

# Risk Assessment

## Summary

Reference: RA003143/2

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 Canalside (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 guidelines: <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. A clear working method for a personal risk assessment per student is needed. 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 RA, 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>		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>	Canalside
<b>Group/Unit:</b>	LIBRARY SERVICES	<b>Sub Area:</b>	ALL Sub Areas
<b>Further Location Information:</b>	The space is predominantly used by students and is access controlled with a card reader. This is a small space and will provide a small amount of 24/7 study space. The opening hours can be found 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> The area will be supervised periodically. Cleaning of the communal toilet in this space is managed by EAF.		
<b>CountryLabel:</b>			
<b>Assessment Start Date:</b>	21/07/2021	<b>Review or End Date:</b>	21/10/2021
<b>Relevant Attachments:</b>	QMUL_HS_248 COVID-19 Hierarchy of Control checklist.pdf (Work/Operating Instructions) Uploaded: 21/07/2021 UPDATES TO ALL SAS RAS JULY 2021 - Canalside.docx (Other) Uploaded: 27/08/2021		
	<b>Description of attachments:</b> Updates. Covid-19 - Hierarchy of Control checklist		
	<b>Location of non-electronic documents:</b> This Risk Assessment has been undertaken in order to comply with government guidance and ensures Queen Mary University of London is a COVID-19 Secure workplace. It has been carried out in line with QM HSD procedures as set out at - <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> The Risk Assessment is undertaken with QMUL Health and Safety Procedures and local processes, where appropriate.		
<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 16:55) JANE ALDERSON-RICE (03/09/2021 13:29) JANE ALDERSON-RICE (03/09/2021 13:33) SARAH COWLS (07/09/2021 11:43)		

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

#### CATEGORY

Employees  
Post-Graduates  
Undergraduates  
Contractors  
Members of the Public

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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. It is currently staffed with MPD officers but periodic staffing is scheduled as Library staff return to term-time working.

The opening hours are currently varied but is scheduled to be a 24/7 space.

### 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 guidance - please see attached document 'QM EAF Service Delivery Plan COVID-19' under Libraries. (Please see below for ease of reference.)

Frequent handwashing has been promoted across Library Services (Student and Academic Services) and

With Existing Controls:

**B - Low / Tolerable**

## Risk Assessment

consistent signage is displayed throughout Canalside.

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

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

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

Risk assessments and safe systems of work are regularly reviewed and updated at local level for Canalside 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 are 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.

The EAF Ventilation Assurance document has been provided. All checks have been completed and confirmed that the Canalside is safe to operate. 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/>

Staff/Students (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.

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.

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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:  
**A - Very Low**

#### 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 Canalside is adequate
- Floor cleaning undertaken regularly by Cleaning team

With Existing Controls:

**B - Low / Tolerable**

### Hazard 3. Electrical Safety

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

Uncontrolled Risk:  
**C - Medium**

#### Existing Control Measures

- Regular inspections of under desks carried out
- 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:

**A - Very Low / Trivial**

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### 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
- 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
- Daisy chaining of cables is not permitted
- Annual emergency evacuation drill undertaken annually
- Emergency phone available near door to call for help

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

- QMUL Security number listed on phone next to the main door
- QMUL Security details available on QMUL web site
- Panic alarms are regularly tested
- QMUL officers undertake out of hours patrols of the building
- Security Officer stationed in area

With Existing Controls:

**C - Medium / Moderate**

## 2. Travel to and from Canalside

### 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 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

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

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

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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.

Canalside 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/>)

Canalside users have access to an Emergency phone, which should be sanitised after use. A sign has been placed to remind users.

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-procedures/>).

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

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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**