

## Risk assessment for On-Call Duties during COVID-19 Outbreak

Company name: Clare College

Assessment carried out by: James Claydon

Date of next review: 02/04/2020

Date assessment was carried out: 03/04/2021

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
<p><b>Infection from corona virus</b></p> <p><b>Travelling to Work and work premises</b></p>	On-Call Member of Staff	<p>Staff are to use their own personal vehicles for travelling to work and different work premises.</p> <p>Avoid using public transport.</p>	Look for opportunities to park away from other vehicles to maintain social distancing measures	Staff	Immediately	
<b>Lone Working</b>	On-Call Member of Staff	<p>Person On-Call to report arrival to site and/or property to the on-duty Porter. This can be done via telephone call.</p>		On-Call Engineer & On-Duty Porter	Every Call Out	

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		<p>Upon identifying fault of call-out whilst at site, estimate a time frame that works to make safe or complete the job will take. If assumed work will take longer than 30 minutes, please arrange with the on-duty Porter to make regular contact at 30 minute intervals.</p> <p>On-Call engineer upon completion of work task and leaving site, will make contact with on-duty Porter to update information regarding the call</p>				

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		out task and that you are leaving site.				
<p><b>Infection from coronavirus</b></p> <p><b>Avoid Close Working</b></p>	<p>On Call Member of Staff</p>	<p>Upon receiving a call-out request, ascertain where the emergency is for and if there are occupants staying within the facility. Porter to advise the On-Call Engineer of this information with the current updated rooms list.</p> <p>No work unless absolutely essential due to Health &amp; Safety risk being high, should be</p>	<p>Full protective PPE is available from the College Nurse, should work be required in occupied rooms or where person/s are in self isolation.</p> <p>Porter should make contact with College Nurse if the work task is located in an occupied room and self-isolation is apparent. Advice will be sought from College Nurse before entering a property, Staircase or Room</p>	<p>On-Call Engineer</p> <p>On-Duty Porter</p> <p>College Nurse</p>	<p>In the event that a call out task is required in occupied premises and self-isolation is apparent</p>	

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		<p>carried out in occupied rooms, properties or staircases.</p> <p>PPE mainly disposable gloves will be used or if 'Single-use' disposed of to avoid re-use. Wash hands before and after entering or leaving a staircase or property</p> <p>Stairs to be used in preference to closed-in spaces such as lifts</p>				

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<p><b>Infection from coronavirus</b></p> <p><b>Entering and Leaving Staircase or Properties</b></p>	On Call Member of Staff	All staff undertaking On-Call duties will wash their hands before and after entering properties, staircases or rooms. Where this is not possible use of disposable gloves will be used	N/A	On Call Member of Staff	Every property, staircase or room attendance	
<p><b>Infection from coronavirus</b></p> <p><b>Access into Properties/Staircases or Rooms</b></p>	On Call Member of Staff	No access will be granted for On-Call tasks to properties/staircases or rooms unless they have been vacant/unoccupied for 7 days	<p>Monitoring of the rooms list daily (Updated via Housekeeping)</p> <p>If work is deemed essential due to an increased risk to Health &amp; Safety. Follow procedure for contacting College Nurse</p>	<p>Estates Director</p> <p>Deputy Buildings Manager</p> <p>Trade Supervisor</p> <p>On-Duty Porter</p> <p>On Call Engineer</p>	Daily	

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<p><b>Infection from coronavirus</b></p> <p><b>Leaving work to return home</b></p>	<p>On Call Member of Staff Family Members</p>	<p>Staff will be asked to wash all work clothes and shower upon returning home after attending work activities. If possible use wash hands before entering home premises or use hand sanitiser</p>		<p>Staff involved with work activity</p>	<p>Immediately upon member of staff returning home</p>	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)