

Risk assessment: Development during COVID 19.

Company name: Clare College Assessment carried out by: Brenan Morgan & Sophie King

Date assessment was carried out: 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, traveling to work.	Maintaining social distance at all times. Not travelling with anyone other than immediate family in the car. If public transport is used a face covering must be worn.				
Infection from Covid-19	Staff working in the office.	Maintain social distancing at all times. Windows to be opened when				

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		possible to circulate air in the office.				
Infection from Covid-19	Staff working in the office.	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. Hot desking should be avoided.				
Infection from Covid-19	Staff toilet.	Sophie and the master's office are both have toilets.				
Infection from Covid-19	Staff cleaning the office area.	Staff will be responsible for				

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		cleaning own office space.				
Infection from Covid-19	Staff working in College	Face coverings to be worn in common areas of the College. Face coverings should also be worn when 2 meters social distancing cannot be maintained.				
Infection from Covid-19	Staff	Should any staff or staff family member exhibit any symptoms, they must not come into work and should utilise the University testing facility for themselves and their family.				

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Infection form Covid-19	Staff	Staff should keep abreast of College and University resources concerning Covid – for instance StaySafeCambridge University.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/