

## 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) 25/05/21(HJ) 05/10/21 (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
<b>Commuting to Work</b>	Staff travelling to work.	No one uses public transport.  Maintaining social distancing at all times.				
<b>Infection from covid-19</b>	Staff working onsite.	Each staff member assigned own room.  Social distancing maintained where possible.				

		<p>Staff maintain excellent hygiene with regular hand washing and sanitising. Avoiding hand to face contact.</p> <p>Consultation rooms kept ventilated by opening windows.</p> <p>Housekeeping clean rooms outside of Consultation hours.</p>				
<b>Infection from covid-19</b>	Staff using toilet facilities and kitchen	<p>Staff using assigned toilet in X staircase – for use only by Health &amp; Wellbeing Centre</p> <p>Paper hand towels used for hand drying.</p>				
<b>Infection from Covid-19</b>	Health & Wellbeing Centre Staff and students through service provision.	<p>Strictly appointment only service with online booking system.</p> <p>Students offered choice of face to face appointment (confirming no COVID symptoms) or video or telephone</p> <p>Staff to take twice weekly lateral flow tests.</p>				

		<p><b>Face to face consultations:</b></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 wait in Health &amp; Wellbeing Centre's meeting room.</p> <p>Temperature checked prior to entering consultation room</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</p>				
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		<p>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> <p>Infection control measures adhered to during consultation and following re disposal of clinical waste, cleaning of clinical area and equipment.</p>				
<b>Infection from coronavirus</b>	Fellows, students, staff and members of the public	Health & Wellbeing staff to wear face coverings in Buttery and where 2m social distancing is not possible.				
<b>Lone working</b>	Health & Wellbeing staff working alone	Wear charged lone worker device whilst onsite.				

		Staff report to Memorial Court Porter on arrival and departure whilst maintaining social distancing & wearing face covering.				
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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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