

Risk assessment: College Archives (COVID-19 Outbreak)

Company name: Clare College
Morgan/Jonathan Smith/Claire Butlin

Assessment carried out by: Catherine Reid/Brenan

Date assessment was carried out: 10.6.2021, Reviewed 30.7.2021, 21.9.2021, 26.10.2021, 30.11.2021, 13.12.2021, 27.01.2022, 23.02.2022

To be reviewed: 01.04.2022 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	Government legal restrictions lifted 24.2.2022. Move to "Living with Covid" Government guidelines issued 21.2.202. Library and Archives staff strongly encouraged to wear	Library & Archives Staff	Ongoing	

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
			face-coverings in crowded and indoor spaces, including public transport.			
Infection from coronavirus	Library & Archives Staff, researchers and visitors working in the Archives Office		<p>Face coverings continue to be strongly encouraged for Staff, visitors and researchers when more than one person in Archives.</p> <p>Requirement for face coverings for visitors and researchers to be regularly reviewed. Next review before Easter Term 2022.</p>	<p>Library & Archives Staff</p> <p>Librarian/Archivist/Library & Archives Assistant</p>	<p>Immediately</p> <p>25.4.2022</p>	Ongoing

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 and Housekeeping staff working in Archives	Archives Office opens from 9am to allow Housekeeping staff to clean before 9am				
Infection from coronavirus	Library & Archives Staff, researchers and visitors working in the Archives Office	Only pre-booked and supervised visits permitted Maximum occupancy of Archives Office and Stores is 2				

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, researchers and visitors working in the Archives Office	<p>Library & Archives Staff strongly encouraged to take twice weekly lateral flow tests via government scheme</p> <p>Researchers advised not to visit Archives if unwell or experiencing any symptoms of Covid-19</p>				
Infection from coronavirus	Library & Archives Staff, researchers and visitors working in the Archives Office	Archive Office ventilated by opening window and propping open inner and outer doors before, during and after shared use.				

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
<p>Infection from coronavirus</p>	<p>Library & Archives Staff, researchers and visitors working in the Archives Office</p>	<p>Staff, researchers and visitors wash hands for 20 seconds before entering the Archives. No hand to face contact</p> <p>Staff and researchers use hand sanitiser 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</p>	<p>Library & Archives Staff and researchers</p>				

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
	and researchers working in the Archives Office	use separate equipment (no sharing).				
Infection from coronavirus	Library & Archives Staff, researchers and visitors working in the Archives Office	Library & Archives staff and visitors use library bathroom and kitchen Clare College student researchers and student visitors use student bathrooms on ground floor J staircase or in FML				

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
		Other Clare College Staff/Fellows researchers use bathrooms allocated for their use in College				
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 arrival and departure.				
Infection from coronavirus	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving work and when arriving home.				