

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, 27.1.2022, 25.2.2022 (Colony meeting Rooms only)

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	Rooms set up by Library staff with appropriate number of tables and chairs. Students advised by email and by signs in				

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		<p>rooms that rooms are for study use only.</p> <p>Porter on Duty opens and closes rooms each day. Checks rooms during patrols.</p>		<p>Colony Porter on duty</p>	<p>Ongoing</p>	
<p>Infection from coronavirus</p>	<p>Students using shared study spaces</p>	<p>Students recommended 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</p> <p>No eating or drinking except bottled water</p>	<p>Check rooms regularly. Restock all sanitisation stations and ensure all signs are in place.</p>	<p>Deputy Librarian/Library & Archives Assistant</p>	<p>Ongoing</p>	<p>Ongoing</p>

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		<p>Rooms ventilated by opening windows.</p> <p>Housekeeping/Porters open windows each morning. Signs in rooms to inform students that windows must be open when room is occupied.</p> <p>Porter on duty closes windows when closing room.</p>				
Lone working	Students working alone/unsupervised	Porter on duty checks study rooms during patrols				
Infection from coronavirus	Fellows, students, staff and members of public	Government legal restrictions lifted 24.2.2022. Move to				

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		<p>“Living with Covid” Government guidelines issued 21.2.202.</p> <p>Face masks recommended to be worn at all times by students when using the shared study rooms. Students advised by email and by posters in rooms.</p>				
Infection from coronavirus	Fellows, staff and students	<p>Students using study rooms to use designated bathrooms nearby.</p> <p>Signs in all rooms advising which bathrooms to be used.</p>				
Infection from coronavirus	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving				

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		work and when arriving home.				

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