

# Risk Assessment

## Summary

Reference: RA001761/2

Sign-off Status: Authorised

|   |   |                            |                 |
|---|---|----------------------------|-----------------|
| <b>Date Created:</b>                              | 01/09/2020  | <b>Confidential?</b>       | No              |
| <b>Assessment Title:</b>                          | COVID-19 Secure Workplace Risk Assessment for Mile End Library (Library Services).  |                            |                 |
| <b>Assessment Outline:</b>                        | 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. A clear working method for a personal risk assessment per student is needed.  |                            |                 |
| <b>Area Responsible (for management of risks)</b> | <b>Location of Risks: All main campuses</b>   |                            | On-Site         |
| <b>Division, School, Faculty, Institute:</b>      | PROFESSIONAL SERVICE DIRECTORATES   | <b>Campus:</b>             | Mile End Campus |
| <b>Department:</b>                                | STUDENT AND ACADEMIC SERVICES   | <b>Building/Area:</b>      | Library         |
| <b>Group/Unit:</b>                                | LIBRARY SERVICES  | <b>Sub Area:</b>           | ALL Sub Areas   |
| <b>Further Location Information:</b>              | The Library is located on floors ground, 1st and second of the building, including a sorter room (staff office area), welcome desk and various areas for student study spaces throughout the building. The Library will open 08:00-22:00 Mon-Fri, 10:00-22:00 Sat-Sun. It will be staffed with a mixture of Library Staff and Manpower Officers. RA001568/1 covers The Library Staff office and common SAS spaces   |                            |                 |
| <b>CountryLabel:</b>                              |   |                            |                 |
| <b>Assessment Start Date:</b>                     | 01/09/2020  | <b>Review or End Date:</b> | 03/10/2020      |
| <b>Relevant Attachments:</b>                      | <p>Coronavirus Risk Assessment as of 01-04-2020 updated.doc (Risk Assessment) Uploaded: 13/07/2020</p> <p>QMUL_HS_235_COVID-19 Social Distancing Guidance (1).pdf (Work/Operating Instructions) Uploaded: 13/07/2020</p> <p>QM Estates Facilities Service Delivery Plan COVID-19.pptx (Work/Operating Instructions) Uploaded: 13/07/2020</p> <p>Mile End Library Service Model Jul-Aug 2020.docx (Workplace Procedures) Uploaded: 15/07/2020</p> <p>10 Steps - Wording on Booking System 1 September 2020.docx (Work/Operating Instructions) Uploaded: 01/09/2020</p> <p>LIBRARY_0-1mscreensFINAL.pdf (Maps, Diagrams &amp; Photographs) Uploaded: 08/09/2020</p> <p>LIBRARY_1-1mscreensFINAL.pdf (Maps, Diagrams &amp; Photographs) Uploaded: 08/09/2020</p> <p>LIBRARY_2-1mscreensFINAL.pdf (Maps, Diagrams &amp; Photographs) Uploaded: 08/09/2020</p> <p>LIBRARY_0 G34 Sorter room 2m Rev B-A3 (1).pdf (Maps, Diagrams &amp; Photographs) Uploaded: 09/09/2020</p> <p><b>Description of attachments:</b></p> <p>- Manpower RA dated April 2020 - QMUL Social Distancing Guidance for the Management of COVID-19 (HSD) - EAF Directorate Service Delivery Plan Cleaning Specification during COVID-19 - Mile End Library Service Model July to August 2020 - 10 steps - wording used on the Booking System dated 01.09.20 - Floor plans for GF, 1st &amp; 2nd Floors showing 1m social distancing screens installed on desks. - Floor plan of the Sorter Room (G34)</p> <p><b>Location of non-electronic documents:</b></p> <p>QMUL COVID-19 SECURE Guidance - <a href="http://www.hsd.qmul.ac.uk/covid-19-secure-guidance/">http://www.hsd.qmul.ac.uk/covid-19-secure-guidance/</a> The building level assurance tracker is updated weekly with the following link: <a href="http://qm-web.estates.qmul.ac.uk/media/estates-and-facilities-intranet/directorate-support/Covid-19-Building-Level-Assurance.pdf">http://qm-web.estates.qmul.ac.uk/media/estates-and-facilities-intranet/directorate-support/Covid-19-Building-Level-Assurance.pdf</a></p> |                            |                 |
| <b>Assessor(s):</b>                               | ALDERSON-RICE, JANE<br>ZAHID, AQIL  |                            |                 |
| <b>Approver(s):</b>                               | SARAH COWLS<br>KATE PRICE   |                            |                 |
| <b>Reason for Review</b>                          |   |                            |                 |
| <b>Type:</b>                                      | Process Change  |                            |                 |
| <b>Reason:</b>                                    | Uploaded Sorter Room floor plan   |                            |                 |
| <b>Signed Off:</b>                                | KATE PRICE (09/09/2020 09:26)<br>KATE PRICE (09/09/2020 10:57)<br>SARAH COWLS (10/09/2020 10:27)  |                            |                 |
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# Risk Assessment

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**PEOPLE AT RISK (from the Activities covered by this Risk Assessment)**

## 1. The Workplace - The Library

### 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

Wherever possible, staff are working remotely (from home) and will continue to do so.

Those clinically extremely vulnerable and clinically vulnerable staff who wish to return to work against advice will need to be assessed by their GP or Occupational Health prior to returning.

Social distancing at 1m+ applies in the Library. 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.

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.

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

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

Access is restricted to students, Library Staff and Manpower staff. From 14th Sept the opening hours of Mile End Library will be 08:00-22:00 Mon-Fri, 10:00-22:00 Sat-Sun.

Signage has been displayed in prominent locations throughout The Library and guidance notes will be provided at the Welcome desk.

Occupants are expected to stay left where possible, following the one-way system. Entry is via the front entrance and the exit (green door) is located opposite ground cafe.

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)

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

Stocks of hand sanitiser and wipes will be monitored

## Risk Assessment

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.

Local risk assessments and safe systems of work are in place in The Library - see RA000194/1.

Risk assessments and safe systems of work will need to be reviewed weekly, amended and updated at local level for The Library 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.

Staff lift - one person permitted each journey.

Alcohol-based wipes to be provided in the sorter room for staff to wipe the shared printer before and after use.

Staff Areas:

Social distancing in line with government guidelines will be managed by each member of staff working in the sorter room and library staff office. Staff are advised not to use a desk which faces another member of staff.

A one in-one out policy is in place for staff using the 2nd floor kitchen/tea point area and staff toilets. Shower to be taken out of use.

Locker area on 2nd floor - Staff to follow one in-one out policy for this area.

Staff common room - one person at each table policy.

## 2. Travel to and from Work/Library

## Risk Assessment

**Description of Activity:**

Travel to and from work, campus and building access and egress.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission coming to and from Canalside

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 Library

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

Common surface contact areas are subject to regular cleaning regime.

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 Library as a reminder.

Entry to buildings is via controlled access gates (for students) and access controlled doors for staff. Visitors are required to visit the welcome desk on arrival.

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, Gloves and Face Coverings on use of face coverings whilst travelling when provided with the guidelines.

No cross site working

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

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**

The Library 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/>)

Emergency phones are located throughout the building on each floor, 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.

The Manpower Risk Assessment for officers working on-site has been attached. An individual risk assessment will be requested prior to their arrival on-site.

With Existing Controls:

**C - Medium / Moderate**

### 5. Inadequate or insufficient environmental cleaning

#### Description of Activity:

EAF and departments own cleaning regime.

### 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

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.

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

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.

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 throughout the Library as follows:

Hand sanitizer - main entrance, staff desks, welcome desk

Hand Washing - Communal toilets on floors ground (X2), first (gender neutral toilet block), second floor (staff area).

The importance of hygiene and handwashing procedure has been communicated across Library Services (Student and Academic Services) via a variety of media including the SAS Staff Intranet and via emails sent by Safety Coordinators to all Student and Academic staff.

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.

Food and drink policy provided.

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

#### Description of

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

# Risk Assessment

## Activity:

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

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

Restriction on non-business deliveries to The Library.

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

The handling of books is covered in the Click and Collect Activity section of this RA.  
The handling of lap tops from the lap top loan service is covered under the Lap Top Loan Activity section of this RA.

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

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

The Campus Maintenance Manager has confirmed that The Library has remained closed for the duration of the campus shut down, and that routine maintenance such as legionella testing, fire alarm testing, etc has continued during the lockdown.

The Library 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 staff and 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 staff/students returning to campus

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

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

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

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. Student use of PC desks

#### Description of

The PC desks have Student Services PCs mounted to the desks. The AIO (All In One) PCs are touch screen as well as the

# Risk Assessment

**Activity:** provision of a keyboard and mouse.

## Hazard 1. COVID-19 virus exposure and transmission when using PC desks

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

Identify PC desks that support 2m social distancing and remove those that do not.

Remove by removing power cable and chair from the desks. Signs added to clearly indicate those PC desks that are excluded.

Desk numbers added to indicate the availability of the PC on the booking system.

Provision of alcohol-based wipes to be provided nearby so users can wipe before and after use.

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 2m social distancing, adjusted to 1m from 14th September 2020.

Desks will be allocated with corresponding numbers and will have perspex screens at a height of 800mm. Please see attached floor plans.

Face coverings - the wording below has been added to the 10 steps on the booking form. Also please see the 10 steps attached.

You must stay 2 metres away from other people, and if someone forgets please remind them without chastising them. A face covering should be worn in communal spaces such as corridors, stairwells, lifts and toilets, and wherever 2 metre social distancing is not possible.

With Existing Controls:

**C - Medium / Moderate**

# Risk Assessment

## 10. Student 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.

### 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).

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**

Non-PC desks have been identified that support social distancing 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 2m social distancing, adjusted to 1m from September 2020.

Desks will be allocated with corresponding numbers.

Face coverings - the wording below has been added to the 10 steps on the booking form. Also please see the 10 steps attached.

You must stay 2 metres away from other people, and if someone forgets please remind them without chastising them. A face covering should be worn in communal spaces such as corridors, stairwells, lifts and toilets, and wherever 2 metre social distancing is not possible.

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

### 11. Use of Vending Machines & Related Activities

**Description of Activity:**

The vending machines have a touchscreen keypad to enter the relevant shelf code. Water fountains for student use around the building. The water fountains are being made Covid-safe for September 2020.

#### Hazard 1. COVID-19 virus exposure and transmission when using the Vending Machines

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**

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.

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

Notices to be placed adjacent to each water fountain requesting that students do not place their mouths on the faucet, and that the fountain is used to refill water bottles only.

With Existing Controls:

**C - Medium / Moderate**

### 12. Use of MFD (Multi-Function Device)

**Description of Activity:**

The MFD has a touch-screen to select its use eg printing/copying. Paper can be refilled by users. Printing paper is supplied adjacent to the MFD.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when using the MFD

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

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

A reminder notice to do so is placed on the MFD.

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.

Users to refill MFDs. The lock has been removed for ease of use during this period and to avoid having staff having to travel on-site.

Hand washing guideline apply.

With Existing Controls:

**C - Medium / Moderate**

### 13. Laptop Loan Service

#### Description of Activity:

Laptop loan service for students using The Library. Laptops are borrowed for one day using a self-service system.

## Risk Assessment

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

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

1. Withdraw the service in the interim phase (20 July forwards)
2. Establish whether 72h quarantine is sufficient to reduce risk
3. Establish whether deep cleaning is required
4. Establish whether using IT-safe wipes is required after quarantine

With Existing Controls:

**C - Medium / Moderate**

### 14. Welcome Desk

#### Description of Activity:

Reception and Welcoming area located inside main entrance of The Library

## Risk Assessment

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

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

Installation of perspex screens at Welcome Desk  
 Hand sanitisers available to staff working on WD  
 No sharing of stationery.  
 Alcohol-based wipes to be used to clean any shared items such as computer, mouse, keyboard and phones, at end of each person's rota.  
 Hazard tape placed on floor in front of the WD indicating 2m social distancing requirement for staff visiting this area.  
 Tensa barrier placed 2 metres in front of WD to allow students to observe social distancing requirement.

With Existing Controls:

**C - Medium / Moderate**

### 15. Click and Collect Service

**Description of Activity:**

INSERT DETAILS OF ACTIVITY HERE

## Risk Assessment

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

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

INSERT CONTROL MEASURES HERE

With Existing Controls:

**C - Medium / Moderate**

### 16. Group Study Rooms

#### Description of Activity:

Group Study Rooms for Students and sometimes used by staff for larger meetings; This includes the two LD rooms located on the first floor; These rooms will be taken out of use whilst the Government advises a 2m social distancing requirement.

## Risk Assessment

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

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

- Staff meetings to take place remotely where possible
- Hand sanitiser and alcohol-based wipes to be available for room users
  - Room users to wipe any areas they have touched at end of usage period
  - Maximum occupancy details to be provided at time of booking rooms to ensure social distancing regulations are adhered to
  - Signs to be posted on doors to rooms with maximum occupancy numbers

With Existing Controls:

**C - Medium / Moderate**

### 17. Lone Working

**Description of Activity:** Staff working outside of normal office hours

## Risk Assessment

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

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

Wherever possible, staff are working remotely (from home) and will continue to do so.

Staff working out of normal office hours should continue to follow the QMUL Lone Working Procedure (<http://www.hsd.qmul.ac.uk/a-z/lone-working/>)

The Social Distancing guidance as set out by HSD and explained in each activity of this Risk Assessment should continue to be followed by lone workers.

With Existing Controls:

**C - Medium / Moderate**

### 18. Staff and Student Entry and Exit to the Building

#### Description of Activity:

This concerns staff and students entering and leaving the Mile End Library.

## Risk Assessment

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

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

This is part of the one way route to allow people to move around without crossing each other.

Entry will be by the DDS door with card access enabled for all  
 After that the card reader access gates will be dropped and every second gate will be in use.  
 Leaving the building - the exit will be via the cafe door at the rear of the building.

With Existing Controls:

**C - Medium / Moderate**

### 19. Interim Activity - Ground Floor Only

#### Description of Activity:

This is an interim activity for opening the ground floor of the library only; Service will be study space and click and collect only; Enquiry service will remain a remote service only during this.

## Risk Assessment

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

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

Self service borrowing will be withdrawn

Self issue machines, the sortation unit, the lap top loans, charging unit, lap top safety cabinet will be labelled - NOT IN SERVICE and taken out of use.

The central stairs will be made Staff Only.  
 The student lift will be taken out of service and grounded.  
 The teaching collection area will be made Staff Only.

Special hygiene measures:

All plants will be moved into the staff only area  
 The small bookcases will be removed from the Learning Lounge.

With Existing Controls:

**C - Medium / Moderate**

### 20. Socially Distanced Study Space

#### Description of Activity:

Making areas of the library, such as students using the printers, study spaces and moving around the building, Covid-19 secure.

## Risk Assessment

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

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

There will be a one way route through all areas indicated by signs on the floor.

Study Areas - Study desks will have a booking system with an inbuilt personal risk assessment and a track and trace declaration. Desks will be numbered so that students book a specific desk. Hazard tape will be used to take desks out of service to achieve social distancing. Keyboards will be tucked away, not removed.

Where printers are adjacent to each other every second printer will be taken out of use and alcohol-based wipes and hand sanitiser will be available at the printers with guidance notes for students to wipe the touch screens before and after use.

A very small number of students arrive without booking because they need quick printing or advice from a member of staff. We capture Track and Trace details on a spreadsheet.

We have requested safe occupancy levels per area from Estates, so that we can limit numbers to safe levels.

With Existing Controls:

**C - Medium / Moderate**

### 21. User Toilets - Ground Floor

#### Description of Activity:

Ground floor toilet facilities for staff and students

## Risk Assessment

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

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

Every second hand washing basin to be taken out of use  
 Hand dryers to be taken out of use  
 Paper towels to be used in hand washing area  
 Alcohol-based wipes to be provided in the hand washing area  
 Wearing of face coverings whilst moving around the facilities.

With Existing Controls:

**C - Medium / Moderate**

### 22. Contemplation Rooms

#### Description of Activity:

Used by library users for contemplation, meditation, and prayer.

## Risk Assessment

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

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

Whilst the 2M social distancing rule is in place this area will be out of use. Once the social distancing rule changes it will be reviewed.

With Existing Controls:

**C - Medium / Moderate**

### 23. Stock Handling

#### Description of Activity:

Handling library material (books, Periodicals, DVDs, and other library materials)

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when handling library material (books, Periodicals, DVDs, a

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:  
**D - High / Severe**

#### Existing Control Measures

1. Provision of hand sanitiser for users to top-up will be accessible.
2. Users will be provided with hand-washing guidance in line with government's advice. Hand washing facilities are located in the communal toilets.
3. Staff will be provided with (and be required to wear) gloves to reduce the risk of transmission.
4. Any material that is handled within the library without gloves will be subject to 72hour quarantine to ensure material is free of Covid19 before it is handled by another user.

Stock that has been handled will be placed on trolleys with the return date and time, and quarantined for 72h.

Please see the sketch attached to the Action entitled create quarantine area

With Existing Controls:

**C - Medium / Moderate**

### 24. Packing, unpacking and moving library materials between sites

#### Description of Activity:

Students have a home library and request materials from other sites. Staff fetch, pack, move and unpack library stock for this purpose.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when library materials are moved between libraries

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:

**D - High / Significant**

#### Existing Control Measures

1. Provision of hand sanitiser for staff to top-up will be accessible.
2. Staff will be provided with hand-washing guidance in line with government's advice.
3. Hand washing facilities are located in the communal toilets.
- 4 Staff will be provided with (and be required to wear) gloves to reduce the risk of transmission.
5. Boxes containing transit material will be cleaned with alcohol-based wipes before an after use both at the library of origin and the destination library.

With Existing Controls:

**C - Medium / Moderate**

### 25. Using Library Self-Service Equipment

#### Description of Activity:

Using self-service equipment with touch screens. This equipment is for issuing and renewing library stock, and for checking additional information online. It receives very high volume use. Also we have self-service equipment for:

1. Borrowing laptops - high volume
2. Book and DVD returns - high volume
3. Laptop safety lockers
4. Device charging units

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when using self-service kiosks

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

Where possible, self-service equipment will be decommissioned and/or only accessible to staff to reduce the risk.

1. Provision of hand sanitiser for users to top-up will be accessible.
2. Users will be provided with hand-washing guidance in line with government's advice. Hand washing facilities are located in the communal toilets.
3. Provision of alcohol-based wipes have been provided nearby so users can wipe before and after use of the desks. Alcohol-based wipes will be VDU compliant inline with manufacturer guidance:

<https://www.bibliotheca.com/wp-content/uploads/2020/04/G-LBQG1063EN.001-Disinfecting-bibliotheca-products.pdf>

With Existing Controls:

**C - Medium / Moderate**

### 26. COVID-19 virus exposure and transmission when returning library material

#### Description of Activity:

Students and other library users return borrowed material to the library

# Risk Assessment

## Hazard 1.

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:  
**D - High / Severe**

### Existing Control Measures

1. Users will be required to return material using the drop-boxes provide at each library.
2. Provision of hand sanitiser for users to top-up will be accessible.
3. Users will be provided with hand-washing guidance in line with government's advice. Hand washing facilities are located in the communal toilets.
4. Staff will be provided with (and be required to wear) gloves to reduce the risk of transmission.
5. Any material that is returned will be subject to 72 hour quarantine to ensure material is free of Covid19 before it is handled by another user.
5. Any trolleys used by staff to transfer material to the quarantine area will be cleaned with alcohol-based wipes before and after use.

With Existing Controls:

**C - Medium / Moderate**

## 27. Picking-up/borrowing items from the Click & Collect desk

### Description of Activity:

Library materials are available on request via a booking and collect system: <https://forms.office.com/Pages/ResponsePage.aspx?id=kfCdVhOw40CG7r2cueJYFIaCbxPu7UINifVQnud4IcdUQThLV0FVTlowQ0xHTk9MNtFWDI4N1VSUy4u&#13;&#10;&#13;&#10;>The click and collect service is a very simple system that allows users to borrow items whilst the stacks are closed. Library users will use the above web form to make their requests. [Items are retrieved from the shelves and the user is emailed to let them know their items are ready for pickup. Items are then held next to the Welcome Desk ready for pickup. Items are returned to the external book returns unit - dropbox. The dropbox is emptied as many times a day as needed. Items are transferred to the quarantine area where they are returned an kept in quarantine for 72 hours.&#13;&#10;](#)

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when collecting library materials

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

1. Pick-up point situated so Readers using click and collect do not cross those queuing for other services or entering the building
2. Hand gel
3. Wipes
4. Gloves mandated for staff
5. Social distancing maintained at all times
6. Staff training in the safest way to hand over materials

With Existing Controls:

**C - Medium / Moderate**

### 28. Browsing

#### Description of Activity:

Readers go to the collections and look along the shelves, deciding which books they need. This often involves taking a few books off the shelves, looking through them, then borrowing some, replacing some.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when library materials have been recently handled

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

The stacks will be closed to users, ie there will be no browsing for users, at Mile End Library due to the size of the Collection. Users can browse via the Catalogue (especially with the new browse feature of Encore:

[https://search.library.qmul.ac.uk/iii/encore/record/C\\_\\_Rb1211737\\_\\_Shistory\\_\\_P0%2C12\\_\\_Orighresult\\_\\_U\\_\\_X7?lang=eng&suite=def](https://search.library.qmul.ac.uk/iii/encore/record/C__Rb1211737__Shistory__P0%2C12__Orighresult__U__X7?lang=eng&suite=def)

Should a user wish to borrow after browsing the Click & Collect Service is available to use:

<https://forms.office.com/Pages/ResponsePage.aspx?id=kfCdVhOw40CG7r2cueJYFIaCbxPu7UINifVQnud4IcdUQThLV0FVTIowQ0xHTk9MNEtFWDI4N1VSUy4u>

With Existing Controls:

**C - Medium / Medium**

### 29. User (Gender Neutral) toilets - 1st floor

#### Description of Activity:

User (Gender Neutral) toilets for Staff and Students located on the 1st floor of Mile End Library.

## Risk Assessment

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

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

Every second tap to be taken out of use or as required to meet 2m social distancing  
 Hand dryers to be taken out of use - being investigated to see if possible  
 Paper towels to be used in hand washing area  
 Alcohol-based wipes to be provided in the hand washing area  
 Wearing of face coverings whilst moving around the facilities.

With Existing Controls:

**C - Medium / Moderate**

### 30. Lost Property

#### Description of Activity:

Items found unattended and handed in at the Welcome Desk. New normal policy is to retain non-valuables for 1 day before taken to Security. Items deemed "valuable" are taken to Security immediately.

## Risk Assessment

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

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

Staff can wear gloves

Hand sanitiser is available at every staff desk after handling any item.

Hand washing facilities are located in the communal toilets.

Non-Valuable items will follow the 72hr quarantine pattern in place for returned physical library stock. The items will be stored in boxes in designated rooms during the quarantine process. If a user wishes to retrieve their item then the item can be collected from the quarantine area and both the user and staff member can hand sanitise.

Provision of alcohol-based wipes are provided nearby so users can wipe items after collection.

With Existing Controls:

**C - Medium / Moderate**

### 31. Self-Tours

#### Description of Activity:

Has been setup on the booking system and is offered every 30mins from 10:00 with the last booking at 17:30. Upon arrival and checking in to the session users will help themselves to a self-tour handout.

## Risk Assessment

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

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

Limited number to 3 bookings per session (given 2m social distancing).

Users will be required to wear face coverings.

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

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.

Users will not be sharing handouts to reduce the potential risk of transmission.

With Existing Controls:

**C - Medium / Moderate**

### 32. Water Fountains

#### Description of Activity:

The Library has water fountains on each floor of the student space. Each fountain contains a water-bottle (re-)filling tap and a smaller tap for users to drink directly.

## Risk Assessment

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

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

The smaller tap has been deemed "out of use" and taped off. It may be useful if EAF could remove the smaller tap and cap.

The water-bottle (re-)filling tap is suitable for use.

A vigorous cleaning regime operates across Library Services (Student and Academic Services).

With Existing Controls:

**C - Medium / Moderate**

### 33. New users aligning the student card with their pharos account (EMOS kiosk)

#### Description of Activity:

New users (particularly Engineering students) experienced printing difficulties as their student card is not aligned with their pharos account. The user therefore needs to touch their student card on the top-up machine (and logout) without topping up their card. Awaiting to hear from the Central Print Service to corroborate the current situation. The kiosk is currently "Out of Service" and has been reported to IT.

## Risk Assessment

### Hazard 1. Covid-19 virus exposure and transmission from contaminated surfaces

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

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

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.

With Existing Controls:

**C - Medium / Moderate**

### 34. Sorter Room

#### Description of Activity:

The Sorter Room is a workplace but as an entrenched space it's a unique staff working environment.

## Risk Assessment

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

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

The ventilation is currently being assessed, which is a concern due to the nature of the space.

Maximum occupancy limit is 8 (we have excluded the person sorting as movement around the space is required). The desks have been distributed accordingly to comply with 2m social distancing. (Please see attached Floor Plan of the Sorter Room.)

Screens have been used to provide additional protection, particularly near the lift.

Face coverings - the wording below has been added to the 10 steps on the booking form. Also please see the 10 steps attached.

"You must stay 2 metres away from other people, and if someone forgets please remind them without chastising them. A face covering should be worn in communal spaces such as corridors, stairwells, lifts and toilets, and wherever 2 metre social distancing is not possible."

Hand sanitisers have been provided on each desk.

Alcohol-based wipes have been provided on each desk so staff can wipe before and after use.

Hand washing facilities are located in the communal toilets.

With Existing Controls:

**C - Medium / Moderate**

### 35. Face to face meetings with students

#### Description of Activity:

Staff members of Library Services and Student and Academic Services meet students within the Library to provide advice, support and tutorials.

## Risk Assessment

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

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

1. Wherever possible, individual tutorials or meetings should take place online
2. If this is not possible for technical or privacy reasons, appointments should be booked in advance and attendees should be made aware of Covid-secure requirements before they attend the meeting
3. Attendees should go straight to the venue of their meeting, and leave the building immediately afterwards
4. Each face to face appointment should last no more than 50 minutes
5. A suitable room/area should be identified which is clearly marked out to show where the student(s) should sit, to comply with the HSD Social Distancing Procedure
6. Windows should be kept open where possible
7. Students/staff are required to wear face coverings during appointments;
8. Alcohol based wipes are available and should be used to wipe down surfaces touched by staff/students at the end of each appointment;
9. Hand sanitiser is available for staff/student(s) to use at start and end of appointments;
10. Sufficient time should be provided in between appointments to allow for cleaning; and
11. Students/Staff should avoid sharing pens and other objects to reduce the risk of transmission.

With Existing Controls:

**C - Medium / Moderate**