

Risk assessment: Conference/Support Services Office during COVID 19.

Company name: Clare College Assessment carried out by: Sally Johnston.

Date assessment was carried out: 09/04/2021 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.	Every one travels in their car, walks or cycles.	Maintaining social distance at all times. Not travelling with anyone else in the car.			
Infection from covid-19	All staff.	Only one person works in the office at the same time. Sally will arrange the team so that only one person is	If more than one person is in the office the team must maintain social distancing at all times. Windows to be opened to circulate air in the office.	As above	Immediately.	

		in the office at any one time.	Work stations should not face each other and should be 2 meters apart. Wear facemasks to be worn when leaving the office of any reason.			
Infection from covid-19	All staff.	Staff 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. No hot desking at any time.	Hand wash to be provided.	Housekeeping Dept to provide handwash.	Immediately.	
Infection from Covid-19	All staff. Going to the toilet. Using the kitchen area.	Staff should use the toilet in O stair on the ground floor. Staff should use the kitchen area in O stair first floor.	Cleaning materials to be made available in the toilet and kitchen areas. Only one member of staff in kitchen at a time. Face masks to be worn at all times.	Housekeeping Dept to provide cleaning materials.	Immediately.	

Infection from Covid-19	As above.	Staff will be responsible for cleaning own office space.	Cleaning materials to be made available in the toilet and kitchen areas.	Staff to clean the office space.	Daily if possible or at least once a week.	
Infection from Covid-19	As above.	Paper towels to be provided for hand drying.		Anyone who needs to dry their hands.	Immediately.	
Infection from Covid-19	Staff and visitors. Visitors coming to the office.	Staff and visitors must maintain social distancing. Staff to remind visitors if appropriate.	Wear face coverings when appropriate i.e. on show rounds.			
Infection from Covid-19	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.	All Staff.	When staff are in contact with others such as in the Porters Lodges, collecting meals from the Buttery/Garden Room or entering offices.	

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

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