

## Risk assessment: Tutorial Office during COVID 19.

Company name: Clare College Assessment carried out by: Brenan Morgan & Jenny Colling

Date assessment was carried out: 25/6/2020 Review Date: Every 2 weeks or when there is a significant change. Reviewed 23/07/2020. Reviewed 14/09/2020. Reviewed 12/01/2021. Reviewed 05/05/21. Reviewed 13/05/21.

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
<b>Commuting to Work</b>	All staff. Public transport chance of infection.	No one uses public transport.				
<b>Infection from covid-19</b>	All staff. Infection from covid-19	When staff are required in the office initially a maximum of 2 people in the office working in 2 teams. Staff are encouraged to take				

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		a Lateral Flow Test twice a week and report results as indicated by HR. This test does not replace symptomatic testing. If staff have symptoms they should self-isolate and book a PCR test. Social distancing must be maintained at all times. Regular hand washing.				
<b>Infection from covid-19</b>	All staff. Infection from covid-19	Staff maintain excellent personal hygiene including hand washing for 20 seconds at regular intervals throughout the day, and before eating. No hand to	Hand wash to be provided.	Housekeeping Dept to provide hand wash	Immediately	

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		mouth contact without washing hands first. No hot desking at any time. Desks will be moved to ensure staff are 2 meters apart and not facing each other.				
<b>Infection from Covid-19</b>	All staff. Infection from covid-19	Staff will use the toilet in F basement. Only office staff to use this toilet.	Regular toilet cleaning to take place.	Housekeeping Dept to provide cleaning materials		
<b>Infection from Covid-19</b>	All staff. Infection from covid-19	Staff will be responsible for cleaning their own office space	Cleaning material to be provide.	Housekeeping Dept to provide cleaning materials		
<b>Infection from Covid-19</b>	All staff. Infection from covid-19. Hand drying after washing.	Paper towels to be provided for hand drying.				

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<p><b>Infection from Covid-19, visitors coming to the office.</b></p>	<p>Staff students and Fellows.</p>	<p>The Tutorial Office will meet people by prior appointment only, email will be used as much as possible. There will be appointments for Fellows and staff. All meetings should take place on Zoom/Teams if possible. After handling documents wash hands. The office door will be kept shut, the student will knock. The student will not enter the office unless invited to do so and will remain behind the 2m line.</p>	<p>Face coverings to be issued to all students.</p>	<p>Brenan Morgan</p>	<p>When students return to College</p>	

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		Face coverings must be worn in all corridors and staircases in the College by all members of staff.				
<b>Infection from Covid-19.</b>	Use of the kitchen area.	Only two people in the kitchen room, social distancing must be maintained. Face coverings must be worn.				
<b>Infection from Covid-19.</b>	Collection of post.	Visit the porters Lodge to check if there is any post. Only collect post once a day.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

