

## Risk assessment: Chapel office during COVID 19.

Company name: Clare College Assessment carried out by: Nicola Robertson

Date assessment was carried out: 26/01/2021

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
<b>Commuting to Work</b>	All staff. Public transport chance of infection.	Walk and cycle if you can. Where this is not possible, use public transport or drive. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.	Maintaining social distance at all times.	All staff		
<b>Infection from covid-19</b>	All staff. Infection from covid-19	Only coming into the office for essential work. Social distancing must be maintained at all times. Regular hand washing.				

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<p><b>Infection from covid-19</b></p>	<p>All staff. Infection from covid-19</p>	<p>Staff to 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.</p> <p>No hot desking at any time.</p> <p>Desks will be moved to ensure staff are 2 meters apart and not facing each other.</p> <p>2 people may work in the office at any one time.</p>	<p>Hand wash to be provided.</p>	<p>Housekeeping Dept to provide hand wash</p>	<p>Immediately</p>	
<p><b>Infection from Covid-19</b></p>	<p>All staff. Infection from covid-19</p>	<p>Only Chapel Office staff will use the toilets in the office. Regular cleaning will take place.</p>	<p>Regular toilet cleaning to take place.</p>	<p>Housekeeping Dept to provide cleaning materials</p>	<p>immediately</p>	
<p><b>Infection from Covid-19</b></p>	<p>All staff. Infection from covid-19</p>	<p>Staff will be responsible for cleaning own office space</p>	<p>Cleaning material to be provided.</p>			

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<b>Infection from Covid-19</b>	All staff Infection from covid-19. Hand drying after washing.	Paper towels to be provided for hand drying.		Housekeeping	Ongoing	
<b>Infection from Covid-19, visitors coming to the office.</b>	Staff students and fellows.	<p>The Chapel Office will have dedicated opening times. There will be appointments for fellows, students and staff. Where possible any meeting requests will be dealt with over the phone, on email, or on social media.</p> <p>The office door will be kept shut, when entering the office any visitors will maintain social distancing. Marking tape will be placed around the door to limit entry into the office. <b>Face coverings must be worn by all visitors.</b></p>	Notice on door advising that face coverings must be worn.	Head of the Chapel Office	1 October 2020	

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<b>Infection from Covid-19, visitors coming to the office.</b>	Fellows, students, staff and members of the public	Two 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. Face coverings to be worn in all corridors and staircases.	Two face coverings to be issued to all students.	Brenan Morgan	When students return to college.	
<b>Infection from Covid-19, visitors coming to the office.</b>	All staff. Infection from Covid-19.	The A1/B1 Gyp room will be closed to all students and the Choir as it is not possible to maintain 2m social distancing due to the small space.	Door lock to be installed between A1 and the Gyp Room.	Maintenance	1 October 2020.	
<b>Infection from Covid-19, visitors coming to the office.</b>	All staff. Infection from Covid-19.	Good ventilation to be maintained at all times.	Windows to be opened when working in the office.	Chapel Office staff	Ongoing	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)