

Risk assessment: Chapel office during COVID 19.

Company name: Clare College Assessment carried out by: Brenan Morgan & Nicola Robertson

Date assessment was carried out: 24/6/2020 Review Date: Every 2 weeks or 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.	Maintaining social distance at all times. Not travelling with anyone else in the car.	All staff		
Infection from covid-19	All staff. Infection from covid-19	Only coming into the office for essential work. Social distancing must maintained at all times. Regular hand washing.				

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<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. 2 people may work in the office.</p>	<p>Hand wash to be provided.</p>	<p>Housekeeping Dept to provide hand wash</p>	<p>Immediately</p>	
<p>Infection from Covid-19</p>	<p>All staff Infection from covid-19</p>	<p>Staff will use the toilets in the office. Regular cleaning will take place.</p>	<p>Regular toilet cleaning to take place.</p>	<p>Housekeeping Dept to provide cleaning materials</p>	<p>immediately</p>	

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Infection from Covid-19	All staff Infection from covid-19	Staff will be responsible for cleaning own office space	Cleaning material to be provide.			
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.	It is proposed the office will have dedicated opening times. There will be appointments for fellows, students and staff. Where possible meetings work will be done over the phone or on social media.				

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		The office door will be kept shut, The visitor when entering the office will maintain social distancing.				

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