

Risk Assessment

Summary

Reference: RA001762/5

Sign-off Status: Awaiting Approval

Date Created:	14/05/2021	Confidential?	No
Assessment Title:	COVID-19 Secure Workplace Risk Assessment for West Smithfield Library (Library Services). To also include general risk assessment as requested by the SAS Health, Safety, and Security Management Group, which is covered in the Workplace activity.		
Assessment Outline:	To carry out a risk assessment in order to comply with government guidance and ensure Queen Mary University of London is a COVID-19 Secure workplace. Library Services has a duty to reduce workplace risk to the lowest reasonably practical level by taking preventative measures. This risk assessment covers these control measures in the context of COVID-19. The RA will be carried out in line with QMUL COVID-19 Secure guidelines. Students will be responsible for their own health and safety within QMUL COVID-19 Secure procedures. 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.		
Area Responsible (for management of risks)	Location of Risks: All main campuses	On-Site	
Division, School, Faculty, Institute:	PROFESSIONAL SERVICE DIRECTORATES	Campus:	West Smithfield Campus
Department:	STUDENT AND ACADEMIC SERVICES	Building/Area:	Library
Group/Unit:	LIBRARY SERVICES	Sub Area:	ALL Sub Areas
Further Location Information:	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.		
CountryLabel:			
Assessment Start Date:	14/05/2021	Review or End Date:	30/09/2021
Relevant Attachments:	<p>QM Estates Facilities Service Delivery Plan COVID-19.pptx (Work/Operating Instructions) Uploaded: 14/05/2021 QMUL_HS_235_COVID-19 Social Distancing Procedure.pdf (Workplace Procedures) Uploaded: 14/05/2021 Coronavirus Risk Assessment as of 01-04-2020 updated.doc (Risk Assessment) Uploaded: 14/05/2021 QMUL_HS_248 COVID-19 Hierarchy of Control checklist (1).pdf (Workplace Procedures) Uploaded: 14/05/2021 PATH-WS_0-2m.pdf (Maps, Diagrams & Photographs) Uploaded: 14/05/2021 PATH-WS_1-2m.pdf (Maps, Diagrams & Photographs) Uploaded: 14/05/2021 QMUL_HS_249 COVID-19 Face to Face Meeting Protocol.pdf (Workplace Procedures) Uploaded: 14/05/2021 Ventilation Assurance for staff returning to campus v1 2-9-20.docx (Other) Uploaded: 14/05/2021 10 steps - 04.06.21.docx (Work/Operating Instructions) Uploaded: 04/06/2021</p> <p>Description of attachments: 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>Location of non-electronic documents: QMUL COVID-19 SECURE Procedures - http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/ The building level assurance tracker is updated weekly with the following link: http://qm-web.estates.qmul.ac.uk/media/estates-and-facilities-intranet/directorate-support/Covid-19-Building-Level-Assurance.pdf</p>		
Assessor(s):	MURRAY, CHRISTINE ZAHID, AQIL		
Approver(s):	JANE ALDERSON-RICE SARAH COWLS KATE PRICE		
Reason for Review			
Type:	Periodic Review		
Reason:	Updates required. Updates to sections 13 and 16, as mentioned by Kate.		
Signed Off:	KATE PRICE (07/06/2021 13:49) JANE ALDERSON-RICE (10/06/2021 08:37) JANE ALDERSON-RICE (10/06/2021 08:50)		

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

CATEGORY

Employees

Risk Assessment

Post-Graduates
Undergraduates
Contractors
Members of the Public
Visitors
Disabled Persons
Women of Child-bearing Age
Young Persons
Other Vulnerable Persons

Who Made By	Date/Time Received	Comments
ZAHID, AQIL	04/06/2021	To also include general risk assessment as requested by the SAS Health, Safety, and Security Management Group, which is covered in the Workplace activity.

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

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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.
West Smithfield Library is currently open Mon-Sun, 08:00-midnight.

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)
- Dust radiators, light switches, lamps etc. (Weekly)

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- 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.

If any skin irritation occurs as a result of frequent hand washing an OH referral is recommended

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/>

Revised Face Covering Policy issued (May 2021) – face coverings to be worn in all indoor spaces where 2 metres social distancing cannot be achieved as well as all corridors, stairwells, toilets and lifts. When sat at a desk in our supervised study spaces face coverings may be removed but must be worn again when

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getting up to leave the desk. Conditions of exemptions noted in policy along with supply of 2 face coverings to all staff and students.

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.

Deliveries:

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

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QMUL outbreak plan and contact tracing procedures are in place and updated as required.

Hazard 2. Slips and Trips

Staff and visitors may be injured if they trip over objects or slip on spillages.

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Signage in place immediately once a spillage has occurred
- Areas regularly checked for obstructions on floor which can lead to a trip
- EAF tickets raised where a trip hazard is identified
- Lighting throughout building is adequate
- Cabinet drawers and doors are kept closed when not in use
- Floor cleaning undertaken regularly by Cleaning team

With Existing Controls:

B - Low / Tolerable

Hazard 3. Electrical Safety

Trailing cables, Photocopier-related issues, heaters, fans and other portable appliances

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Regular inspections of under desks carried out
- All office equipment is used in accordance with the manufacturer's instructions and staff are training to use it.
- Photocopier faults reported to ITS for investigation
- Toner spillages reported to ITS
- Lighting regularly checked by EAF
- Heaters turned off at end of day by staff
- All convector heaters have been removed from area(s)
- PAT testing undertaken annually, or as required
- Staff discouraged in bringing their own electrical items into the office
- Sufficient power sockets are provided to reduce the need for extension cables
- Defective plugs, cables, sockets, etc are reported to the EAF Helpdesk
- Kettle is placed away from any cabling, to avoid water contact with electricity

With Existing Controls:

B - Low / Tolerable

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Hazard 4. Fire Safety

Unsafe electrical equipment may cause fire in building

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Annual PAT testing undertaken in department of all electrical appliances
- Fire drills undertaken
- New Staff H&S inductions includes emergency evacuation procedure and how to raise the alarm
- Fire alarm regularly tested by EAF contractor
- Smoking not permitted throughout campus apart from smoking sheds
- Staff undertaken Fire Safety Awareness training on QMPlus (Mandatory)
- Fire doors are not propped open
- Regular removal of combustible waste by Cleaning team
- Fan or convector heaters are not permitted
- Fire Safety Information point available (providing plans of building and evacuation procedure)
- All staff provided with fire evacuation training and procedure
- Daisy chaining of cables is not permitted
- Annual emergency evacuation drill undertaken annually by EAF
- Stickers placed on all desk phones with QMUL Security emergency number

With Existing Controls:

B - Low / Tolerable

Hazard 5. Security

Staff/Students could be assaulted by breaches in security

Uncontrolled Risk:

C - Medium

Existing Control Measures

- QMUL Security number listed on each phone and via signage
- QMUL Security details available on SAS Intranet
- Panic alarms are regularly tested
- MPD colleagues patrol the Library throughout the opening hours

With Existing Controls:

B - Low / Tolerable

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Hazard 6. Kitchen Safety

Usual kitchen hazards including spills, hot water, electrical equipment and housekeeping applies

Uncontrolled Risk:
C - Medium

Existing Control Measures

- Kitchen cleaned daily by EAF cleaning team
- Portable appliances PAT tested annually (ie kettle, microwave)
- Spillages reported to EAF immediately
- Fridge kept tidy, and deep cleaned regularly

With Existing Controls:

B - Low / Tolerable

Hazard 7. Falls from Height

Use of foot stools, step ladders can lead to falls from heights

Uncontrolled Risk:
C - Medium

Existing Control Measures

- Foot stool and ladder used very infrequently
- Ladders and foot stools checked annually to ensure they are safe to use
- Ladders are stored in locked rooms
- First Aid information available on SAS intranet and in areas throughout the building
- Staff using ladders/foot stools are always in close proximity of a phone
- Staff trained in safe use of step ladders

With Existing Controls:

B - Low / Tolerable

Hazard 8. Housekeeping and storage

Untidy worksurfaces and lack of storage can lead to obstructions and create fire hazards

Uncontrolled Risk:
C - Medium

Existing Control Measures

- Regular inspections of department undertaken to ensure good housekeeping is in place
- Storage rooms provided for surplus items such as stationery and cleaning materials
- Clear desk policy in place for 2nd floor staff office
- Staff encouraged to remove personal items from desks

With Existing Controls:

B - Low / Tolerable

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Hazard 9. Anxiety/Stress

Staff/students can suffer from stress for various reasons, including work overload, mental health issues, poor working relationships, etc.

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Regular wellbeing sessions run within department
- EAP available to all staff experiencing stress and anxiety
- Mindfulness sessions run by Chaplain service in QMUL
- Staff discuss workloads/deadlines with managers in regular 121 sessions
- Work plans and objectives discussed and agreed at annual appraisal or more frequently if needed
- Staff can talk to supervisors or manager if they are feeling unwell or concerned about workplace issues.
- Annual appraisal system in place to discuss any training needs which may be required to ensure that staff remain competent to undertake their role without encountering stress
- Mental Health First Aiders are available to talk to if staff feel anxious or stressed.
- List of MHFA is displayed on SAS Intranet and HSD pages.

With Existing Controls:

B - Low / Tolerable

Hazard 10. Display Screen Equipment

Staff may have unsuitable equipment to undertake their duties safely

Uncontrolled Risk:

C - Medium

Existing Control Measures

- DSE training is mandatory and will help to identify any additional equipment required by individuals dependant on their personal requirements.
- Workplace assessment undertaken within four weeks of joining QMUL
- Faulty IT kit removed and taken out of service immediately
- Privacy screens available to help with confidentiality and security
- Self-referral or Managers' referrals to the Occupational Health service is available where physical or visual discomfort is experienced
- Training of new software is available where required
- Free eye screening provided through the HSD
- Work scheduled so that staff have regular breaks from the computer

With Existing Controls:

B - Low / Tolerable

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Hazard 11. Manual handling

Poor manual handling of paper, trolleys, office equipment etc can lead to back-related injuries.

Uncontrolled Risk:

C - Medium

Existing Control Measures

All staff have been fully trained in Manual Handling. Refresher training to occur annually. Staff are advised to use the lifts and to transport large/heavy items on appropriate trolleys. Staff are aware that it is always better to push rather than pull.

Individual staff members vary in age and background. But all staff are capable of manual handling and have been trained.

- Trolleys should not be overloaded.
- For shelving, trolleys should be loaded to 1.5(approx) of the top shelf of the trolley.
- Remind staff to use trolleys or ask for assistance when needed.
- Remind staff NOT to attempt to lift/move heavy objects.
- Good housekeeping - all areas are well lit.
- Trolleys are audited annually.

With Existing Controls:

B - Low / Tolerable

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

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.

With Existing Controls:

C - Medium / Moderate

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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.

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. 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/>

Those who are using public transport to travel to site ensure they plan their journey to avoid busier times if possible and discuss with line manager. TfL have

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issued 'Safer Travel Guidance' explaining the measures they have in place to ensure a safe, clean network Safer travel guidance - Transport for London (tfl.gov.uk)

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/>)

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.

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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 MPD FM (formerly "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

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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)

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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.

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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.

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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 working from the Principal QMUL maintains a Coronavirus update and guidance website for managers, staff, students and visitors. Engaging with staff and trade union representatives through existing communication routes to explain and consult on any changes in working arrangements. Continued access to occupational health services, mental health first aid provision and Workplace Options Scheme

Ongoing - engagement with staff to monitor and understand any unforeseen impact of changes to working environments.

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

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9. Student use of PC desks

Description of Activity:

The PC desks have Student Services PCs mounted to the desks.

The AIO (All In One) PCs are touch screen as well as the 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. 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.

With Existing Controls:

C - Medium / Moderate

10. Student use of non-PC study tables

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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 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.

With Existing Controls:

C - Medium / Moderate

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.

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.

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 (MPD FM colleagues (formerly "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

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

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 MPD FM 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. Additional facilities are located in the Robin Brook Centre.

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 and also available toilets in the Robin Brook Centre.

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

Actions

Reference: RA001762/5

Sign-off Status: Awaiting Approval

Actions associated with this Risk Assessment

*** No Actions have been recorded***