

**Magdalene College**Magdalene Street
Cambridge CB3 0AG
Telephone 01223 332118**HEALTH AND SAFETY RISK ASSESSMENT FORM**

Assessor – Ryan Carter

Date – 23.09.2020

Signed – RLC 23.09.2020

Date – 23.09.2020

Task being assessed -

Maintaining normal working routine safely

Work area – Porters Lodge

Department – Porters lodge

Reference –RLC

Review date – 23.10.2020

Hazard	Harmful Event	Persons at Risk	Risk management measures adopted	Evaluation of Risk				Remaining Hazard	Future Action
				L	C	R	L/M/H		

Failure to maintain social distancing	Close proximity to others (not keeping 2m distance)	All persons, including students, visitors, college staff and members.	Reduce the foot fall in lodge. 2 visitors into lodge at only one time. (Clear signage with entry and exit doors) Visible floor instruction by porters sliding hatch. Perspex screen in place on both hatches. Face covering policy applicable to all students, staff and Fellows. Supply of face coverings available if required COVID code of conduct to provide guidance to students. Automated hand gel in place at each entrance to the lodge.	2	2	4	L		
Post collection by staff/fellows Cross contamination.	Close proximity to others (not keeping 2m distance)	Porters/Staff/Fellows	Cease delivering post to fellow's rooms. To be utilised as an exception rather than the norm. Staff and fellows to request post from porter where possible or permission to come behind counter to adhere to social distancing.	1	1	1	L		
Post collection by students. Cross contamination.	Close proximity to others (not keeping 2m distance)	Porters/Students and any person in the lodge or parcel room.	Parcels to be located in the former JCR room. Room to be monitored and controlled by porters on occasion. Parcels in alphabetical order on 3 separate tables. Reminder emails to be sent to students on	1	1	1	L		



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			<p>Sunday night for uncollected parcels.</p> <p>Time restriction on door setting into the room.</p> <p>Limited number of people in the lodge at any one time for postal collection from pigeon holes.</p> <p>Automated hand gel in place on entry and exit points.</p>						
Post/Parcel delivery at Porters lodge gatehouse entrance. (Not adhering to social distancing)	Close proximity to others (not keeping 2m distance)	All persons within gate house of college/ utilising college gate.	<p>Volume of parcels to be taken straight into storage area rather than into lodge to provide a more streamlined/quicker delivery. Gate house to be used as delivery point as in open air and better circulation.</p> <p>One way entrance to allow proper social distancing and one way exit with clear signage should lodge entry be needed.</p> <p>Automated hand gel in place for delivery agents.</p>	3	2	6	M		
Hygiene control	Poor hygiene control may lead to a transmission of COVID.	All persons visiting the porters lodge.	<p>Increased hand gel stations at all entry and exit points in lodge and within the lodge itself.</p> <p>Staff provided with appropriate uniform by the college and aware of the need to launder clothes.</p> <p>No hand shaking</p> <p>Reduction of touch-points where possible</p>	2	3	6	M		

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Cleaning to reduce transmission of COVID19.	Risk of exposure to COVID by unclean areas.	All persons	Area well ventilated. Automated hand gel in place. Cleaning equipment within the lodge for porters. Work areas cleaned prior to shift start times. PPE issued to cleaning staff for use when required.	2	3	6	M		
Shared use of tools/equipment E.g.: Cycle pump.	Shared use of equipment may increase the risk of transmission of COVID.	Porters/Students	Essential tools/equipment only to be shared. Placed in centre of lodge to reduce contact with porters. Equipment wiped down between uses	1	2	2	L		
Vulnerable people-Some individuals may be classed as a 'vulnerable person'	People with underlying health conditions, has heightened susceptibility due to a clinical condition entering lodge.	Students/port staff/Fellows	Self-isolation policy/household policy for students. Student households informed as soon as a student becomes symptomatic/tests positive Line manager guidance to staff. Specific guidance and separate accommodation for vulnerable students who need to self-isolate or are in a household which is isolating	1	3	3	L		
Emergency first aid. (Risk to person giving first aid)	Injury/death	All visitors/staff and students	PPE first aid box in porters lodge. Defibrillators located throughout college. All porters' trained in first aid and Covid-19 awareness.	1	4	4	L		



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Access issues via cam card issues.	Contact with infected card/person	Porters/students	Instruction to all students, staff and fellows that all access issues can be dealt with remotely. No contact is needed. Porters given personal access to creating and altering access cards remotely.	1	2	2	L		
Entrances to college- cross contamination.	Contact with infected areas	All visitors/staff and students	Hand gel stations in place at main lodge gate and another soon to be in place at Benson gate. Main college gates to be opened to prevent cross contamination and reduce touch-points	2	3	6	M		
Unwanted guests due to tailgating into college.	Breach of security/cross contamination	All visitors/staff and students	Signage in place Guidance given to porters and students Cleaning regime implemented CCTV in place throughout college	2	2	4	L		
COVID testing procedure e.g.: swab delivery/collection	Contact with infected items/swabs.	All visitors/staff and students.	Volunteer students to be utilised for delivery/collection of swab kits. Safety information provided by testing team to be circulated Swabs in sealed tubes and double bagged. Collection point for swabs in open air within porters' gatehouse.	2	3	6	M		
Poor student behaviour-failure to	Mixing of households/unauthorised	All students, staff and Fellows	Code of Conduct widely promoted to encourage good behaviours. Student signed agreement. Procedure in place to deal with	3	3	9	M	Students forgetting Code of Conduct increasing possibility of poor behaviours. Availability	Continue to promote Code of Conduct, reminders to students. Regular review of information



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socially distance	student parties-cross infection		poor behaviours. Covid Committee: Covid Officer working in close liaison with Head Porter and Dean to take swift actions where necessary. Porters' Lodge staff trained in dealing with student poor behaviours and clearly identified route of action Closure of College bar at 10pm (legal requirement) Provision of social events in College under college control					of alcohol after bars shut	provided to students. Engage MCR & JCR in promoting good behaviours Continued support by college of social events within college