

## Risk assessment: HR during COVID 19.

Company name: Clare College

Assessment carried out by: Brenan Morgan & Sally Hewings

Date assessment was carried out: 10/6/2020 Updated 23/7/2020, 22/10/2020, 25/11/2020

Reviewed again on 16 February and updated. Next Review to be carried out on 2 March 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
<b>Commuting to Work</b>	Myself, payroll clerk or members of the public having an accident on our commute	Not using public transport	Maintaining social distance at all times. Not travelling with anyone else in the car.	Both myself and payroll clerk	immediately	
<b>Infection from covid-19</b>	Myself and payroll clerk	Not being in the office on the same days	Working at home  Windows to be opened at all times to circulate air in the office	As above	immediately	

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
<b>Infection from Covid-19</b>	As above	All meetings to be conducted virtually no face to face meetings	Nobody to come in the office without a mask	As above	immediately	
<b>Infection from covid-19</b>	As above	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	
<b>Infection from Covid-19</b>	As above	The shared toilet and kitchen facilities to be cleaned after every use.	Cleaning materials to be made available in the toilet and kitchen areas	Housekeeping Dept to provide cleaning materials	immediately	

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
<b>Infection from Covid-19</b>	As above	Staff will be responsible for cleaning own office space	Cleaning materials to be made available in the toilet and kitchen areas	HR Manager to clean the office	Once a week	
<b>Infection from Covid-19</b>	As above	Paper towels to be provided for hand drying		Anyone who needs to dry their hands	immediately	
<b>Infection from Covid-19</b>	Fellows, students, staff and members of the public	2 face coverings have been issue to all fellows and staff. Guidance has been issued to all fellows and staff on the use of face coverings.	Face coverings to be worn by all visitors to the HR Office.	Brenan Morgan	Immediately	

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