



CLARE COLLEGE
UNIVERSITY OF CAMBRIDGE

Risk Assessment Form

Task Overview

Assessment Ref:	13	Issue No:		Issue Date:	11/11/21	Review Date:	14/11/22
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Description of Task:	Using Memorial Court for external guests
Details of Activity:	
Frequency of task:	Constant
Additional Information to be read:	

Assessor Name:	Bobby Marrone	Assessor Signature:	Bobby Marrone
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Head of Department Name:	Sally Johnston	Head of Department Signature:	Sally Johnston
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<u>Likelihood</u>		
1	Unlikely	A slim chance that harm will be caused
2	Possible	Harm could be caused unless action taken
3	Likely	Harm is likely to be caused unless action is taken
4	Probable	Little doubt that harm will be caused unless action is taken
5	Certain	Harm will certainly be caused unless action is taken

1 - 4 Low
5 - 12 Med
15 - 25 High

<u>Severity</u>		
1	Minor	1st Aid injury
2	Moderate	1st Aid injury requiring off site treatment resulting in a lost time
3	Major	Reportable to the HSE as over 7 day reportable
4	Serious	Immediately reportable tot the HSE
5	Catastrophic	Fatal or multiple serious injuries

Likelihood (L)

Severity (S)	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

Any risk 15 or over after control measures have been put in place must not commence until the task has been discussed with the Head of Department



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Hazard	Those Affected	Uncontrolled Risk Level			Current Controls	Controlled Risk Level			Further Controls Required
		L	S	R		L	S	R	
Fire	Staff, guests and public may suffer serious, possibly fatal, injuries from smoke inhalation, burns, structural collapse.	1	5	5	<ul style="list-style-type: none"> Full fire risk assessment which is available from the Health & safety Officer. Constant checks to ensure all control measures in fire risk assessment are in place. Alarm is a sounder system. Escape routes are clearly signed. Assembly point is on the grassed area outside the main entrance. Event organizer is responsible for the registration and safe evacuation of all delegates and speakers. 	1	1	1	<p>No further action necessary at this stage – reviewed annually or if a change in circumstance.</p> <p>Event Organisers are sent Health and Safety guidelines and are responsible for their guests..</p>
Slips, trips and falls	Staff, guests and public may suffer serious, possibly fatal, injuries if they fall from or on stairs, or suffer injuries such as sprains and fractures if they slip on spillages, trip over objects etc.	2	2	4	<ul style="list-style-type: none"> All stairs have handrails. All enclosed stairwells have handrails on one side. All carpets firmly secured. Adequate lighting, particularly on stairs. Good housekeeping – staff 'see it and sort it'. Electrical cables managed so as not to pose a trip hazard. 	1	2	2	<p>No further action necessary at this stage</p> <p>Event Organisers are sent Health and Safety guidelines and are responsible for their guests.</p>
Slips, trips and falls – car parking		2	2	4		1	1	1	



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	Users of the car park may suffer injuries such as fractures or bruising if they slip or trip				<ul style="list-style-type: none"> • Car park surface maintained to be as even as possible. • Parking spaces for visitors with disabilities available close to entrance. • Good lighting in car park. • Snow and ice cleared when necessary 				No further action necessary at this stage
Electricity	Staff, guests and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	3	3	9	<ul style="list-style-type: none"> • Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary. • Staff report any defective plugs, discoloured sockets, damaged cable and on/off switches and defective equipment taken out of use. • Electrical technicians know how to safely turn the electricity off in an emergency. • Clear access to fuse box 	1	2	2	No action necessary at this stage – reviewed annually or if a change in circumstance.
Vehicle movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it. Pedestrians could suffer an injury if struck by the electric buggy entering/leaving	2	5	10	<ul style="list-style-type: none"> • For large events, parking controlled by marshals wearing high-visibility jackets/vests. • Car park well lit. • The Electric buggy is fitted with horn/lights and usually followed with a member of staff to alert the public if there is a large load. 	1	2	2	No further action necessary at this stage



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	g and moving around Memorial Court.								
Manual Handling	Staff, guests and public may suffer serious injury by moving furniture and equipment	2	2	4	<ul style="list-style-type: none"> Staff have Manual Handling Training Furniture not to be moved unless by Clare College staff 	1	2	2	
Personal injury	Staff, guests and public	2	2	4	<ul style="list-style-type: none"> All Porters are First Aid at Work trained and some support staff are Emergency First Aid at Work trained. 	1	2	2	No further action necessary at this stage
Contracting Covid-19	Staff and conference guests	4	2	8	<ul style="list-style-type: none"> Mechanical ventilation fitted to building. Windows open where possible in all rooms. Ventilation levels monitored by CO2 monitor. Hand sanitizer available throughout building. Notices displayed throughout the building encouraging the wearing of faces masks. All rooms cleaned regularly and the toilets, washrooms and kitchens deep cleaned. Meeting rooms deep cleaned before each group. All meeting rooms are empty for at least one hour before each group arrives. 	2	2	4	



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					<ul style="list-style-type: none">• College staff encouraged to take twice weekly lateral flow tests.• All event organisers are sent guidelines prior to their arrival advising them to ask all guests not to travel to College if they have any Covid symptoms.				
Residential Guests	Staff and guests				<ul style="list-style-type: none">• In the event that any guest obtains a positive test result, we would ask them to leave College and travel home if they are able to do so safely and not use public transport. <p>If guests do need to stay in College to quarantine:</p> <ul style="list-style-type: none">• They will remain in their ensuite room and again, we will ask them to order outside catering.• The Housekeeping Team have agreed to allocate an adjacent kitchen for the guest's sole use for the entire period of their quarantine, if requested.• We will offer a box of food if needed.				



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