

Risk assessment: Housekeeping COVID 19 for the initial return to work in July & August.

Company name: Clare College

Assessment carried out by: Brenan Morgan & Jackie Searle

Date assessment was carried out: 19/6/2020 Review Date 3/7/2020 27/8/2020 15/9/2020 22/9/2020 6/1/2021 26/03/2021 19/7/2021 28/10/ 2021 13/12/2021

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	Staff	Staff where possible should commute by car, bike or walk. If public transport is used it is recommended that a face covering is used in line with existing guidance.				

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Infection from covid-19	Staff, students and fellows. For checking rooms vacated by students.	All rooms would have been empty for at least 72 hours. There will be a very limited amount of students in College	Inform staff of the location of students still in College	Jackie Searle	Prior to the 1 st July	
Infection from covid-19	Staff and students	Ensure working area is well ventilated. Open doors and windows prior to cleaning.	Student to depart from area if possible while cleaning takes place.			
Infection from covid-19	Staff and students	Reduce cleaning schedule where possible.	Room bins to be left outside doors when they need to be emptied.			
Infection from covid-19	Staff and students	Staff maintain excellent personal hygiene including hand washing for 20 seconds at regular intervals throughout the day. No hand to mouth contact	Hand wash to be provided.	Housekeeping Department to provide hand wash	Prior to the 1 st July	

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		without washing hands first.				
Infection from Covid-19	Staff and students	Once staff return to full time hours they will be allocated a break area and toilet. They will be in small groups of 3- 4	Reduce staff hours to 4 per day. No Tea breaks required. Staff split into 2 teams One team working One Off. Staff work individually. Staff stay on the same site From 13/12/2021 Individual tea rooms and toilets allocated.			
Infection from Covid-19	Staff	Staff will be allocated individual cleaning trollies. Which will be for their own exclusive use.				
Infection from Covid-10	Staff	If further cleaning supplies are needed they will be				

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		delivered to the work area of the member of staff. There will be no need to go to a central collection point. This again will help maintain social distancing.				
Infection from COVID 19	Staff	Rubbish will be left at the bottom of the stair for the janitor to collect. Students Isolating will double bag rubbish.	Gloves and black bags provided	All staff	If positive test confirmed.	

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<p>Infection from COVID 19</p>	<p>Staff collection of keys.</p>	<p>Supervisors will keep their own set of keys. This will reduce traffic in and out of the porters lodge. Housekeeping will collect keys from the lodge. Screens will be in place in the lodges. Staff will not need to sign for keys in or out.</p>				
<p>Infection from COVID 19</p>	<p>Staff using PPE</p>	<p>Staff will continue to use PPE that they would normally use such as gloves and tabards. type of risk to the risks you normally</p>	<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. When social distancing of 2 meters cannot be</p>	<p>Distributed on first day of return to work by Supervisor</p>	<p>Arrival on return to work. And whenever they feel it appropriate.</p>	

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			maintained however default position should be maintained.			
Insufficient information on Covid19 and housekeeping staff	Staff and students	Each student will have an information sheet. Please see appendix A.				

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