p> <p>Building users will be encouraged to wash / sanitise hands for a minimum of 20 seconds upon entry to buildings and before leaving.</p> <p>Building users will be encouraged through communication (e.g. posters, signage and TV screens) to wash their hands for 20 seconds using soap and water frequently during the day; avoid touching their faces with unwashed hands, and to wash hands before and after using the toilet.</p> <p>Information will be displayed on good handwashing techniques.</p>	3	1	3	Yes

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8.	<p>Failing to cover nose / mouth when sneezing could lead to virus transmission with ill-health effects ranging from mild to severe and in some cases death</p> <p>Objective:- To help everyone keep good hygiene through the working day to minimise the risk of virus transmission.</p>	Staff; students; contractors; members of public; all persons in building	<p>Tissues will be provided at entrance points for building users to use so that they can catch cough / sneezes.</p> <p>Information provided on coughing / sneezing etiquette to building users.</p> <p>After coughing / blowing nose / sneezing, dispose of waste in a bin and wash / sanitise hands. Catch it! Bin it! Kill it!</p> <p>Rubbish collection and storage points will be increased and emptied regularly and throughout the day,</p> <p>Where no tissues are available, persons to sneeze / cough into crook of the arm.</p>	3	1	3	Yes

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9.	<p>Lack of an effective cleaning regime could lead to infection / cross infection with ill-health effects ranging from mild to severe and in some cases death</p> <p>Objective:- To keep the workplace clean and prevent transmission through touching potentially contaminated surfaces.</p>	Staff; students; contractors; members of public; all persons in building	<p>Enhanced cleaning and disinfection of workspaces with effective cleaning and disinfectant equipment and substances will be put in place Special attention will be given to communal areas and touch points including:-</p> <ul style="list-style-type: none"> • Taps and washing facilities; • Toilet flush, seats and surrounding floor. • Door handles and finger plates; • Handrails; • Lift controls; • Machinery and equipment controls. • All areas used for eating; • Telephones; • Radio handsets; • Keyboards, photocopiers and office equipment. <p>Wipes will be available to Staff to clean their own keyboard, screen, mouse, phone and desk. Rubbish collection and storage points will be increased and emptied regularly and throughout the day, Additional disposable cleaning materials will be provided for cleaning staff to reduce the build- up of viral load on cloths etc. Additional training for cleaning staff on infection control practices and safe systems of work Monitoring and supervision of cleaning staff to ensure compliance with infection control practices and safe systems of work</p>	3	1	3	Yes

			<p>Waste disposal arrangements in place to minimise cross infection</p> <p>Personal protective equipment (PPE) will be provided for routine cleaning activities- i.e. disposable gloves and any other PPE identified by the manufacturer / or specific assessment.</p> <p>Disposal arrangements for contaminated cleaning products are in place.</p> <p>Training for staff / students on cleaning / disinfection good practice.</p>				
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10.	<p>Suspected case of coronavirus on campus. Persons who may be infected could pass on infection through direct and indirect contact and in particular to cleaning staff who may be required to clean any contaminated areas.</p> <p>Objective- To reduce and manage the risk of transmission where a potentially infected persons has been present.</p>	All persons on campus	<p>Where the individual has mild symptoms they should go home as soon as they notice symptoms and self-isolate.</p> <p>They should put on a mask if not already doing so and avoid any contact with others.</p> <p>When making their way home, where possible, they should minimise contact with others, e.g. use a private vehicle to go home.</p> <p>If it is not possible to use private transport, then they should be advised to return home quickly and directly. If using public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.</p> <p>If they don't have any tissues available, they should cough and sneeze into the crook of the elbow.</p> <p>If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. A College First Aider should also be obtained.</p> <p>Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people, whilst minimising contact wherever possible.</p>	3	1	3	Yes

			<p>If possible and it is safe to do so, the person should be placed in the identified isolation rooms away from others. (Occupational Health Room C.02.036, City Campus and R.00.033 Riverside Campus) If not safe to do so, find a room nearby or area where they can be isolated behind a closed door, such as a staff office or meeting room and take note of the room number for disinfecting purposes, after the event.</p>				
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10.	continued	All persons on campus	<p>If it is possible to open a window, do so for ventilation.</p> <p>The individual should avoid touching people, surfaces and objects and be advised to wear a mask or cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin.</p> <p>If no bin is available, the tissue should be put in a bag for disposing of in a safe manner later.</p> <p>If no tissues are available, they should cough and sneeze into the crook of their elbow.</p> <p>Where possible, a separate toilet should be designated for the individual to use if required.</p> <p>Any public areas where a symptomatic individual has only passed through (spent minimal time in), e.g. corridors,</p>				

		<p>and which are not visibly contaminated with any body fluids, do not need to be further decontaminated beyond routine cleaning processes.</p> <p>Areas where the individual has been in immediate contact with will be quarantined for 72 hours and access will be prohibited. Areas will be cleaned and disinfected as follows:-</p>				
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10	continued		<p>If an area has been heavily contaminated, e.g. visible bodily fluids, from a suspected coronavirus case use a suitable face-shield to BS EN 166 to provide protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Using a disposable cloth, first clean hard surfaces with warm soapy water.</p> <p>Then, use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:-</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; or • a household detergent followed by disinfection (1000 ppm av.cl.). 				

			<p>Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; or</p> <ul style="list-style-type: none"> if an alternative disinfectant is used this will be checked and ensure that it is effective against enveloped viruses 				
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10	continued		<p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of safely.</p> <p>Waste / non- reusable cloths / mop-heads etc. that cannot be disinfected will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish or dispose of as clinical waste through a licensed waste contractor.</p> <p>After cleaning is completed, remove gloves last after removing, aprons and any other protection used when cleaning and then wash hands thoroughly for a minimum of 20 seconds.</p>				

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11.	<p>Close Contact Situations - Close proximity (defined as being within arms-length of someone else for a sustained period of time. When providing close contact services, it often may not be possible to maintain physical distancing guidelines- e.g. client type service scenarios such as hairdressing / beauty therapy. Failure to manage close contact situations could lead to direct / indirect infections. The closer someone is to the source of the virus, the greater the risk of transmission. Potential exposure to virus leading which could lead to infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective:- To reduce and control the risk of virus transmission in close contact situations</p>	Staff, students, clients etc.	<p>If people must work face-to-face for a sustained period with more than a small group of fixed partners, you will need to assess whether the activity can safely go ahead. Activities which require staff / students / clients to be within the 'highest risk zone' (defined as the area in front of the face where splashes and droplets from the nose and mouth (that may not be visible) can be present a hazard from the client to the practitioner and vice versa) for the entire duration or the majority of the time the activity is being provided, should not be resumed unless they can be adapted to make them safe (for example, by moving out of the highest risk zone and wearing a visor</p> <p>Further increase the frequency of hand washing and surface cleaning.</p> <p>Particular attention should also be paid to avoiding contact with surfaces near to the client and thoroughly cleaning those surfaces after each client.</p> <p>Keeping the activity time involved as short as possible.</p> <p>Using screens or barriers to separate clients from one another. (Note- If the practitioner is wearing a visor, a screen will not provide additional protection between the practitioner and the individual)</p>	3	1	3	Yes

			<p>Everyone working in close proximity for an extended period of time will wear a visor.</p> <p>Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Use a consistent pairing system, defined as fixing which staff / students work together, if they have to be in close proximity.</p>				
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12.	<p>In- bound and out- bound goods. Goods- in / out areas could lead to direct / indirect infections due to contact with delivery operatives or handling packages etc. with ill-health effects ranging from mild to severe and in some cases death</p> <p>Objective:- To maintain physical distancing and avoid surface transmission when goods enter and leave the premises, especially in high goods volume situations.</p>	Staff, students, contractors, delivery operatives	<p>Minimising unnecessary contact for deliveries.</p> <p>For example, non-contact deliveries where the nature of the goods allows for use of electronic pre-booking.</p> <p>Careful scheduling of deliveries.</p> <p>Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often, taking cognisance of manual handling risk assessments.</p> <p>Where possible and safe, having single workers load or unload (subject to manual handling RA) vehicles or meet delivery operatives at loading bays etc.</p> <p>Re-stock / replenish outside of operating hours.</p>	3	1	3	Yes

			<p>Encourage increased handwashing and introducing more handwashing facilities for goods in / out activities or provide hand sanitiser where this is not practical.</p> <p>Quarantine of in- bound goods / sanitise before distribution / wash hands after handling goods.</p>				
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13.	<p>Work- related travel / Commuting- Use of public transport in connection with college activities could expose persons to virus / Travel in college vehicles or staff vehicles could pose a risk of infection where passengers are carried</p> <p>UK / overseas travel to locations where infection rates are higher / controls weaker could pose a risk of infection with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective: To avoid unnecessary work travel which could expose persons to a risk of infection and keep to keep people as safe as possible when they do need to travel between locations / commute to / from work</p>	Staff, students	<p>Work- related travel should be avoided wherever possible.</p> <p>Where travel is unavoidable then the preference will be for single occupancy car travel.</p> <p>No car passengers to be taken in college cars unless this can be justified through a specific risk assessment.</p> <p>Sanitise / disinfect frequently touched surfaces in the car.</p> <p>Follow F&CO guidelines on foreign travel.</p> <p>Advise staff / students as follows:-</p> <ul style="list-style-type: none"> • Travel to and from college alone wherever possible- if possible, try to use alternative ways of getting to college, such as walking or cycling. • If using private transport it is preferable and advisable that you do not share transport • If you need to use public transport travel at off- peak times only and follow current guidance to maintain physical distancing and wear a face covering when using public transport and whilst in enclosed public spaces • Wash / sanitise hands after travel 	3	1	3	Yes

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14.	<p>Circulation Areas- where circulation is not adequately controlled persons could come into contact with virus leading to infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective- to prevent or control the risk of infection by controlling and managing circulation spaces.</p>	Staff, students, contractors, visitors	<p>The College will:</p> <ul style="list-style-type: none"> • Install Screens at Reception / Service Desks / Pay-points etc. • Close off / barrier social areas • Remove soft furnishings wherever possible OR tape/barrier off alternate seating to ensure 2M physical distancing. • Ensure security barriers will be place in the open position to reduce cross contamination caused by touching • Ensure any entry / exit systems that requires skin contact will be disabled e.g. powered door controls at entrances / exits- Doors will be put into open position and / or door stewards provided • Ensure lifts will be for single person use only (unless a carer is assisting a disabled person; or during an assisted evacuation) and will be prioritised for use by persons with additional mobility needs • Ensure lifts will be cleaned disinfected regularly (determine frequency) • Ensure enhanced cleaning of lift controls. However, persons should sanitise / wash hands after use • Reception staff will monitor lift usage as required. 	3	1	3	Yes

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15.	<p>General Accommodation- Offices / classrooms / workshops / practical workspaces. Persons could come into the contact with the virus through direct / indirect contact which could lead to infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective- to reduce and manage the risk of infection through effective management of teaching and work spaces.</p>	Staff, students, all building users	<ul style="list-style-type: none"> • Building users should wash hands on arriving / leaving for at least 20 seconds with soap and water or use hand sanitiser for 20 seconds where washing with soap and water is not possible. • Disposable tissues will be made available at entrances; circulation spaces; classrooms / offices • Disposal facilities available in classrooms / communal areas • Class occupancy sizes will be reduced with signage placed on specific room doors to inform of maximum numbers allowed. • Workstations will be at least 2 metres apart- reposition staff as required to ensure no face- to- face working • Sneeze screens will be installed where required • Signage indicating 2 metres will be installed and maintained • Staff and students and others will maintain at 2 metres social distancing at all times • Faculties/Departments will ensure cleaning / disinfection of equipment • Specific PPE will be provided where required 	3	1	3	Yes

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16.	<p>Where physical distancing cannot be applied, i.e. where any persons have to work (in all cases this means only essential work that cannot be avoided or done in any other way) within 2 metres then there is a risk of exposure to the virus which could lead to infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective- to control and manage the risk of infection where physical distancing cannot be applied</p>	Staff, students	<p>Where physical distancing cannot be applied, the following measures will be taken:</p> <ul style="list-style-type: none"> • The work must be authorised by the line manager and be justified through a specific risk assessment and in consultation with employees and Trade Union Appointed Safety Representatives. • No skin to skin contact to take place • The frequency and duration of the work will be minimised. • Minimise the number of people working less than 2 metres • Work side by side or facing away from each other rather than face to face • Ensure that any touch points (doors / handles / work equipment) are cleaned / disinfected regularly • Avoid sharing of equipment where possible. Where necessary, thoroughly clean / sanitise work equipment before and after use. • Hand washing before and after handling equipment etc. <p>Where teams may have to work within 2 metres together then the following measures will be applied:-</p> <ul style="list-style-type: none"> • Keep teams together (do not change workers within teams) • Keep teams as small as possible • Keep away from others 	3	1	3	Yes

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16.	continued		<p>Where face to face working is essential the following measures will apply:-</p> <ul style="list-style-type: none"> • Keep such work only to an absolute minimum • Use relevant task and Covid- 19 PPE as identified through a specific risk assessment • Put in place additional supervision to monitor and ensure compliance e.g. line manager 				

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17.	<p>Welfare Facilities. Drinking water / use of toilets / showers / baby- change area etc. could lead to direct / indirect transmission of the virus which could lead to infections with ill- health effects ranging from mild to severe and in some cases death</p> <p>Objective- To manage and control the risk of infection associated with the use of welfare facilities.</p>	Staff, students, contractors, all building users.	<ul style="list-style-type: none"> Water dispensers will be disconnected to reduce risk of cross contamination from hand to mouth contact with dispenser controls and nozzles Showers will be out- of- use in Block 1. This will be reviewed for further Blocks and in line with Scottish Government guidance. Use of toilets arrangements- restrict the number of persons using toilets at any one time 1 in 1 out system- consider the use of accessible toilets for staff as these only permit 1 person. Use signage and floor markings to ensure 2 metre distance is maintained. Consider the use of an attendant to monitor and enforce. Hands to be washed / sanitised before and after using toilet facilities Enhanced cleaning / disinfection for toilet facilities- e.g. handles, locks, toilet flush, taps and hand dryer etc. 	3	1	3	Yes

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18.	<p>Canteen Facilities and Staff Pantry Areas. The use of these facilities may lead to transmission of the virus through direct and indirect contact with contaminated surfaces of frequently touched areas and lead to infections with ill- health effects ranging from mild to severe and in some cases death.</p> <p>Objective- To reduce and manage the risks of infection associated with the use of canteen facilities and staff pantry areas.</p>	Staff, students, contractors, all building user	<ul style="list-style-type: none"> • The capacity of each canteen and pantry area will be clearly identified at the entrance point and where necessary attendants will supervise compliance with physical distancing measures. • Fridges, dishwashers and microwaves will be switched off and out of use. • Hand washing / sanitising facilities will be available at the entrance to any canteen / pantry where people eat and must be used on entering / leaving the area • All rubbish / waste MUST be put straight in the bin and NOT left for others to clear away. • Disinfectant wipes will be made available for staff to wipe down, surfaces, taps etc. after use. • Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried BEFORE USE. Staff should keep such items for personal use only and clean and take away and store in personal lockers, not in pantry cupboards. • Consider advising staff and students to bring their own food. Persons should be required to stay onsite and not leave to purchase food and return 	3	1	3	Yes

No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*
18.	continued		<ul style="list-style-type: none"> • Where there are no practical alternatives, canteen facilities can stay open providing physical distancing is put in place (reduce seating, tape / barrier seating to facilitate physical distancing) for canteen staff and customers. Put in place written arrangements with the catering contractor • Takeaway service only with pre-prepared and wrapped food only. • Contactless payment only • Canteen staff will wash hands (20 seconds) before and after handling food • Regular cleaning / disinfection of tables etc. • Consider arrangements for monitoring compliance • Follow Scottish Government guidance checklist for Tourism and Hospitality Sector. 				

No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*
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19.	<p>First Aid. Inadequate numbers of First Aiders present to deal with casualties- ill- health / injury made worse- in serious cases fatality. In the event of a serious injury or serious ill-health taking place, due to pressures on the NHS it may take significantly longer for ambulances to attend the college and deal with a casualty leading to injuries or ill-health being made worse- in serious cases fatality. Failure to have good infection control practices in place may expose casualties and First Aiders at a risk of exposure to the virus with ill- health effects ranging from mild to severe and in some cases death.</p> <p>Objective- To reduce and manage the risks associated with injury and ill- health and virus transmission.</p>	Staff, students, visitors, all building users.	<ul style="list-style-type: none"> • Consider suspending higher- risk work activity or scheduling only when First Aid personnel are available • There must be sufficient first aid provision available for the college occupancy- a special rota may be required / additional staff trained • Updated guidance to First Aiders will be introduced to reduce contact and maintain social distancing for minor injuries- e.g. issue first aid material to casualties for self- use where possible • For serious incidents First Aiders will wear gloves, apron and face-shields where close contact is required. Further updated guidance will be provided to First Aiders on CPR, PPE etc, by H&S Team • Wash hands / sanitise prior to and after any contact • Dispose of waste only in First Aid Room • Issue First Aiders with additional hand sanitiser and disinfectant spray / cloths or wipes • First Aid Room is not to be used for isolation of suspected symptomatic persons- isolation rooms have been identified 	3	1	3	Yes
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No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*
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19.	continued		<ul style="list-style-type: none"> If First Aid Room is to used for treatments, then all contacted surfaces must be wiped down by First Aiders with disinfectant after use. 				
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No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*
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20.	<p>Fire Safety. Fire safety systems may not have been maintained in an efficient state, effective working order and in good repair leading to the means of detecting and giving warning of fire and the means of fighting fire not operating properly leading to delays in evacuating the premises and could lead to smoke inhalation, burns, crush injuries and in serious cases, fatality. Trying to maintain physical distancing during evacuations could lead to delays in evacuating the premises.</p> <p>Lack of physical distancing could lead to virus transmission at assembly points.</p> <p>Objective- To ensure adequate levels of fire safety whilst putting in place measures to control and manage exposure to the virus.</p>	Staff, students, all building users	<ul style="list-style-type: none"> • FM provider has confirmed that all fire safety systems are up- to- date with all planned, preventive maintenance and are in an efficient state and effective working order • Consider suspending hot works • Close off / barrier unoccupied areas to reduce search requirements in the event of an evacuation- however all existing fire evacuation routes and final escapes must be available at all material times to ensure that building users do not have to travel excessive distances or pass through an area of higher fire risk or move towards a fire to escape • Relocate staff / students where practical to reduce the need for search requirements / ensure that sufficient numbers of evacuation personnel are available • Consider if a desktop fire evacuation test drill is sufficient to test the evacuation plan • It may be necessary to review the existing fire risk assessment to confirm that risks are adequately controlled • Line Managers /Lecturers to brief staff / students to remind them of 	3	1	3	Yes
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No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*
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20.	continued		<p>the fire safety arrangements / fire evacuation procedures</p> <ul style="list-style-type: none"> • Ensure a Person in Charge is present at all material times- consider temporary appointments to manage e.g. Duty Manager or similar • Ensure sufficient Fire Wardens / Areas Fire Marshals are present at all material times- consider temporary appointments to manage • Ensure that where necessary to ensure the evacuation of persons with additional mobility needs that sufficient numbers of Evacuation Team- ensure trained staff are available- consider temporary appointments to manage- presence of persons requiring assistance may be minimal however this will need to be confirmed. Training and guidance for Evac Team members on use of PPE etc. • Brief building users NOT to attempt to maintain physical distancing during an evacuation as there is a greater risk to safety from fire. Physical distancing is to be maintained at the Assembly Point (Fire Wardens / Area Fire Marshals) or consider closing the college in the event of a fire evacuation- persons going off site and returning may come into contact with significant numbers of persons which could increase any transmission risks 				
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No:	Hazards and Risks	Persons at Risk	Existing Controls	S 1-3	L 1-3	RR 1-9	Are the Risks Controlled*

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****Have the risks been reduced to a level that is as low as can reasonably be attained? If not, please outline on the Risk Control Action Plan sheet any further measures that are required to reduce the risk to an acceptable level.***

RISK CONTROL ACTION PLAN

No:	Actions Required	Action by who	Date to be implemented by	Completed (name and date)

The risks should now have been reduced to a level that is as low as can reasonably be attained

Assessment carried out by: Assessor(s): Andrew Neil / Martin Clark Position: H&S Team Date: 12/08/2020
 Approved by: Director/Dean: _____ Date: _____ Review Date: _____