


A' fosgladh Togalaichean na Colaiste – Measadh Chunnartan

Reopening the College Campus - General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

Reference No: 11.06.2020

Curriculum Area/ Department:	Sabhal Mòr Ostaig	Risk Assessors (Name/Position):	Donald A. MacLennan Janey Forgan	Date of Assessment:	11.06.2020
Description of Activity:	<p>Work and study at Sabhal Mòr Ostaig after the return to activities has been approved by Governments and College Management and restrictions due to COVID-19 have been eased.</p> <p>The health and safety risks arising from Covid-19 primarily arise from person to person contact, transmission through close proximity to infected individuals and surface transmission.</p> <p>All staff and students MUST be symptom free before returning to work or study. They should not come to work or study if someone they live with has been diagnosed with Corona Virus.</p> <p>Staff and students who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager or PAT to discuss their support needs.</p> <p>This assessment will be subject to fortnightly review</p>				
Approved By (Name/Position):		Date Approved/Signature:		Review Date:	
 Chair of the Board				Fortnightly from 01.07.2020	

Date Reviewed	Name	Position	Signature
01.07.2020	Donald A. MacLennan	Head of Estates & Services	
15.07.2020	Donald A. MacLennan	Head of Estates & Services	
29.07.2020	Donald A. MacLennan	Head of Estates & Services	
10.08.2020	Donald A. MacLennan	Head of Estates & Services	
24.08.2020	Donald A. MacLennan	Head of Estates & Services	
07.09.2020	Donald A. MacLennan	Head of Estates & Services	

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 Complete	Date Action Completed
01	<p>Hazard Access and Egress: not controlled, pinch points for social distancing. People coming in may spread virus from external settings to the campus</p> <p>Harm Risk of uncontrolled access and egress. Risk of contamination spread.</p>	Staff Students Visitors Contractors	Designated entry and exit points to be established for each building. Limit entry points where practicable. Hand rub dispenser to be installed at entry/exit points. Signage instructing hand hygiene to be displayed. Social distancing procedures posters to be displayed.	4	5	20	Procedures and communication to staff and students identified as requiring access to Campus. Signed agreement to procedures by all staff & students prior to access. Training on cleaning procedures for all public access areas; regular cleaning rota of all touch points in access areas.	12	DAML / KNA / NN	01/08/20	01/08/20
02	<p>Hazard Access and Egress: higher numbers of staff and students on site may put pressure on social distancing measures</p> <p>Harm Risk of contamination spread.</p>	Staff Students	Workforce and individual assessments to check who needs to be on campus to do job, as well as confirm individual staff health requirements. Workplace assessment to check capacity of teaching rooms, meeting rooms, offices and other gathering spaces.	4	5	20	Decision on allowing/requiring and limiting specific staff and students to return to the physical workplace. Identify vulnerable staff and students, consider if they will work/study from home, consider if safe and what extra measures do you need to take in respect of them.	9	DAML-workplace NN- staff MNL -students	15/07/20	15/07/20
03	<p>Hazard Control of Visitors may not be in place</p> <p>Harm Risk of uncontrolled visitors including deliveries, uplifts, contractor activities etc.</p>	Staff Students Visitors Contractors	Discourage all non-essential visits. Visitors and contractors book in and out at reception. Visitors and contractors briefed on College COVID-19 control measures in advance. Social distancing measures promoted and practiced. All personnel discouraged from shaking hands and physical contact.	4	5	20	Visitor (non-delivery persons) book appointment with host. Establish central delivery point for Campus. Ensure availability of staff to receive deliveries. Communication with suppliers, postal service etc. regarding new procedures. Staff discouraged to have personal deliveries to campus. Screens to be installed in relevant public areas.	12	DAML	01/08/20	10.08.2020
1	2	3	4	5	6	7	8	9	10	11	12

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 Complete	Date Action Completed
03	<p>Hazard Spread of Covid-19 Coronavirus (1) due to inadequate Hand Hygiene</p> <p>Harm Risk of contracting COVID-19 and displaying symptoms which can be mild, moderate, severe or fatal. COVID-19 is harmful to all persons but especially to vulnerable groups such as those with underlying health conditions or are immunocompromised.</p>	Staff Students Visitors Contractors	Hand washing facilities with hand soap and hot water in place. Stringent hand washing taking place. Paper towels for drying of hands. Hand washing posters throughout. Foam hand sanitiser dispensers throughout all buildings that are at least 60% alcohol.	4	4	16	Ensure sufficient supply and stock of hand washing and sanitising products that are at least 60% alcohol	9	KNA	01/08/20	01/08/20
04	<p>Hazard Spread of Covid-19 Coronavirus (2) Cleaning and Disinfection</p> <p>Harm Risk of contracting COVID-19 and displaying symptoms which can be mild, moderate, severe or fatal. COVID-19 is harmful to all persons but especially to vulnerable groups such as those with underlying health conditions or are immunocompromised.</p>	Staff Students Visitors Contractors	Deep clean of buildings conducted. Frequent cleaning and disinfecting of contact surfaces, equipment, objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Documented rota of cleaning.	4	4	16	Ensure sufficient supply and stock of cleaning and sanitising products that meet BS EN 14476. All housekeeping staff to be provided with single use PPE. All housekeeping staff trained in best practice cleaning methods for Covid19 suppression. Agreement and rota for cleaning of student rooms with enhanced protocols (change of PPE between rooms etc). Secure areas which are difficult to clean and maintain hygiene standards.	9	KNA	01/08/20	01/08/20
1	2	3	4	5	6	7	8	9	10	11	12

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 Complete	Date Action Completed
05	<p>Hazard Spread of Covid-19 Coronavirus (3) Social Distancing will affect capacity to work / study</p> <p>Harm Risk of contracting COVID-19 and displaying symptoms which can be mild, moderate, severe or fatal. COVID-19 is harmful to all persons but especially to vulnerable groups such as those with underlying health conditions or are immunocompromised.</p>	Staff Students Visitors Contractors	<p>Social distancing by reducing the number of persons in any area to comply with the 2-metre guidance. Review of work and study patterns to include start & finish times/shift patterns, working from home etc. reducing the number of staff and students on Campus at any one time. Redesign of work and study processes to ensure social distancing. Social gatherings discouraged on Campus.</p>	4	4	16	<p>Work and teaching/study areas rearranged to ensure social distances are maintained, (clear demarcation, scheduling). Controls of persons in toilets and changing room areas, (one at a time – signage). Floor marking indicating safe distance. Eliminate/Reduce hot desking. Eliminate/Reduce shared equipment. Room allocation for named persons only (offices, classes etc. notice on doors) Student social activities to be planned with Social distancing</p>	9	DAML + BG MNL - students	01/08/20 30/08/20	01/08/20 30/08/20
06	<p>Hazard Spread of Covid-19 Coronavirus (4) Social Distancing may not be maintained at all times</p> <p>Harm Risk of contracting COVID-19 and displaying symptoms which can be mild, moderate, severe or fatal. COVID-19 is harmful to all persons but especially to vulnerable groups such as those with underlying health conditions, immunocompromised or persons of BAME.</p>	Staff Students Visitors Contractors	<p>Conference calls/online training to be used in place of face to face teaching and meetings wherever practicable. Staff working at home where possible. Social distancing also to be adhered to in receptions, refectories, social areas, library, study centre, corridors, stairwells, offices, classrooms, workshops, lifts, toilets, smoking areas, meeting rooms etc. No shared transport (mail runs, student transport etc.)</p>	4	4	16	<p>Physical separation at receptions, library etc. (plexiglass/perspex barriers). Maximum room occupancy signage on door entries. Clear demarcation of work/study space. Workstations and desks are arranged to maintain a minimum of 2 meters from each other, facing in opposite directions where possible. Consider closing or evaluating requirement for social areas, working with CNO for best solution.</p>	9	DAML MNL for students	01/08/20 30/08/20	01/08/20 30/08/20
1	2	3	4	5	6	7	8	9	10	11	12

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 Complete	Date Action Completed
07	<p>Hazard Spread of Covid-19 Coronavirus (5) Symptoms at Work/Study</p> <p>Harm Risk of contracting COVID-19 and displaying symptoms which can be mild, moderate, severe or fatal. COVID-19 is harmful to all persons but especially to vulnerable groups such as those with underlying health conditions or are immunocompromised.</p>	Staff Students Visitors Contractors	<p>Anyone becoming unwell with a new continuous cough or a high temperature in the workplace will be isolated in the first instance and sent home and advised to follow the stay at home guidance. Staff not to come into work if feeling unwell - work from home. Line managers/PAT's will maintain regular contact with staff and students during this time.</p>	5	3	15	<p>Ensure safe place for isolation (empty office, first aid rooms, isolation block in AO for residential students). Protocol for sanitisation of work and isolation areas. Check all possible contacts / location tracing</p>	9	KNA & NN	01/08/20	01/08/20
08	<p>Hazard Spread of Covid-19 Coronavirus (6) Personal Protective Equipment (PPE) required to protect at risk staff / activities</p> <p>Harm Risk of contracting COVID-19 and displaying symptoms which can be mild, moderate, severe or fatal. COVID-19 is harmful to all persons but especially to vulnerable groups such as those with underlying health conditions or are immunocompromised.</p>	Staff Students Visitors Contractors	<p>The use of PPE shall be determined by task specific risk assessments. Individual members of staff and student may wish to wear PPE. Do not approach delivery staff (maintain social distancing), allow packages to be left in delivery area.</p>	4	4	16	<p>Housekeeping staff to be provided with PPE and trained on use. General assessment for the wearing of PPE to control the risk of spread to be conducted following advice and consultation. Ensure sufficient supply and stock of appropriate PPE.</p>	9	KNA - housekeeping	01/08/20	01/08/20
1	2	3	4	5	6	7	8	9	10	11	12

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 Complete	Date Action Completed
09	<p>Hazard Fire and Emergency plans may not take in social distancing requirements</p> <p>Harm Risk of injury due to fire and/or smoke inhalation. Risk of injury/condition becoming worse due to inability to access first aid and emergency services.</p>	Staff Students Visitors Contractors	Fire alarm testing weekly. Fire action notices in all areas. First Aid trained personnel on site. First Aid personnel briefed on emergency measures for treating injured parties. Fire exits clear and operable. Fire evacuation routes clear.	4	3	12	Review of fire emergency procedures to take account of social distancing. Fire emergency procedures briefing to all staff and students (verbal and/or written). Confirm availability of First Aid trained personnel daily. Review of emergency evacuation plans.	8	DAML	01/08/20	01/08/20
10	<p>Hazard Stress caused by working during ongoing threat of Covid19</p> <p>Harm Risk of stress, anxiety, tensions, insecurity due to health and wellbeing concerns for individuals, family, colleagues contracting or having symptoms of COVID-19.</p>	Staff Students	Communication of contamination controls in place and planned. Communicate role, responsibilities and expectations, processes etc. for individuals. Staff and student reorientation/reinduction training for changes of working and practices. Support for individuals. Policies in place for flexible working, sickness absence, carers etc. Encourage individuals to discuss with line management, lecturers, PAT's any concerns.	3	5	15	Communicate importance of raising concerns etc. to appropriate persons. Managers and lecturers trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with staff and students experiencing problems and issues in and outside work and study.	12	NN	31/08/20	31/08/20
1	2	3	4	5	6	7	8	9	10	11	12

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 Complete	Date Action Completed
11	<p>Hazard Health and Wellbeing impacted by anxiety / stress about working in Covid19 reality</p> <p>Harm Risk of staff and students unable or not maintaining their health and wellbeing.</p>	Staff Students	Sabhal Mòr Ostaig will promote mental health & wellbeing awareness to staff and students and offer whatever support they can to help. (Promotion through The White Board, posters, email, newsletters, social media, availability of counselling services, open door policy)	3	3	9	Ongoing monitoring as people return to work. Continued promotion of support options to staff and managers.	9	NN	ongoing	ongoing
12	<p>Hazard Plant and Equipment</p> <p>Harm Risk of injury, musculoskeletal injuries, electrocution, entrapment, cuts, bruising etc.</p>	Staff Students	Equipment inspected, serviced and maintained as per legislation and manufacturer's instructions. Plant and equipment operated as per manufacturer's instructions and safe working practices where applicable. In close contact situations where social distancing can't be applied e.g. mandatory 2-person servicing of biomass boilers, suitable risk-assessed PPE must be used.	4	4	16	Pre-use inspection, start up procedures to ensure plant and equipment functioning correctly. Review safe operating procedures. Establish plant and equipment hygiene procedures.	9	DAML (Maintenance) KNA (kitchens)	ongoing	ongoing
1	2	3	4	5	6	7	8	9	10	11	12

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