

What are the hazards?	Who might be harmed	Requirement	Materials/ Mitigation/Actions	Action by who?
Ensure staff are fully aware of best practice in ways of working as well as maintaining expected standards of personal hygiene whilst at work	<ul style="list-style-type: none"> • Caretaker • Other staff 	Understand requirements and apply best practice with regard personal hygiene to minimise risk	<p>All staff on their return to College, or as College returns to more standard operating, will be inducted back into work by their line manager.</p> <p>Ensure that clear guidelines on personal hygiene are provided. Including:</p> <ul style="list-style-type: none"> • Staff to wash hands thoroughly and regularly • Staff to wear face coverings <p>All spaces touched, including caretakers office and workshop, toilets, bathrooms etc. must be wiped down in line with general guidance</p>	
Preventing the spread of Covid-19	<ul style="list-style-type: none"> • Caretaker • Students • Employees • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Student’s visitors 	Routine maintenance checks will on Students’ accommodation will continue (during occupancy)	<p>Caretakers will continue to carry out regular planned inspections to all students’ accommodation in a safe and appropriate way during COVID.</p> <p>Caretakers to identify a schedule of accommodation checks and should aim to carry these out in periods of least occupancy</p> <p>Caretakers will notify students of inspections via KX messages, giving at least 72 hours notice for the checks and indicating which spaces need to be accessed</p> <p>If a student room needs to be accessed, students will be advised that they must vacate the room to allow the caretaker to carry out their duties. Students must open the window before leaving the room(s). Caretaker will close the window when task is completed.</p> <p>Caretakers will use face coverings and gloves when entering the property and avoid touching unnecessary surfaces.</p>	

			<p>Surfaces, including switches and door handles that have been touched during the inspection will be wiped clean by using the provided spray (see HK Cleaning Protocol)</p> <p>The caretaker should thoroughly wash their hands when all complete.</p> <p>If it is not possible to vacate the property/room for the inspections, students/Tenants should remain in an agreed part of the property, away from the area being inspected. If this is also not possible, Students/Tenants should wear a face mask and maintain a social distancing of 2 meters from the caretaker on duty.</p> <p>Specific processes will be drafted and applied where Students may be shielding or have symptoms.</p>	
		<p>Routine work activities including minor maintenance work</p> <p>On site gardening work</p>	<p>As above but with thought for the time period the caretaker will be on the premises. Sufficient notice will be given to the occupant if the period is more than an hour. In such cases there should be a discussion and agreement on the period of absence</p> <p>Check KX to verify room occupancy. If occupied, email occupants and flat mates to clarify when you may attend</p> <p>Use face masks, consider using FP2/3 face mask for specific tasks and if so, remove with washed hands only by elastic straps, not mask area. Avoid touching unnecessary surfaces as far as reasonably practicable.</p> <p>When complete, dispose of waste materials safely, including protective coverings.</p> <p>The caretaker should thoroughly wash their hands when all complete.</p>	
		Assisting Contractors working on site	Any contractor attending to the annex sites must be pre-booked and therefore notification it to be issued to all students in residence.	

			<p>The caretaker should take note of the maintenance risk assessment as it relates to contractors</p> <p>Social distancing protocols are to be followed at all times during the visit</p> <p>The Caretaker can refuse access to any contractor unless the College's Head of Maintenance has confirmed that the Contractor has provided a satisfactory COVID RA.</p> <p>All contractors must wear a face covering at all times.</p> <p>Where it is necessary for Contractors to access an occupied property, the Caretaker will oversee the following of the safety steps as stated above</p>	
		Emergency call out	<p>in scenarios where caretakers are to required to respond to emergency call out, all of the appropriate precautionary measures regarding protective equipment, distancing, cleaning spaces, good ventilation must be followed</p>	
		Moving furniture and appliances; Manual Handling	<p>Caretakers are to follow all relevant RAs including manual handling.</p> <p>Non essential tasks will be delayed</p> <p>Where necessary tasks which require two people and those people will have to work at less than 2 meters apart, the individuals must:</p> <ul style="list-style-type: none"> • wear face coverings and gloves; • avoid face to face contact, where possible; and • wash their hands at the beginning and end of the tasks, along with any surfaces touched. <p>Thought should be given to working in bubbles to minimise cross contamination</p>	
Infection due to lack or poor cleaning.	<ul style="list-style-type: none"> • Caretaker • Employees • Students • Contractors 	Cleaning duties	<p>Caretakers are provided cleaning chemicals by the HK Manager and will follow the same directives as the HK team for any cleaning duties, the Housekeeping risk assessment and Protocol apply and should be followed.</p>	

	<ul style="list-style-type: none"> • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions <p>Student's visitors</p>		<p>Cleaning is generally undertaken at the end of tenancy, where this is the case properties should remain vacant for at least 12 hours before they are cleaned.</p> <p>Regular daily cleaning regime for high touch points, such as handrails, gates and push plates, handles to any communal areas to reduce cross contamination</p>	
		Communal laundries	<p>A series of measures to minimise cross contamination and keep the site safe for all:</p> <ul style="list-style-type: none"> • Only one user allowed in laundry room at any given time – a notice will be placed on the door • Hand sanitizer (wall mounted) available at entrance • No communal laundry baskets to be used, encourage students to bring their own foldable laundry basket • Laundries will be cleaned twice per day (09.00 – 16.00), all machines, surfaces and high touch areas to be wiped and sanitized. 	
		Bike sheds	<p>To be clean of debris at all times</p> <p>Twice per day the surfaces will be wiped clean and high touch areas such as push plates will be disinfected twice per day (10.00 - 15.00)</p>	
Infection due to poor hygiene	<ul style="list-style-type: none"> • Caretaker • Employees • Students • Contractors • Vulnerable groups – Elderly, Pregnant workers, those 	Personal hygiene and hygiene on site	<p>Caretakers must wash hands/sanitise at the start of the working day and regularly thereafter.</p> <p>Washing facilities for Contractors and visitors are available at both sites (121 Woodstock Road to use facilities at Stevens Close).</p>	

	<p>with existing underlying health conditions</p> <ul style="list-style-type: none"> • Student's visitors 		<p>Students and Students' visitors to use facilities at the hosts' specific property.</p> <p>Hand sanitizers units to be provided in all washrooms.</p> <p>Paper towels provided in washrooms, air driers disconnected where present.</p> <p>Additional waste bins provided.</p>	
		Gym areas	Gyms are closed until further notice	
Staff Welfare	<ul style="list-style-type: none"> • Caretakers 	Mental health support	<p>Assistance program in place (Care First)</p> <p>Accommodation Manager to keep telephone contact with Caretakers on a regular basis.</p>	
Infection	<ul style="list-style-type: none"> • Caretakers • Staff • Students residents 	Suspected COVID infection	<p>If Caretakers presents symptoms of infection, they should return home immediately and inform their Line Manager (HR if Line Manager unavailable) via phone or radio.</p> <p>The Caretaker is to inform the Line Manager (HR if Line Manager not available) of any area in which they were working in so that the area can be closed off and students on site notified, until staff are able to carry out a deep clean</p>	