




Version 1
March 2019

General Risk Assessment Form (Management of Health and Safety at Work Regulations 1999)

Service/Section -	ECS – Loch Leven Community Campus	Risk Assessor (Name/Position)	Lynne Prentice		Date of Assessment	09/02/2022
Set the scene – (Description of Activity)	<p>Loch Leven Community Campus will re-open for bookings from Monday 21 February 2022. Lets of the building will be available from 17:30 to 22:00 Monday to Friday and 08:00 to 17:00 at weekends. Access is limited to these hours to ensure that there is no crossover between school (extra curricular activities will run to 5pm) and wider public use.</p> <p>New supplementary terms and conditions of booking must be adhered to by each organisation responsible for the booking and each must appoint their own covid officer.</p> <p>Terms and conditions of booking can be found on the campus web pages https://www.kinrosshighschool.org.uk/llcc/</p>					
Approved by (Name/Position)	Sarah Brown	Date Approved & Signature		16/02/2022	Review Date	

Ref No:	What are the hazards?	Who might be harmed and how?	What are you already doing? (existing controls)	What further action is necessary? (further controls)	Residual Risk Score	Action by whom / by when?	Date completed
1.	Fire	Staff and Customers	<p>Booking organisers are made aware of the fire evacuation procedure at the time of booking.</p> <p>Booking organisers are responsible for ensuring that their attendees are accounted for and that fire evacuation information is shared at the meeting or event.</p> <p>All electrical equipment must be PAT tested before use on Campus.</p>	<p>Fire evacuation procedures are printed and handed to the access information provided to the booking organiser.</p> <p>Booking organisers are provided with a yellow visitor lanyard.</p> <p>Booking organisers must ensure that visitors maintain an appropriate physical distance during the evacuation to help prevent the spread of Covid 19.</p>	1*5=5	Campus Reception Staff	On-going
			Risk Score: 2 x 5 = 10 S X L = RS				
2.	Coronavirus (Covid-19) is spread by close proximity with an infected person	Staff and Customers	<p>Hand sanitisation facilities will be available at campus reception. All groups will enter via reception unless a separate entrance point has been agreed prior to the booking.</p> <p>Organisers will appoint a covid safety officer to ensure appropriate mitigations are in place.</p> <p>All air vents on campus are set to maximum fresh air.</p>	<p>Where available, booking organisers should open windows to ensure maximum fresh air in the space booked.</p> <p>Booking organisers to promote lateral flow testing with participants ahead of attending the campus.</p> <p>Booking organisers to ensure that anyone with symptoms of Covid-19, or anyone who should be self-isolating does not attend the event.</p>	2*5=10	Booking Organisers	On-going

Ref No:	What are the hazards?	Who might be harmed and how?	What are you already doing? (existing controls)	What further action is necessary? (further controls)	Residual Risk Score	Action by whom / by when?	Date completed
				<p>Booking organisers must ensure that attendees follow the latest nation guidance on the use of face coverings in accordance with the activity being undertaken.</p> <p>Booking organisers should ensure that time spent at the venue is kept to a minimum by ensuring attendees adhere to all booking times.</p> <p>Booking organisers should make attendees aware that there is no waiting areas for anyone dropping off/picking up participants and there is no spectating.</p>			
			Risk Score: 3 x 5 = 15 S X L = RS				
3.	Coronavirus (Covid-19) is spread by touching a surface infected with Covid-19			<p>Booking organisers must ensure that touchpoints are cleaned before and after use to include</p> <p>Desks/tables Switches Door handles Hard surface chairs Equipment Any other hand contact areas</p> <p>Booking organisers to provide their own sanitisation and cleaning equipment.</p>	2*5=10	Booking Organisers	On-going
			Risk Score: x = S X L = RS				

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				<p>Booking organisers to promote lateral flow testing with participants ahead of attending the campus.</p> <p>Booking organisers to ensure that anyone with symptoms of Covid-19, or anyone who should be self-isolating does not attend the event.</p> <p>Booking organisers must ensure that attendees follow the latest nation guidance on the use of face coverings in accordance with the activity being undertaken.</p> <p>Booking organisers should make attendees aware that there is no waiting areas for anyone dropping off/picking up participants and there is no spectating.</p> <p>Organisers should ensure that attendees access the public toilets on the main street only. Any other toilet areas can only be accessed by prior approval at the time of booking.</p>			

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4.	Illness/Injury	Staff/Customers	<p>Booking organisers must ensure that they provide a first aid provision for their attendees.</p> <p>An emergency first aid kit is available from Campus reception if required including a defibrillator.</p> <p>Booking organisers to alert campus reception to any issues who will call 999 in an emergency.</p> <hr/> <p>Risk Score: 2 x 3 = 6 S X L = RS</p>	Booking attendees to ensure that all accidents and near misses are recorded with Campus reception.	2*3=6	Booking Organisers	On-going
5.	Slips Trips and Falls	Staff/Customers	<p>Booking organisers to check the area they have booked to ensure that the area is clear and tidy to prevent trips, slips and falls.</p> <p>Booking organisers should report any issues to campus reception.</p> <hr/> <p>Risk Score: 2 x 3 = 6 S X L = RS</p>	Any near misses or accidents should be reported to Campus reception.	2*3=6	Booking Organisers	On-going
6.	Violence and Aggression	Staff/Customers	<p>Booking organisers should ensure that their event is well organised and communicated to reduce the risk of violence and aggression.</p> <p>Booking organisers should risk assess their activity and ensure there is adequate supervision of attendees.</p>		2*3=6	Booking Organisers	On-going

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			<p>Booking organisers should contact campus reception if support from 999 is required.</p> <hr/> <p>Risk Score: 2 x 3 = 6 S X L = RS</p>				

Risk Matrix

Severity	Likelihood				
	1 = Not likely to happen	2 = Could happen but most unlikely	3 = I can see that happening at some given time	4 = I knew that would happen, and not just once	5 = This is definitely going to happen every time
1 = Insignificant - no injury, damage to equipment, clothing	1 LOW	2 LOW	3 LOW	4 LOW	5 MED
2 = Minor injury – cut bruise, requiring first aid	2 LOW	4 LOW	6 MED	8 MED	10 MED
3 = Moderate injury - over 3 days absence, hospital	3 LOW	6 MED	9 MED	12 HIGH	15 HIGH
4 = Specified injury - broken bone, more than 7 day absence etc.	4 LOW	8 MED	12 HIGH	16 HIGH	20 HIGH
5 = Fatality	5 MED	10 MED	15 HIGH	20 HIGH	25 HIGH

Description of Risk Level	Actions
LOW	If an incident were to occur, there would be little likelihood that an injury would result.
MEDIUM	If an incident were to occur there is a risk that an injury requiring first aid would result or there is the possibility of a fatality.
HIGH	Significant risk of fatality, damage to property and or environmental impact.

Description of Risk Level	Actions
LOW	LOW (1 to 4) Monitor to ensure controls are maintained.
MEDIUM	MEDIUM (5 to 10) Look to improve within specified timescale and consider Further Controls(SFAIRP)
HIGH	HIGH (12 to 25) Whilst it may be possible to carry on with the task, realistic timescales will be required to be set to for the implementation of the further controls