

LC/DHD: 1500320

10 March 2020

Dear

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:

*"I request that you advise me of the Colleges' Human Resources and Health & Safety Policies regarding staff and students who have recently returned to college from a skiing trip to Northern Italy on 2nd March in the context of the Coronavirus."*

1. Was a risk assessment carried out?

Yes. A paper based risk assessment was carried out on 30 January 2020. A daily COVID-19 update has been provided since the beginning of February 2020 to the College Strategic Management Team, selected Operational Management Team members and Safety Representatives from Trade Unions, EIS/FELA and UNISON. Following a period of consultation, a formal risk assessment was distributed on 27 February 2020, which is subject to daily review.

2. If so, when was it done?

Please refer to the dates provided in question one. In addition, the College Health and Safety Manager has been monitoring the Coronavirus situation since mid-January 2020.

3. Is the risk assessment in the staff or public domain?

Staff Domain. A copy has been enclosed with this response.

4. If so please provide an internet/intranet location where it can be viewed.

<https://intranet.glasgowkelvin.ac.uk/sites/GKC/Pages/coronaExternalRef.aspx>

I trust the above response meets your request for information in full.

Should you be unhappy with the College's response you are entitled to seek a review of the response. To seek a review, you should apply, in writing, to Derek Smeall, Principal, stating the grounds for seeking a review.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

[www.itspublicknowledge.info/appeal](http://www.itspublicknowledge.info/appeal).

Other contact information for the Scottish Information Commissioner is listed below:

Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Thank you for your interest in the College.

Yours sincerely

*PP*

**Director of Corporate Services**

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# Risk Assessment

<b>Type of Activity</b>	Coronavirus (COVID-19) Risk Assessment	<b>Assessment No.</b>	HS001/20	<b>Date</b>	31 Jan 20
<b>Campus</b>	Springburn <input checked="" type="checkbox"/> East <input checked="" type="checkbox"/> Easterhouse <input checked="" type="checkbox"/> West <input checked="" type="checkbox"/>	<b>Location (state)</b>	As required		

<b>Hazards</b>	<b>Persons Affected</b>	<b>Present Risk Evaluation (Low / Medium / High) (please refer to the Risk Level Table*)</b>	<b>Control Measures</b>	<b>Risk Evaluation after Control Measures (Low / Medium / High) (please refer to the Risk Level Table*)</b>
Infection Control	Staff/Students/Visitors	Medium	Daily Cleaning regime (contractors) Enhance 'contact point' cleaning Poster campaigns: Catch it, Bin it, Kill it Coronavirus alert (HPS) Staff & Student email guidance Business Continuity Plan primed	Low
Information	Staff/Students/Visitors	Low	Daily monitoring of: World Health Organisation (WHO), Public Health England, Health Protection Scotland and NHS Infrom websites	Low

Hazards	Persons Affected	Present Risk Evaluation (Low / Medium / High) (please refer to the Risk Level Table*)	Control Measures	Risk Evaluation after Control Measures (Low / Medium / High) (please refer to the Risk Level Table*)
			Daily monitoring of: Coronavirus Global Cases Summary ( ) Daily update to SMT and Union Safety representatives Poster campaign (see above) Email guidance to staf and students SWAY briedng to staff and students Social Media campaign	
Isolation	Staff/Students/Visitors	Low	Monitoring of staff and student official travel Application of official guidance (constantly monitored) Provision of guidance to staff and students Consideration of remote learning and working - if/when required HR, H&S, Bursaries and Learner Support staff preparations	Low
Travel (Foreign)	Staff/Students	Low	All trips under review and authorisation based on Foreign &	Low

Hazards	Persons Affected	Present Risk Evaluation (Low / Medium / High) (please refer to the Risk Level Table*)	Control Measures	Risk Evaluation after Control Measures (Low / Medium / High) (please refer to the Risk Level Table*)
			Commonwealth Officer (FCO) country guidance <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>	

**Risk Level Table\***

Risk Level	High	Medium	Low
	High probability of serious injury or long term sickness.	Medium probability of injury or sickness.	Low probability of injury or sickness.
	Immediate action required.	Action required.	Monitor situation and review annually or earlier, if required.

What additional actions should be taken? (List in order of priority).	Action assigned to	Action completed (Date and sign)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

<b>Assessors</b>		<b>Signatures</b>		<b>Date</b>	27 Feb 20
<b>Head/Manager</b>				<b>Review Date</b>	Daily