

Risk assessment: IT Office and Facilities post COVID 19 restriction relaxation (19 July 2021).

Company name: Clare College Assessment carried out by: Jason Randall.

Date assessment was carried out: 13/9/2021 Review Date: Every 4 weeks or when there is a significant change.

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
Infection from Covid-19	Staff members; Commuting to Work	Every one travels in their car, walks or cycles.	If using public transport, we strongly recommend wearing face coverings and maintain distancing if possible. Sanitise hands regularly.	All staff.	Immediately	
Infection from Covid-19	Staff members and visitors; by	Rearranged office furniture to reduce room occupation from 3 to 2 people. One	If more than one person in the office, staff should try to	All staff.	Immediately	

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	close interaction in the office.	staff member home working on weekly rotation. Utilise window ventilation. We strongly recommend wearing face coverings when visitors are in the office. Take regular Lateral Flow asymptomatic tests twice weekly.	maintain 1M+ distancing. Open windows to circulate air in the office.			
Infection from Covid-19	College members and the public. Working in different College locations, by not observing good hygiene measures.	Staff maintain excellent personal hygiene including hand washing for 20 seconds at regular intervals throughout the day. We strongly recommend wearing face coverings in enclosed spaces. Minimise hand to mouth contact without washing hands first. No hot-desking without suitable surface sanitisation.		Housekeeping Dept to provide hand wash facilities.	Immediately	

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Infection from Covid-19	All staff. Using the toilet and kitchen areas.	Staff should use the toilet in O staircase on the ground floor. Staff should use the kitchen area in O staircase ground floor. We strongly recommend wearing face coverings in these areas. Cleaning materials are available in the toilet and kitchen areas.		Housekeeping to provide cleaning service.	Immediately	
Infection from Covid-19	All staff. Not maintaining office cleanliness.	Where offices are not serviced, Staff will be responsible for cleaning own office space Cleaning materials available in the office, toilet and kitchen areas		Housekeeping to provide cleaning services, but Staff may need to clean the office as required.	At least once a week.	
Infection from Covid-19	All staff. By using shared facilities for hand drying.	Use the paper towels provided for hand drying. Place used towels in bin.		Anyone who needs to dry their hands.	Immediately	

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Infection from Covid-19	All staff. Visitors to the office may spread virus.	Encouraged visitor appointments to manage office numbers. Visitors must maintain 1M+ distancing and we strongly recommend wearing face coverings. Information notice to this effect on door.		Staff operating from the IT office, office visitors.	Immediately	
Infection from Covid-19	Students, Staff and Fellows. Using communal printers & photocopiers.	Maintain excellent personal hygiene including hand washing for 20 seconds. Provide hand sanitiser by each device.		Those using the shared facilities.	Immediately	
Infection from Covid-19	Students, Staff and Fellows. Controlling the shared use of communal computers.	Communal computer rooms are open, some with limited resources to reduce overcrowding. Provide hand sanitiser and disposable wipes for cleaning workstations before and after use. We strongly		IT Staff and Housekeeping	Immediately	

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		recommend wearing face coverings.				
Infection from Covid-19	All IT Staff. Providing on-site IT assistance and maintaining equipment.	Staff maintain excellent personal hygiene including hand washing for 20 seconds at regular intervals throughout the day. Maintain 1M+ social distancing, we strongly recommend wearing a face covering if indoors. No hand to mouth contact without washing hands first. Utilise hand sanitiser and disposable wipes for cleaning workstations before and after use.		IT Staff	Immediately	
Infection from Covid-19	Fellows, students, staff and members of the public. Insufficient access to face coverings.	Two reusable face coverings have been issued to all fellows and staff. Disposable masks are available in the IT office.			Immediately	

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