

Risk assessment: Use of Communal Computer Facilities from 17 May 2021

Company name: Clare College Assessment carried out by: Jason Randall.

Date assessment carried out: 13/5/2021

Review Date: Every 4 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
Infection from Covid-19	Students, Staff and Fellows. Uncontrolled numbers of users using the communal computers.	- Limiting the number of computers in a room - Spacing the machines to achieve two meter social distancing	None	IT Staff	Immediately	DONE

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<p>Infection from Covid-19</p>	<p>Fellows, students, staff and members of the public.</p> <p>Limiting transmission opportunities in communal IT facilities</p>	<ul style="list-style-type: none"> - 2 face coverings issued to all fellows', staff and students. - Require room users to wear a face covering - Increased ventilation by opening available windows - Provide hand sanitiser and disposable wipes for cleaning workstations before and after use - Require room users to maintain 2-meter separation whilst working - Regular sanitisation of surfaces and frequent touch items 	<p>None</p>	<p>Safety Officer IT Staff Housekeeping</p>	<p>Immediately</p>	<p>DONE</p>

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		<ul style="list-style-type: none"> - Provide signage to remind users of the sanitation process and good practice when using the facilities 				
<p>Infection from Covid-19</p>	<p>Students, Staff and Fellows.</p> <p>Using communal printers & photocopiers</p>	<ul style="list-style-type: none"> - Maintain excellent personal hygiene including hand washing for 20 seconds - Provide hand sanitiser and disposable wipes in each room 	<p>None</p>	<p>IT Staff Housekeeping</p>	<p>Immediately</p>	<p>DONE</p>

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<p>Infection from Covid-19</p>	<p>All IT Staff. Providing on-site IT assistance and maintaining equipment</p>	<ul style="list-style-type: none"> - Staff maintain excellent personal hygiene including hand washing for 20 seconds at regular intervals throughout the day - No hand to face contact without washing hands first - Provide hand sanitiser and disposable wipes for cleaning workstations before and after use 	<p>None</p>	<p>IT Staff</p>	<p>Immediately</p>	<p>DONE</p>

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