

## Risk assessment template

Company name: Clare College

Assessment carried out by: Mr Brenan Morgan, Head Porter

Date of next review: 19 July 2021

Date assessment was carried out: 20 July 2020

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
COVID-19 – risk of death/illness/increase of pandemic, loss of reputation, and financial loss.	College, member of College, and visitors.	Code of conduct and risk assessment to be sent to members of College who request to use croquet equipment. Code to include guidance on social distancing and hygiene: not to attend if displaying symptoms of COVID-19 or in household self-isolating; wash hands before arrival	Display Croquet Association poster next to equipment; provide cleaning equipment; set up collection of contact details to be held for a minimum of 21 days. Duty Porter on site to supervise and enforce Code of Conduct. If Code of Conduct not enforced then players will be asked to leave. The croquet set can be located in the Memorial Court laundry room opposite the porters Lodge.	Porters	As soon as possible.	

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		<p>and on return home; social distance of 2m to be maintained from all other persons at all times unless all are members of no more than two households or support bubbles); use of own mallets only; use feet to move balls; cleaning of equipment before and after use; and follow pick-up/drop-off equipment protocols; and there should be no more than six players on a court for play.</p>				

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

