

# Risk Assessment

## Summary

Reference: RA001766/5

Sign-off Status: Authorised

<b>Date Created:</b>	21/07/2021	<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: <a href="http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/">http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/</a> and the institutional Risk Assessment. Students will be responsible for their own health and safety within QMUL COVID-19 Secure procedures. 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. 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 are located here: <a href="https://www.qmul.ac.uk/library/using-library-services/opening-hours/">https://www.qmul.ac.uk/library/using-library-services/opening-hours/</a> Communal toilet is managed by EAF and falls into their RA for this space.		
<b>CountryLabel:</b>			
<b>Assessment Start Date:</b>	21/07/2021	<b>Review or End Date:</b>	21/10/2021
<b>Relevant Attachments:</b>	<p>Coronavirus Risk Assessment as of 01-04-2020 updated.doc (Risk Assessment) Uploaded: 21/07/2021</p> <p>QMUL_HS_252_COVID-19 Managing thermal comfort whilst ensuring adequate ventilation.pdf (Maps, Diagrams &amp; Photographs) Uploaded: 21/07/2021</p> <p>QMUL_HS_248 COVID-19 Hierarchy of Control checklist.pdf (Work/Operating Instructions) Uploaded: 21/07/2021</p> <p>UPDATES TO ALL SAS RAS JULY 2021 - Grad Centre.docx (Other) Uploaded: 31/08/2021</p> <p><b>Description of attachments:</b></p> <p>Coronavirus Risk Assessment (MPD colleagues) Managing thermal comfort whilst ensuring adequate ventilation Hierarchy of Covid-19 Secure Control Measures - checklist for managers Updates for Grad Centre</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>	DONNELLY, CIARAN MURRAY, CHRISTINE Tracey, Ashley 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>			
<b>Signed Off:</b>	KATE PRICE (01/09/2021 17:10) JANE ALDERSON-RICE (03/09/2021 13:44) SARAH COWLS (07/09/2021 11:54)		

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

CATEGORY
Employees
Post-Graduates
Undergraduates
Contractors
Members of the Public

# Risk Assessment

Visitors  
Disabled Persons  
Inexperienced Workers/Trainees  
Women of Child-bearing Age  
Young Persons  
Other Vulnerable Persons  
Other

Who Made By	Date/Time Received	Comments
ZAHID, AQIL	20/08/2021	This RA is being reviewed in accordance with the Government guidance and Step 4 of the roadmap. Mitigations in the Covid-19 areas of this RA are updated to align with the institutional risk assessment and HSD Covid-19 Secure Procedures, updated on 19th July 2021.

## 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

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/>

The revised Face Covering Policy issued (July 2021) states that, in accordance with Government guidance and Step 4 of the roadmap, face coverings will no longer be required for students, staff and visitors either in teaching and learning environments or in communal areas. QMUL continues to provide face coverings for staff and students who out of personal choice may prefer to continue to wear them.

A vigorous cleaning regime operates across all sites, which incorporates HSD virus survival information and decontamination guidance and EAF cleaning & All students and staff should follow the latest government guidance on testing: HE operational guidance ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))

Frequent handwashing has been promoted across all areas and consistent signage is displayed throughout QMUL buildings. If any skin irritation occurs as a result of frequent hand washing an OH referral is recommended.

Handwashing facilities and hand sanitisers have been

With Existing Controls:

**B - Low / Tolerable**

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provided in buildings. Also, alcohol-based wipes have been provided to wipe shared equipment.

Stocks of soap and sanitiser are checked and replenished.

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)

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.

Risk assessments and safe systems of work will be reviewed regularly, and amended/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.

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.

The EAF Ventilation Assurance document has been provided. All checks have been completed and confirmed that the Grad Centre (7th Floor) is safe to operate with CO2 monitors and windows open. The "Managing Thermal Comfort Whilst Ensuring Adequate

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Ventilation" has been circulated to all staff and is available on the HSD web site at:  
<http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/>

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.

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

Track and trace is now embedded in the Covid-19 Emergency plan, and is regularly updated.

Whilst clinically extremely vulnerable staff are no longer advised to shield we continue to support these staff by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians in line with Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK ([www.gov.uk](http://www.gov.uk))

### 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**

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### 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.
- 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**

### 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**

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### Hazard 5. Security

Staff/Students could be assaulted by breaches in security

Uncontrolled Risk:  
**C - Medium**

#### 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:

**B - Low / Tolerable**

### Hazard 6. Kitchen Safety

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

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

#### Existing Control Measures

- 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:

**A - Very Low / Trivial**

### 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.

# Risk Assessment

## 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

QMUL staff are aware of Transport for London '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)

With Existing Controls:

**B - Low / Tolerable**

## 3. Emergency or incident response situation (e.g. fire evacuation)

### Description of Activity:

Fire safety evacuation, emergency first aid request and local first aid provision.



## Risk Assessment

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

Student and Academic Services emergency response and incident policies in place. Reporting mechanisms in place.

Staff involved in the provision of assistance to others (e.g. First Aiders) should follow HSD COVID-19 First Aid Procedure and ensure correct sanitisation measures immediately after attending an incident. This advice has been provided to all first aiders by HSD

Staff working in Library Services will continue follow the QMUL Fire Safety Guidance.

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

With Existing Controls:

**B - Low / Tolerable**

### 4. 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:

**B - Low / Tolerable**