

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

To be reviewed: July 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 coronavirus	Library & Archives staff travelling to work	Staff do not use public transport to travel to work Staff not to travel in same car for work purposes e.g. travelling to Colony				
Infection from coronavirus	Library & Archives and Housekeeping	Archives Office opens from 9am to allow Housekeeping staff to clean before 9am				

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	staff working in Archives					
Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	<p>Archives Office closed to external visitors and researchers</p> <p>Research visits permitted for members of Clare College only</p> <p>Only pre-booked and supervised research visits permitted</p> <p>Maximum occupancy of Archives Office is 2</p>				
Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	Library & Archives Staff and Clare College researchers strongly encouraged to take twice weekly lateral flow				

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		<p>tests via government scheme</p> <p>Clare College student researchers strongly encouraged to participate in weekly University asymptomatic testing</p>				
<p>Infection from coronavirus</p>	<p>Library & Archives Staff and researchers working in the Archives Office</p>	<p>Library & Archives Staff and researchers wear masks at all times when more than one person in the Archives/Archives Office</p> <p>Archive Office ventilated by opening window and propping open inner and outer doors before, during and after research visit</p>				

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		<p>Supervised research visits limited to 3hrs maximum</p> <p>A 2hr or 3hr research visit includes break of at least 15 mins outside the Office</p>				
<p>Infection from coronavirus</p>	<p>Library & Archives Staff and researchers working in the Archives Office</p>	<p>Staff and researchers wash hands for 20 seconds before entering the Archives. No hand to face contact</p> <p>Staff and researchers use hand sanitiser before leaving the Archives</p> <p>Staff and researchers clean desk before and after use with disposable</p>				

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		wipes. Archival material placed on support cushions provided (not table top)				
Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	Library & Archives Staff and researchers use separate equipment (no sharing) Archival material quarantined for at least 72 hrs before being made available for consultation by another researcher				
Infection from coronavirus	Library & Archives Staff and researchers	Library & Archives staff and College use library bathroom and kitchen				

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	working in the Archives Office	<p>Clare College student researchers 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 in Porters Lodge on arrival and departure (maintaining more than 2m social distance)				

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<p>Infection from coronavirus</p>	<p>Fellows, students, staff and members of the public</p>	<p>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</p> <p>Face masks to be worn by students, Fellows and visitors to the Library & Archives</p> <p>Library & Archives Staff to wear facemasks when in public areas of Library, but masks not required when working alone in Library/Archives Staff Offices or at Enquiry Desk</p>	<p>2 face coverings to be issued to all students</p>	<p>Brenan Morgan</p>	<p>When students return to College</p>	<p>29.9.2020</p>

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		Library staff to wear face masks in enclosed common areas including Porters Lodges and Buttery, and when visiting other staff in offices. Masks should also be worn where 2m social distancing can't be maintained				
Infection from coronavirus	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving work and when arriving home. Staff should wash their clothes and shower when getting home				

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