

## Risk assessment: Tutorial Office during COVID 19.

Company name: Clare College Assessment carried out by: Brenan Morgan & Annie Muston

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. Reviewed 01/06. Reviewed 22/10.

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.	Staff should follow government guidance when using public transport.				
<b>Infection from covid-19</b>	All staff. Infection from covid-19	When staff are in the office, 2m social distancing should be maintained. When this cannot, additional COVID				

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		<p>protection should be put in place such as face coverings and additional ventilation.</p> <p>Staff are encouraged to take 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.</p> <p>Regular hand washing.</p>				

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<p><b>Infection from covid-19</b></p>	<p>All staff. Infection from covid-19</p>	<p>Staff maintain excellent personal hygiene including hand washing for 20 seconds at regular intervals throughout the day, and before eating. No hand to mouth contact without washing hands first.</p> <p>If staff share desks, the desk and associated equipment must be cleaned prior to use and end of use.</p>	<p>Hand wash to be provided.</p>	<p>Housekeeping Dept to provide hand wash</p>	<p>Immediately</p>	
<p><b>Infection from Covid-19</b></p>	<p>All staff. Infection from covid-19</p>	<p>Staff will use the toilet in F basement. Only office staff to use this toilet.</p>	<p>Regular toilet cleaning to take place.</p>	<p>Housekeeping Dept to provide cleaning materials</p>		

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<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.				
<b>Infection from Covid-19, visitors coming to the office.</b>	Staff students and Fellows.	The Tutorial Office will meet people by prior appointment where possible. If this isn't possible, social distancing will be maintained at all times. Where this cannot, face coverings or other forms of mitigation should be put in place.	Face coverings to be issued to all students.	Brenan Morgan	When students return to College	

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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/)

