

# Risk Assessment

## Summary

Reference: RA001762/4

Sign-off Status: Authorised

<b>Date Created:</b>	01/12/2020	<b>Confidential?</b>	No
<b>Assessment Title:</b>	COVID-19 Secure Workplace Risk Assessment for West Smithfield 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. Engagement and Communication to Staff: Managers 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 offering feedback from staff.		
<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>	West Smithfield 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 West Smithfield Library is located the ground floor of the Museum and Pathology Block at the West Smithfield Campus. The Library opening times will be updated when agreed.		
<b>CountryLabel:</b>			
<b>Assessment Start Date:</b>	01/12/2020	<b>Review or End Date:</b>	03/05/2021
<b>Relevant Attachments:</b>	<p>QM Estates Facilities Service Delivery Plan COVID-19.pptx (Work/Operating Instructions) Uploaded: 01/12/2020            QMUL_HS_235_COVID-19 Social Distancing Procedure.pdf (Workplace Procedures) Uploaded: 01/12/2020            Coronavirus Risk Assessment as of 01-04-2020 updated.doc (Risk Assessment) Uploaded: 01/12/2020            QMUL_HS_248 COVID-19 Hierarchy of Control checklist (1).pdf (Workplace Procedures) Uploaded: 01/12/2020            PATH-WS_0-2m.pdf (Maps, Diagrams &amp; Photographs) Uploaded: 01/12/2020            PATH-WS_1-2m.pdf (Maps, Diagrams &amp; Photographs) Uploaded: 01/12/2020            QMUL_HS_249 COVID-19 Face to Face Meeting Protocol.pdf (Workplace Procedures) Uploaded: 01/12/2020            Ventilation Assurance for staff returning to campus v1 2-9-20.docx (Other) Uploaded: 01/12/2020            10 Steps - Wording on Booking System - 8th Feb 21.docx (Work/Operating Instructions) Uploaded: 09/02/2021</p> <p><b>Description of attachments:</b>            Manpower Risk Assessment QM Estates Delivery plan QM Covid-19 Procedures - Social Distancing and Hierarchy of Controls QM Covid-Secure Procedures - this link is for the Gateway that houses the separate Covid procedures QM Estates building level assurance tracker QMUL Face Coverings Policy and Procedure Face to Face meetings Protocol Face Coverings Policy 10 Steps - Wording on Booking System Floor Plans of WS Library Ventilation Assurance Document</p> <p><b>Location of non-electronic documents:</b>            QMUL COVID-19 SECURE Procedures - <a href="http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/">http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/</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>	MURRAY, CHRISTINE ZAHID, AQIL		
<b>Approver(s):</b>	JANE ALDERSON-RICE SARAH COWLS KATE PRICE		
<b>Reason for Review</b>			
<b>Type:</b>	Periodic Review		
<b>Reason:</b>	Updated changes		
<b>Signed Off:</b>	JANE ALDERSON-RICE (09/02/2021 12:53) JANE ALDERSON-RICE (09/02/2021 12:59) KATE PRICE (09/02/2021 16:04) SARAH COWLS (15/02/2021 10:42)		

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

## 1. The Workplace - Staff

### Description of Activity:

This is an embedded library in a building owned by Barts Health Trust at West Smithfield.

### 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

Manpower colleagues are currently deployed at West Smithfield Library.

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 2m applies in the Library. Students/staff/cleaning staff should wear facemasks as stated in the QMUL Covid Code, available at: <https://www.qmul.ac.uk/coronavirus/guidance-forstaff/3-essential-steps-for-staff-remaining-oncampus/queen-mary-covid-code/>

The Covid Code has been updated to include information on the face coverings policy, and staff are encouraged to read it.

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

See attached floor plan highlighting social distancing arrangements.

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

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

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

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

Access is restricted to students, Library Staff and Manpower staff. There are no restricted areas for EAF colleagues.

Please refer to the Library website for up to date opening times.

From 8th February 2021, West Smithfield Library is open Mon-Fri, 08:00-20:00 and Sat-Sun, 10:00-22:00.

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.

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)

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- Dust radiators, light switches, lamps etc. (Weekly)
- Fogging of all areas in the Library (daily).

Tony Harrison (Facilities Coordinator) confirmed on 16th October 2020, "Our early morning cleaners (5am-9am) fog the building, we also have some temporary agency staff working for QM who also go into the library and fog the building during the day.

The early morning general cleaning is done by the Barts Trust cleaners, they come for several hours before the library opens."

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 and at the welcome desk. 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 RA000266/1.

Risk assessments and safe systems of work will 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 Procedures must be followed.

The QMUL Face Coverings Policy and Procedure is available to view on the HSD web site at:  
<http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/>

The Queen Mary policy has been updated in early January 2021 to mandate the wearing of face coverings at all times (if able to do so), even when seated.

Following the latest government information on the new COVID-19 variant Queen Mary has taken the decision to make the wearing of face coverings

## Risk Assessment

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.

Face coverings do not need to be worn when eating or drinking.

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

Face to Face meeting protocol is in place (see attached document).

A ventilation evaluation has been undertaken in the Library and it was confirmed that the library 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 available on the HSD web site.

EAF have implemented an action plan to look at high priority areas such as large indoor spaces, toilets and kitchens to re-assess ventilation requirements as a result of information around the new variant. This action plan should identify and implement any ventilation improvement strategies that are needed or close area from use (Jan 2021).

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.

Storage:

Department to assess if more storage for clothes and bags is required. Departmental plans to be updated as needs increase due to gradual return to campus of staff.

## Risk Assessment

Deliveries:

Consideration to be given as to whether to reduce frequency of deliveries by ordering larger quantities less often (if safe storage is available).

### 2. Travel to and from Work/Library

**Description of Activity:**

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

#### 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.

A one way system has been introduced to prevent persons crossing each other on way in/out of the Library

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.

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

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.

Cross site travel will be minimised as far as possible. Please see also the QM Travel To And From Work Procedure - located at:  
<http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/>

### 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.

## Risk Assessment

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

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/>)

An Emergency phone is located at the entrance between the two sets of double doors for the use of students/staff in an emergency situation. The phone is to be cleaned with sanitising agent 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 by EAF

Records of visitors and contractors maintained by EAF.

Where visits are required, guidance on social distancing and hygiene will be explained to visitors on arrival 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 at the West Smithfield Library as follows:

Hand sanitizer - main entrance, staff desks, welcome desk, free-standing on balcony area and main library area

Hand Washing - Basement toilet; Robin Brooke Centre toilets accessible by Library staff and students.

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

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

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

Anti-viral fogging takes place during the day by EAF

EAF Service Delivery Plan (attached) details the cleaning scheduled for this Library. Barts Health Trust staff do scheduled cleaning prior to opening each day. A deep clean of the library was undertaken prior to it re-opening in September (by EAF)

## Risk Assessment

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

**Description of Activity:**

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

The handling of books and other learning material control measures are covered in the Click and Collect activity of this 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 West Smithfield Library.

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

With Existing Controls:

**C - Medium / Moderate**

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

**Description of Activity:**

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

## Risk Assessment

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

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 West Smithfield 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. Routine maintenance continues following re-opening of the Library.

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.

## Risk Assessment

**Activity:**

The AIO (All In One) PCs are touch screen as well as the provision of a keyboard and mouse.

## Risk Assessment

### 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. Add signs to clearly indicate those PC desks that are excluded.

Add desk numbers to indicate the availability of the PC desk.

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.

Desks will be allocated with corresponding numbers.

Subject to evaluation of the ventilation in this building, reading areas will be open above ground only, no basement, with 2M social distancing in all areas.

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 must be worn at all times in libraries and study spaces. If you are exempt from wearing a face covering, you must wear a lanyard to indicate this."

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

### 10. Student use of non-PC study tables

<b>Description of Activity:</b>	
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The non-PC study tables may also have a nearby wall socket that could be utilised.
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## Risk Assessment

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

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

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 2m 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.

Desks will be allocated with corresponding numbers.

Subject to evaluation of the ventilation in this building, reading areas will be open above ground only, no basement, with 2M social distancing in all areas.

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 must be worn at all times in libraries and study spaces. If you are exempt from wearing a face covering, you must wear a lanyard to indicate this."

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

### 11. 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.

#### 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.

With Existing Controls:

**C - Medium / Moderate**

### 12. Self Issue Kiosks

**Description of Activity:**

Students use self service machines to borrow and return books.

## 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

Antiviral wipes will be available to wipe touch screens before and after use

With Existing Controls:

**C - Medium / Moderate**

### 13. Borrowing Books

#### Description of Activity:

Browsing and self-service borrowing will be piloted in this library. Staff (Manpower or Library) staff will be on hand to help students follow the quarantine system.

## Risk Assessment

### Hazard 1. Covid-19 virus exposure and transmission from contact with 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

Students will place any book they have handled on a quarantine trolley that will be labelled with the date. There will be one trolley per working day, and stock will be quarantined for 72 hours before shelving or re-loading.

Antiviral wipes will be available adjacent to self issue machines so students can wipe before and after use.

With Existing Controls:

**C - Medium / Moderate**

### 14. Welcome Desk

#### Description of Activity:

Enquiry and welcoming area located inside 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 screen at Welcome Desk  
 Hand sanitisers available to staff working on WD  
 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  
 If a queue forms, the queue will be 2m distanced

Revised visitor arrangements to ensure social distancing and hygiene (eg signing in process using own pens or via electronic means).

With Existing Controls:

**C - Medium / Moderate**

### 15. Lone Working

#### Description of Activity:

Lone working by staff outside of normal office hours or in enclosed offices

## 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 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**

### 16. Staff General Office

#### Description of Activity:

Staff Office adjacent to the Welcome Desk with two workstations  
 This space contains a fridge and tea point for staff use

## 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 to wipe clean any surfaces/items they touch after use (such as kettle, fridge door handle) with alcohol-based wipes

Staff to touch only their own items in the fridge

Staff to wash hands in line with Government hand washing guidelines and use hand sanitiser after using shared items

Two persons maximum permitted in the staff office to ensure that the social distancing 2m rule is adhered to.

Staff to tidy the desk they have used, cleaning it with alcohol-based hand sanitizer after use each day, including desk top, phones, mouse and keyboard.

Staff to retain their own stationery and not share with others.

With Existing Controls:

**C - Medium / Moderate**

### 17. Balcony Area

#### Description of Activity:

Student study area located within the main library

Staff to continue to adhere to measures put into place following the re-opening of this space in 2018 (RA000266).

## 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

Regular roving of area undertaken by QM staff and Manpower Officers  
 Only one person per desk  
 Removal of additional seating

With Existing Controls:

**C - Medium / Moderate**

### 18. Toilet

#### Description of Activity:

The toilet facility is a single cubicle located in the basement.



## Risk Assessment

### Hazard 1. Difficulty in maintaining social distancing in a confined walkthrough

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

A safe route has been identified to and from the basement toilet.

To provide and regularly monitor soap and hand sanitizer - mounted wall dispenser provided.

Paper towel dispenser has been installed.

With Existing Controls:

**C - Medium / Moderate**