

COVID-19 RISK ASSESSMENT – LODGE SUPPLEMENTARY ISSUES

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

Lodge: Working Environment Hazard: Covid 19

Control Measures:

1. Risk assessments for other areas of Lodge activity undertaken.
 2. Wipes provided for the cleaning of electronic equipment including keyboards and phone. Clean station at the Start and End of each shift.
 3. Hand gels and hand washing facilities provided. Staff made aware of risk assessment and instructed to regularly clean their hands and surfaces, particularly following certain interactions, namely following mail/parcel handling and also the handling of keys. Keys to be wiped with Anti-Viral spray on return to the Lodge before returning to key room.
 4. Shift pattern to be reviewed to minimise/reduce the incidence of working cross shifts
1. Currently the shift pattern in place restricts the amount of Porters on duty at any one time which enables social distancing. Should the demand on the College increase then there will be a need to review the shift pattern. Should more Porters be required then work station arrangements will be changed to accommodate social distancing.

First Aid Treatment Hazard

Control Measures:

1. As per First Aid Risk assessment
2. Full face visor and Face Mask to be worn when giving treatment

Visitor Control

Control Measures:

1. College vacated by students and most staff thus reducing footfall through the Lodge
2. Perimeter access restricted to Lodge and Fellows vehicle gate only. This enables control to be kept on the number of persons entering the site.
3. Access to common locations throughout the site restricted by the locking of doors. Permissions on electronically controlled locks is restricted.
4. Upon entering the Lodge area signs are displayed instructing Lodge visitors to keep a safe 2 meter distance (in line with social distancing guidelines)
5. Shift pattern altered to restrict the number of Porters on duty at any one time.
6. Hand gels and hand washing facilities provided.

7. Gloves and sterile wipes provided for visitors to use when signing into the system. They are to wipe the screen with the wipes beforehand and use the glove to sign in. Notice detailing this displayed and bin provided for discarded items. Face Masks to be worn in the Lodge at all time.

Further Control Measures Required:

1. Erect protection screen between the public area of the Lodge and the desk area

2. Considering establishing a one way entry/ exit route and leave doors open to reduce the need to open doors. Electronic Doors to be used for Entry and Exit.

3. Review the placement of the safety screen, if it does not maintain social distancing between visitor and desk erect rope barriers as required.

Mail Management

Control Measures:

1. Post/parcels are to be placed in a designated space within the Lodge and left by the delivery driver/postman. Porters to maintain a 2 meter distance and wear a face covering if any closer contact is required.

2. Post/Parcel Collection as above. Porter signs out parcel, place on table for student to retrieve when Porter has retreated back behind screen.

3. After handling mail wash hands with provided hand wash.

Further Control Measures Required:

1. Hand wash to be provided for both students and staff using the parcel locker. Regular cleaning of touch screen to be completed by porter and signage instructing the use of hand wash to be displayed.

2. Email to be sent to staff and fellows to adopt a one in one out policy when entering the Pidge room. Ropes to be used to form queuing system "one in one out"

3. Provide hand sanitizer unit in Pidge room Entrance.