

Risk assessment: IT Office and Facilities during COVID 19.

Company name: Clare College Assessment carried out by: Brenan Morgan & Jason Randall.

Date assessment was carried out: 24/9/2020 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
Infection from Covid-19	Staff members; Commuting to Work	Every one travels in their car, walks or cycles.	Maintaining social distance at all times. Not travelling with anyone else in the car.	All staff.	Immediately	
Infection from Covid-19	Staff members and visitors	Only one person works in the office at a time. Manager will arrange the team so that only one person is in the office at any one time.	If more than one person is in the office the team must maintain social distancing at all times. Windows to be opened to circulate air in the office. Work stations should not face each other and should be 2 meters apart.	All staff.	Immediately	

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Infection from Covid-19	College members and the public. Working in different College locations.	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.	Hand wash to be provided.	Housekeeping Dept to provide hand wash.	Immediately	
Infection from Covid-19	All staff. Going to the toilet and using the kitchen area.	Staff should use the toilet in O staircase on the ground floor. Staff should use the kitchen area in O staircase ground floor.	Cleaning materials to be made available in the toilet and kitchen areas.	Housekeeping to provide cleaning service.	Immediately	
Infection from Covid-19	All staff. Maintaining office cleanliness.	Where offices are not serviced, Staff will be responsible for cleaning own office space	Cleaning materials to be made available in the toilet and kitchen areas.	Housekeeping, but Staff to clean the office as required.	At least once a week.	

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Infection from Covid-19	All staff. Hand drying after handwashing.	Paper towels are provided for hand drying.		Anyone who needs to dry their hands.	Immediately	
Infection from Covid-19	Staff and visitors. People attending the IT office.	Office closed door policy. Visitors in office by appointment only. All staff and visitors must maintain social distancing and wear face coverings. Information notice to this effect on door.	Warning tape inside and outside office door.	Staff operating from the IT office.	Immediately	
Infection from Covid-19	Students, Staff and Fellows. Using communal printers & photocopiers.	Maintain excellent personal hygiene including hand washing for 20 seconds. Provide hand sanitiser by each device.		Those using the shared facilities.	Immediately	

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Infection from Covid-19	Students, Staff and Fellows. Controlling the shared use of communal computers.	Communal computer rooms are open with limited resources to reduce over-crowding.	Provide hand sanitiser and disposable wipes for cleaning workstations before and after use.	IT Staff and Housekeeping	When facilities are re-opened: October 2020	
Infection from Covid-19	All IT Staff. Providing on-site IT assistance and maintaining equipment.	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.	Provide hand sanitiser and disposable wipes for cleaning workstations before and after use.	IT Staff	Immediately	
Infection from Covid-19	Fellows, students, staff and members of the public.	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.	2 face coverings to be issued to all students.	Brenan Morgan	When students return to College	

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

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