

DRAFT Risk assessment: Student Study Rooms (Elton & Bowring Rooms, Gillespie Centre and Castle End Meeting Rooms, Colony) November 2020 V1 (COVID-19 Outbreak)

Company name: Clare College

Assessment carried out by: Catherine Reid/Brenan Morgan

Date of next review:

Date assessment was carried out: 5.11.2020

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
Infection from coronavirus	Students studying in rooms	Access only by pre-booked time slot. Access to rooms controlled via swipecard access. Student collects card from Porters Lodge before each study session Students advised that study spaces are available for pre-	Set up swipecard access	Deputy Head Porter	11.11.2020	9.11.2020
			Online booking system	Conference Administrator/Librarian	11.11.2020	

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		booked individual study only.				
Infection from coronavirus	Students studying in rooms	Number of study spaces configured to enable social distancing	Agree capacity of each room with Head Porter Set up tables and chairs	Librarian Support Services Dept.	Week beginning 2.11.2020	9.11.2020
Infection from coronavirus	Students using Library study spaces	Students asked to wipe the desk before and after use Rooms cleaned daily by Housekeeping Department	Set up cleaning station in each study area. Provide cleaning material/disposable wipes and hand sanitiser at each cleaning station Provide waste-bin in each study area	Deputy Librarian to ask Housekeeping to provide cleaning material/disposable wipes and bins	9.11.2020	9.11.2020

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			No eating or drinking except bottled water	Librarian/Deputy Librarian to provide signs	10.11.2020	
			Rooms ventilated by opening windows.	Notices in all areas to encourage users to open windows/leave them open whilst studying Porter on duty to check windows closed when room has closed	9.11.2020	9.11.2020
				Librarian to advise all porters	10.11.2020	
				Librarian	9.11.2020	9.11.2020
			Advise Housekeeping Department of opening hours of study rooms			

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Lone working	Students working alone/unsupervised		Porter on duty checks study rooms during patrols	Librarian to advise porters	10.11.2020	
Infection from coronavirus	Fellows, students, staff and members of 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. Face masks to be worn at all times by students when using the study rooms	2 face coverings to be issued to all students Face masks signs to be placed in all study rooms	Brenan Morgan Librarian/Deputy Librarian	When students return to College 10.11.2020	29.9.2020
Infection from coronavirus	Fellows, staff and students	Students using study rooms to use only designated bathrooms nearby	Signs to be placed in all rooms advising which bathrooms are to be used	Librarian/Deputy Librarian	10.11.2020	9.11.2020

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Infection from coronavirus	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving work and when arriving home. Staff should wash their clothes and shower when getting home.				

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