

Risk assessment: College Archives (COVID-19 Outbreak)

Company name: Clare College
Morgan/Claire Butlin

Assessment carried out by: Catherine Reid/Brenan

Date assessment was carried out: 10.6.2021, Reviewed 30.7.2021, 21.9.2021, 26.10.2021, 30.11.2021, 13.12.2021

To be reviewed: 30.01.2022 or earlier if significant changes are required

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 coronavirus	Library & Archives staff travelling to work and to other work sites	Where possible Library Staff are to use their own personal vehicles for travelling to work and to other sites for work. Avoid using public transport if possible	If using public transport the use of face-coverings is legally required (Government winter plan B)	Library & Archives Staff	Immediately	Ongoing
Infection from coronavirus	Library & Archives and	Archives Office opens from 9am to allow				

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	Housekeeping staff working in Archives	Housekeeping staff to clean before 9am				
Infection from coronavirus	Library & Archives Staff, researchers and visitors working in the Archives Office	<p>Only pre-booked and supervised visits permitted</p> <p>Archives closed to external researchers.</p> <p>Archives open only to internal College researchers for urgent research.</p> <p>Visits for other purposes by College members only when urgent/time sensitive and limited to 30 mins max.</p>				

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		Maximum occupancy of Archives Office and Stores is 2				
Infection from coronavirus	Library & Archives Staff, researchers and visitors working in the Archives Office	<p>Library & Archives Staff and Clare College researchers strongly encouraged to take twice weekly lateral flow tests via government scheme</p> <p>Clare College student researchers strongly encouraged to participate in weekly University asymptomatic testing (when available) or take twice weekly lateral flow tests via government scheme</p>				

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<p>Infection from coronavirus</p>	<p>Library & Archives Staff, researchers and visitors working in the Archives Office</p>	<p>Library & Archives Staff, researchers and visitors required to wear face-masks at all times when more than one person in the Archives/Archives Office (unless exempt).</p> <p>Archive Office ventilated by opening window and propping open inner and outer doors before, during and after visit</p>				
<p>Infection from coronavirus</p>	<p>Library & Archives Staff, researchers and visitors working</p>	<p>Staff, researchers and visitors wash hands for 20 seconds before entering the Archives. No hand to face contact</p>				

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	in the Archives Office	<p>Staff and researchers use hand sanitiser before leaving the Archives</p> <p>Staff and researchers clean desk before and after use with disposable wipes. Archival material placed on support cushions provided (not table top)</p>				
Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	<p>Library & Archives Staff and researchers use separate equipment (no sharing)</p> <p>Archival material quarantined for at least 24 hrs before being made available for</p>				

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		consultation by another researcher				
Infection from coronavirus	Library & Archives Staff, researchers and visitors working in the Archives Office	<p>Library & Archives staff and visitors use library bathroom and kitchen</p> <p>Clare College student researchers and student visitors use student bathrooms on ground floor J staircase or in FML</p> <p>Other Clare College staff/fellows researchers use bathrooms allocated for their use in College</p>				
Lone working	Staff working alone	When only member of staff in FML/Archives, Library & Archives staff report to on-duty Porter				

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		<p>in Porters Lodge on arrival and departure (maintaining more than 1m social distance)</p>				
<p>Infection from coronavirus</p>	<p>Fellows, students, staff and visitors</p>	<p>Guidance has been issued to all fellows and staff on the use of face coverings</p> <p>Students, Fellows and visitors to the Library & Archives required to wear face masks at all times</p> <p>Library & Archives Staff required to wear facemasks when in public areas of Library, but masks not required when working alone in Library/Archives Staff</p>				

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		Offices or at Enquiry Desk Library and Archives Staff required to wear face masks in enclosed common areas including Porters Lodges and Buttery.				
Infection from coronavirus	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving work and when arriving home.				