

Risk assessment: College Archives (COVID-19 Outbreak)

Company name: Clare College
Morgan/Claire Butlin

Assessment carried out by: Catherine Reid/Brenan

Date assessment was carried out: 10.6.2021, Reviewed 30.7.2021, 21.9.2021

To be reviewed: 30.11.2021 or earlier if significant changes are required

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 coronavirus	Library & Archives staff travelling to work and to other work sites	Where possible Library Staff are to use their own personal vehicles for travelling to work and to other sites for work. Avoid using public transport if possible	If using public transport the use of face-coverings is strongly encouraged	Library & Archives Staff	Immediately	Ongoing
Infection from coronavirus	Library & Archives and Housekeeping	Archives Office opens from 9am to allow Housekeeping staff to clean before 9am				

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	staff working in Archives					
Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	<p>Archives Office closed to external visitors and researchers</p> <p>Research visits permitted for members of Clare College only</p> <p>Only pre-booked and supervised research visits permitted</p> <p>Maximum occupancy of Archives Office is 2</p>				
Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	Library & Archives Staff and Clare College researchers strongly encouraged to take twice weekly lateral flow				

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		<p>tests via government scheme</p> <p>Clare College student researchers strongly encouraged to participate in weekly University asymptomatic testing (when available) or take twice weekly lateral flow tests via government scheme</p>				
Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	Library & Archives Staff and researchers strongly encouraged to wear masks at all times when more than one person in the Archives/Archives Office				

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		Archive Office ventilated by opening window and propping open inner and outer doors before, during and after research visit Supervised research visits limited to 3hrs maximum A 2hr or 3hr research visit includes break of at least 15 mins outside the Office				
Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	Staff and researchers wash hands for 20 seconds before entering the Archives. No hand to face contact Staff and researchers use hand sanitiser				

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		<p>before leaving the Archives</p> <p>Staff and researchers clean desk before and after use with disposable wipes. Archival material placed on support cushions provided (not table top)</p>				
<p>Infection from coronavirus</p>	<p>Library & Archives Staff and researchers working in the Archives Office</p>	<p>Library & Archives Staff and researchers use separate equipment (no sharing)</p> <p>Archival material quarantined for at least 24 hrs before being made available for consultation by another researcher</p>				

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Infection from coronavirus	Library & Archives Staff and researchers working in the Archives Office	<p>Library & Archives staff and College use library bathroom and kitchen</p> <p>Clare College student researchers use student bathrooms on ground floor J staircase or in FML</p> <p>Other Clare College staff/fellows researchers use bathrooms allocated for their use in College</p>				
Lone working	Staff working alone	When only member of staff in FML/Archives, Library & Archives staff report to on-duty Porter in Porters Lodge on				

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		arrival and departure (maintaining more than 1m social distance)				
Infection from coronavirus	Fellows, students, staff and members of the public	<p>Guidance has been issued to all fellows and staff on the use of face coverings</p> <p>Students, Fellows and visitors to the Library & Archives strongly encouraged to wear face masks at all times</p> <p>Library & Archives Staff strongly encourage to wear facemasks when in public areas of Library, but masks not required when working alone in Library/Archives Staff</p>				

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		<p>Offices or at Enquiry Desk</p> <p>Library and Archives Staff strongly encouraged to wear face masks in enclosed common areas including Porters Lodges and Buttery, and where 1m social distancing can't be maintained</p>				
Infection from coronavirus	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving work and when arriving home. Staff should wash their clothes and shower when getting home				