

What are the hazards?	Who might be harmed	Requirement	Materials/ Mitigation/Actions	Action by who?
Preventing the spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to the College • All employees • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes into contact with you in relation to your business 	<p><u>Access and circulation in College</u></p> <ul style="list-style-type: none"> • Maintain 2m distance, wherever possible, from others • Entry and exit to College – enter through the main Turl Street entrance and exit through Ship Street gate • Adopt a one in one out Policy for those entering the Lodge. 	<p>Signs in place to remind everyone in College of handwashing, social distancing.</p> <p>Posters, leaflets and other materials will be displayed</p> <p>All staff will be reminded of the public health advice through posters and emails- https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>New exit and entry rules explanation to be communicated as part of the induction on their return to College (staff students and fellows to be informed by email).</p> <p>Enter through Turl Street and exit through the Ship Street gate from September.</p> <p>Operate a one way system around the Quads, floor will be marked with tape</p> <p>Clear signage to be displayed on all gates, in September.</p> <p>Hand gels provided at all entry and exit points.</p> <p>Wicket gate to be on the latch in Turl Street to avoid tourists entering College</p> <p>Lodge to operate “one in – one out” system for accessing lodge counter (maximum of two people in public lodge area at any one time).</p> <p>Mark the floor with tape in front of the Lodge counter to maintain social distance - 2 tiles deep</p>	<p>LODGE TEAM</p>

		<p><u>Collection and Distribution of post and parcels</u></p> <ul style="list-style-type: none"> Parcel/post collection 	<p>Student “pigeon hole room” - signage to allow only one person in there. Restricted collection times to be implemented and communicated. Establish set collection times for students to enter the pidge room to collect mail on a one in one out basis. No access to the pidge room whilst Lodge staff distribute the mail.</p> <p>The seating area to the archway has been removed to provide more space for waiting outside of pidge room</p> <p>The Lodge team to be advised by email of any visitors due to attend College each day or refusal to entry will be given</p> <p>Contractors will sign in with Maintenance to reduce Lodge traffic. Keys to be issued by Maintenance</p> <p>Sterile wipes to be provided for visitors/contractors to use when signing into the system. They are to wipe the screen with the wipes before signing in. Notice detailing this displayed and bin provided for discarded items</p> <p>Only Lodge staff will access the working area of Lodge</p> <p>Night Porter will deliver post and parcels to offices and Fellow’s rooms</p> <p>Ask all College members to use external collect service whenever possible for parcel collection. The nearest point is Oxford News at Gloucester Green https://www.collectplus.co.uk/store-locator/ox1?v=2</p> <p>Use the reception desk at the Ship Street Centre to distribute parcels to students between certain hours.</p> <p>Add access to meeting rooms to Fellows/staff fobs as they book rooms.</p>	
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Lodge Staff welfare	Lodge Staff	<p><u>Communication with Lodge staff during COVID 19 and lockdown</u></p>	<p>Lodge Manager to maintain regular contact with all Lodge staff members and update the risk assessment as necessary</p> <p>Incoming staff member to enter Lodge through the back office whilst outgoing staff member remains at the front. Social distancing to be maintained throughout.</p> <p>Handover between staff should be at a safe distance (1-2 metres).</p> <p>Appropriate protective equipment to be provided along with cleaning materials for items such as phones and door handles</p> <p>Staff to arrive for duty no more than 15 minutes before shift start time to reduce numbers in the Lodge</p> <p>Point staff towards Care First for support</p>	LODGE MANAGER AND TEAM
Manage the risk of infection		<p><u>Ensure the Lodge public and working area is clean and safe</u></p>	<p>Oncoming staff member to wipe down surface, knobs, handles, taps light switches, keyboards and telephones at start of each shift and regularly throughout the shift</p> <p>Regular hand washing and the use of hand sanitizer to be encouraged</p>	

			<p>Lodge team to wear appropriate protective equipment, the exact needs to be regularly reviewed by the Lodge Manager</p> <p>Remove all towels and tea towels from Lodge area and use paper towels for drying hands and dishes</p> <p>Thorough cleaning regime to be put in place cross referencing with Housekeeping RAs.</p>	
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