**COVID-19 RISK ASSESSMENT – LODGE SUPPLEMENTARY ISSUES**

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

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| **Lodge: Working Environment Hazard: Infection** Covid 19 can survive on different surfaces therefore if an infected surface is touched the risk of hand to mouth transmission is increased. |
| **Control Measures:** |
| 1. Risk assessments for other areas of Lodge activity undertaken.
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| 1. Wipes provided for the cleaning of electronic equipment including keyboards and phone. Clean station at the Start and End of each shift.
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| 1. 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 Virus spray on return to the Lodge before returning to key room.
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| 1. Shift pattern to be reviewed to minimise/reduce the incidence of working cross shifts
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| 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.  |

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|  **Lodge: First Aid Treatment Hazard: Contamination** Covid 19 is predominantly an air borne disease but can live on surfaces. Once contracted the disease attacks the respiratory system. It is highly contagious with no known cure and infection can prove to be fatal. |
| **Control Measures:** |
| 1. As per First Aid Risk assessment
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| 1. Full face visor and Face Mask to be worn when giving treatment
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| **Lodge: Visitor Control Hazard: Contamination** Covid 19 is predominantly an air borne disease but can live on surfaces. Once contracted the disease attacks the respiratory system. It is highly contagious with no known cure and infection can prove to be fatal. |
| **Control Measures:** |
| 1. College vacated by students and most staff thus reducing footfall through the Lodge
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| 1. Perimeter access restricted to Lodge and Fellows vehicle gate only.This enables control to be kept on the number of persons entering the site.
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| 1. Access to common locations throughout the site restricted by the locking of doors. Permissions on electronically controlled locks is restricted.
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| 1. Upon entering the Lodge area signs are displayed instructing Lodge visitors to keep a safe 2 metre distance (in line with social distancing guidelines)
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| 1. Shift pattern altered to restrict the number of Porters on duty at any one time.
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| 1. Hand gels and hand washing facilities provided.
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| 1. Face Masks to be worn in the Lodge at all time.
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| 1. Protection screen erected across front desk area to separate Lodge staff with visitors
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| 1. Electronic Doors to be used for entry and exit of lodge.
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| 1. Establishing a one way entry/ exit route on high volume days.
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| **Lodge: Mail Management Hazard : Infection** The risk of transmission of coronavirus via the handling of mail has been assessed by the WHO as low therefore the adoption of simple measures should reduce the risk further. |
| **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 metre distance and wear a face covering if any closer contact is required.
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| 1. Post/Parcel Collection as above. Porter signs out parcel, place on table for student to retrieve when Porter has retreated back behind screen.
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| 1. After handling mail wash hands with provided hand wash.
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| 1. Pidge room – one in one out policy when entering, ropes to be used to form queuing system.
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| 1. Hand Sanitizer provided in Pidge room Entrance.
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