

Risk assessment: Student Exams in the Garden Room, May/June 2021, (COVID-19 Outbreak)

Company name: Clare College

Assessment carried out by: Annie Muston/Brenan Morgan

Date assessment was carried out: 26.05.2021

Reviewed:

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	Students studying in shared rooms	Students advised that study spaces are available for pre-booked individual exams.	Timeslots added to online booking system	Trinity Hall		

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Infection from coronavirus	Students studying in shared study rooms	Number of spaces configured and capacity reduced to enable social distancing	Agree reduced capacity of each room. Plan seating arrangement to allow increased social distancing 2m+ at each desk.	Support Services/Head Porter (Clare)		
Infection from coronavirus	Students using shared study spaces	Students asked to wipe the desk before and after use. Sanitisation station in each study area with cleaning fluid/disposable wipes hand sanitiser and waste bin at each cleaning station Rooms cleaned daily by Housekeeping Department	Check/restock all sanitisation stations and ensure all signs are in place Inform Housekeeping Dept of opening days/times	Head of Accommodation (Clare) Annie Muston (Tutorial)		

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		<p>No eating or drinking except bottled water – unless there is an EAA in place</p> <p>Rooms ventilated by opening windows. Housekeeping leave windows open each morning after cleaning. Signs to inform students that windows must be open when room is occupied</p> <p>Porter on duty to check windows closed when room has closed</p>	<p>Check/replace signs in all rooms</p> <p>Inform Porters</p>	<p>Head of Accommodation (Clare)</p> <p>Duty Porter</p>		

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Lone working	Students working alone/unsupervised		Porter on duty checks study rooms during patrols	Duty Porter		
Infection from coronavirus	Fellows, students, staff and members of public	Face masks to be worn at all times by all when in corridors and in the Garden Room Face masks signs in all study rooms		Head of Accommodation (Clare)		
Infection from coronavirus	Fellows, staff and students	Students using study rooms to use only designated bathrooms nearby	Signs in all rooms advising which bathrooms are to be used	Head of Accommodation (Clare)		
Infection from coronavirus	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving work and when arriving				

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		home. Staff should wash their clothes and shower when getting home.				

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