

Risk Assessment

Summary

Reference: RA001765/6

Sign-off Status: Authorised

Date Created:	14/05/2021	Confidential?	No
Assessment Title:	COVID-19 Secure Workplace Risk Assessment for The Hive (Library Services). Includes General Risk Assessment for Potential Hazards in the spaces covered (trips, slips, fire safety, manual handling, DSE, etc)		
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 procedures. Students will be responsible for their own health and safety within QMUL COVID-19 Secure procedures. Students must agree to Terms and Conditions when making a booking to use the service. The information provided makes it clear that students should not use the service if there is an increased risk to themselves or others due to their individual circumstances or health status. 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. This Risk Assessment is undertaken in line with QMUL Health and Safety Procedures and local processes where appropriate.		
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:	The Hive
Group/Unit:	LIBRARY SERVICES	Sub Area:	ALL Sub Areas
Further Location Information:	The space is predominantly used by students and is access controlled with a card reader. All seats will be booked and a staff members will be on hand periodically during the day. Security will have a list of students who have made bookings and are authorised to be there each day. Applies to the area identified above: - Use of Non-PC study tables - Use of PC desks - Use of MFD (Multi-Function Device) - Use of Vending Machines Communal toilet is managed by EAF for RA purposes.		
CountryLabel:			
Assessment Start Date:	14/05/2021	Review or End Date:	30/09/2021
Relevant Attachments:	<p>Coronavirus Risk Assessment as of 01-04-2020 updated.doc (Risk Assessment) Uploaded: 14/05/2021</p> <p>QMUL_HS_235_COVID-19 Social Distancing Guidance (1).pdf (Work/Operating Instructions) Uploaded: 14/05/2021</p> <p>QM Estates Facilities Service Delivery Plan COVID-19.pptx (Work/Operating Instructions) Uploaded: 14/05/2021</p> <p>QMUL_HS_248 COVID-19 Hierarchy of Control checklist.pdf (Work/Operating Instructions) Uploaded: 14/05/2021</p> <p>QMUL_HS_252_COVID-19 Managing thermal comfort whilst ensuring adequate ventilation.pdf (Other) Uploaded: 14/05/2021</p> <p>Ventilation Assurance for staff returning to campus v1 2-9-20.docx (Other) Uploaded: 14/05/2021</p> <p>10 steps - 04.06.21.docx (Work/Operating Instructions) Uploaded: 04/06/2021</p> <p>Description of attachments:</p> <p>- Coronavirus Risk Assessment - QMUL Social Distancing Guidance - QMUL EAF Service Delivery Plan - Hierarchy of Covid-19 Secure Control Measures (checklist for Managers) - Managing Thermal Comfort whilst ensuring adequate ventilation - Ventilation Assurance document (EAF) - 10 Steps - Wording on Booking System - 08.02.2021</p> <p>Location of non-electronic documents:</p> <p>This risk assessment has been completed in line with Government guidance and 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		
Signed Off:	KATE PRICE (07/06/2021 09:02) JANE ALDERSON-RICE (07/06/2021 09:27) SARAH COWLS (07/06/2021 11:11)		

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
MURRAY, CHRISTINE	26/05/2021	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 - Learning Space

Description of Activity:

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

Here the workplace is a Learning Space and from 26th March 2021 the space will be staffed by security officers throughout the opening hours. A check-in desk will be deployed to ensure users have booked the space and to ensure the space is used appropriately.

Staff/security officers will also rove throughout the day.

From 1st April, the space is to be repurposed to individual non-silent study due to user demand to allow students to participate in lectures and online meetings as opposed to simply listening to online lectures.

Group study will still not be permitted under the guidance.

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

Staff returning to campus will complete the Covid age health questionnaire and return it to their line manager should a referral to Occupational Health be required.

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.

The Covid Code has been updated to include information on the face coverings policy, and staff are encouraged to read it:
<https://www.qmul.ac.uk/coronavirus/guidance-forstaff/3-essential-steps-for-staff-remaining-oncampus/queen-mary-covid-code/>

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

Library Services staff follow the QMUL HSD COVID-19

With Existing Controls:

C - Medium / Moderate

Risk Assessment

Social distancing Procedures, found on the Health & Safety Directorate website and implement the appropriate markers and one way flow through their offices/ study areas.

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

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

Access is restricted to students and Library Staff.

Use of the space requires pre-booking., including a personal risk assessment and set of Health and Safety terms and conditions.

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

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)
- All surfaces will be regularly decontaminated with anti-viral fogging spray.

Risk Assessment

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

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

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

Local risk assessments and safe systems of work are in place in The Hive- see RA000278.

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

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

A ventilation evaluation has been undertaken in The Hive, 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 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 the area from use (Jan 2021)

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

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

Risk Assessment

desk in our supervised study spaces face coverings may be removed but must be worn again when getting up to leave the desk. Conditions of exemptions noted in policy along with supply of 2 face coverings to all staff and students.

Staff/security officers ensure the guidance is adhered to and checking bookings upon student arrival. The check-in desk has a perspex screen.

1-way system is in place. Entry via the metal staircase and exit is via the staircase in GO Jones building that leads out adjacent to the Chaplaincy.

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

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:

B - Low / To

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 area is adequate
- Floor cleaning undertaken regularly by Cleaning team

With Existing Controls:

A - Very Low / Trivial

Risk Assessment

Hazard 3. Electrical Safety

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

Uncontrolled Risk:
A - Very Low

Existing Control Measures

- Regular inspections of under desks carried out
- Photocopier faults reported to ITS for investigation
- Toner spillages reported to ITS
- Lighting regularly checked by EAF
- PAT testing undertaken annually, or as required
- Sufficient power sockets are provided to reduce the need for extension cables
- Defective plugs, cables, sockets, etc are reported to the EAF Helpdesk

With Existing Controls:

C - Medium / Moderate

Hazard 4. Fire Safety

Unsafe electrical equipment may cause fire in building

Uncontrolled Risk:
A - Very Low

Existing Control Measures

- Annual PAT testing undertaken in department of all electrical appliances
- Fire drills undertaken
- Fire alarm regularly tested by EAF contractor
- Smoking not permitted throughout campus apart from smoking sheds
- 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 in building
- Daisy chaining of cables is not permitted
- Annual emergency evacuation drill undertaken annually by EAF

With Existing Controls:

C - Medium / Moderate

Hazard 5. Security

Staff/Students could be assaulted by breaches in security

Uncontrolled Risk:
A - Very Low

Existing Control Measures

- Security Officer Posted in the area
- QMUL Security number listed on signage in area
- QMUL Security details available on QMUL web site
- Panic alarms are regularly tested
- QMUL officers undertake out of hours patrols of the building

With Existing Controls:

C - Medium / Moderate

Risk Assessment

2. Travel to and from The Hive

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 Hive.

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

Common surface contact areas are subject to regular cleaning regime.

Stocks of soap and sanitiser are checked and maintained daily by the cleaning team.

Advice given to ensure handwashing occurs upon arrival on site via signage posted in area.

Consistent signage is displayed throughout The Hive as a reminder.

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

Not feasible to have more than one entry point. The booking system will maintain social distancing guidelines in terms of occupancy.

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

Students will be directed to GOV.UK advice and HSD COVID-19 Hygiene, Gloves and Face Coverings on use

With Existing Controls:

C - Medium / Moderate

Risk Assessment

of face coverings whilst travelling when provided with the procedure.

People entering or leaving Hive are asked to stay on the left on internal and external staircases.

Wipes provided at accessible height at the upper and lower levels of the disabled lift.

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 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.
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Risk Assessment

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

The Hive users have access to an Emergency phone, please wipe the phone with the anti-bacterial wipes provided after use.

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

With Existing Controls:

C - Medium / Moderate

4. Visitors and contractors

Description of Activity:

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

Risk Assessment

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

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

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

Uncontrolled Risk:
E - Very High

Existing Control Measures

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

Effective management of contractors on campus.

Records of visitors and contractors maintained by EAF.

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

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

The Manpower Risk Assessment for officers working onsite has been attached.

With Existing Controls:

C - Medium / Moderate

5. Inadequate or insufficient environmental cleaning

Description of Activity:

EAF and departments own cleaning regime.

Risk Assessment

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

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

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

Uncontrolled Risk:

E - Very High

Existing Control Measures

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

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

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

Handwashing facilities and / or hand sanitiser have been provided in The Hive.

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 during the booking process.

Food and drink policy is provided as part of guidance to students - see 10 Steps document attached.

With Existing Controls:

C - Medium / Moderate

Risk Assessment

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

Description of Activity:

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

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

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 Hive.

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

Regular maintenance regime has been undertaken during the lockdown to eliminate the risks (legionella etc) associated with buildings which have been closed. Routine maintenance is ongoing following reopening of QMUL study spaces in July 2020.

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

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

There are no areas with restricted access for maintenance staff.

With Existing Controls:

C - Medium / Moderate

8. Psychological wellbeing of students returning to campus

Description of Activity:

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

Risk Assessment

Hazard 1. Psychological wellbeing of students returning to campus

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

Risk Assessment

9. 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.

With Existing Controls:

C - Medium / Moderate

10. Use of non-PC study tables

Description of Activity:

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

Risk Assessment

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

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

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 hand-washing 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.

With Existing Controls:

C - Medium / Moderate

11. Use of Vending Machines

Description of Activity:

The vending machines have a touchscreen keypad to enter the relevant shelf code.

The vending machines will be taken out of service until the supplier can come on to site deep clean and re-stock them with new items.

Risk Assessment

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

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

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

Uncontrolled Risk:
E - Very High

Existing Control Measures

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

Users will be provided with hand-washing guidance in line with Government hand-washing advice.

Hand washing facilities are located in the communal toilets.

Alcohol-based wipes will be located next to the vending machines for students to use before and after use.

Food and drink policy provided with the 10 Steps document attached.

With Existing Controls:

C - Medium / Moderate

12. Use of MFD (Multi-Function Device)

Description of Activity:

The MFD has a touch-screen to select its use eg printing/copying.

Paper can be refilled by both staff and service 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 using printers.

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 hand-washing advice.

Hand washing facilities are located in the communal toilets.

Users to refill MFDs to avoid having staff having to travel on-site.

Hand washing guidelines apply.

Staff and students can all refill the paper, for practical reasons.

Everyone touching the printers is asked to use the wipes provided on any sections they touch, and to use hand gel before and after use. Wipes are provided nearby, and a reminder notice.

With Existing Controls:

C - Medium / Moderate

13. Group Study Rooms

Description of Activity:

Bookable group study space for students

Whilst the 2M social distancing rule applies the group study rooms will be closed to students.

These have been repurposed as "Individual Non-Silent Study Rooms".

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

- Hand sanitiser and alcohol-based wipes to be available for room users in rooms
- Room users to wipe any areas they have touched at end of usage period
- Maximum occupancy details to be provided at time of booking rooms to ensure social distancing regulations are adhered to
- Signs to be posted on doors to rooms with maximum occupancy numbers
- In Use/Do not Use signs to be placed on desks appropriate to the social distancing requirements.

With Existing Controls:

C - Medium / Moderate

14. Individual non-silent study rooms

Description of Activity:

The "Group Study Rooms" have been repurposed to "Individual Non-Silent Study Rooms".

This is due to user demand to facilitate participation in online lectures as opposed to simply listening to online lectures.

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

- Hand sanitiser and alcohol-based wipes are available nearby
- Room users to wipe any areas they have touched at end of usage period
- Maximum occupancy of one has been provided at the time of booking a room to ensure this is adhered to
- Signs have been posted on the doors to rooms with maximum occupancy numbers

The rooms have been added to the booking system and clearly indicate in the labelling that the room is for individual use only.

With Existing Controls:

C - Medium / Moderate