

Risk assessment for Reactive Maintenance Tasks in Rooms with Quarantining Students

Company name: Clare College

Assessment carried out by: Jo Costin

Date of next review: 21/10/20

Date assessment was carried out: 21/9/20

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 while carrying out work	Staff member carrying out work; students	<p>Assess work prior to starting, using the 'Work in Quarantining Rooms' flow chart.</p> <p>Carry out work only if necessary.</p> <p>Liaise with the student prior to starting work – is there an area that they have access to,</p>	Do not carry out work in person unless necessary for safety / habitability	Staff member carrying out work	Every visit	

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		<p>e.g. a gyp room or a study / bedroom in sets – that they can remain in while work is carried out? If so, ask the student to remain in this area.</p> <p>Staff member and student both to wear face coverings.</p> <p>Student to be asked to open window prior to start of visit, and keep them open throughout.</p>				
Infection from coronavirus while travelling to / from bathrooms within properties	Staff member carrying out work; students who are not isolating	Social distancing to be maintained while moving around properties.		Staff member carrying out work	Every visit	

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		<p>Wash hands / change gloves on leaving the room where a student is isolating</p> <p>Staff not to share vehicles while travelling between sites.</p>				
<p>Injury caused by reactive task not being completed</p>	<p>Student</p>	<p>Assess the risks of not carrying out the task</p> <p>Make safe from a plantroom / dist board if possible, rather than carrying out work in a room</p>				
<p>Injury while carrying out maintenance task under instruction</p>	<p>Student</p>	<p>Student to be asked to use hands free calling if carrying out any work while on</p>		<p>Staff member instructing student</p>	<p>Every occurrence</p>	

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		<p>the phone to a member of College staff</p> <p>Only very basic tasks to be completed in this way – anything that requires working at height or anything complicated to be either postponed or carried out by the in house team (tasks that student may be asked to complete include checking radiator valve turned on, replacing a bulb in a desk light)</p> <p>Stop work and reassess if the</p>				

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		student is unsure about anything				

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