

Risk assessment: Health & Wellbeing Centre during COVID 19.

Company name: Clare College Assessment carried out by: Helen James & Brenan Morgan.

Date assessment was carried out: 22/07/20 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	Staff travelling to work.	<p>No one uses public transport.</p> <p>Maintaining social distancing at all times.</p> <p>Not travelling with anyone else in the car.</p> <p>Cycling to work where possible.</p>				

<p>Infection from covid-19</p>	<p>Staff working onsite.</p>	<p>Remote working where possible, only working from college when essential.</p> <p>Each staff member assigned own clinic room.</p> <p>Social distancing maintained at all times.</p> <p>Staff maintain excellent hygiene with regular hand washing and sanitising.</p> <p>Avoiding hand to face contact.</p> <p>Clinic rooms kept ventilated by opening windows.</p> <p>Housekeeping clean rooms outside of clinic hours.</p> <p>Health & Wellbeing Centre doors kept shut, one person allowed in at a time.</p>	<p>Require new hand sanitising pack for dispenser as current one problematic</p> <p>Intercom system outside Health & Wellbeing Centre to support us policing appointment only system.</p>	<p>Helen James – to arrange housekeeping to supply.</p> <p>Helen James</p>	<p>ASAP</p> <p>Start of next term.</p>	
<p>Infection from covid-19</p>	<p>Staff using toilet facilities and kitchen</p>	<p>Staff using assigned toilet in O staircase – ground floor.</p>				

		<p>One person using kitchen at a time. Toilet and kitchen wiped down using disposable wipes before/after use.</p> <p>Paper hand towels used for hand drying.</p>				
Infection from Covid-19	Health & Wellbeing Centre Staff and students through service provision.	<p>All Health & Wellbeing consultations by appointment only with an online booking system available via moodle.</p> <p>All students requiring an appointment offered a remote consultation. This will continue when students return to college, with them being assessed remotely in the first instance.</p> <p>Students with Covid-19 symptoms deemed to require face to face assessment will be referred directly to their GP surgery.</p>	<p>Clear instructions to be displayed outside Health & Wellbeing Centre. Additional information about service provision to be added to moodle & website.</p> <p>Shopping baskets for student belongings</p> <p>Wipeable chair in O4 for student use</p>	<p>Helen James/Jo Scoones</p> <p>Helen James</p> <p>Request to housekeeping.</p>	All by start of next term.	

		<p>If a face to face consultation is deemed necessary and appropriate, an appointment will be offered.</p> <p>Waiting room and Health and Wellbeing Centre doors kept closed at all times.</p> <p>Face to face consultations:</p> <p>Students to announce arrival through intercom system.</p> <p>Temperature checked prior to entering clinic.</p> <p>Staff wear PPE as per Government guidance for health care settings.</p> <p>Student required to wear face covering and use hand sanitiser.</p> <p>Coat pegs not to be used. Shopping basket provided for belongings and cleaned following use.</p>				
--	--	---	--	--	--	--

		<p>Social distancing maintained whenever possible</p> <p>When possible staff to keep consultation to under 15 minutes in duration.</p> <p>Infection control measures adhered to during consultation and following re disposal of clinical waste, cleaning of clinical area and equipment.</p> <p>Staff to wash their clothes and shower when they arrive home.</p>				
Infection from coronavirus	Fellows, students, staff and members of the public	<p>2 face coverings have been issued to all fellows and staff. Guidance has been issued to all fellows and staff on the use of face coverings.</p> <p>Health & Wellbeing staff to wear face coverings in Buttery and where 2m social distancing is not possible.</p>	2 face coverings to be issued to all students	Brenan Morgan	When students return to College	

Lone working	Health & Wellbeing staff working alone	Wear charged lone worker device whilst onsite. Staff report to Memorial Court Porter on arrival and departure whilst maintaining social distancing & wearing face covering.				
---------------------	---	---	--	--	--	--

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

Published by the Health and Safety Executive 10/19