

# Risk Assessment

## Summary

Reference: RA001766/4

Sign-off Status: Authorised

<b>Date Created:</b>	28/04/2021	<b>Confidential?</b>	No
<b>Assessment Title:</b>	COVID-19 Secure Workplace Risk Assessment for Graduate Centre - 7th Floor (Library Services). Includes General Risk Assessment for Potential Hazards in the spaces covered (trips, slips, fire safety, manual handling, DSE, etc)		
<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 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. To also include general risk assessment as requested by the SAS Health, Safety, and Security Management Group, which is covered in the Workplace activity.		
<b>Area Responsible (for management of risks)</b>	<b>Location of Risks: All main campuses</b>	On-Site	
<b>Division, School, Faculty, Institute:</b>	PROFESSIONAL SERVICE DIRECTORATES	<b>Campus:</b>	Mile End Campus
<b>Department:</b>	STUDENT AND ACADEMIC SERVICES	<b>Building/Area:</b>	Graduate Centre
<b>Group/Unit:</b>	LIBRARY SERVICES	<b>Sub Area:</b>	ALL Sub Areas
<b>Further Location Information:</b>	The space is predominantly used by postgraduate students for study purposes. This area is not usually supervised by Queen Mary staff, but roving is in operation on a periodic basis during the day. Opening times of the space is currently 0800-2200 Applies to the area identified above: - Use of Non-PC study tables Communal toilet is managed by EAF and falls into their RA for this space.		
<b>CountryLabel:</b>			
<b>Assessment Start Date:</b>	28/04/2021	<b>Review or End Date:</b>	30/09/2021
<b>Relevant Attachments:</b>	<p>Coronavirus Risk Assessment as of 01-04-2020 updated.doc (Risk Assessment) Uploaded: 28/04/2021</p> <p>QM Estates Facilities Service Delivery Plan COVID-19.pptx (Work/Operating Instructions) Uploaded: 28/04/2021</p> <p>Graduate Centre Teaching Rooms GC707.pdf (Maps, Diagrams &amp; Photographs) Uploaded: 28/04/2021</p> <p>QMUL_HS_252_COVID-19 Managing thermal comfort whilst ensuring adequate ventilation.pdf (Maps, Diagrams &amp; Photographs) Uploaded: 28/04/2021</p> <p>QMUL_HS_248 COVID-19 Hierarchy of Control checklist.pdf (Work/Operating Instructions) Uploaded: 28/04/2021</p> <p>Ventilation Assurance for staff returning to campus v1 2-9-20.docx (Other) Uploaded: 28/04/2021</p> <p>Grad Centre Updates to RA - Feb 2021.docx (Other) Uploaded: 28/04/2021</p> <p>10 steps - 04.06.21.docx (Work/Operating Instructions) Uploaded: 04/06/2021</p> <p><b>Description of attachments:</b></p> <p>Coronavirus Risk Assessment Student Study Spaces Bookings: Terms and Conditions of Use (July-September 2020) Graduate Centre GC707 Social Distanced floor plan QMUL Estates and Facilities Service Delivery Plan During Covid-19 for Academic Buildings Ventilation Assurance Document Managing thermal comfort whilst ensuring adequate ventilation Hierarchy of Covid-19 Secure Control Measures - checklist for managers Updates to Version 3 of this RA</p> <p><b>Location of non-electronic documents:</b></p> <p>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		
<b>Signed Off:</b>	KATE PRICE (07/06/2021 08:54) JANE ALDERSON-RICE (07/06/2021 09:27) SARAH COWLS (07/06/2021 11:10)		

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)	
CATEGORY	
Employees	
Post-Graduates	

# Risk Assessment

Contractors  
Visitors  
Disabled Persons  
Women of Child-bearing Age  
Young Persons  
Other Vulnerable Persons

Who Made By	Date/Time Received	Comments
MURRAY, CHRISTINE	21/05/2021	This Risk Assessment is undertaken in line with QMUL Health and Safety Procedures and local processes where appropriate.

## 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 whilst it is not staffed throughout its opening hours staff will periodically monitor.

### Hazard 1. COVID-19 virus exposure and transmission in the workplace

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

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

Uncontrolled Risk:

**E - Very High**

#### Existing Control Measures

Social distancing at 2m applies in the Graduate Centre. The Queen Mary Covid Code provides advice on face coverings, including circumstances where these should be worn and where exemptions apply. See: <https://www.qmul.ac.uk/coronavirus/guidance-for-staff/returning-to-campus/queen-mary-covid-code/>

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

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 will 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 building 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

With Existing Controls:

**C - Medium / Moderate**

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

Access to the Graduate Centre 7th floor is restricted to students and Library Staff. The opening hours will be 1000-1800

Use of the space requires pre-booking and ensures a Personal Risk Assessment has been completed and assessed.

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

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)
- Fogging of all areas of the area (Daily)

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

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

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by the Cleaning Team.

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

This risk assessment is provided in addition to the local risk assessment and safe systems of work in place in the Graduate Centre (7th Floor) - see RA000186/1 for the local risk assessment.

COVID-19 Secure Risk assessments and safe systems of work will need to be reviewed weekly, amended and updated at local level for the Graduate Centre 7th Floor activities to ensure compliance with the government requirements on making the workplace COVID-19 secure. Both the GOV.UK Guidance and HSD COVID-19 Secure Procedures must be followed when doing this.

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)

All staff to be issued with two QM face masks and follow the QM policy and procedure on use of face coverings.

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

The Covid-Code has been updated to include information on the face coverings policy, and staff/Students are encouraged to read it. A link is

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provided to staff and students in the regular communications sent by the Principal, and it is available on the QM web site at:

<https://www.qmul.ac.uk/coronavirus/guidance-for-staff/3-essential-steps-for-staff-remaining-on-campus/queen-mary-covid-code/>

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 building is adequate
- Cabinet drawers and doors are kept closed when not in use
- Floor cleaning undertaken regularly by Cleaning team

With Existing Controls:

**A - Very Low / Trivial**

### 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
- 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:

**A - Very Low / Trivial**

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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
- Fire alarm regularly tested
- 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
- Annual emergency evacuation drill undertaken annually
- Emergency contact details available throughout the building

With Existing Controls:

**B - Low / Tolerable**

### Hazard 5. Security

Staff/Students could be assaulted by breaches in security

Uncontrolled Risk:  
**B - Low / To**

#### Existing Control Measures

- QMUL Security number clearly displayed throughout the building
- QMUL Security Officer available at reception area
- QMUL officers undertake out of hours patrols of the building

With Existing Controls:

**C - Medium / Moderate**

### Hazard 6. Kitchen Safety

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

Uncontrolled Risk:  
**A - Very Low**

#### Existing Control Measures

- THE KITCHEN AREA IS CURRENTLY CLOSED. In normal circumstances the following controls are in place:
- Kitchen cleaned daily by EAF cleaning team
  - Portable appliances PAT tested annually (ie kettle, microwave)
  - Signage placed on hot water appliances (ie boiler)
  - Spillages reported to EAF immediately
  - Fridge kept tidy, and deep cleaned regularly
  - Kitchen checked regularly by safety rep

With Existing Controls:

**B - Low / Tolerable**

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### Hazard 7. Heating/Cooling

Student may find area too hot/cold for their own comfort

Uncontrolled Risk:  
**B - Low / To**

#### Existing Control Measures

- Good ventilation throughout the building
- Oil filled radiators provided in study areas
- Windows opened during warmer months to allow fresh air to circulate

With Existing Controls:

**A - Very Low / Trivial**

## 2. Travel to and from The Graduate Centre

### 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 the Graduate Centre

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 Graduate Centre.

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

Common surface contact areas are subject to regular cleaning regime by QM Cleaning Team.

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 Graduate Centre as a reminder.

With Existing Controls:

**C - Medium / Moderate**



## Risk Assessment

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

Not feasible to have more than one entry point for the 7th Floor Reading Room. A 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, and Face Coverings on use of face coverings whilst travelling when provided with the 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 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 Graduate Centre 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 Procedure COVID-19' located here: <http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/>)

The Graduate Centre users have access to an Emergency phone, with antibacterial wipes for sanitising after use.

Staff involved in the provision of assistance to others (e.g. First Aiders) should follow HSD COVID-19 First Aid Procedure <http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/> - 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.

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 procedures.

Handwashing facilities and / or hand sanitiser have been provided in The Graduate Centre 7th floor areas in the communal toilets.

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.

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 Graduate Centre.

Communication to 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 Graduate Centre has gone through building assurance prior to reopening, therefore the risks (legionella etc) associated with re-opening shut down buildings have been mitigated.

The Graduate Centre 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.

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)

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**

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### 9. Use of non-PC study tables

**Description of Activity:**

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

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

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

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

Uncontrolled Risk:

**E - Very High**

**Existing Control Measures**

Non-PC desks have been identified that support the social distancing requirements 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.

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 the social distancing requirement.

Desks will be allocated with corresponding numbers.

With Existing Controls:

**C - Medium / Moderate**

### 10. Student Kitchen - 7th Floor

**Description of Activity:**

The 7th floor kitchen is used by students studying in the Graduate Centre.



## 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).

Uncontrolled Risk:  
**E - Very High**

#### Existing Control Measures

The kitchen will be closed

With Existing Controls:

**B - Low / Tolerable**

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.

### Hazard 2. 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
- Signage placed on hot water appliances
- Spillages reported to EAF immediately

With Existing Controls:

**B - Low / Tolerable**

### 11. External Space (Balcony Area)

#### Description of Activity:

External space which can be used during events.

## 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:  
**D - High / S**

#### Existing Control Measures

The balcony area will remain closed to students and staff.

With Existing Controls:

**B - Low / Tolerable**

### 12. Use of the Graduate Common Room (Communal Area)

#### Description of Activity:

The Graduate Common Room is an open flexible space used by students to meet and relax; it is furnished with couches and other fabric seating

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission in the workplace

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

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

Uncontrolled Risk:  
**E - Very High**

#### Existing Control Measures

The Common Room will remain closed

Signage will be installed to the entrance doors and at the top and bottom of the connecting stairs between the 6th and 7th floors

The furniture will be removed temporarily

With Existing Controls:

**B - Low / Tolerable**

### 13. Use of group study rooms

#### Description of Activity:

The Group Study Rooms are designed for small-medium sized group working up to a maximum of 8 people in each room.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission in the workplace

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

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

Uncontrolled Risk:

**E - Very High**

#### Existing Control Measures

The group study rooms will remain closed via the card swipe access controls on each door

With Existing Controls:

**B - Low / Tolerable**