

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

Company name: Clare College

Assessment carried out by: James Claydon

Date assessment was carried out: 02/10/2020

Review Date: 02/11/2020 and Monthly thereafter.

Updated: 06/01/2021

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
Infection from corona virus during working hours	Fellows, staff, students and visitors.	Staff told to keep social distancing and continue to work in their assigned bubbles. Use only facilities (kitchens, computers etc) assigned to this bubble. This is in line with current guidance.	Lone working practices will always be the first implemented control, even inside the assigned working bubbles	All building department staff		

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		<p>Buildings staff that use a computer will clean the computer key board and phone and work area when they finish work and before they start. Buildings team have been assigned set computers for the bubble teams.</p> <p>Bubbles use assigned vehicles to their groups, to limit the transfer of bacteria. Vehicles to be used by one member of staff at any one time, vehicles will be wiped down before and after use with antibacterial wipes.</p> <p>Face to face general communication in all areas to be limited when moving around College sites.</p>	<p>A further risk assessment will be required whereby loan working is not possible and vehicles have to be used for more than one person at a time.</p>			

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<p>Travelling to and from Work</p> <p>Travelling between different sites at work</p>	<p>Staff</p>	<p>Buildings Team members if required to travel to work, must firstly do so by using their own transport.</p> <p>Avoid public transport if possible.</p> <p>Travel alone where possible.</p> <p>Work Vans should be used with single occupancy. If not possible and a risk assessment should be produced prior to use by two people at the same time face coverings should be worn at all times and windows opened before entering the vehicle</p>		<p>Buildings Team</p>		

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		<p>Wash hands and/or use hand sanitiser before entering and exiting personal or work vehicles</p> <p>Buildings Team to refer to the Site Operational Procedures for specific further advice. A hardcopy was sent out to all buildings staff members</p>				
Contact with Fellows, students, staff and the public.	Fellows, staff, students and visitors.	Staff should maintain social distancing and wear face coverings when dealing with fellow's students and staff at all times. Where possible arrangements should be made prior to attending a room or property for work related tasks,		Buildings Team		

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		<p>appointments should be scheduled Fellows, Students and Staff wherever possible should be asked to leave the work area before a work task is undertaken, if not possible then the 2m social distancing will be enforced at all times or an alternative arranged appointment should be made.</p>				
<p>Transmission of Covid 19 using workshops and Restrooms</p>	<p>Staff, Students, Fellows and visiting contractors</p>	<p>Social distancing will be maintained at all times. The use of face covering will be maintained at all times, when inside building, except where in a room by yourself where it</p>		<p>Trade Supervisor To organise and agree staggered break times with the Buildings Team</p>		<p>Completed</p>

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		<p>may be removed if you choose to do so.</p> <p>Staggered break times are in place for working bubbles ie each individual to eat separately or at a separate time.</p> <p>Wash hands and/or use hand sanitiser before entering and when leaving restrooms or workshops.</p> <p>Wipe down any equipment used whilst in the restrooms and workshops with antibacterial wipes.</p> <p>Buildings Team to refer to the Site Operational Procedures for specific further advice. A hardcopy</p>				

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		was sent out to all buildings staff members				
Students in isolation	Fellows, staff, students and visitors.	Staff must check the M drive 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. Buildings team will follow the flow chart 'Quarantine Rooms' located on the College M: and must not enter rooms were people are in self isolation. If called to a room where a student is isolating then the flow chart for Quarantining should be used to see if	Follow site operational procedures for further detailed advice	All Staff needing to attend a property or room with someone in isolation	Daily	

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		<p>issue can be resolved without entering room. Alternative arrangements will need to be made through the Estates Director, Head Porter, Deputy Buildings Manager if a work task is urgent and is deemed a high risk to health and safety.</p> <p>Buildings Team to refer to the Site Operational Procedures for specific further advice. A hardcopy was sent out to all buildings staff members</p>				
First Aid	Staff	Buildings Team should report to the on duty Porter in the first	Disposable face masks and eye protection will be	Buildings Department	ASAP	

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		<p>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 from located on the Clare College M: Public Folder under Health and Safety forms.</p> <p>All first aiders have access to PPE (face mask; disposable</p>	<p>added to the first aid kit.</p>	<p>Trained individuals only</p>		

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		<p>gloves; eye protection).</p> <p>Hands should be washed thoroughly afterwards with soap and water or alcohol-based hand gel.</p> <p>All waste to be double bagged and disposed of via the College Nurse (bio-hazard bags).</p> <p>If the injury is minor the first aid should box be passed to the injured person, if it is more serious the provided PPE should be used and social distancing may need to be broken to administer first aid.</p>				

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		This should only be done when face masks, eye protection and gloves are being worn.				
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. Buildings Team to refer to the Site Operational Procedures for specific further advice. A hardcopy was sent out to all buildings staff members		Buildings Team members and Clare College Staff	Daily	
Infection from corona virus and Loan Working	Staff, Fellow's and Students	Loan Working practices should be implemented even inside the assigned	Approach all maintenance tasks, site meetings and	All Members of the Buildings Department		

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		<p>working bubbles, as a first step protection against the transmission of Covid-19 and the new variant that is proving 70% more transmissible. All two operative jobs require a separate Risk Assessment.</p>	<p>contractor attendances with caution, reviewing all potential risks relating to Covid 19 control before starting a task.</p> <p>Always seek advice if there is any uncertainty about control methods that are already in place.</p> <p>With increased loan working, staff should increase communication by phone, calling other bubble members and the trade supervisor to keep all aware of</p>			

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			their daily movements.			

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