

Risk assessment: Health & Wellbeing Centre during COVID 19.

Company name: Clare College Assessment carried out by: Helen James & Brenan Morgan.

Date assessment was carried out: 22/07/20 Review Date: Every 2 weeks or when there is a significant change 02/10/20 (HJ), 14/01/20 (HJ) 16/04/21(HJ)

| 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 |
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| Commuting to Work | Staff travelling to work. | No one uses public transport. Maintaining social distancing at all times. Not travelling with anyone else in the car. | | | | |

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| <p>Infection from covid-19</p> | <p>Staff working onsite.</p> | <p>Each staff member assigned own clinic room.</p> <p>Social distancing maintained where possible.</p> <p>Staff maintain excellent hygiene with regular hand washing and sanitising. Avoiding hand to face contact.</p> <p>Clinic rooms kept ventilated by opening windows.</p> <p>Housekeeping clean rooms outside of clinic hours.</p> <p>Health & Wellbeing Centre doors kept shut, one person allowed in at a time.</p> | | | | |
| <p>Infection from covid-19</p> | <p>Staff using toilet facilities and kitchen</p> | <p>Staff using assigned toilet in O staircase – ground floor.</p> <p>One person using kitchen at a time.</p> | | | | |

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| | | <p>Toilet and kitchen wiped down using disposable wipes before/after use.</p> <p>Paper hand towels used for hand drying.</p> | | | | |
| Infection from Covid-19 | Health & Wellbeing Centre Staff and students through service provision. | <p>All Health & Wellbeing consultations by appointment only with an online booking system.</p> <p>Face to face provision to be offered when staff are three weeks following full vaccination.</p> <p>Staff to take twice weekly lateral flow tests.</p> <p>All students booking a general appointment offered a remote consultation in the first instance.</p> <p>If a face to face consultation is deemed necessary and appropriate, an appointment will be offered.</p> | | | | |

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| | | <p>All students booking an initial wellbeing appointment to be offered a remote consultation in the first instance but will be offered choice for any follow up sessions.</p> <p>Waiting room and Health and Wellbeing Centre doors kept closed at all times.</p> <p>Face to face consultations:</p> <p>Students will be given an appointment time for consultation.</p> <p>Email to be sent to students advising of guidelines to follow.</p> <p>Students advised to arrive promptly.</p> <p>Students to announce arrival by knocking on door and then to step back 2m.</p> | | | | |
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| | | <p>Temperature checked prior to entering clinic.</p> <p>Staff wear PPE as per Government guidance for health care settings.</p> <p>Student required to wear face covering and use hand sanitiser.</p> <p>Face masks may be removed once seated but only where social distancing measures can be maintained.</p> <p>Coat pegs not to be used. Shopping basket provided for belongings and cleaned following use.</p> <p>Social distancing maintained whenever possible</p> <p>When possible staff to keep consultation to under 15 minutes in duration.</p> | | | | |
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| | | <p>Infection control measures adhered to during consultation and following re disposal of clinical waste, cleaning of clinical area and equipment.</p> <p>Staff to wash their clothes and shower when they arrive home.</p> | | | | |
| Infection from coronavirus | Fellows, students, staff and members of the public | <p>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.</p> <p>Health & Wellbeing staff to wear face coverings in Buttery and where 2m social distancing is not possible.</p> | | | | |
| Lone working | Health & Wellbeing staff working alone | <p>Wear charged lone worker device whilst onsite.</p> <p>Staff report to Memorial Court Porter on arrival and departure whilst maintaining social distancing & wearing face covering.</p> | | | | |

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

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