

Risk assessment: HR during COVID 19.

Company name: Clare College Assessment carried out by: Brenan Morgan & Rebecca Willatt

Date assessment was carried out: 03/11/2021 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	All staff. Public transport chance of infection.	No one uses public transport.	Maintaining social distance at all times. Not travelling with anyone else in the car.	All staff	Immediately	In place
Infection from covid-19	All staff. Infection from covid-19	Social distancing must maintained at all times. Regular hand washing. Window open for circulation when in office and only 1 visitor allowed in the office at 1 time. Flexibility regarding	Periodic reminders via weekly staff meeting.	All staff	Immediately	In place

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		working from home when unwell.				
Infection from covid-19	All staff Infection from covid-19	More than 1 person is needed to be in the office at once following the start of term so start times and lunch times will be varied. 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.	Hand wash to be provided.	Housekeeping Dept to provide hand wash	Immediately	In place

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		No hot desking at any time and window to be opened when more than 1 person is in the office				
Infection from Covid-19	All staff Infection from covid-19	Staff will use the toilets in G stair. Regular cleaning takes place.	Regular toilet cleaning to take place.	Housekeeping Dept to provide cleaning materials	immediately	In place
Infection from Covid-19	All staff Infection from covid-19	Staff will be responsible for cleaning own office space	Cleaning material to be provided.	All Staff	Immediately	In place
Infection from Covid-19	All staff Infection from covid-19. Hand drying after washing.	Paper towels to be provided for hand drying.	Cleaning material to be provided.	All Staff	Immediately	In place
Infection from Covid-19, Going to the bank.	All staff Infection from covid-19	Social distancing must be maintained	Periodic reminders via weekly staff meeting.	All Staff	Immediately	In place

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		<p>during operation of the safe. When walking to the bank social distancing must be maintained. When in the bank maintain social distancing. Staff must wash their hands for 20 seconds on return to College.</p>				
<p>Infection from Covid-19, visitors coming to the office.</p>	<p>Staff students and fellows.</p>	<p>Only 1 visitor allowed in the office at one time. Explained via notice on the door and to be reinforced by staff asking multiple visitors to wait outside until called.</p>	<p>Periodic reminders via weekly staff meeting.</p>	<p>All Staff</p>	<p>Immediately</p>	<p>In place</p>

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Infection from corona virus.	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	In place

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