

Risk assessment: Freshers' Matric Book

Company name: Clare College Assessment carried out by: Brenan Morgan

Date assessment was carried out: 6/8/2020, 11/8/2020

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
Arriving & leaving the meeting.	Everyone attending.	Students will be given a time slot in which to arrive. There will be approximately 150 students, it is anticipated it will take each student 90 seconds to enter the masters lodge, sign the book and exit the masters lodge. This will require 3 hours 45 minutes. 10 students will be instructed to arrive every 15 minutes, then que maintaining social distancing until asked to sign the book.				

		<p>Students must arrive at the time asked to attend, avoid arriving earlier or later than asked.</p> <p>People should continue to socially distance from those they do not live with wherever possible. Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors).</p> <p>Stewards will be in place to guide people in and out of the master's lodge.</p>				
Not adhering to social distancing.	Everyone attending.	<p>Stewards will be in place to ensure social distancing is maintained.</p> <p>Only one student will be allowed in the masters Lodge at any time.</p> <p>The senior tutor with one assistant and the head porter will also be in the master's lodge. Social distancing will be maintained at all times.</p>				
Sneezing or coughing.	Everyone attending.	<p>Face coverings should be worn by everybody attending. This is in line with existing guidance.</p>				

Contamination from COVID 19	Everyone attending.	Windows will be open in the master's lodge to ensure a well ventilated room. The senior tutor, assistant and head porter will all remain up wind of the book signing.				
Not having sufficient information on COVID safe measures in place.	Everyone attending.	Providing clear guidance on social distancing and hygiene to visitors before arrival, by email.				
Contamination from surfaces.	Everyone attending.	The rooms and any ancillary areas including toilets will be cleaned prior to every to the book signing. Every student will be given a pen for their own use, pens will not be shared. Students will wear plastic disposable gloves.				

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