

# Risk assessment: Housekeeping COVID 19 for the initial return to work in July & August.

Company name: Clare College

Assessment carried out by: Brenan Morgan & Jackie Searle

Date assessment was carried out: 19/6/2020 Review Date 3/7/2020 27/8/2020 15/9/2020 22/9/2020 6/1/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Commuting to Work	Staff	Staff where possible should commute by car, bike or walk. If public transport is used it is recommended that a face covering is used in line with existing guidance.				

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<b>Infection from covid-19</b>	Staff, students and fellows. For checking rooms vacated by students.	All rooms would have been empty for at least 72 hours. There will be a very limited amount of students in College	Inform staff of the location of students still in College	Jackie Searle	Prior to the 1 <sup>st</sup> July	
<b>Infection from covid-19</b>	Staff and students	Staff maintain excellent personal hygiene including hand washing for 20 seconds at regular intervals throughout the day. No hand to mouth contact without washing hands first.	Hand wash to be provided.	Housekeeping Department to provide hand wash	Prior to the 1 <sup>st</sup> July	
<b>Infection from Covid-19</b>	Staff and students	Once staff return to full time hours they will be allocated a break area and toilet. They will be in small groups of 3- 4	Reduce staff hours to 4 per day .No Tea breaks required. One Team working .One team off. Working individually. Staff will stay on the same site.			

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<b>Infection from Covid-19</b>	Staff	Staff will be allocated individual cleaning trollies. Which will be for their own exclusive use.				
<b>Infection from Covid-10</b>	Staff	If further cleaning supplies are needed they will be delivered to the work area of the member of staff. There will be no need to go to a central collection point. This again will help maintain social distancing.				
<b>Infection from COVID 19</b>	Staff	Rubbish will be left at the bottom of the stair for the janitor to collect.	Gloves and black bags provided	All Staff	If positive test is confirmed.	

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		<p>If there is a positive Covid test all staff will be notified and the bubble area will not be entered. The students isolating will be left a bucket with cleaning materials and cloths. Students will leave the rubbish outside their doors in black bags. They will be collected and the rubbish put inside another black bag. Gloves should be worn and then put inside the black bag to dispose of in the normal way.</p>				

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		Hand should be washed immediately.				
<b>Infection from COVID 19</b>	Staff collection of keys.	Supervisors will keep their own set of keys. This will reduce traffic in and out of the porters lodge. Housekeeping will collect keys from the lodge. Screens will be in place in the lodges. Staff will not need to sign for keys in or out.				
<b>Infection from COVID 19</b>	Staff using PPE	Staff will continue to use PPE that they would normally use such as gloves and tabards.	2 face coverings have been issued to all fellows and staff. Guidance has been issued to all fellows and staff on the use of	Distributed on first day of return to work by Supervisor	Arrival on return to work. And whenever they feel it appropriate.	

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		type of risk to the risks you normally	face coverings. When social distancing of 2 meters cannot be maintained however default position should be maintained. When working on staircases and communal spaces face covering should be worn.			
<b>Insufficient information on Covid19 and housekeeping staff</b>	Staff and students	Each student will have an information sheet. Please see appendix A.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)