

Risk assessment: Supervisions and tutorials.

Company name: Clare College Assessment carried out by: Ian Burrows & Brenan Morgan

Date assessment was carried out: 12/8/2020,2/9/2020

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
Getting to the supervision.	Everyone attending, contamination from COVID 19.	Walk and cycle if you can. Where this is not possible, use public transport or drive. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.				
Arriving & leaving the supervision.	Everyone attending, contamination from COVID 19.	People should continue to socially distance from those they do not live with wherever possible.				

<p>Contamination from COVID 19</p>	<p>Everyone attending, contamination from COVID 19.</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend supervisions.</p>				
<p>Contamination from COVID 19 Displaying Covid Symptoms during a supervision.</p>	<p>Everyone attending, contamination from COVID 19.</p>	<p>If anyone in attendance starts experiencing possible COVID-19 symptoms, they must immediately wear a face covering, leave the building and return to their Cambridge residence. The supervision room/area will then be isolated for cleaning, sanitising and disinfecting in line with PHE guidance for cleaning of non-healthcare settings; an alternative venue will be made available. Those believed to have come into close contact with the symptomatic person will be advised to self-monitor for symptoms of COVID-19 and respond to any instruction that</p>				

		may be received through the NHS test and trace scheme.				
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	The seating and room should be set up so a minimum of 2 meters social distancing can be maintained at all times. If 2 meters cannot be maintained face coverings should be worn. The tutor can if they feel it is appropriate ask for face coverings to be worn during the supervision.				
Contamination from COVID 19 Ventilation of rooms.	Everyone attending, contamination from COVID 19.	Whenever possible windows should be open to ensure a fresh supply of air into the room. Where possible consideration to doors being open should be given to enhance the circulation of fresh air.				
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	The name and e mail address of every student should be taken by the supervisor and should be kept for 21 days for track and trace purposes.				

Contamination from COVID 19 Shared equipment	Everyone attending, contamination from COVID 19.	Books, pens, and electronic equipment should not be shared unless disinfected prior to the second user contact. A-board whiteboards and pens may be provided on advance request to facilitate shared working.				
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	Everyone attending should ensure excellent hygiene this would include washing hands prior to and following a supervision.				
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach				
Contamination from COVID 19	Everyone attending, contamination from COVID 19 from touching surfaces.	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	Introduce enhanced cleaning	Housekeeping. Jackie Searle.	When supervisions start.	

<p>Contamination from COVID 19</p>	<p>Everyone attending, contamination from COVID 19 from touching surfaces.</p>	<p>Cleaning materials will be left in supervision rooms. Prior to a supervision any surfaces such as tables that have been touched should be wiped down with the wipes and cleaning material provided, this should be done by participants in the supervision. A 10-minute period between supervisions is expected, to allow for cleaning of the room and its key contact surfaces by the supervisor. Hand sanitiser is to be available in every supervision room.</p>	<p>Provide cleaning materials in supervision rooms. Provide hand sanitiser in every room</p>	<p>Housekeeping. Jackie Searle.</p>	<p>When supervisions start.</p>	
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/