

Risk assessment: Tutorial Office during COVID 19.

Company name: Clare College Assessment carried out by: Jenny Colling

Date assessment was carried out: 12/01/2021 Review Date: When there is a significant change.

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	All staff. Public transport chance of infection.	No one uses public transport.			Immediately	
Infection from covid-19	All staff. Infection from covid-19	Only coming into the office for essential work, work at home when possible. When staff are required in the office initially only two people in the office. This can increase to up to 3 people			Immediately	

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		<p>following further risk assessment by Jenny. Social distancing must be maintained at all times. Regular hand washing.</p>				
<p>Infection from covid-19</p>	<p>All staff. Infection from covid-19</p>	<p>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. No hot desking at any time. Desks will be moved to ensure staff are 2 meters apart and not facing each other.</p>	<p>Hand wash to be provided.</p>	<p>Housekeeping Dept to provide hand wash</p>	<p>Immediately</p>	

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Infection from Covid-19	All staff. Infection from covid-19	Staff will use the toilet in F basement. Only office staff to use this toilet.	Regular toilet cleaning to take place.	Housekeeping Dept to provide cleaning materials		
Infection from Covid-19	All staff. Infection from covid-19	Staff will be responsible for cleaning their own office space	Cleaning material to be provide.	Housekeeping Dept to provide cleaning materials		
Infection from Covid-19	All staff. Infection from covid-19. Hand drying after washing.	Paper towels to be provided for hand drying.				
Infection from Covid-19, visitors coming to the office.	Staff students and Fellows.	The Tutorial Office will meet people by prior appointment only, email will be used as much as possible.				

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		<p>There will be appointments for Fellows and staff. After handling documents wash hands.</p> <p>The office door will be kept shut, the student will knock.</p> <p>The student will not enter the office unless invited to do so and will remain behind the 2m line.</p>				
Infection from Covid-19.	Use of the kitchen area.	Only two people in the kitchen room, social distancing must be maintained.				
Infection from Covid-19.	Collection of post.	Phone the porters Lodge to check if there is any post. Only collect post once a day.				

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

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