

Risk assessment: Student Study Rooms (Elton Bowring & Glover Rooms, Gillespie Centre, Castle End Meeting Rooms, Colony) (COVID-19 Outbreak)

Company name: Clare College

Assessment carried out by: Catherine Reid/Brenan Morgan

Date assessment was carried out: 25.02.2021

Reviewed: 25.03.21, 22.04.2021, 12.10.2021 (Colony meeting Room Michaelmas Term 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
Infection from coronavirus	Students studying in shared rooms	Students advised that study spaces are available for individual study only. Access to rooms controlled via swipecard access.	Arrange swipecard access to rooms	Librarian to ask Deputy Head Porter to implement swipecard access	12.10.2021	12.10.2021

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		Access to rooms controlled by requiring students to collect swipecard from Porters Lodge before each study session				
Infection from coronavirus	Students studying in shared study rooms	Number of study spaces configured and capacity reduced to enable social distancing	Agree reduced capacity of each room. Plan seating arrangement to allow social distancing at each desk. Poster in each room to advise maximum occupancy. Students asked not to move furniture in room.	Librarian & Deputy Librarian	12.10.2021	12.10.2021

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Infection from coronavirus	Students using shared study spaces	Students asked to wipe the desk before and after use. Sanitisation station in each study area with cleaning fluid/disposable wipes hand sanitiser and waste bin at each cleaning station	Check rooms regularly. Restock all sanitisation stations and ensure all signs are in place.	Deputy Librarian/Library & Archives Assistant	Ongoing	Ongoing
		Rooms cleaned daily by Housekeeping Department	Inform Housekeeping Dept of opening days/times	Librarian to inform Accomodation Manager	12.10.2021	12.10.2021
		No eating or drinking except bottled water Rooms ventilated by opening windows. Housekeeping leave windows open each morning after cleaning. Signs to inform	Check/replace signs in all rooms	Deputy Librarian	12.10.2021	12.10.2021

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		<p>students that windows must be open when room is occupied</p> <p>Porter on duty to check windows closed when room has closed</p>	Inform Porters	Librarian	12.10.2021	12.10.2021
Lone working	Students working alone/unsupervised		Porter on duty checks study rooms during patrols	Librarian to advise porters	12.10.2021	12.10.2021
Infection from coronavirus	Fellows, students, staff and members of public	Strongly encourage face masks to be worn at all times by students when using the study rooms	Face masks signs in all study rooms	Librarian/Deputy Librarian	12.10.2021	12.10.2021

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Infection from coronavirus	Fellows, staff and students	Students using study rooms to use only designated bathrooms nearby	Signs in all rooms advising which bathrooms are to be used	Librarian/Deputy Librarian	12.10.2021	12.10.2021
Infection from coronavirus	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving work and when arriving home.				

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