

Risk assessment: For Old Court, The Colony, Memorial Court and Offsite Properties.

Company name: Clare College

Assessment carried out by: James Claydon, Updates

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Worsley**

Date assessment was carried out: 02/10/2020

Updated 11/10/2021 by Tom Worsley

Review Date: 11/1/22 and 3 monthly thereafter or at change of guidance.

Note that further details are given in the Buildings Site Operational Procedures, a copy of which has been issued to every member of the team.

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>Infection from corona virus during working hours</p>	<p>Fellows, staff, students and visitors.</p>	<p>College members and visitors are being encouraged to continue social distancing, including wearing of face coverings in indoor spaces. This is being done with the use of signs and some 1 way routes still being to place.</p> <p>All staff members, students and fellows have now had the opportunity to receive both Covid vaccinations.</p> <p>Staff are encouraged to take twice weekly lateral flow tests (including those who are fully vaccinated) to protect one another. Anyone who tests positive via a lateral flow test</p>		<p>All building department staff</p>		

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		<p>should not come in to work and should request a PCR test via the University or NHS testing services.</p>				
<p>Contact with Fellows, students, staff and the public.</p>	<p>Fellows, staff, students and visitors.</p>	<p>In some situations where the layout of some areas and rooms are restricted the Buildings team may request for fellows, students and staff to wear face coverings or ask them to leave the room when dealing with a maintenance issue.</p> <p>Where possible arrangements should be made prior to attending.</p>		<p>Buildings Team</p>		

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<p>Students in isolation</p>	<p>Fellows, staff, students and visitors.</p>	<p>Staff must check the isolation list at the start of shift to see which students are in isolation. Regular updates to the Buildings Team will be posted in the WhatsApp group throughout the day and outside of normal working hours. If called to a room where a student is isolating then the flow chart for Quarantining should be used to see if issue can be resolved without entering room. Alternative arrangements will need to be made through the Estates Director, Head Porter and the Reactive Maintenance Manager, if a work task is urgent and is deemed to</p>	<p>Follow site operational procedures for further detailed advice</p>	<p>All Staff needing to attend a property or room with someone in isolation</p>	<p>Daily</p>	

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		require access to the isolating room.				
First Aid	Staff	Buildings Team should report to the on duty Porter in the first instance for First Aid assistance. Where possible All Buildings Team members should try and administer self-help with minor injuries, however all accidents, near misses or injuries obtained during work should be reported and documented through the incident report form located on the Clare College M: Public Folder under Health and Safety forms.	Disposable face masks and eye protection will be added to the first aid kit.	Buildings Department Trained individuals only	ASAP	

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

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