

Risk assessment template

Company name: Clare College

Assessment carried out by: Brenan Morgan

Date of next review: 25/3/2020

Date assessment was carried out: 24/3/2020

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 corona virus	Staff	Following government issued guidance. Staff will be issued the following PPE Protective gloves Aprons. This is in line with current guidance. All rooms have been empty for at least 72 hours.	N/A			
Infection from coronavirus	staff	Staff will be given a full safety brief before starting work.	N/A			

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		<p>This will cover: PPE The work they are to complete. What to do after they finish work. How to remove gloves where to put the gloves. Hand washing. Removal of apron and disposal of apron. Symptoms and what to do if they have symptoms. Where to place keys when they finish. Social distancing in line with current guidance. Staff informed cleaning will only be removal of rubbish</p>				

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		<p>and cleaning work spaces. Staff will be informed there have been self isolations in the Colony what the location was. They will be informed there have been no confirmed cases. Staff will be advised to wash clothes and shower when they get home.</p>				
Manual handling	Staff	<p>All staff have received training on this in the last 12 months. Key points will be covered.</p>	N/A			

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Trips and falls	staff	All staff remained about manual handling on stairs. All staff will be checked to ensure suitable foot wear is being used	N/A			

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