

Risk assessment: For Old Court, The Colony and Memorial Court Lodges.

Company name: Clare College

Assessment carried out by: Brenan Morgan

Date assessment was carried out: 31/4/2020

(Reviewed and updated 5/5/2020 BM, 14/5/2020 BM, 21/5/2020 BM, 19/6/2020, 23/7/2020, 24/7/2020, 3/8/2020, 17/9/2020 29/9/2020 12/10/2020 5/1/2021 14/7/2021 27/10/2021 6/1/2022, 22/1/2022

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 corona virus	Fellows, staff, students and visitors.	Staff are recommended to keep social distancing. Staff will clean the computer key board, phone and work area when they finish work and before they start.	Installation of protective plastic screens in all lodges.	Head Porter	Prior to the return of fellows students and staff.	Complete

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Dealing with Fellows, students, staff and the public.	Fellows, staff, students and visitors.	Staff are recommended to maintain social distancing when dealing with fellows students and staff at all times. The lodges have had screens installed in all lodges. Anyone entering the lodge is not required to wear a face covering, however it is recommended they do.	Installation of protective plastic screens in all lodges.	Head Porter	Prior to the return of fellows students and staff.	Complete
Deliveries	Fellows, staff, students and visitors.	Deliveries will be dealt with as normal. It is recommended social distancing is maintained.	Installation of protective plastic screens in all lodges.	.	Prior to the return of fellows students and staff.	Complete.
Collections	Fellows, staff, students and visitors.	Collections will be dealt with as normal. .	Installation of protective plastic screens in all lodges.	.	Prior to the return of fellows students and staff.	Complete

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Post	Fellows, staff, students and visitors.	It is recommended that after handling post all staff must wash their hands for 20 seconds. There should be no hand to mouth contact during the handling of post.				
Patrols	Fellows, staff, students and visitors.	It is recommended that hands are washed for 20 seconds before and after a patrol. It is recommended social distancing is maintained.				
End of shift	Fellows, staff, students and visitors.	It is recommended that staff wash their hands at the end of shift. Staff should clean the work area prior to the end of shift and the start of shift.				

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<p>Students in isolation</p>	<p>Fellows, staff, students and visitors.</p>	<p>Staff must check the M drive at the start of shift to see which students are in isolation. Porters must not enter rooms were people are in self isolation.</p>				
<p>Actuation of the fire alarm</p>	<p>Fellows, staff, students and visitors.</p>	<p>Fire Assembly Points to remain in same locations.</p> <p>In the event of a fire alarm activation all those in College would be expected to evacuate as normal, using their nearest fire escape route.</p> <p>In the event of a fire alarm activation the Duty Porter would</p>				

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		<p>investigate the cause (as per normal).</p> <p>A list of all rooms in which any students were self-isolating will be kept up to date in the Porters Lodge.</p>				
Patrols at night	Staff	<p>When 2 or more lodges are open patrols will operate as normal.</p> <p>Staff should not patrol at night when single crewed. When single crewed (only one porter on duty) the following should happen. CCTV should be used to monitor site security, if an intruder is noticed the police and</p>				

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		head porter should be informed.				
First Aid	Staff and student	<p>All first aiders have access to PPE (face mask; disposable gloves; eye protection).</p> <p>Hands should be washed thoroughly afterwards with soap and water or alcohol-based hand gel.</p> <p>All waste to be double bagged and disposed of via the College Nurse (bio-hazard bags).</p> <p>If the injury is minor the first aid should box</p>	<p>Disposable face masks and eye protection will be added to the first aid kit.</p> <p>First aid courses are being arranged for staff that require them.</p>	Phil	ASAP	

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		<p>be passed to the injured person, if it is more serious the provided PPE should be used.</p>				
<p>Infection from corona virus when carrying out CPR</p>	<p>Fellows, staff, students and visitors.</p>	<p>Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.</p> <p>If there's a chance the person who's unwell has COVID-19, place a cloth or towel over their mouth and nose and do hands-only</p>				

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		<p>CPR until an ambulance arrives.</p> <p>Use the portable defibrillator.</p> <p>Use they eye protection, face masks and gloves provided.</p>				
<p>Infection from corona virus.</p>	<p>Fellows, students, staff and members of the public.</p>	<p>2 face coverings have been issued to all fellows and staff. There is no requirement for the duty porter to wear a face covering when on</p>	<p>2 face coverings to be issued to all students.</p>	<p>Brenan Morgan</p>	<p>When students return to College</p>	

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		<p>duty. You may wear one if you wish. Plastic screens have now been installed in all Lodges. People entering the lodge are not required to wear a face covering. However it is recommended.</p>				
<p>Shift handover</p>	<p>Staff</p>	<p>Handover should happen as normal. It is recommended that social distancing is maintained and face coverings are worn.</p>				
<p>Students having parties</p>	<p>Fellows, students, staff and members of the public.</p>	<p>If the duty porter receives a noise complaint the following should happen.</p>				

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		<ol style="list-style-type: none"> 1. Check the case tracker and see if the room or corridor is in isolation. 2. If it is do not enter the room or corridor. Try to contact the student from outside the building or by phone. 3. If the party is a serious issue the duty tutor can be contacted 24 hours a day, you can also contact the head porter or deputy head porter. 4. When dealing with a party it is recommended that 				

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		social distancing is maintained and a face covering is worn.				

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