

Risk Assessment – COVID19

Reference No: NHCRA/NHC/001

Curriculum Area/ Department:	All NHC sites All staff	Risk Assessors (Name/Position):	Giles Huby, Senior H&S Manager Mike Finlayson, Estates & Facilities Manager	Date of Assessment:	02 Sep 2020
Scope of Risk Assessment:	<p>This Risk Assessment (RA) is intended to mitigate general risks related to COVID19 for students and staff engaged in work on NHC sites.</p> <p>It must be complied with fully by all students and staff who have been authorised to access NHC sites during phases of lockdown (lockdown phases are defined in the latest version of Scottish Government’s COVID19 route map¹).</p> <p>Refer to additional COVID19-related RAs for location-specific or activity-specific risks.</p>				
Approved By (Name/Position):		Date Approved/Signature:		Review Date:	
Giles Huby, NHC Senior H&S Manager		<i>Signed electronically</i>		02 Sep 2020	

Date Reviewed	Name/Position	Change summary	Version
05 Jun 2020	Giles Huby	Initial Issue	1.0
18 Jun 2020	Giles Huby	Amends cleaning waste disposal following suspect COVID case; updates wrt reference ¹	1.1
07 Aug 2020	Giles Huby	Students added to scope; reference ¹ updated; general updates due to Phase 3 context; duplicated content removed	1.2
25 Aug 2020	Giles Huby	Amends details of: signing in/out, hand washing, equipment cleaning details in break and workshop areas; and face coverings, following SG schools' guidance update	1.3
02 Sep 2020	Giles Huby	Face coverings details updated following updated SG guidance	1.4

¹ <https://www.gov.scot/publications/covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-3-update-30th-july-2020/pages/3/>

Hazard		Initial Risk			Controls	Residual Risk		
Hazard Description	People at risk	Severity	Likelihood	Risk Rating	Describe fully all controls applicable. If a control can only be verified by documentation, then it must be available. All controls must be valid in that they reduce severity, likelihood or both.	Severity	Likelihood	Risk Rating
Travel to/from NHC sites								
COVID19 transmission	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> • Do not to travel to work if: <ul style="list-style-type: none"> ○ You have not read this RA first. ○ You or anyone in your household displays any COVID19 symptoms (as per latest NHS Scotland guidance). ○ You or anyone in your household is waiting for COVID19 test results or has a confirmed diagnosis. • Students & Staff work/study from home except those who must use specific facilities on an NHC site, and only staying on the NHC site for the duration of the activity. If unsure whether this applies to you: <ul style="list-style-type: none"> ○ Students can clarify this with their PAT. ○ Staff can clarify this with their Line Manager. • Avoid using public transport when travelling to and from work – wear face coverings on public transport². • School students travelling to NHC sites on dedicated school transport must wear face coverings. • Recommended single occupancy personal vehicle use only. However, if you cannot avoid travelling to NHC in a vehicle with someone from another household you should wear a face covering and sit as far apart in the vehicle as possible. • See separate RA for use of NHC vehicles 	5	2	10

² <https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>

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Entering and Leaving an NHC Site								
COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> You must observe all safety notices on site regarding all COVID19 precautions, including one-way systems in buildings, maximum room occupancy, distancing and hand & respiratory hygiene. No entry shall be permitted to anyone displaying COVID19 symptoms. Entry and exits to building/site are limited to the minimum number of points required. Signing in/out – ALL: <ul style="list-style-type: none"> Access and exit from a building involving signing in/out will where possible be digitally managed, not using touchscreen technology. Where it is necessary to sign in with a hard copy register, use your own pen and sanitise hands before and after handling the register. Signing in/out - Staff: <ul style="list-style-type: none"> All staff visiting sites must sign in and out to facilitate contact tracing if required. Until receptions are re-opened at NHC sites: <ul style="list-style-type: none"> At the Thurso main site staff should sign in/out at the location most relevant to them: CfEE building, ETEC, Hair & Beauty (Morven wing) or – for all other main site staff – sign in at Estates office (external door). Once reception re-opens this will replace entry via the Estates office. 	5	2	10

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					<ul style="list-style-type: none"> ▪ For ERI at Castle St sign in at the ERI main entrance. ▪ For Burghfield & Tern House, visits need to be co-ordinated with the Estates team. ▪ It is not planned to use Dale Farm or Ballacraggan in semester 1. • <u>Signing in/out – Students:</u> <ul style="list-style-type: none"> ○ For those notified to attend inductions in person, lecturers will sign in students and obtain contact details for contact tracing purposes. ○ For those required to attend teaching activities on site, lecturers will manage this using normal; registration procedures. ○ For those who have been notified to attend a face to face non-teaching activity, students must sign in/out at reception – and this must be arranged with and overseen by the section being visited. • <u>Signing in/out – Contractors:</u> <ul style="list-style-type: none"> ○ This must be done at the Estates team office – the location will be notified to you beforehand. • COVID-19 site controls must be notified to all returning students and staff (complying strictly with social distancing measures). • Hand sanitiser pump action containers available in multiple work areas of NHC buildings and especially on main travel routes through the building/site including access and egress areas. Refer to COSHH assessments for alcohol-based hand sanitiser. 			

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					<ul style="list-style-type: none"> Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate. Signs displayed reviewed and replaced as necessary. Until further notice 3rd party visitors are not permitted on site except for deliveries, waste collection and contractors – as managed by the Estates team. Anybody visiting site will be informed that they are not to enter if they're experiencing COVID19 symptoms and will be advised to self-isolate in line with government recommendations Permitted visitors confined to strictly defined areas and no unnecessary movements around the building allowed. No tea/ coffee or drinks or food to be provided to permitted 3rd party visitors. 			
Proximity to people on site								
COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> Numbers of students and staff on site shall be kept at an absolute minimum by observing the principle of working/studying from home except those who must use specific facilities on an NHC site, and only staying on NHC site for the duration of the activity. All activity not requiring use of specific NHC facilities shall be conducted by working/studying from home. You must observe all safety notices on site regarding all COVID19 precautions, including one-way systems in buildings, maximum room occupancy, distancing and hand & respiratory hygiene. 	5	2	10

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					<ul style="list-style-type: none"> • Minimum social distancing must be maintained by all: at least 2m for all staff and HE/FE students, and <i>between</i> staff and school students. • The following hygiene measures must be observed by all: <ul style="list-style-type: none"> ○ Avoiding touching eyes, nose, mouth and unwashed hands ○ Wash hands frequently, with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol. ○ Cover your cough or sneeze with a tissue and throw it away in a bin and wash your hands. • Hand sanitiser pump action containers available in multiple work areas of NHC buildings and especially on main travel routes through the building/site including access and egress areas. However, hand washing with soap and water is the preferred method whenever possible. Hand sanitiser should not be used as a quick alternative to correct hand washing with soap and water if the latter is readily to hand. • Refer to COSHH assessments for alcohol-based hand sanitiser. • To aid the maintaining of social distancing limit social interactions by staggering start/finish times and break/lunchtimes. • All must avoid social gathering on site, hand shaking and general close personal greetings. • Meetings to be held by VC. Where face-to-face discussions are essential, they should be held in the 			

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					<p>largest open space available, socially distanced, and for no more than 15 mins.</p> <ul style="list-style-type: none"> • When Face Coverings must be worn: Face coverings should be worn indoors wherever 2m distance cannot be guaranteed. This includes where people are interacting face-to-face at less than 2m for a sustained period (about 15 minutes or more) or for any amount of time where there is close contact within 1m. Face coverings should also be worn in the following circumstances (except where someone is exempt from wearing a covering): <ul style="list-style-type: none"> ○ If practical activities involve occasional instances where 2m cannot be maintained between people then face coverings must be worn throughout the activity. ○ where people are moving about in institutions in corridors and indoor communal areas (including toilets) as well as other areas of campus where 2m physical distancing cannot be guaranteed ○ in line with the current arrangements for public transport, where adults and young people aged 5 and over are travelling on public and dedicated college and university transport. • Active monitoring to be carried out at regular intervals by Supervisors/Management. • Face Coverings hygiene: <ul style="list-style-type: none"> ○ face coverings should not be shared with others ○ before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser ○ make sure the face covering is the right size to cover the nose, mouth and chin 			

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					<ul style="list-style-type: none"> ○ when temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination ○ re-usable face coverings should be washed after each day of use at 60 degrees centigrade or in boiling water ○ disposable face coverings must be disposed of safely and hygienically. Staff and students should place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be. 			
Stress	Students & Staff	3	4	12	<ul style="list-style-type: none"> • Regular communication is in place (individual and group) to ensure staff are fully informed of how and when to return to work safely. • Workplace/controls put in place to reduce risk of transmission of COVID19 are documented in procedures and policies and disseminated to employees through line managers and HR. • Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. • Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. • Concerns on workload issues or support needs are escalated to line manager. • Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs 	3	3	9

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					<ul style="list-style-type: none"> Where stress risk assessments are already in place these must be reviewed and updated subject to the significance of new working arrangements. All to be made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers. 			
Incident Responses								
COVID19 transmission	Students, Staff, Contractors	5	3	15	Response to Fire Alarms <ul style="list-style-type: none"> If the Fire Alarm sounds (and it is not a scheduled Fire Alarm test) then the building should be evacuated in accordance with the Emergency Fire Action Plan – even if this contravenes COVID19 one-way systems in buildings. In these circumstances everyone should endeavour to maintain 2m distancing as much as practicable whilst evacuating buildings. When at the Fire Assembly Point everyone must maintain 2m social distancing and this shall be supervised by the Fire Warden. 	5	1	5
		5	3	15	First Aid Provision <ul style="list-style-type: none"> FA bag contents to be augmented to include additional sanitiser wipes and PPE for the First Aider. For minor injuries, First Aider can verbally instruct the injured party to apply treatment (under their supervision) while still maintaining strict 2m social distancing measures. Whenever practicable a first aider shall apply 2m distancing rule in situations where they need to support a casualty to provide appropriate emergency first aid. 	5	2	10

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					<ul style="list-style-type: none"> See separate Risk Assessment for those FA circumstances when 2m distancing cannot be maintained. 			
Offices & Classrooms								
COVID19 transmission	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> Office doors and windows to be opened at daily start times and wedged where practical. [If windows' state of repair means they cannot be opened, immediately report on Unidesk]. Note that: <ul style="list-style-type: none"> Fire Doors must NOT be wedged open. The Emergency Fire Action Plan asks people to close internal doors on the exit route whilst leaving the building if it is safe to do so. Avoid multiple people using office space for any prolonged periods, even if distanced – find large spaces to work in, frequently ventilate rooms and do all admin work from home. 	5	2	10
Canteen & Break Areas								
COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> Kitchen equipment/utensils/cups to be removed from service – all staff to take pre-packed food and drinks for their consumption only and using own plates and mugs etc. Wash/sanitise hands immediately before and after touching kettles and microwaves, and clean these items down after use with wipes. Communal coffee/tea not to be used – staff bring own tea, milk etc for individual use only. Restricted number of personnel in kitchen area – signage. 	5	2	10

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					<ul style="list-style-type: none"> Staggered tea breaks to minimise people in area – do not remain in canteen areas for prolonged periods, even when distanced. All to wash and dry their hands more routinely (20 second rule). Tables to be spaced/removed to allow social distancing. Maintain clear surfaces after use. Newspapers are not to be taken into work. Immediately after using tables, chairs, equipment etc everyone shall clean the touched surfaces afterwards with wipes. Active monitoring to be carried out at regular intervals by all staff. 			
Toilets								
COVID19 transmission Chemicals (alcohol-based hand sanitiser)	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> Restricted number of people in toilet areas – signage on display – varies with size of toilet facilities. Observe the 20 second rule for hand washing after using the toilet. Close toilet lids before flushing, to prevent droplet transmission. 	5	2	10
Use of Work Equipment								
COVID19 transmission	Students, Staff, Contractors	5	3	15	<ul style="list-style-type: none"> In every possible circumstance allocate equipment/tools to specific individuals to minimise sharing. 	5	2	10

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Chemicals (alcohol-based hand sanitiser)					<ul style="list-style-type: none"> Wash/sanitise hands immediately after using any multi-user equipment, or provide and use disposable gloves where this is more suitable. Teaching staff shall ensure that all tools/equipment used during a lesson and/or for the day are cleaned at the end by all students involved with disposable wipes, before someone else might use them. Alcohol based hand sanitiser available for use. Refer to COSHH assessments for alcohol-based hand sanitiser. 			
Electricity/mains voltage when using portable electrical equipment	Students, Staff, Contractors	5	2	10	<ul style="list-style-type: none"> Due to the time sites have been unoccupied there may be some items that missed being Portable Appliance Test (PAT) tested. Before using a portable appliance for the first time: <ul style="list-style-type: none"> Carry out a pre-use check. This is a visual inspection of the entire device and its power lead, checking for damage, burning or loss external/internal parts. If in any doubt about the item do not use it, segregate it so others cannot use it, and contact the Estates team straight away. 	5	1	5
Cleaning								
COVID19 transmission Chemicals (cleaning materials)		5	4	20	<p>Cleaning of potentially contaminated areas following a suspected case of COVID19 in someone working onsite</p> <ul style="list-style-type: none"> Consult the latest national guidance at https://www.gov.uk/government/publications/covid-19- 	5	2	10

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					decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <ul style="list-style-type: none"> • Ensure sufficient PPE (disposable gloves and aprons) are used • Ensure area is isolated from general use • Provide sufficient and effective detergent, disinfectant, disposable cloths and mops for use in cleaning and disinfecting affected areas • Dispose of contaminated cleaning materials, PPE and infected items securely within disposable bags. When full, the plastic bag should then be placed in a second bin bag and tied. These bags should be stored for 72 hours before being put out for collection. 			
COVID19 transmission Chemicals (cleaning materials)	Students, Staff, Contractors	5	3	15	Routine cleaning <ul style="list-style-type: none"> • All staff are requested to conduct regular and appropriate cleaning measures in their own working areas: all hand contact points cleaned (including door handles, light switches, furniture, handrails, IT equipment, desks, phones, taps, dispensers, food preparation areas). Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. • Cleaners to carry out cleaning regime (specific focus on common area touchpoints, door handles, stair handrails, washing facilities, restrooms etc.) • Everyone shall, wash and dry their hands more routinely (20 second rule): <ul style="list-style-type: none"> ○ Before any eating or drinking ○ After using the toilet ○ After using a disposable tissue 	5	2	10

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					<ul style="list-style-type: none"> ○ When you start and when you finish your shift ○ Keep your hands away from your face to prevent risk of transmission (i.e. your eyes and mouth). • Alcohol based hand sanitising/moisturising available for use. Refer to COSHH assessments for alcohol-based hand sanitiser. • Persons undertaking the cleaning instructed with clear safe usage instructions: <ul style="list-style-type: none"> ○ The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use ○ Correct PPE is provided for the use of cleaning materials ○ Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents. ○ Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. 			

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)
Trivial to Tolerable	Moderate to Substantial	Intolerable
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