

Coronavirus General Risk Assessment



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This is the Site Operations General Risk Assessment (Campus Teaching / Support Areas). For the avoidance of doubt, this is a general risk assessment and Faculty / Directorate work areas will carry out their own specific risk assessments that relate to their specific circumstances and in doing so you **MUST:**

- Carry out a suitable and sufficient assessment of risks from Covid 19 and General Activities.
- Check the written assessment and plans and make sure that all the risks are being covered. (Use this Document for Guidance on Covid 19 risks).
- Put in place sensible and proportionate control measures. (Use this Document for Guidance on Covid 19).
- Check that it's clear who is responsible for implementing actions and then check that the actions have been or will be implemented within appropriate timescales.
- Consult and involve trade union safety representatives.
- Should you receive comments/disagreement from trade union, contact H&S Team for advice.
- Once agreed with trade union, send to H&S Team to give a final check.
- Once returned from H&S, send to Head / Director for sign off.
- Once signed off, communicate the risks and control measures with your staff and / or students, who will be carrying out the tasks / activities. You should also record how and when you did this.
- Review and revise as appropriate if things change e.g.following updated guidance.

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Introduction

The College must comply with government advice and regulations on Coronavirus at all times. Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection.

The Health and Safety Executive (HSE) is the relevant enforcing authority for occupational health and safety law in the college and also for public health guidance in workplaces in relation to Coronavirus. Where a workplace is not consistently implementing the measures then the employer may be subject to enforcement action.

We are required to have effective arrangements in place for monitoring and reviewing compliance with regulations, guidance and advice. The purpose of this document is to identify the hazards and risks associated with Coronavirus and identify proportionate and adequate risk control measures that will help ensure that staff, students and others are not affected by Coronavirus whilst attending College.



Hazard
Exposure to Severe Acute Respiratory Symptom coronavirus 2 (SARS-CoV-2) infective agent
Who could be harmed and how
Multiple numbers of staff, students and other building users including visitors, contractors etc. could be exposed to infectious material:- <ul style="list-style-type: none"> • 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. • Potential ill-health effects resulting from infection leading to coronavirus disease (COVID-19) and ranging from minor to very serious ill-health and in some cases death.
Likelihood - before controls
Range:- Likely- Certain. Expected to occur at some time / expected to occur regularly under normal circumstances.
Severity - before controls
Range:- Minor- Severe. A range of individual disease outcomes can occur from very minor to death.
Risk Rating before controls
Range:- Medium - Very High
Conclusion
Risks are unacceptable. Substantial improvements in controls are necessary to ensure risks are reduced to acceptable level. Work activity should be stopped until further actions have been implemented that reduce risks from severe. If not possible to reduce risks then work should remain prohibited.

Control Measures Organisational Arrangements
Management will ensure that all staff who can work from home do so in preference to attending college.
Faculty Management will ensure that remote teaching will take place for students where this is practicable (i.e. technically feasible) for example, practical subjects that require access to specialist equipment only available onsite.
In conjunction with the FM provider increase general ventilation- in order to reduce risks associated with viral transmission the number of air changes has to be as high as reasonably possible. Run ventilation system at higher volume flow rate to help dilute airborne pathogens to reduce the risk of airborne transmission. 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.
Open windows where possible. However note the following:- <ul style="list-style-type: none"> • Mechanical ventilation is in place and should also help control building temperature. • 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. This will incur energy penalties; however, these are deemed acceptable as the increased ventilation will help remove any airborne virus particles from the building. • 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.
On-site Meetings - Meetings will take place using either Zoom or Microsoft Teams to eliminate contact. Where physical meetings are required to take place then the following will apply:- <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.
All non-essential visitors will not be permitted to enter the college. Essential visitors will be by appointment only under a managed and supervised system.

Personal Protective Equipment

Facemasks, disposable gloves and face-shields will be made available. The use of facemasks will not necessarily ensure that persons will be protected from infection as standard medical masks, facemasks / scarves / homemade facemasks may have value in reducing virus transmission from the wearer to others but the evidence for protection to the wearer is debatable. The more persons who wear masks then it is likely that they will be more effective. Facemasks should ideally be a 3-layer mask. The outer layer should be water-resistant fabric; the inner-layer should be water absorbent, and the middle layer acts as a filter. In the case of individuals aged 60 and above, and / or those with pre-existing medical conditions the advice is that they wear a proprietary medical mask.

Hands will be washed in line with hygiene precautions prior to putting on the mask. If you touch the mask when wearing you must clean your hands. When taking off wash your hands.

In addition, the longer the mask is worn the greater the risk that the viral load on the mask is significant (if the person is infected) and cross contamination can occur if you touch the mask and then your mouth etc. or other surfaces leading to further potential exposures, and if masks are not disposed of safely then others who come into contact with them may become infected.

Gloves may also become contaminated and can cause cross contamination e.g. you cough on a gloved hand and you open a door- if you are infected you could leave infectious particles on the door.

Masks and gloves should be changed frequently and disposed of safely. Hand washing and hygiene measures will be promoted in addition to the use of facemasks, gloves etc. The college will support staff and students who choose to wear masks, gloves etc. as long as they do not create other more significant hazards and that users also maintain standard hygiene precautions.

General Hygiene and Cleaning

- 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:-
 - 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. 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.
- Waste disposal arrangements in place to minimise cross infection.
- Confirm with waste management contractor that waste removal arrangements are in place.

General Hygiene and Cleaning

Where staff / students are required to attend college premises it will only be for the minimum time required to complete the activity. The following measures will be applied:-

- Issue guidance to staff / students and others via posters, signage and screens (reinforced by line managers / lecturers) to brief them on:-
 - standard hygiene precautions e.g. hand washing, using tissues (or use crook of elbow if no tissue) if you cough or sneeze - dispose of and wash hands;
 - washing hands after touching surfaces
 - social distancing information; and,
- Give information on who should or should not attend college buildings e.g. if you are symptomatic- the main Coronavirus symptoms are:-
 - High temperature
 - New continuous cough
 - Loss or change to your sense of taste or smell
- If someone in your household is symptomatic; you have been advised that you have come into contact with a symptomatic person or a confirmed infected person; In such cases **DO NOT COME TO THE COLLEGE.**
- The current Scottish Government guidance states that those in the shielding category should be able to return to work from 1 August, if required and it is safe to do so. However, the general advice will continue to be to work from home where possible. If it is not possible to work from home, a specific individual risk assessment will be required.
- Those who live with a shielding category person will be advised to adhere to stringent physical distancing.
- People who are clinically vulnerable are those with pre-existing conditions (but not in the shielding category) who are being advised to stringently follow the physical (social distancing) guidance and should work from home where possible. If it is not possible to work from home a specific individual risk assessment will be required to include consideration of alternative work or working hours to enable them to stay away from others wherever possible.

General Hygiene and Cleaning

If persons become Covid symptomatic whilst at college they should:- Inform their lecturer / line manager immediately, and then:-

- If possible put on a face mask to reduce the risk of transmission.
- Return home immediately. Where possible they should minimise contact with others, e.g. use a private vehicle to go home. If it is not possible to use private transport, then they should be advised to return home quickly and directly, and if possible, wear a face covering in line with Scottish Government guidance. If using public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. If they don't have any tissues available, they should cough and sneeze into the crook of the elbow.
- Avoid contact with others or touching anything on way out.
- Seek medical advice if necessary.
- You must then self-isolate in line with isolation guidelines and not return until your period of self- isolation has been completed.
- Symptomatic persons should then self-isolate for 10 days and arrange to be tested.
- Any household members of those with symptoms should follow the guidance for households with possible COVID-19 infection on NHS Inform <https://www.nhsinform.scot/>
- You should consult NHS Inform for further information on what to do next and when to seek further medical advice.
- As part of the 'Test and Protect' approach, everyone with symptoms is encouraged to get tested.
- Individuals identified as a contact of a case of COVID-19 should follow advice on self - isolation.

Enhanced cleaning / disinfection of areas where the symptomatic person was located will be carried out.

Access and Egress

- Stagger start / finish times will be introduced to reduce crowding / queuing.
- The college will ensure sufficient clear space between persons queuing at entrance to maintain social distancing - install 2 metre floor markings and signage.
- There will be supervision of areas by trained staff.

On arriving / leaving - building users will wash hands for 20 seconds with soap and water or use hand sanitiser where washing with soap and water is not possible.

- Hand sanitising stations will be available at entrances / exits / and waste disposal facilities available.
- Facilities checked regularly to ensure sufficient provision at all material times.

A **one way** entrance / exit system will be in place with:

- Directional signage and floor markings.
- Monitoring of systems to reduce likelihood of close contact and to maintain 2 metres minimum social distance.
- A "Keep to the Left" with lanes to separate corridors etc.
- Supervision to monitor and ensure compliance.
- There will be mandatory temperature checks on entering the building.
- Any person with a raised temperature (i.e. 37.8°C or above) will not be permitted to enter college - (Training will be provided for staff conducting checks and appropriate risk assessments in place)

Circulation Areas

The College will:

- Install screens at Reception / Service Desks / Pay-points etc.
- Close off / barrier social areas.
- Remove soft furnishings, where storage permits OR tape/barrier off alternate seating to ensure 2M physical distancing.
- Ensure security barriers will be placed 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.

Classrooms and Office Accommodation

- 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 are 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.

Where social 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 the following measure will be taken:-

- The work must be authorised by the line manager and be justified through a risk assessment and in consultation with employees.
- 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.

Where teams may have to work within 2 metres together then the following measures will be applied:-

- Keep teams together (do not change workers within teams).
- Keep teams as small as possible.
- Keep away from others.

Where face to face working is essential the following measures will apply:-

- Keep such work only to an absolute minimum.
- Use relevant task and Covid- 19 PPE.
- Put in place additional supervision to monitor and ensure compliance e.g. line manager.

Welfare Facilities - use of toilets / showers etc.

- 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 using toilet facilities.
- Enhanced cleaning / disinfection for toilet facilities- e.g. handles, locks, toilet flush, taps and hand dryer etc.

Canteen Facilities and Pantry Areas

The capacity of each canteen and pantry area is to be clearly identified at the entrance point and where necessary attendants will supervise compliance with social 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.
- Consider advising staff and students to bring their own food. Persons will be encouraged to stay onsite and not leave to purchase food and return.

Where there are no practical alternatives, canteen facilities can stay open providing social distancing is put in place (reduce seating, tape / barrier seating to facilitate social distancing) for canteen staff and customers. Put in place written arrangements with the catering contractor such as:

- 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 <https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/06/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/documents/tourism-and-hospitality-sector-checklist/tourism-and-hospitality-sector-checklist/govscot%3Adocument/Tourism%2Band%2Bhospitality%2Bchecklist%2B10%2BJuly.pdf>

Travel

Advise staff / students etc. as follows:-

- To 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 you need to use public transport travel at off-peak times only and follow current guidance to maintain social distancing and wear a face covering when using public transport and whilst in enclosed public spaces.
- If you use your own vehicle clean down touchable surfaces before you travel.
- Try not to make any unscheduled stops- if you do you may need to sanitise again.
- If you share transport try to maintain this within a group- i.e. do not take any more passengers out-with the established group.

You should only travel with members of your own, or extended, household. We recognise that there may be occasions when there is no alternative but to travel with people out with your household. On such occasions, you should:

- Share the transport with the same people each time.
- Keep to small groups of people at any one time.
- Maintain good ventilation by keeping the car windows open if possible.
- Ask everyone to wear face-coverings.
- Clean your hands before and after your journey.
- If the vehicle is your responsibility, clean the door handles and other areas that people touch.
- Before you pick up any passengers confirm with them that no- one has come into contact with an infected or symptomatic person. If anyone is symptomatic or been in contact with a symptomatic person do not come to college.
- Driver / Passengers to sanitise hands prior to entering vehicle.
- Arrangements for parking- a daily booking system for parking will be introduced.
- Arrangements for cyclists e.g. social distancing in cycle store and access to shower / toilet facilities; external cycle stands provided.
- Use of College vehicles will be subject to a specific risk assessment and safe systems of work regarding sharing, cleaning and disinfection etc.
- Site deliveries - drivers should remain in their vehicles wherever possible. Where drivers are required to leave their vehicles then they will be required to wash or sanitise their hands prior to handling any materials - compliance monitoring may be required.
- College staff will wash hands in line with hygiene precautions prior to and after handling deliveries.
- College staff will quarantine deliveries for the following periods prior to distribution:-
 - Cardboard / Paper - 24 hours
 - Plastic / Steel - 72 hours
- Or, disinfection can be carried out on deliveries without the need for quarantine other than in line with the safety requirements of disinfectant products.

First Aid

- 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

First Aiders will:

- Wash hands / sanitise prior to and after any contact with a casualty.
- Dispose of waste only in First Aid Room
- Be issued with additional hand sanitiser and disinfectant spray / cloths or wipes
- Be instructed that the First Aid Room is not to be used for isolation of suspected symptomatic persons- isolation rooms have been identified and made known to staff.
- Wipe down with disinfectant wipes all contacted surfaces in First Aid Room after treatment of casualties and dispose of wipes in bin.

Fire Safety

- FM provider have confirmed to Estates 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 the fire safety arrangements / fire evacuation procedures.
- 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 social distancing during an evacuation as there is a greater risk to safety from fire.
- Social 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.

Likelihood - Remote

Severity - Severe

Risk Rating Low

Risk adequately controlled? If all controls followed diligently yes.

CITY OF GLASGOW
COLLEGE

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