

# Risk Assessment

## Summary

Reference: RA001904/5

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 Whitechapel Library (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 RA 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 RA. 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 RAs 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 SAS Health, Safety, and Security Management Group.		
<b>Area Responsible (for management of risks)</b>	<b>Location of Risks: All main campuses</b> <span style="float: right;">On-Site</span>		
<b>Division, School, Faculty, Institute:</b>	PROFESSIONAL SERVICE DIRECTORATES	<b>Campus:</b>	Whitechapel Campus
<b>Department:</b>	STUDENT AND ACADEMIC SERVICES	<b>Building/Area:</b>	Library
<b>Group/Unit:</b>	LIBRARY SERVICES	<b>Sub Area:</b>	Library
<b>Further Location Information:</b>	Whitechapel Library is located in the St Augustine Church Building on the Whitechapel Campus. The Library is located on floors ground and basement of the building, welcome desk and various areas for student study spaces throughout the building. Opening hours can be viewed on the Library website: <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>		
<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_248 COVID-19 Hierarchy of Control checklist.pdf (Work/Operating Instructions) Uploaded: 21/07/2021</p> <p>UPDATES TO ALL SAS RAS JULY 2021 - Whitechapel Library.docx (Other) Uploaded: 31/08/2021</p> <p><b>Description of attachments:</b></p> <p>- "Coronavirus Risk Assessment..." - Manpower (Agency Security staff) RA for on-site working - The Hierarchy of Covid-19 Secure Control Measures - Checklist for Managers - Updates.</p> <p><b>Location of non-electronic documents:</b></p> <p>This Risk Assessment is undertaken 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> 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> All staff need to complete the Individual Health Assessment form to provide the Covid-Age and to have the Return to Campus conversation with their manager: <a href="http://hr.qmul.ac.uk/temporary-remote-working/returning-to-campus/">http://hr.qmul.ac.uk/temporary-remote-working/returning-to-campus/</a> This Risk Assessment is undertaken in line with QMUL Health and Safety Procedures and local processes, where appropriate.</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 fo Review</b>			
<b>Type:</b>	Periodic Review		
<b>Reason:</b>			
<b>Signed Off:</b>	KATE PRICE (01/09/2021 16:56) JANE ALDERSON-RICE (03/09/2021 13:41) SARAH COWLS (07/09/2021 11:44)		

### 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 - The Library

### Description of Activity:

The workplace includes but is not limited to QMUL campuses and buildings.  
Here the workplace is a Learning environment.

### 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 Library Services (Student and Academic Services) which includes frequent surface cleaning and incorporates HSD virus survival information and decontamination procedures - please see attached document 'QM EAF Service Delivery Plan COVID-19' under Libraries.

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

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

With Existing Controls:

**B - Low / Tolerable**

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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.

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

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 main floor is safe to operate with pre-covid numbers. Areas have been identified for improvements, which are taking place during September 2021. The "Managing Thermal Comfort Whilst Ensuring Adequate 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/>

Parts of the basement learning space to remain closed to service users, until scheduled works have been completed, as mentioned above.

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

The Hierarchy of Covid-19 Secure Control Measures - Checklist for Managers has been highlighted to all SAS Managers, via an internal SAS Teams channel, and a copy is attached to this Risk Assessment.

Staff (who are asymptomatic) are advised to undergo

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

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))

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

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

#### Description of Activity:

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

#### Hazard 1. COVID-19 virus exposure and transmission coming to and from Canalside

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

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

Uncontrolled Risk:  
**E - Very High**

#### Existing Control Measures

Secure bicycle facilities to help people avoid public transport, where possible, are available on campus eg the Library courtyard contains bicycle stands for secure bicycle parking. Access to the courtyard is via the main external door, which has a card reader for security.

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](http://tfl.gov.uk))

With Existing Controls:

**B - Low / Tolerable**

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### 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

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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.

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 Procedure COVID-19' located here: <http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/>)

Emergency phones are located throughout the building on each floor, which should be sanitised after use. The locations will be confirmed upon review.

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:

**B - Low / Tolerable**

### 4. 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

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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**

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### 5. Lone Working

**Description of Activity:** Staff working outside of normal office hours

#### 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/>)

Each activity of this Risk Assessment should continue to be followed by lone workers.

With Existing Controls:

**B - Low / Tolerable**