



COVID-19 RISK ASSESSMENT – IT Dept. SUPPLEMENTARY ISSUES

This is to be read in conjunction with the College General Risk Assessment

Item	Hazards	Who, and how might they be harmed?	Actions already taken to reduce risk	Is more needed to control this risk?		Action by whom?	Action by when?
				No	Yes if yes, what controls are needed		
1	COVID-19	Who: Staff & others How: Contact with COVID 19 virus during day to day activities.	<ol style="list-style-type: none"> All Net2 access controlled doors allow contactless use via proximity and/or magstripe readers. Mechanical push button locks on student used doors are being replaced with Net2 readers. Mechanical push button locks on staff used doors will remain in place with staff given advice to maintain button cleanliness and undertake handwashing. 	N			
2	COVID-19 infection during Computer use (individual office user)	Who: Staff & others How: Contact with COVID 19 virus during day to day activities	<ol style="list-style-type: none"> Provide disinfectant wipes, or virucidal spray and microfiber cloths, to wipe down the hard, non-porous, surfaces of PCs, mice, and keyboards. 	N			
3	COVID-19 infection during Computer use (shared computer room)	Who: Staff & others How: Contact with COVID 19 virus during day to day activities	<ol style="list-style-type: none"> Reduce the number of available computers, or otherwise make them unavailable, so as to ensure social distancing (SC18 computer room therefore to remain closed as it is too small). Provide disinfectant wipes, or virucidal spray and microfiber cloths, to wipe down the hard, non-porous, surfaces of PCs, mice, and keyboards. 	N			
4	COVID-19 infection during Photocopier use	Who: Staff & others How: Contact with COVID 19 virus during day to day activities	<ol style="list-style-type: none"> Provide disinfectant wipes, or virucidal spray and microfiber cloths, to wipe down the touchpoints on the photocopier. 	N			
5	COVID-19 infection when visiting rooms / spaces occupied by others to undertake IT support activities	Who: Staff & others How: Contact with COVID 19 virus during day to day activities	<ol style="list-style-type: none"> Undertake the support remotely if practicable. For work undertaken in student rooms the student will not be present. For work undertaken in offices social distancing shall be observed. Gloves and masks are to be worn if appropriate and disposed of safely. Unnecessary touching of surfaces should be avoided as far as practicable. Hands should be washed on completion. 	N			
6	COVID-19 infection during assistance sessions with students	Who: Staff & others How: Contact with COVID 19 virus during day to day activities	<ol style="list-style-type: none"> Office drop-in sessions are not practicable to be undertaken in a safe manner. Support will be undertaken in the General Office through a transparent partition Support sessions will be by prior appointment and published availability. Gloves are to be worn when handling equipment and shall be disposed of safely. 	Y	Partition erection in the General Office	Asst. Home Bursar	Start of Michaelmas term