

## Risk assessment: Development during COVID 19.

Company name: Clare College Assessment carried out by: Brenan Morgan & Bill O’Hearn

Date assessment was carried out: 2/7/2020 Review Date: Every 2 weeks or when there is a significant change. Last review and update 07/01/2021.

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
Commuting to Work	Staff, traveling to work.	Maintaining social distance at all times. Not travelling with anyone other than immediate family in the car. If public transport is used a face covering must be worn.				

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<p><b>Infection from Covid-19</b></p>	<p>Staff working in the office.</p>	<p>Maintain social distancing at all times.            Windows to be opened at all times to circulate air in the office.            1-2 team members may work in the office at any one time. This will vary depending on government Work from Home advice and office requirements but all staff will have the resources they need to work from home.            Staff working in large shared space should be limited to two at any one time working at least 2</p>				

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		meters apart. Perspex screens have been provided				
<b>Infection from Covid-19</b>	Staff working in the office.	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.				
<b>Infection from Covid-19</b>	Staff loo	The team will use loo in office (other loos are now designated for students, catering etc) and maintain				

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		excellent hygiene. Disposable hand towels will be provided.				
<b>Infection from Covid-19</b>	Staff cleaning the office area.	Staff will be responsible for cleaning own office space. Ensure hand washing after using the water dispenser.	Cleaning materials to be made available in the toilet and kitchen areas		Once a week	
<b>Infection from Covid-19</b>	Staff working in College	Masks to be worn in common areas including common area and Porters' Lodge or if visiting bank or post office. Masks also to be worn when moving about office or if there are visitors to office.				

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Infection from Covid-19	Staff	Should any staff or staff family member exhibit any symptoms, they must not come into work and should utilise the University testing facility for themselves and their family.				
Infection form Covid-19	Staff	Staff should keep abreast of College and University resources concerning Covid – for instance StaySafeCambridge University.				

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

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