

# 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, 24/72020, 3/8/2020, 17/9/2020 29/9/2020 12/10/2020 5/1/2021 14/7/2021

| 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 strongly 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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| <b>Dealing with Fellows, students, staff and the public.</b> | Fellows, staff, students and visitors. | Staff are strongly recommended to maintain social distancing when dealing with fellows students and staff at all times.<br>The lodges have had screens installed in all lodges.<br>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  |
| <b>Deliveries</b>  | Fellows, staff, students and visitors. | Deliveries will be dealt with as normal.<br>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. |
| <b>Collections</b>   | Fellows, staff, students and visitors. | Collections will be dealt with as normal.<br>.   | Installation of protective plastic screens in all lodges.     | .                                  | Prior to the return of fellows students and staff. | Complete  |

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|                       |  |  |   |                                    |                               |      |
| <b>Post</b>           | 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. |   |                                    |                               |      |
| <b>Patrols</b>        | Fellows, staff, students and visitors. | It is recommended that hands are washed for 20 seconds before and after a patrol.<br>It is recommended social distancing is maintained.                          |   |                                    |                               |      |
| <b>End of shift</b>   | Fellows, staff, students and visitors. | It is recommended that staff wash their hands at the end of shift.<br>Staff should clean the work area prior to the end of shift and the start of shift.         |   |                                    |                               |      |

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|---|---|---|---|------------------------------------|-------------------------------|------|
| <p><b>Students in isolation</b></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><b>Actuation of the fire alarm</b></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>  |   |                                    |                               |      |
| <p><b>Patrols at night</b></p> | <p>Staff</p>                 | <p>When 2 or more lodges are open patrols will operate as normal.<br/> <b>Staff should not patrol at night when single crewed. When single crewed (only one porter on duty) the following should happen.</b> 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.  |  |                                    |                               |      |
| <b>First Aid</b>      | 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><b>Infection from corona virus when carrying out CPR</b></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><b>Infection from corona virus.</b></p> | <p>Fellows, students, staff and members of the public.</p> | <p>2 face coverings have been issued to all fellows and staff..</p> <p>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><b>Shift handover</b></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><b>Students having parties</b></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"> <li>1. Check the case tracker and see if the room or corridor is in isolation.</li> <li>2. If it is do not enter the room or corridor. Try to contact the student from outside the building or by phone.</li> <li>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.</li> <li>4. When dealing with a party it is recommended that</li> </ol> |   |                                    |                               |      |

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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/](http://www.hse.gov.uk/simple-health-safety/risk/)