

Risk Assessment

Summary

Reference: RA003189/1

Sign-off Status: Awaiting Approval

Date Created:	24/05/2021	Confidential?	No
Assessment Title:	COVID-19 Secure Workplace Risk Assessment for Archives and Special Collections, Library Services. Includes general risk assessment for potential hazards in the spaces covered (slips, trips, manual handling etc)		
Assessment Outline:	This assessment includes the general risk assessment for the archives and special collections into the workplace activity, covering all aspects of health, safety and security as requested by the SAS Health, Safety and Security Management Group. This risk assessment template has been developed to assist Schools, Institutes and Directorates in carrying out and amending their local risk assessments and safe systems of work in order to comply with government guidance and ensure Queen Mary University of London is a COVID-19 Secure workplace. Archives and Special Collections 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. RA003142/1 covers the shared areas of the building, including the library staff office in which Archives and Special Collections staff also work. Managers are 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, facilitating feedback to and from staff.		
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:	Library
Group/Unit:	LIBRARY SERVICES	Sub Area:	ALL Sub Areas
Further Location Information:	Applies to the areas used by Archives and Special Collections, namely three store rooms on the ground floor of the Library building and the archives reading room on the second floor of the Library building. It also applies to special collections storage spaces at Whitechapel and West Smithfield.		
CountryLabel:			
Assessment Start Date:	24/05/2021	Review or End Date:	30/09/2021
Relevant Attachments:	<p>EAF Service Delivery Plan.pptx (Maps, Diagrams & Photographs) Uploaded: 24/05/2021 Ventilation Assurance for staff returning to campus v1 2-9-20.docx (Risk Assessment) Uploaded: 24/05/2021 QMUL_HS_248 COVID-19 Hierarchy of Control checklist.pdf (Workplace Procedures) Uploaded: 24/05/2021 Institutional RA Updates May 2021.docx (Risk Assessment) Uploaded: 27/05/2021</p> <p>Description of attachments: Institutional RA updates reviewed and relevant changes incorporated into this RA if necessary</p> <p>Location of non-electronic documents: QMUL COVID-19 SECURE Procedures - http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/ QM Covid Code: https://www.qmul.ac.uk/coronavirus/guidance-for-staff/3-essential-steps-for-staff-remaining-on-campus/queen-mary-covid-code/ Guidance for staff on campus: https://www.qmul.ac.uk/coronavirus/guidance-for-staff/3-essential-steps-for-staff-remaining-on-campus/</p>		
Assessor(s):	MAHMUD, HASSAN MURRAY, CHRISTINE ORMEROD, KATHERINE		
Approver(s):	SARAH MOLLOY SARAH COWLS KATE PRICE		
Signed Off:	KATE PRICE (08/06/2021 10:06) SARAH MOLLOY (14/06/2021 13:58)		

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

CATEGORY
Employees
Post-Graduates
Undergraduates
Contractors
Members of the Public
Visitors
Disabled Persons
Inexperienced Workers/Trainees
Women of Child-bearing Age
Young Persons
Other Vulnerable Persons

Risk Assessment

Who Made By	Date/Time Received	Comments
ORMEROD, KATHERINE	24/05/2021	This RA incorporates general hazards in addition to the Covid-19 secure controls being put into place in line with QNUL procedures
MAHMUD, HASSAN	27/05/2021	The general hazards have been added into the existing workplace activity
ORMEROD, KATHERINE	01/06/2021	Update to remove 72 hour quarantining measures in view of recently updated advice from Public Health England, who have dropped this requirement for library materials, in line with updated advice for shops.

1. The Workplace

Description of Activity:

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

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

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.

Staff will undertake an individual health risk assessment prior to returning to campus and share with their line manager if an occupational health referral is required. Copy of form attached to this risk assessment.

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

Those who are essential on site are following the social distancing guidelines laid out by the government.

Library Services need to follow the QMUL HSD COVID-19 Social distancing Procedure, found on the Health & Safety Directorate website and implement the appropriate markers and one way flow through their offices/ building areas.

High traffic areas, including corridors, lifts and walkways need to be regulated and marked out to ensure social distancing. Maximum occupancy for lifts must be reduced according to the HSD guidance but ensuring people with disabilities can still access them. The Risk Assessment for the library building covers this item separately (RA003142/1).

With Existing Controls:

C - Medium / Moderate

Risk Assessment

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

The Archives, Strong Room and Reading room are locked by keys/keypad with codes, and therefore are restricted to Archives and Special Collections staff only.

Signage will be placed in the Archives, Strong Room and Reading room in line with the control measures set out in this Risk Assessment.

A vigorous cleaning regime operates across Library Services which includes frequent surface cleaning and incorporates HSD virus survival information and decontamination guidance.

Fogging of all areas to be completed before opening each morning

Daily cleaning regime

Empty centralised domestic waste bin points and damp wipe the external body with cleaner sanitiser
Sweep and mop flooring with mechanical scrubber using cleaner sanitiser

Vacuum carpets

Dust furniture, damp wipe all surfaces with cleaner sanitiser

Burnish hard flooring using cleaner sanitiser

Dust banisters and ledges using disinfectant

Top up hand sanitiser dispensers

Wipe stair treads and risers using disinfectant

Weekly cleaning regime

Dust radiators, light switches, lamps etc.

Frequent handwashing has been promoted across Library Services and consistent signage is displayed throughout the Library.

The Archives and Special Collections team will obtain and maintain a supply of hand sanitizer and alcohol-based wipes for use in its areas.

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

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Handwashing facilities and/or hand sanitisers have been provided throughout the Library building.

Local risk assessments and safe systems of work are in place in Library Services

Risk assessments and safe systems of work will be reviewed, amended and updated at local level for Archives and Special Collections 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.

Regular communication is given to staff highlighting government advice on using public transport and HSD COVID-19 Travel to and from Work Guidance

Remote working tools are used to avoid 'in person' meetings (e.g. MS Teams).

Note: Where meetings are required 'in person' HSD COVID-19 Secure Procedure must be followed.

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.

A ventilation evaluation has been undertaken by EAF 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 is available on the HSD web site.

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

Risk Assessment

reduce the spread of the virus.

Library to assess if more storage for clothes and bags is required to avoid potential contamination and spread of virus. Departmental plans to be updated as needs increase due to gradual return to campus of staff.

Hazard 2. Slips and trips

Staff and visitors may be injured if they trip over objects or slip on spillages

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Signage in place immediately once a spillage has occurred or to alert to any other trip hazard
- Areas regularly checked for obstructions on floor which can lead to a trip
- EAF tickets raised where a trip hazard is identified
- Lighting throughout archives and special collections areas is adequate
- Cabinet drawers and doors are kept closed when not in use
- Floor cleaning undertaken regularly by Cleaning team

With Existing Controls:

B - Low / Tolerable

Hazard 3. Electrical Safety

Trailing cables, lighting and other portable appliances could cause fires if faulty or present risk of electrocution

Uncontrolled Risk:

D - High / Significant

Existing Control Measures

- All equipment is used in accordance with the manufacturer's instructions and staff are trained to use it
- Lighting regularly checked by EAF
- PAT testing undertaken annually, or as required, and faulty items removed
- Staff discouraged in bringing their own electrical items into work
- Sufficient power sockets are provided to reduce the need for extension cables
- Defective equipment, plugs, cables, sockets, etc are reported to the EAF Helpdesk
- Environmental control units checked and maintained regularly by EAF

With Existing Controls:

B - Low / Tolerable

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Hazard 4. Manual lifting, handling or carrying

Musculo-skeletal injury from push, pull, lift load

Uncontrolled Risk:

D - High / Significant

Existing Control Measures

- All staff to be trained in Manual Handling. Refresher training to occur bi-annually.
- Staff are advised to use the lifts and to transport large/heavy items on appropriate trolleys. Staff are aware that it is always better to push rather than pull.
- We carry out good housekeeping and ensure areas are well lit and passage ways are kept clear
- Routine checks of trolleys, ladders and kick steps for safety.
- Storage of heavy boxes limited to lower shelves in the store

With Existing Controls:

B - Low / Tolerable

Hazard 5. Fire safety

Staff, students and visitors may be involved in a fire incident

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Annual PAT testing undertaken in department of all electrical appliances
- Fire drills undertaken
- New Staff H&S inductions includes emergency evacuation procedure and how to raise the alarm
- Fire alarm regularly tested by EAF contractor
- Smoking not permitted throughout campus apart from smoking sheds
- Staff undertaken Fire Safety Awareness training on QMPlus (Mandatory)
- 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 (providing plans of building and evacuation procedure)
- All staff provided with fire evacuation training and procedure and shown nearest fire alarm point to archives and special collections areas
- Annual checks that the fire alarm can be heard in archives and special collections stores
- Daisy chaining of cables is not permitted
- Annual emergency evacuation drill undertaken annually by EAF
- Stickers placed on all desk phones with QMUL Security emergency number

With Existing Controls:

B - Low / Tolerable

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Hazard 6. Anxiety/stress

Staff/students can suffer from stress for various reasons, including work overload, mental health issues, poor working relationships, etc

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Regular wellbeing sessions run within department
- EAP available to all staff experiencing stress and anxiety
- Mindfulness sessions run by Chaplain service in QMUL
- Staff discuss workloads/deadlines with managers in regular 121 sessions
- Work plans and objectives discussed and agreed at annual appraisal or more frequently if needed
- Staff can talk to supervisors or manager if they are feeling unwell or concerned about workplace issues.
- Annual appraisal system in place to discuss any training needs which may be required to ensure that staff remain competent to undertake their role without encountering stress
- Mental Health First Aiders are available to talk to if staff feel anxious or stressed.
- List of MHFA is displayed on SAS Intranet and HSD pages.

With Existing Controls:

B - Low / Tolerable

Hazard 7. Security

Staff/Students could be assaulted by breaches in security. Collections could be put at risk by breaches in security

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Access to archives and special collections stores limited to only relevant staff
- Doors to spaces are kept locked, access via a keycode (only given to relevant staff) or by keys only issued to limited staff
- Out of hours/emergencies or access in the event of no Research Support staff to help is either via Security (for out of hours/emergencies) or keys can be issued by Directorate Support staff to limited individuals
- Regular supervision checks undertaken when work is ongoing in stores eg by contractors
- QMUL Security number listed on each phone and via signage
- QMUL Security details available on SAS Intranet
- QMUL officers undertake out of hours patrols of the building

With Existing Controls:

B - Low / Tolerable

Risk Assessment

Hazard 8. Ventilation and heating

Potential fire hazards or possibility of discomfort from working in a cold environment. Potential health issues if mould is present in stores

Uncontrolled Risk:
B - Low / To

Existing Control Measures

- Limit time spent in stores which are kept cool and ensure staff take regular breaks to avoid getting too cold
- Report mould if found, limit access to the space and provide appropriate PPE if staff do need to enter the space. Staff with respiratory issues advised not to enter the contaminated area.

With Existing Controls:

A - Very Low / Trivial

Hazard 9. Lone working

Threat to personal security, or of accident or illness if presence is unknown

Uncontrolled Risk:
C - Medium

Existing Control Measures

- Phones located in stores with relevant numbers on labels, regular checks to ensure they are working
- Staff to inform colleagues that they are going to work in the stores and advise when and how they will return/check in with them
- Staff to take their mobile phones with them into stores and put QMUL Security number in their contacts
- Ensure staff follow QMUL lone working policy

With Existing Controls:

B - Low / Tolerable

2. Travel to and from work

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 work

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

Uncontrolled Risk:
E - Very High

Existing Control Measures

Handwashing facilities and/or hand sanitiser have been provided at entry/exit points to the Library, and staff have their own individual 500ml bottles at their desks.

With Existing Controls:

C - Medium / Moderate

Risk Assessment

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.

Common surface contact areas are subject to regular cleaning regime by EAF.

Stocks of soap and sanitiser are checked and maintained daily by EAF.

Advice given to ensure handwashing occurs upon arrival on site, via signage posted around the library.

Consistent signage is displayed throughout the Archives and Special Collections areas as a reminder.

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

Ensure sufficient car parking and secure bicycle facilities to help people avoid public transport where possible.

Direct staff to government advice on using public transport and HSD COVID-19 Travel to and from Work Procedure.

Archives and Special Collection staff are directed to GOV.UK advice and HSD COVID-19 Hygiene, Gloves and Face Coverings Procedure, on use of face coverings whilst travelling.

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

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

Risk Assessment

Activity:

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

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

Library Services emergency response and incident policies in place. Reporting mechanisms in place - ie reporting incidents via MySafety.

Archives and Special Collections staff, readers and visitors to follow HSD COVID-19 Emergency Evacuation Procedure.

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.

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.

Promote policy of continuing to encourage visits via remote connection/working where this is an option.

Visitors and contractors are required to wear face coverings when moving around the building. See May 2021 RA updates document attached to this risk assessment.

Effective management of contractors on campus by EAF.

Records of visitors and contractors maintained by the Archives and Special Collections Team. Details of visitors (name, contact details (phone number/email address), and date of visit will be recorded in the Archives Calm user database.

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

Revising visitor arrangements to ensure social distancing and hygiene (e.g. signing in process using visitors' own pens or electronic means at reception areas).

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

With Existing Controls:

C - Medium / Moderate

5. Inadequate or insufficient environmental cleaning

Description of Activity:

EAF and departments own cleaning regime.

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

Risk Assessment

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.

The Archives and Special Collections team will be responsible for cleaning items (if appropriate) and surfaces using alcohol based wipes, and ensuring good hand hygiene of archive staff and visitors before items are handled.

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

Handwashing facilities and / or hand sanitiser have been provided throughout the Library building

The importance of hygiene and handwashing procedure has been communicated across Library Services via email, signs and the intranet, and this is covered in the general Risk Assessment being undertaken for the library building (RA003142/1).

Archives and Special Collections staff to ensure they clear workspaces and remove belongings from the work area when they leave. Archives will assess if more storage for clothes and bags is required and inform Library management so plans can be updated as needs increase due to gradual return to campus of staff.

Frequent cleaning in areas where social distancing cannot be implemented and in areas regularly used for meetings.

Cleaning after a known or suspected case of COVID-19 must follow the specific guidance issued by PHE.

Safe disposal arrangements for all waste streams and extra consideration given to clinical waste disposal stream. Archives and Special collections will follow

With Existing Controls:

C - Medium / Moderate

Risk Assessment

existing local guidance on clinical waste disposal. If it is not possible to follow these measures at the present time, the relevant collections will remain closed for access until such waste can be disposed of safely.

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.
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Risk Assessment

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 Library.

Communication to staff and students that non-business deliveries will not be accepted will be included in the Risk Assessment being undertaken for the Library Staff Office.

Increased handwashing encouraged with handwashing facilities / hand sanitisers for staff handling deliveries

Documented cleaning procedure for deliveries (following the HSD decontamination procedure).

Documented procedure for deliveries and collections to campus considering revised pick up and drop off collections points to minimise unnecessary contact (e.g. with security) and reducing frequencies of deliveries.

Archives and Special Collections will follow the control measures set out in the Risk Assessment being undertaken for the Library Staff Office (RA003142/1) concerning receipt of deliveries.

Archives and Special Collections will give consideration as to whether to reduce frequency of deliveries by ordering larger quantities less often (if safe storage is available)

With Existing Controls:

C - Medium / Moderate

7. Work related travel

Description of Activity:

Travel for work i.e. on a university activity.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission through work related travel

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

All non-essential work travel is to be kept to a minimum.

With Existing Controls:

C - Medium / Moderate

8. 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

Vigorous cleaning regime implemented by facilities incorporating HSD virus survival information and decontamination procedure.

Routine maintenance is ongoing following reopening of library and study spaces

Building compliance assurance checks on HVAC, Water hygiene, Fire Safety / Emergency Lighting systems and any statutory inspections that may have lapsed since remote working commenced (e.g. LOLER) are being carried out. Departments will confirm their local area checks with EAF.

With Existing Controls:

C - Medium / Moderate

9. Psychological wellbeing of staff returning to campus / continuing to work from home

Description of Activity:

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

Risk Assessment

Hazard 1. Psychological wellbeing of staff returning to campus / continuing to work from home

A reduction in un-managed good mental health.

Uncontrolled Risk:

D - High / Significant

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.

Lead Archivist/Manager continue ongoing engagement with staff to monitor and understand any unforeseen impact of changes to working environments.

Engaging with staff to explain and consult on any changes in working arrangements.

Developing communications / checklists for staff prior to returning to site, especially around new procedures for arrival at work.

Awareness and focus on the importance of mental health at times of uncertainty with regular provision of Mental Health information, guidance on wellbeing when working remotely and maintaining connections with colleagues working on site.

Continued access to occupational health services and mental health first aid provision.

With Existing Controls:

C - Medium / Moderate

10. Working in Archives and Special Collections storage areas

Description of Activity:

Undertaking work within the three storage rooms for Archives and Special Collections on the ground floor of the Library building.

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

Due to the size and layout of the rooms, only one person may enter and work in them at a time to ensure social distancing measures can be adhered to. Place signs on the doors to alert people to this restriction.

Staff to ensure that they wash hands in line with Government hand-washing guidance once they have finished working in these rooms.

Provision of cleaning materials eg alcohol based wipes, hand sanitiser and gloves within all three rooms, with instructions on wiping down surfaces after they have been touched.

Staff to wash hands in line with Government hand washing guidelines after working in these rooms.

Limit removal of archive material/books from the rooms to a minimum

With Existing Controls:

C - Medium / Moderate

11. Provision of research appointments in the Archives and Special Collections reading room

Description of Activity:

Research appointments to use material from the Archives and Special Collections are provided in the reading room on the second floor of the Library building. Researchers may be members of staff or the public. Appointments will be hosted in the research reading room which has social distancing markers and perspex screens in place, and has a suitable ventilation system in operation.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission in the reading room

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

Limit research appointments to a maximum of one person at a time, with only one person supervising, to ensure social distancing measurements can be adhered to. Place signs on the door to indicate that a maximum of two people to be in the room at any time.

Provision of cleaning materials eg alcohol based wipes, hand sanitiser and gloves in the reading room, with instructions provided on wiping down surfaces after they have been touched.

Staff/Researchers/Public to wash their hands in line with Government hand washing guidelines before and after entering the reading room. Signage will be placed in reading room with this information.

Only material ordered in advance will be produced for researchers. No further material can be fetched from the stores on the day of the appointment.

With Existing Controls:

C - Medium / Moderate

12. Digitisation of Archive and Special Collections material

Description of Activity:

Digitisation of archive and special collections material in order to provide access to it without the need for researchers to visit the Library building. Digitisation could be performed by archives and special collections staff using shared equipment in the Library building, or possibly by Copy Shop staff for suitable material.

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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

If digitisation is being done by archives and special collections staff - only retrieve an amount of material that staff know can be digitised in the time available to do so, to avoid unnecessary movement of items around the building, which could potentially be contaminated.

Follow cleaning instructions and use cleaning materials provided in Library Services when utilising shared equipment for digitisation. Wash hands after use in line with Government hand washing guidelines.

With Existing Controls:

C - Medium / Moderate

13. Lone Working

Description of Activity: Lone working in Archives and Strong Rooms

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission from contact of decontaminated items/equipment

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 on own in Archives and Strong Room should continue to follow the QMUL Lone Working Procedure here: <http://www.hsd.qmul.ac.uk/a-z/lone-working/>

The Social Distancing Procedure as set out by HSD and explained in each activity area of this Risk Assessment should continue to be followed.

With Existing Controls:

C - Medium / Moderate

Actions

Reference: RA003189/1

Sign-off Status: Awaiting Approval

Actions associated with this Risk Assessment					
Description	Action Owner(s)	Actionee(s)	Start Date	Completion Date	
				Target	Actual
Sign re safe use of mobile shelving	KATHERINE ORMEROD		26/05/2021	07/07/2021	
Checks to make sure fire alarm can be heard	KATHERINE ORMEROD		26/05/2021	30/07/2021	
Improvement of store at West Smithfield	KATHERINE ORMEROD		26/05/2021	24/11/2021	
Completion of Research Support manual handling assessment	KATHERINE ORMEROD		27/05/2021	01/07/2021	
CCTV at Mile End	KATHERINE ORMEROD		27/05/2021	19/11/2021	