



COVID-19 RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Document title:	Occupational risk of COVID-19 exposure and related consequences	Reference no.	NA
Description of activity:	High level assessment of college on-site activities		
Location:	All work areas		

Date of original assessment:	11 June 2020 with monthly updates and reviews thereafter through Comataidh Covid meetings.	Subsequent reviews	Reviewed by:	DAML	DAML	DAML
			Date:	30 July 2020 2 August 2020 1 September 2020	1 October 2020 5 November 2020 2 December 2020 8 January 2021	4 February 2021 3 March 2021 15 April 2021 6 May 2021 26 August 2021

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Related documents:**Internal guidance and policy**

- SMO Covid-19 Procedure, updated June & August 2021
- First Aider Guidance During Coronavirus Pandemic (v002 dated July 2020)
- SMO cleaning risk assessment updated June 2021
- SMO food preparation and service risk assessment updated June 2021

External references

- Beyond Level 0 announcement and summary: <https://www.gov.scot/news/scotland-to-move-beyond-level-0/>
- Main Scottish Government Covid guidance: <https://www.gov.scot/coronavirus-covid-19/>
- Universities & Colleges guidance: <https://www.gov.scot/publications/coronavirus-covid-19-universities-colleges-and-community-learning-and-development-providers/pages/overview/>
- Student information: <https://www.studentinformation.gov.scot/coronavirus>
- Workplace guidance: <https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/>
- Hospitality guidance: <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/>
- Live venues guidance: <https://www.gov.scot/publications/coronavirus-covid-19-stadia-and-live-events-advice-for-event-organisers/>

RISK ASSESSMENT

Task step	Hazard	Who might be harmed and how	Existing control measures	Residual risk (see matrix*)			Further action necessary Y/N
				C.	L.	Rating C. x L.	
1	Contact with virus on site through general circulation, including in Student Residencies.	Staff, students (including those in college-managed accommodation) and visitors may be exposed to virus through direct contact on site while using circulation spaces	<p>Students told to get PCR test prior to travelling back to college campus. The use of private transport has been recommended where possible. International students told to follow international travel rules and the college will support the early return for international students, including catering if required. Students and staff asked by college to take 2 LFT tests a week.</p> <p>Vaccination uptake among staff and students is being encouraged through senior managers.</p> <p>Face masks to be worn at all times, preferably Type 2R fluid resistant masks (available through college reception), including in teaching areas. This includes asking students to wear fask masks with each other in private spaces such as kitchens and living areas for the first 2 weeks. The only exception for students and staff is when sat to eat or drink. Current Scottish Government guidance is that teaching staff must also wear a mask in class, and the college will comply with this for at least the first 2 weeks, whilst further clarification is sought via the Universities and Colleges Scotland Covid Working Group.</p> <p>Artificial ventilation increased and fresh air provided where possible. Guidance on ventilation posted in teaching rooms together with CO2 air monitors.</p> <p>For the first 2 weeks from their return to campus, students will be allocated student households or bubbles, based on their accommodation floor, with whom they should eat or drink in the cafeteria and bar. They should not socialise in</p>	2	2	4	Continued reinforcement through regular briefings to staff and students. Key messages sent to all visitors ahead of coming to campus, plus given Covid briefing when first come on site.

		<p>private indoors spaces with students from other bubbles for this period. Outdoors socialising is permitted.</p> <p>Students households to be maintained after first 2 weeks as fall-back position, if restrictions increase, or if outbreak on campus. If there is an outbreak (3+ cases), will revert to household system used previously for domestic, social and educational purposes.</p> <p>Distancing of at least 1m+ to be maintained indoors at all times with others. Our teaching spaces are organised on 1m+ seating. If possible distancing will be at 2m if for more active indoor activities or for a prolonged period of time.</p> <p>Staff and students should ensure there is always good ventilation inside, including in classrooms, offices, student kitchens and living areas.</p> <p>The college will continue its enhanced hygiene measures throughout the campus, and students and staff are asked to ensure frequent hand-sanitising.</p> <p>Seating at 1m+ in cafeteria, and students encouraged to eat in own households for first 2 weeks at least. Will revert to strict households in outbreak. Designated table for staff being used in the canteen to avoid close contact with students.</p> <p>Café IIN to remain with limited tables and otherwise takeaway service for at least September. Perspex screens to be maintained in the shop and any bar areas, too.</p> <p>Use of staff kitchens – staff to provide own tea, coffee, milk etc. No sharing. Remove tea-towels and ensure disposable paper towels provided in kitchens</p> <p>Students should make every effort to limit making any additional close contacts outside their immediate student household during first 2 weeks. Students are asked, if possible, to remain on campus. If it is necessary to go off campus, they should refrain from close contact with others.</p>			
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			<p>If students going home at weekends they are encouraged to take LFT before and afterwards and maintain mitigating measures. Emphasis on individual responsibility to others (family and fellow students).</p> <p>Students who wish to continue wearing a mask while they are socialising with other households will be supported by the College; other students encouraged to be tolerant of individual perception of risk.</p> <p>If staff do not need to be on campus for the first two weeks of the new semester from Monday 30.08.2021, it is advised that they continue to work from home.</p> <p>Hand hygiene measures (hot running water, soap and disposable hand towels) maintained.</p> <p>Hand sanitiser made available in public areas. Enhanced cleaning schedule of 'touchpoints' (corridor doors, lift buttons) to be maintained through college's house-keeping staff.</p> <p>Hard surface wipes and sanitisers have been made available at each workstation, in the college café and cafeteria, and in appropriate public areas of each building to wipe frequent touch points, at photocopiers to wipe touchscreens and at the main college Reception.</p> <p>Visitors (including contractors) will be limited to those considered essential. Continued use of remote technology for meetings. Face-to-face meetings avoided as far as reasonably practicable.</p> <p>Available seating restricted in cafeteria with appropriate 1m distancing. Perspex screens in use at servery area and café</p> <p>One-to-ones with academic tutors preferably online for first month: review of office space to ensure can maintain 2m, or screens if preferable. Otherwise single office use for first semester.</p>			
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			<p>Students will be able to access classes remotely if having to self-isolate for a period (close contact or suspected infection) – ICT to review all classroom tech. Classes will revert online for period if outbreak.</p> <p>Use of college minibus restricted to maximum capacity of 11 plus the driver, with no passengers to be seated in the front, to reduce risk to driver. Masks to be worn at all times and windows kept open for good ventilation inside minibus. Maintenance of enhanced hygiene measures between uses and including sanitising touch points when people get on bus and use of hand sanitiser.</p> <p>Regular monitoring of the implementation of controls through the college's Covid Committee as meets weekly.</p>				
2	Main college Reception at Àrainn Chaluim Chille / regular contact with visitors	Potential increased risk of exposure to Reception and other front of house staff and those in direct contact with visitors such as maintenance staff.	<p>Hand sanitiser products made available in key public areas. Adequate welfare facilities maintained throughout site.</p> <p>Visitors (including contractors) will be limited to those considered necessary. All visitors to be issued with guidance instructions in advance of and upon sign-in arrival at Reception. Use of Check In Scotland App to make Track & Trace sign-in by non-contact means. Appropriate Social Distancing signs and floor stickers displayed throughout the college campus.</p> <p>Compulsory use of face coverings in circulation spaces for visitors.</p> <p>Reception desk in the Hub building, ACC is currently only occupied on a staff rota basis for limited periods. Tabletop Perspex screens are in place and activities such as greeting visitors and issuing badges are managed remotely from Reception staff where possible.</p>	2	1	2	No
3	Bar and student entertainment	Alcohol can lead to riskier behaviours and failure to follow rules. Students may go elsewhere if not got favourable bar experience.	<p>Clear rules in place and communications with students on their need. Bar has been moved to larger, more readily ventilated downstairs area in ACC with external marquees provided in the first month, with clear rules e.g. only seated entertainment inside for first month – dancing outside. Encourage use of outdoor amphitheatre as weather allows. Maintain 11pm lock-up at least for first month. Provision of</p>	2	1	2	Student compliance to be carefully monitored and managed through college Hospitality team, college

		Greater risk of transmission of Covid-19, amongst larger group.	<p>programme of entertainment to keep students on campus if possible.</p> <p>Communications with other local licensed venues on the college's approach and seeking their support in enforcing it.</p> <p>Use of Slàn (college gym) - operational rules have been developed and shared with students and staff focusing on sanitisation of equipment between users, ventilation, limitation of numbers. Limit use of 5 pieces of equipment to 3 people at a time, with booking system maintained at college Reception – 45 minute slots. Gym induction sessions to be held during student Induction Week. Classes in gym open area limited to x6 for pilates or yoga (1m+ distancing); x4 for more energetic classes like HIIT, Highland dancing (2m distancing). All classes proposed must be risk-assessed before proceeding. (fill-out risk assessment form to go to DAML for H&S, and JF for Covid). Larger classes can use TDC, again on risk-assessed basis.</p>				Licensee and the Covid-19 Committee
4	Use of shared office spaces, throughout the SMO college campus	Staff, students and private office tenants may be at greater risk of contracting the virus through the use of shared office spaces	<p>As Task 1 and 4 above and below.</p> <p>Worker density will be reduced through managing working patterns of occupants and the temporary relocation of some office desks to maintain a working distance >2m. All roles risk assessed as to their necessity of being on site.</p> <p>All individuals have done a personal risk assessment (Jul20, updated May21) to identify those that may be at further risk, and further mitigating measures instituted, including looking at alternative work. Only staff who need to attend site may do so subject to their line manager's approval.</p>	2	1	2	Planning for a blended approach to office working will be maintained at Protection level 0 and beyond, following Scottish Government guidance.
5	Vulnerable workers	Staff, students and private office tenants who may be at higher risk from exposure to the virus, or who may have vulnerable, dependant contacts	<p>Individuals have carried out personal risk assessment to inform the College of any factors increasing their vulnerability.</p> <p>SMO will follow any further advice provided by medical professionals etc that may extend precautions beyond those detailed in this Risk Assessment.</p>	3	1	3	No
6	Continued remote working	Staff and students may experience ergonomic issues through unsuitable	All college employees have been provided with remote working guidance prior to and during first 'lockdown', during the Phase 3 RTW and during the second 'lockdown'.	2	2	4	No

		workstations and poor working practices. Isolated working may increase the risk of mental wellbeing issues.	<p>All college employees supported by IT department as required to ensure suitable connectivity etc. Employees allowed by prior arrangement to temporarily relocate office equipment to home, including chairs and desktop IT equipment.</p> <p>Guidance issued to remote workers on workstation set-up - Display Screen Equipment (DSE) best practices, and maintaining mental wellbeing, including links to mental health support groups. Included the importance of reporting issues.</p> <p>Access provided to Occupational Health support, provided by dedicated external service. Also dedicated counselling service available for staff and students.</p> <p>Dedicated staff and student well-being leads established to take forward a programme of well-being engagement and information dissemination. Dedicated channels of social media and Email communications have been set-up to support staff and students with regards to mental health and wellbeing. This is reported on a weekly basis to the Covid Management Committee.</p> <p>Managers advised to keep in regular contact with staff. Managers regularly reminded about how to spot wellbeing issues amongst staff and students.</p>				
7	Site maintenance	Staff, students and tenants may be harmed through failure of safety critical systems, including fire safety systems, water hygiene, pressure and lifting systems. Possible breach of legislation.	<p>Fire safety systems, including alarm maintenance and testing, and emergency lighting testing maintained in the time since the first Covid restrictions introduced on 23 March 2020.</p> <p>Statutory testing and regular maintenance of pressure and lifting systems being maintained.</p> <p>Water hygiene maintenance includes temperature testing of sentinel points, maintenance of system temperatures including monthly monitoring checks and disinfection cycles. Bacterial testing has been completed as required with negative results.</p>	3	1	3	No

			Maintenance team are present on site during normal working hours. Normal college warden and security duties are being maintained 24/7.				
8	Maintenance of routine statutory Health & Safety standards	Staff, students and tenants may be harmed through the breakdown of normal safety protocols (e.g. fire evacuation, provision of first aid). Possible breach of legislation.	<p>Core maintenance team are present on site during normal working hours.</p> <p>Fire system is continually maintained and being run on 24/7 remote monitoring by external party as well as by on-site 24/7 college Warden cover.</p> <p>Line Managers are being assisted to assess the potential increased risk from lone-working and working-from-home. Reception staff hold a record of the college's trained First Aiders and their contact details in the event of being required.</p> <p>Fire Risk Assessments for each building are kept up-to-date and under review in response to any material changes.</p>	3	1	3	No
9	Safety critical supplies	Staff, students and office tenants working on essential tasks may be harmed through the failure to provide safety critical supplies, especially PPE and hand sanitiser	<p>Stocks of PPE including college-issued uniforms, footwear, disposable and reusable gloves have been maintained throughout the pandemic.</p> <p>PPE being used only for reasons of 'normal occupational health and safety'. Reasonable stocks maintained. Stocks of hand sanitiser and type II face coverings are currently being managed.</p>	2	1	2	No
10	Site deliveries	The college's Reception and Maintenance staff may be at higher risk of virus transmission from repeated exposure to delivery drivers	Deliveries continue to be made either with no face-to-face contact when no signatures are required, or while maintaining appropriate social distancing of at least 2m. Reception and Goods Receiving area is managed to ensure collections by staff are made with social distancing and face-coverings in place.	2	1	2	No
11	Organised Student Work Experience and exchanges	Staff and students may be at higher risk of virus transmission while working in close proximity to colleagues and members of the public.	<p>Organisers of such activities are required by the college to prepare and review written Risk Assessments for specific activities with regards to the risks from COVID-19. To include availability of hygiene facilities and measures for social distancing.</p> <p>Guidance on safely planning such activities has been issued by the college, including on the use of vehicles and accommodation.</p>	2	1	2	No

			Alcohol-based hard surface wipes, disinfectant wipes and hand sanitiser made available in SMO's minibus and staff pool car with vehicles being sanitised between each use.				
12	Overseas travel	Staff and students may be at higher risk from higher international rates of transmission. Sudden changes in Government guidance may leave the traveller stranded overseas or requiring isolation on return to Scotland.	Travel is in line with SHE Policy Statements 20.6 and 19.1 and Scottish Government guidance. Currently international travel for work purposes not permitted. Suitable travel insurance is in place to cover illness and quarantine overseas, subject to conditions.	2	1	2	No
13	Skin conditions	Staff, students and office tenants may experience skin conditions through increased handwashing and use of hand sanitising gels	Awareness of issue raised at public hand-sanitising points with hand moisturising cream made available in public areas of each building.	1	1	1	No
14	Circulation in the library	Staff and students may be exposed to the virus through general use	Mandatory use of face coverings. Supported with signage and disposable face coverings provided. Hand sanitiser available and maximum permissible numbers established. Surface disinfectant available. Distancing of 1m+ to be maintained at all times. Librarian has separate office. Instructed to shut door if the library is being used and keep the window open for adequate ventilation. Additional postal services of library books instituted if students working remotely	2	1	2	No
15	Test and Protect	SMO's practices may not support the Government's Test and Protect system leading to poor management of cases	Staff only on-site where their department or the individual has permission to be on site by their manager, and with the Head of Estates informed. All persons on site, including visitors, are asked to sign in through their line manager and the main college Reception. Instituted Check in Scotland QR codes by building to facilitate remote check-ins, and enable those agreed to use other buildings not to need to check in with Reception. Supported by SMO's general Covid-19 Procedures document and subsequent updates.	1	1	1	No

16	Use of on-site student and visitor accommodation	Residents may be at higher risk through virus transmission within the accommodation. Visitors may increase the risk or may be exposed themselves through contact with infected residents.	<p>Reference to Coronavirus (COVID-19): Universities, Colleges and Student Accommodation Providers Guidance issued to the college's accommodation managers. Dedicated written Risk Assessments being maintained and updated for the college residency buildings. Hand sanitiser available at the entrance to each residency building.</p> <p>Restricted visitor numbers being managed and maintained. Students residents form 'household' where necessary and appropriate. Key guidance and briefings provided to all students, visiting groups and other visitors. Visiting groups kept separate from each other, in different accommodation blocks and meal sittings.</p> <p>B&B and An Lòchran visitors only have use of designated rooms, with any breakfasts provided to their rooms, and are not to use any communal facilities.</p> <p>Additional training of housekeeping staff in Covid-safe cleaning protocols. Additional cleaning schedule of all communal areas. Additional use of foggers and enhanced cleaning protocols for changeovers of bedrooms between users. (see cleaning risk assessment)</p>	3	1	3	Regular monitoring and recording of room cleaning to ensure standards maintained.
17	Return to work	Staff, students and office tenants may experience anxiety over a return to work following a prolonged period of working from home.	<p>Regular communications from senior management, including the current national guidance, SMO's updated Covid-19 written Procedure and early encouragement of discussions between staff and line managers.</p> <p>Full consultative structures have been available throughout the pandemic, including through the Senior Management Team (Buidheann-gníomh) and Covid Committee has continued to meet weekly.</p> <p>In-house counselling available, as well as support via Togetherall. Managers reminded to flag any anxiety issues and offer support. Managers will look at reasonable adjustments to jobs / workload if anxiety a continuing issue.</p>	2	2	4	<p>Support additional training and team building, including establishment of regular team meetings to support those returning to work after a long period.</p> <p>Ensure monitoring processes in place to pick up on those suffering from stress and anxiety are connected to appropriate support, and work</p>

			<p>More informal measures in place to encourage staff communication, wellbeing and sense of team, via regular podcasts / social media.</p> <p>Student Services provide extensive support to students, including in-house counselling, mentoring sessions etc.</p>				modifications implemented if required.
	Staff and students returning to work en-masse may increase the potential for viral transmission	<p>All actions will be taken in line with Scottish Government guidance including information on local transmission rates. A phased return has been planned. Consultation on measures in place with NHS Highland Health Protection team.</p> <p>Return-To-Work planning has considered physical distancing and room occupancy requirements based on 1m and 2m.</p> <p>All staff and students who regularly attend site are encouraged to take an asymptomatic test twice weekly, with on-site supply of self-administered kits.</p> <p>Vaccination uptake is encouraged through senior managers. Regular monitoring of implementation of controls is being implemented through the weekly meetings of the college's Covid Committee.</p>	3	1	3	Continue to review and update plans and communications in line with updates from Scottish Government.	

Action plan				
Task step	Further action required	By who	By when	Completed (date)
1	Continued reinforcement through regular briefings to staff and students. Key messages sent to all visitors ahead of coming to campus, plus given Covid briefing when first come on site.	KNA / JF DAML / JF/ Event Mgers	Ongoing Aug21	 23Aug21
2	Planning for a blended approach to office working will be maintained at Protection level 0 and beyond, following Scottish Government guidance.	JF / Covid Committee	20Jul21	27Aug21
3	Student compliance to be carefully monitored and managed through college Hospitality team, college Licensee and the Covid-19 Committee	MDN	Ongoing	
4	Regular monitoring and recording of room cleaning to ensure standards maintained.	MDN	Ongoing	
5	Support additional training and team building, including establishment of regular team meetings to support those returning to work after a long period.	BS Mgers	15Sep21	
6	Ensure monitoring processes in place to pick up on those suffering from stress and anxiety are connected to appropriate support, and work modifications implemented if required.	JF / BS Mgers	31Aug21	
7	Continue to review and update plans and communications in line with updates from Scottish Government. Scenario-plan options for alternatives, such as 3 rd / 4 th wave affecting ability to return as planned.	JF / covid committee	Ongoing	

***RISK RATING MATRIX**

Consequence	Likelihood		
3. Death. Severe injury / illness. Major loss.	3	6	9
2. Significant injury / illness. Significant damage	2	4	6
1. Minor injury requiring first aid treatment. Minor damage	1	2	3
	1. May occur in time. Hazard exists infrequently. Low expectation of occurrence	2. Likely to occur in time. Hazard exists intermittently. Hazardous operation occurs occasionally.	3. Likely to occur imminently. Hazard exists permanently.
	Likelihood		

Score	Rating	Description
6 / 9	High	Priority. Must be reduced to an acceptable level prior to commencing task.
3 / 4	Med	Lesser priority. Agree action plan for implementing further controls where needed.
1 / 2	Low	Contingency procedures may apply. Monitor task and review as necessary