

Risk assessment: HR during COVID 19.

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

Date assessment was carried out: 12/01/2021 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		
Infection from covid-19	All staff. Infection from covid-19	Only coming into the office for essential work, only one person in the office. Social distancing must maintained at all times. Regular hand washing.				

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<p>Infection from covid-19</p>	<p>All staff Infection from covid-19</p>	<p>When more than one person in the office is required towards the start of the new academic year, split shifts of A and B team, with a maximum of 1-2 people (2 to accommodate a visitor) in an office at once. 2 meters between work stations. Start 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</p>	<p>Hand wash to be provided.</p>	<p>Housekeeping Dept to provide hand wash</p>	<p>Immediately</p>	

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		<p>without washing hands first. Desks will be moved to ensure staff are 2 meters apart and not facing each other. Bursar's office and office next to Bursar's will be utilised to ensure only 1 person remains in an office at once.</p>				
<p>Infection from Covid-19</p>	<p>All staff Infection from covid-19</p>	<p>In general, equipment and desks should not be shared, however on occasion a member of staff may need to use another staff members desk in isolation to work.</p>	<p>Hand wash and antibacterial wipes to be provided.</p>	<p>Housekeeping Dept to provide cleaning materials</p>	<p>immediately</p>	

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		In these instances staff will take responsibility for their own health by cleaning all work spaces (including chairs and equipment) with antibacterial wipes before and after use. The room will also be ventilated.				
Infection from Covid-19	All staff Infection from covid-19	Staff will use the toilets in G stair. Regular cleaning will take place.	Regular toilet cleaning to take place.	Housekeeping Dept to provide cleaning materials	immediately	
Infection from Covid-19	All staff Infection from covid-19	Staff will be responsible for cleaning own office space	Cleaning material to be provide.			

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Infection from Covid-19	All staff Infection from covid-19. Hand drying after washing.	Paper towels to be provided for hand drying.				
Infection from Covid-19, Going to the bank.	All staff Infection from covid-19	Social distancing must be maintained 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.				
Infection from Covid-19, visitors coming to the office.	Staff students and fellows.	It is proposed the office will have dedicated opening times.				

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		<p>There will be appointments for fellows and staff. Where possible student work will be done over the phone.</p> <p>After handing documents wash hands.</p> <p>The office door will be kept locked shut, the student will knock. The student will not enter the office> Rebecca will consult the team and arrive at a solution with this document being updated.</p> <p>A child gate is also to be considered to be installed to</p>				

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		provide a physical barrier between staff and visitors				
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	

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