

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 19 October 2021 and updated. Next Review to be carried out on 19 December 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	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	
Infection from covid-19	Myself and payroll clerk	Keeping a distance of at least 1 metre while in the office together	Windows to be opened at all times to circulate air in the office	As above	immediately	

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Infection from Covid-19	As above	Some meetings are carried out face to face but maintain a 1 metre distance	Ventilate rooms.	As above	immediately	
Infection from covid-19	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	
Infection from Covid-19	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	

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Infection from Covid-19	As above	Paper towels to be provided for hand drying		Anyone who needs to dry their hands	immediately	

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