

Risk Assessment

Summary

Reference: RA001766/1

Sign-off Status: Authorised

Date Created:	7/14/2020	Confidential?	No
Assessment Title:	COVID-19 Secure Workplace Risk Assessment for Graduate Centre - 7th Floor (Library Services).		
Assessment Outline:	To carry out a risk assessment in order to comply with government guidance and ensure Queen Mary University of London is a COVID-19 Secure workplace. Library Services has a duty to reduce workplace risk to the lowest reasonably practical level by taking preventative measures. This risk assessment covers these control measures in the context of COVID-19. The RA will be carried out in line with QMUL COVID-19 Secure guidelines. Students will be responsible for their own health and safety within QMUL COVID-19 Secure guidelines. Students must agree to Terms and Conditions when making a booking to use the service. The information provided makes it clear that students should not use the service if there is an increased risk to themselves or others due to their individual circumstances or health status.		
Area Responsible (for management of risks)	Location of Risks: All main campuses	On-Site	
Division, School, Faculty, Institute:	PROFESSIONAL SERVICE DIRECTORATES	Campus:	Mile End Campus
Department:	STUDENT AND ACADEMIC SERVICES	Building/Area:	Graduate Centre
Group/Unit:	LIBRARY SERVICES	Sub Area:	ALL Sub Areas
Further Location Information:	The space is predominantly used by postgraduate students for study purposes. This area is not usually supervised by Queen Mary staff. Opening times of the space will be 1000-1800. Applies to the area identified above: - Use of Non-PC study tables Communal toilet will need to be assessed by EAF.		
CountryLabel:			
Assessment Start Date:	7/14/2020	Review or End Date:	8/28/2020
Relevant Attachments:	<p>Coronavirus Risk Assessment as of 01-04-2020 updated.doc (Risk Assessment) Uploaded: 7/14/2020</p> <p>QMUL_HS_235_COVID-19 Social Distancing Guidance (1).pdf (Work/Operating Instructions) Uploaded: 7/14/2020</p> <p>QM Estates Facilities Service Delivery Plan COVID-19.pptx (Work/Operating Instructions) Uploaded: 7/14/2020</p> <p>04 Student Study Space terms and conditions 19.7.20.docx (Workplace Procedures) Uploaded: 7/22/2020</p> <p>Graduate Centre Teaching Rooms GC707.pdf (Maps, Diagrams & Photographs) Uploaded: 7/22/2020</p> <p>Description of attachments:</p> <p>Coronavirus Risk Assessment QMUL Social Distancing Guidance Student Study Spaces Bookings: Terms and Conditions of Use (July-September 2020) Graduate Centre GC707 Social Distanced floor plan QMUL Estates and Facilities Service Delivery Plan During Covid-19 for Academic Buildings</p> <p>Location of non-electronic documents:</p> <p>QMUL COVID-19 SECURE Guidance - http://www.hsd.qmul.ac.uk/covid-19-secure-guidance/ The building level assurance tracker is updated weekly with the following link: http://qm-web.estates.qmul.ac.uk/media/estates-and-facilities-intranet/directorate-support/Covid-19-Building-Level-Assurance.pdf</p>		
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PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

Risk Assessment

CATEGORY

- Employees
- Post-Graduates
- Undergraduates
- Contractors
- Members of the Public
- Visitors
- Disabled Persons
- Inexperienced Workers/Trainees
- Women of Child-bearing Age
- Young Persons
- Other Vulnerable Persons

1. The Workplace - Learning Space

Description of Activity:

The workplace includes but is not limited to QMUL campuses and buildings. Here the workplace is a Learning Space and whilst it is not staffed throughout its opening hours staff will periodically monitor.

Hazard 1. COVID-19 virus exposure and transmission in the workplace

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

Social distancing at 2m applies in the Graduate Centre. The Queen Mary Covid Code provides advice on face coverings, including circumstances where these should be worn and where exemptions apply. See: <https://www.qmul.ac.uk/coronavirus/guidance-for-staff/returning-to-campus/queen-mary-covid-code/>.

Those who are essential on site are following the social distancing guidelines laid out by the government (i.e. keeping 2 metres apart wherever possible).

See attached floor plan highlighting social distancing arrangements.

Library Services needs to follow the QMUL HSD COVID-19 Social distancing Guidance, found on the Health & Safety Directorate website and implement the appropriate markers and one way flow through their labs / offices/ building areas.

High traffic areas, including corridors, lifts and walkways need to be regulated and marked out to ensure social distancing.

Movement around buildings and between sites is discouraged by restricting access to some areas (e.g. card swipe).

Access to the Graduate Centre 7th floor is restricted to students and Library Staff. The opening hours will be

With Existing Controls:

C - Medium / Moderate

Risk Assessment

1000-1800

Use of the space requires pre-booking and ensures a Personal Risk Assessment has been completed and assessed.

Signage has been displayed in prominent locations and guidance notes will be provided upon entering.

A vigorous cleaning regime operates across Library Services (Student and Academic Services) which includes frequent surface cleaning and incorporates HSD virus survival information and decontamination guidance - please see attached document 'QM EAF Service Delivery Plan COVID-19' under Libraries. (Please see below for ease of reference.)

The following will be carried out, where applicable:

- Empty centralised domestic waste bin points and damp wipe the external body with cleaner sanitiser (Daily)
- Sweep and mop flooring with mechanical scrubber using cleaner sanitiser (Daily)
- Vacuum carpets (Daily)
- Dust furniture, damp wipe all surfaces with cleaner sanitiser (Daily)
- Burnish hard flooring using cleaner sanitiser (Daily)
- Dust banisters and ledges using disinfectant (Daily)
- Top up hand sanitiser dispensers (Daily)
- Wipe stair treads and risers using disinfectant (Daily)
- Dust radiators, light switches, lamps etc. (Weekly)
- Fogging of all areas of the area (Daily)

Frequent handwashing has been promoted across Library Services (Student and Academic Services) and consistent signage is displayed throughout The Graduate Centre.

Stocks of hand sanitiser and wipes will be monitored by the Cleaning Team.

The hand sanitiser is located upon entering. There are communal toilet facilities for users to wash their hands. Also, alcohol-based wipes have been provided to wipe shared equipment.

This risk assessment is provided in addition to the

Risk Assessment

local risk assessment and safe systems of work in place in the Graduate Centre (7th Floor) - see RA000186/1 for the local risk assessment.

COVID-19 Secure Risk assessments and safe systems of work will need to be reviewed weekly, amended and updated at local level for the Graduate Centre 7th Floor activities to ensure compliance with the government requirements on making the workplace COVID-19 secure. Both the GOV.UK Guidance and HSD COVID-19 Secure Guidance documents must be followed when doing this.

2. Travel to and from The Graduate Centre

Description of Activity:	Travel to and from work, campus and building access and egress.
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Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission coming to and from the Graduate Centre

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:

E - Very High

Existing Control Measures

Handwashing facilities and/or hand sanitiser have been provided at entry/exit points to The Graduate Centre.

Social distance floor markings have been deployed for entering & exiting the building.

Common surface contact areas are subject to regular cleaning regime by QM Cleaning Team.

Stocks of soap and sanitiser are checked and maintained daily.

Advice given to ensure handwashing occurs upon arrival on site.

Consistent signage is displayed throughout the Graduate Centre as a reminder.

Entry to buildings is by swipe access therefore eliminating need to use touchpads etc.

Not feasible to have more than one entry point for the 7th Floor Reading Room. A booking system will maintain social distancing guidelines in terms of occupancy.

Secure bicycle facilities to help people avoid public transport, where possible, are available on campus.

Students will be directed to GOV.UK advice and HSD COVID-19 Hygiene, and Face Coverings on use of face coverings whilst travelling when provided with the guidelines.

With Existing Controls:

C - Medium / Moderate

Risk Assessment

3. Emergency or incident response situation (e.g. fire evacuation)

Description of Activity:

Fire safety evacuation, emergency first aid request and local first aid provision.

Hazard 1. COVID-19 virus exposure and transmission during an emergency or incident response situation (e.g. fi

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Uncontrolled Risk:
E - Very High

Existing Control Measures

The Graduate Centre users should follow the QMUL Fire Safety Guidance, including emergency evacuation procedures and will be directed by QMUL Security in the event of an emergency. (Please see the 'Emergency Evacuation Guidance COVID-19' located here: <http://www.hsd.qmul.ac.uk/covid-19-secure-guidance/>)

The Graduate Centre users have access to an Emergency phone, which should be sanitised after use.

Staff involved in the provision of assistance to others (e.g. First Aiders) should follow HSD COVID-19 First Aid Guidance (<http://www.hsd.qmul.ac.uk/covid-19-secure-guidance/>) and ensure correct sanitisation measures immediately after attending an incident.

With Existing Controls:

C - Medium / Moderate

4. Visitors and contractors

Description of Activity:

Essential visitors and contractors allowed on QMUL campuses and in QMUL buildings.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission from visitors and contractors

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

Only essential visitors / contractors allowed in the building, via EAF.

Effective management of contractors on campus.

Records of visitors and contractors maintained by EAF.

Where visits are required, guidance on social distancing and hygiene should be explained to visitors on arrival by EAF and times on campus kept to a minimum.

Schedules for essential services and contractor visits revised to reduce interaction and overlap, which are managed by EAF.

With Existing Controls:

C - Medium / Moderate

5. Inadequate or insufficient environmental cleaning

Description of Activity:

EAF and departments own cleaning regime.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission from inadequate or insufficient environmental cleaning

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:

E - Very High

Existing Control Measures

Vigorous cleaning regime implemented incorporating HSD virus survival information and cleaning / decontamination guidance. Including frequent cleaning of objects and surfaces that are touched regularly, such as door handles and handrails.

Determine the required cleaning process for equipment that cannot be washed or wiped down, assess if it practical that such machines / equipment can have protection around. Hand sanitiser and alcohol-based wipes are available for students to use on shared equipment in between scheduled cleaning by the Cleaning Team.

Control measures implemented for cleaning staff (including appropriate PPE) as determined by local risk assessment and Biological Safety Adviser / HSD guidance.

Handwashing facilities and / or hand sanitiser have been provided in The Graduate Centre 7th floor areas in the communal toilets.

The importance of hygiene and handwashing procedure has been communicated across Library Services (Student and Academic Services) via a variety of media, including the Student and Academic Services intranet, and emails with links to the HSD guidance documentation which has been circulated by the SAS Safety Coordinators.

Cleaning after a known or suspected case of COVID-19 must follow the specific guidance issued by PHE.

Students are responsible for cleaning keyboards, desks and communal equipment such as printers before and after use, and are provided with induction and guidance notes that covers this.

With Existing Controls:

C - Medium / Moderate

Risk Assessment

6. Handling goods, materials and other deliveries on and off campus

Description of Activity:

All deliveries to and from campuses and internal movements of goods within campuses.

Hazard 1. COVID-19 virus transmission through handling goods, materials and other deliveries on and off campus

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If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

Restriction on non-business deliveries to The Graduate Centre.

Communication to students that non-business deliveries will not be accepted.

With Existing Controls:

C - Medium / Moderate

7. Infrastructure and maintenance health & safety issues arising from buildings that have been fully or partially closed

Description of Activity:

Maintaining infrastructure and facilities to ensure COVID-19 SECURE and other H&S risks are managed and reduced to a negligible level.

Risk Assessment

Hazard 1. Infrastructure and maintenance health & safety issues arising from buildings that have been fully or

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Uncontrolled Risk:

E - Very High

Existing Control Measures

The Campus Maintenance Manager has confirmed that the Graduate Centre has gone through building assurance prior to reopening, therefore the risks (legionella etc) associated with re-opening shut down buildings have been mitigated.

The Graduate Centre has undergone a vigorous cleaning regime that has been implemented by facilities incorporating HSD virus survival information and decontamination guidance.

A review of Estates site management plan (particularly cleaning, maintenance and security functions) has been carried out to incorporate COVID-19 secure government guidelines.

There are no areas with restricted access for maintenance staff.

With Existing Controls:

C - Medium / Moderate

8. Psychological wellbeing of students returning to campus

Description of Activity:

Ensuring students good mental health is maintained and concerns are addressed in a proactive and understanding manner.

Risk Assessment

Hazard 1. Psychological wellbeing of students returning to campus

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Uncontrolled Risk:

E - Very High

Existing Control Measures

Provision of clear, consistent and regular communications around Covid-19 and the ways of studying will be provided by the Schools.

Ongoing engagement with students to monitor and understand any unforeseen impact of changes to working environments will be managed and monitored by the Schools.

Student and Academic Services provides support for student mental health through the following ways:

- Students with a mental health condition receive support and mentoring from the mental health advisors in the Disability and Dyslexia Service
- Advice and Counselling provides a wide range of support for students with anxiety and related issues through both group therapy and individual therapeutic counselling
- The university has student support embedded in each School, normally with the provision of a student support officer
- A large number of QMUL staff have mental health first aid training
- A key component of supporting the psychological impact of Covid-19 is through clearly communicating our Covid-safe practices and this will be done on an iterative basis through the student bulletin in collaboration with Marketing and Communications

With Existing Controls:

C - Medium / Moderate

9. Use of non-PC study tables

Description of Activity:

The non-PC study tables may also have a nearby wall socket that could be utilised.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission when using the non-PC study tables

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

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Uncontrolled Risk:

E - Very High

Existing Control Measures

Non-PC desks have been identified that support the social distancing requirements and any superfluous furniture eg chairs have been removed.

Signage clearly indicates the number of users at each table, which is also maintained through the Booking System.

Provision of alcohol-based wipes have been provided nearby so users can wipe before and after use of the desks.

Provision of hand sanitiser for users to top-up will be accessible.

Users will be provided with hand-washing guidance in line with government's advice.
Hand washing facilities are located in the communal toilets.

A booking system with a reduced capacity to maintain the social distancing requirement.

Desks will be allocated with corresponding numbers.

With Existing Controls:

C - Medium / Moderate

10. Student Kitchen - 7th Floor

Description of Activity:

The 7th floor kitchen is used by students studying in the Graduate Centre.

Risk Assessment

Hazard 1. Covid-19 virus exposure and transmission from contact with other persons and contaminated surfaces

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Uncontrolled Risk:
E - Very High

Existing Control Measures

The kitchen will be closed

With Existing Controls:

B - Low / Tolerable

11. External Space (Balcony Area)

Description of Activity:

External space which can be used during events.

Risk Assessment

Hazard 1. Covid-19 virus exposure and transmission from contact with other persons and contaminated surfaces

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Uncontrolled Risk:
D - High / S

Existing Control Measures

The balcony area will remain closed to students and staff.

With Existing Controls:

B - Low / Tolerable

12. Use of the Graduate Common Room (Communal Area)

Description of Activity:

The Graduate Common Room is an open flexible space used by students to meet and relax; it is furnished with couches and other fabric seating

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission in the workplace

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Uncontrolled Risk:
E - Very High

Existing Control Measures

The Common Room will remain closed

Signage will be installed to the entrance doors and at the top and bottom of the connecting stairs between the 6th and 7th floors

The furniture will be removed temporarily

With Existing Controls:

B - Low / Tolerable

13. Use of group study rooms

Description of Activity:

The Group Study Rooms are designed for small-medium sized group working up to a maximum of 8 people in each room.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission in the workplace

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

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Uncontrolled
Risk:

E - Very High

Existing Control Measures

The group study rooms will remain closed via the card swipe access controls on each door

With Existing Controls:

B - Low / Tolerable