

Risk Assessment

Summary

Reference: RA001664/3

Sign-off Status: Authorised

Date Created:	02/02/2021	Confidential?	No
Assessment Title:	COVID-19 Secure Workplace Risk Assessment for Archives and Special Collections, Library Services		
Assessment Outline:	This risk assessment template has been developed to assist each Schools, Institutes and Directorates in carrying out and amending their local risk assessments and safe systems of work in order to comply with government guidance and ensure Queen Mary University of London is a COVID-19 Secure workplace. Archives and Special Collections 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. RA001568/1 covers the shared areas of the building, including the library staff office in which Archives and Special Collections staff also work. Version 3 review in February 2021 to reflect the updated QM Covid Code, which includes updates on the policy for the wearing of face coverings, and should be read by all staff. Managers are to ensure that all staff understand COVID-19 related safety procedures in their local area/department including risk assessments and safe systems of work. Engagement with staff to continue to monitor and understand any unforeseen impact of changes to working environments. This should be a two way communication, facilitating feedback to and from staff.		
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:	Library
Group/Unit:	LIBRARY SERVICES	Sub Area:	ALL Sub Areas
Further Location Information:	Applies to the areas used by Archives and Special Collections, namely three store rooms on the ground floor of the Library building and the archives reading room on the second floor of the Library building.		
CountryLabel:			
Assessment Start Date:	02/02/2021	Review or End Date:	04/05/2021
Relevant Attachments:	<p>EAF Service Delivery Plan.pptx (Maps, Diagrams & Photographs) Uploaded: 02/02/2021 Ventilation Assurance for staff returning to campus v1 2-9-20.docx (Risk Assessment) Uploaded: 02/02/2021 QMUL_HS_248 COVID-19 Hierarchy of Control checklist.pdf (Workplace Procedures) Uploaded: 02/02/2021</p> <p>Description of attachments:</p> <p>Covid Age Individual Risk Assessment EAF Service Delivery Plan Cleaning Specification During Covid-19 QM face coverings policy and procedure Ventilation assurance for staff return to campus</p> <p>Location of non-electronic documents:</p> <p>QMUL COVID-19 SECURE Procedures - http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/ Return to Campus Covid 19 security desk checklist: http://qm-web.estates.qmul.ac.uk/media/estates-and-facilities-intranet/directorate-support/Return-to-Campus---Security-Checklist-2020.pdf QM Covid Code: https://www.qmul.ac.uk/coronavirus/guidance-for-staff/3-essential-steps-for-staff-remaining-on-campus/queen-mary-covid-code/</p>		
Assessor(s):	ORMEROD, KATHERINE		
Approver(s):	SARAH MOLLOY SARAH COWLS		
Reason fo Review			
Type:	Periodic Review		
Reason:	Updated QM Covid Code so added new control measures etc		
Signed Off:	SARAH COWLS (08/02/2021 11:40) SARAH MOLLOY (12/02/2021 08:27)		

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

CATEGORY
Employees
Post-Graduates
Undergraduates
Contractors
Members of the Public
Visitors
Disabled Persons

Risk Assessment

Inexperienced Workers/Trainees

Women of Child-bearing Age

Young Persons

Other Vulnerable Persons

Other

Who Made By	Date/Time Received	Comments
ORMEROD, KATHERINE	02/02/2021	Updated to reflect the updated QM Covid Code and other institutional safety measures

1. The Workplace

Description of Activity:

The workplace includes but is not limited to QMUL campuses and buildings.

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

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.

Staff will undertake an individual health risk assessment prior to returning to campus and share with their line manager if an occupational health referral is required. Copy of form attached to this risk assessment.

Those who are essential on site are following the social distancing guidelines laid out by the government.

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

High traffic areas, including corridors, lifts and walkways need to be regulated and marked out to ensure social distancing. Maximum occupancy for lifts must be reduced according to the HSD guidance but ensuring people with disabilities can still access them. The Risk Assessment for the library building covers this item separately (RA001761/1).

Movement around buildings and between sites is

With Existing Controls:

C - Medium / Moderate

Risk Assessment

discouraged by restricting access to some areas (e.g. card swipe).

The Archives, Strong Room and Reading room are locked by keys/keypad with codes, and therefore are restricted to Archives and Special Collections staff only.

Signage will be placed in the Archives, Strong Room and Reading room in line with the control measures set out in this Risk Assessment.

A vigorous cleaning regime operates across Library Services which includes frequent surface cleaning and incorporates HSD virus survival information and decontamination guidance.

Fogging of all areas to be completed before opening each morning

Daily cleaning regime

Empty centralised domestic waste bin points and damp wipe the external body with cleaner sanitiser
Sweep and mop flooring with mechanical scrubber using cleaner sanitiser

Vacuum carpets

Dust furniture, damp wipe all surfaces with cleaner sanitiser

Burnish hard flooring using cleaner sanitiser

Dust banisters and ledges using disinfectant

Top up hand sanitiser dispensers

Wipe stair treads and risers using disinfectant

Weekly cleaning regime

Dust radiators, light switches, lamps etc.

Frequent handwashing has been promoted across Library Services and consistent signage is displayed throughout the Library.

The Archives and Special Collections team will obtain and maintain a supply of hand sanitizer and alcohol-based wipes for use in its areas.

Handwashing facilities and/or hand sanitisers have been provided throughout the Library building.

Risk Assessment

Local risk assessments and safe systems of work are in place in Library Services

Risk assessments and safe systems of work will be reviewed, amended and updated at local level for Archives and Special Collections 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 Procedures must be followed when doing this.

Remote working tools are used to avoid 'in person' meetings (e.g. MS Teams).

Note: Where meetings are required 'in person' HSD COVID-19 Secure Procedure must be followed.

All staff to be issued with two QM face masks and follow the QM policy and procedure on use of face coverings. Following the latest government information on the new COVID-19 variant Queen Mary has taken the decision to make the wearing of face coverings mandatory in all indoor spaces where 2 metres social distancing cannot be maintained. Face coverings must also be worn when walking around in buildings, in toilets and in lifts.

Within our libraries and unsupervised study space it can be harder to effectively maintain 2 metres social distancing therefore the wearing of face coverings in these spaces is now mandatory at all times

A ventilation evaluation has been undertaken by EAF and it was confirmed that the space can be used safely at 2M. The EAF ventilation assurance document is attached to this RA. A document entitled Managing thermal comfort whilst ensuring adequate ventilation has been circulated to all staff, and is available on the HSD web site.

Staff (who are asymptomatic) are advised to undergo regular Lateral Flow Device (LFD) testing at Queen Mary testing centres, ideally twice a week, to help reduce the spread of the virus.

Library to assess if more storage for clothes and bags is required to avoid potential contamination and

Risk Assessment

spread of virus. Departmental plans to be updated as needs increase due to gradual return to campus of staff.

2. Travel to and from work

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 work

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, and staff have their own individual 500ml bottles at their desks.

Common surface contact areas are subject to regular cleaning regime by EAF.

Socks of soap and sanitiser are checked and maintained daily by EAF.

Advice given to ensure handwashing occurs upon arrival on site, via signage posted around the library.

Consistent signage is displayed throughout the Archives and Special Collections areas as a reminder.

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

Ensure sufficient car parking and secure bicycle facilities to help people avoid public transport where possible.

Direct staff to government advice on using public transport and HSD COVID-19 Travel to and from Work Procedure.

Archives and Special Collection staff are directed to GOV.UK advice and HSD COVID-19 Hygiene, Gloves and Face Coverings Procedure, on use of face coverings whilst travelling.

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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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

Library Services emergency response and incident policies in place. Reporting mechanisms in place - ie reporting incidents via MySafety.

Archives and Special Collections staff, readers and visitors to follow HSD COVID-19 Emergency Evacuation Procedure.

Staff involved in the provision of assistance to others (e.g. First Aiders) should follow HSD COVID-19 First Aid Procedure 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.

Promote policy of continuing to encourage visits via remote connection/working where this is an option.

Visitors and contractors are required to wear face coverings when moving around the building. See QM Face Covering Policy and Procedure attached to this risk assessment.

Effective management of contractors on campus by EAF.

Records of visitors and contractors maintained by the Archives and Special Collections Team. Details of visitors (name, contact details (phone number/email address), and date of visit will be recorded in the Archives Calm user database.

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

Revising visitor arrangements to ensure social distancing and hygiene (e.g. signing in process using visitors' own pens or electronic means at reception areas).

QMUL Track and Trace Policy is now embedded in the Covid-19 Emergency Plan, and is regularly updated.

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

Risk Assessment

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.

The Archives and Special Collections team will be responsible for cleaning items using alcohol based wipes, and quarantining them in between use. Items will be quarantined for 72 hours before and after being retrieved and used.

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

Handwashing facilities and / or hand sanitiser have been provided throughout the Library building

The importance of hygiene and handwashing procedure has been communicated across Library Services via email, signs and the intranet, and this is covered in the general Risk Assessment being undertaken for the library building (RA001761/1).

Archives and Special Collections staff to ensure they clear workspaces and remove belongings from the work area when they leave. Archives will assess if more storage for clothes and bags is required and inform Library management so plans can be updated as needs increase due to gradual return to campus of staff.

Frequent cleaning in areas where social distancing cannot be implemented and in areas regularly used for meetings.

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

Safe disposal arrangements for all waste streams and extra consideration given to clinical waste disposal stream. Archives and Special collections will follow

With Existing Controls:

C - Medium / Moderate

Risk Assessment

existing local guidance on clinical waste disposal. If it is not possible to follow these measures at the present time, the relevant collections will remain closed for access until such waste can be disposed of safely.

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.
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Risk Assessment

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 will be included in the Risk Assessment being undertaken for the Library Staff Office.

Increased handwashing encouraged with handwashing facilities / hand sanitisers for staff handling deliveries

Documented cleaning procedure for deliveries (following the HSD decontamination procedure).

Documented procedure for deliveries and collections to campus considering revised pick up and drop off collections points to minimise unnecessary contact (e.g. with security) and reducing frequencies of deliveries.

Archives and Special Collections will follow the control measures set out in the Risk Assessment being undertaken for the Library Staff Office (RA001568/1) concerning receipt of deliveries.

Archives and Special Collections will give consideration as to whether to reduce frequency of deliveries by ordering larger quantities less often (if safe storage is available)

With Existing Controls:

C - Medium / Moderate

7. Work related travel

Description of Activity:

Travel for work i.e. on a university activity.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission through work related travel

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

All non-essential work travel is to be kept to a minimum.

With Existing Controls:

C - Medium / Moderate

8. 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

Vigorous cleaning regime implemented by facilities incorporating HSD virus survival information and decontamination procedure.

Routine maintenance is ongoing following reopening of library and study spaces

With Existing Controls:

C - Medium / Moderate

9. Psychological wellbeing of staff returning to campus / continuing to work from home

Description of Activity:

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

Risk Assessment

Hazard 1. Psychological wellbeing of staff returning to campus / continuing to work from home

A reduction in un-managed good mental health.

Uncontrolled Risk:

D - High / Significant

Existing Control Measures

Provision of clear, consistent and regular communications around Covid-19 and the ways of working from the HoS.

Lead Archivist/Manager continue ongoing engagement with staff to monitor and understand any unforeseen impact of changes to working environments.

Engaging with staff to explain and consult on any changes in working arrangements.

Developing communications / checklists for staff prior to returning to site, especially around new procedures for arrival at work.

Awareness and focus on the importance of mental health at times of uncertainty with regular provision of Mental Health information, guidance on wellbeing when working remotely and maintaining connections with colleagues working on site.

Continued access to occupational health services and mental health first aid provision.

With Existing Controls:

C - Medium / Moderate

10. Working in Archives and Special Collections storage areas

Description of Activity:

Undertaking work within the three storage rooms for Archives and Special Collections on the ground floor of the Library building.

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).

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

Due to the size and layout of the rooms, only one person may enter and work in them at a time to ensure social distancing measures can be adhered to. Place signs on the doors to alert people to this restriction.

Staff to ensure that they wash hands in line with Government hand-washing guidance once they have finished working in these rooms.

Provision of cleaning materials eg alcohol based wipes, hand sanitiser and gloves within all three rooms, with instructions on wiping down surfaces after they have been touched.

Staff to wash hands in line with Government hand washing guidelines after working in these rooms.

Limit removal of archive material/books from the rooms to a minimum and ensure suitable secure quarantine measures are in place so items can be isolated for 72 hours before anyone else touches them.

Isolated items/materials to be labelled and initialed with date and time of start of isolation period.

With Existing Controls:

C - Medium / Moderate

11. Provision of research appointments in the Archives and Special Collections reading room

Description of Activity:

Research appointments to use material from the Archives and Special Collections are provided in the reading room on the second floor of the Library building. Researchers may be members of staff or the public. Appointments will be hosted in the research reading room which has social distancing markers and perspex screens in place, and has a suitable ventilation system in operation.

Risk Assessment

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

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

Limit research appointments to a maximum of one person at a time, with only one person supervising, to ensure social distancing measurements can be adhered to. Allow 72 hours between appointments to avoid contamination between people. Place signs on the door to indicate a that a maximum of two people to be in the room at any time.

Provision of cleaning materials eg alcohol based wipes, hand sanitiser and gloves in the reading room, with instructions provided on wiping down surfaces after they have been touched.

Staff/Researchers/Public to wash their hands in line with Government hand washing guidelines before and after entering the reading room. Signage will be places in reading room with this information.

Only material ordered in advance will be produced for researchers. No further material can be fetched from the stores on the day of the appointment as there would not be time to quarantine it effectively.

Ensure suitable secure quarantine measures are in place so archive and special collection items can be isolated for 72 hours before anyone else touches them for research, or to fetch/return from the stores. Items will be labelled with date and time of use so it is clear when 72 hours have passed and they are safe to handle again.

With Existing Controls:

C - Medium / Moderate

12. Digitisation of Archive and Special Collections material

Description of Activity:

Digitisation of archive and special collections material in order to provide access to it without the need for researchers to visit the Library building. Digitisation could be performed by archives and special collections staff using shared equipment in the Library building, or possibly by Copy Shop staff for suitable material.

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).

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

If digitisation is being done by archives and special collections staff - only retrieve an amount of material that staff know can be digitised in the time available to do so, to avoid unnecessary movement of items around the building, which could potentially be contaminated.

Ensure suitable secure quarantine measures are in place so archive and special collection items can be isolated for 72 hours between being digitised and fetched/returned from the stores and/or the Copy Shop. Items will be labelled with date and time of use so it is clear when 72 hours have passed and they are safe to handle again.

If digitisation is being done by the Copy Shop - ensure suitable quarantine measures are in place in their space for items to be isolated for 72 hours between being handled by archive staff and their staff. This space must also be secure enough to meet the requirements for safeguarding archive material.

Follow cleaning instructions and use cleaning materials provided in Library Services when utilising shared equipment for digitisation. Wash hands after use in line with Government hand washing guidelines.

With Existing Controls:

C - Medium / Moderate

13. Lone Working

Description of Activity: Lone working in Archives and Strong Rooms

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission from contact of decontaminated items/equipment

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 working on own in Archives and Strong Room should continue to follow the QMUL Lone Working Procedure here: <http://www.hsd.qmul.ac.uk/a-z/lone-working/>

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

With Existing Controls:

C - Medium / Moderate