

# Risk Assessment

## Summary

Reference: RA001904/1

Sign-off Status: Expired

<b>Date Created:</b>	13/08/2020	<b>Confidential?</b>	No
<b>Assessment Title:</b>	COVID-19 Secure Workplace Risk Assessment for Whitechapel Library (Library Services).		
<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. A clear working method for a personal risk assessment per student is needed. 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.		
<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>	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. The Library will be opening 10:00-16:00 Mon-Fri when we initially reopen.		
<b>CountryLabel:</b>			
<b>Assessment Start Date:</b>	13/08/2020	<b>Review or End Date:</b>	10/09/2020
<b>Relevant Attachments:</b>	<p>Coronavirus Risk Assessment as of 01-04-2020 updated.doc (Risk Assessment) Uploaded: 13/08/2020</p> <p>QM Estates Facilities Service Delivery Plan COVID-19.pptx (Work/Operating Instructions) Uploaded: 13/08/2020</p> <p>Return to Campus - face coverings in learning spacesv2.docx (Work/Operating Instructions) Uploaded: 20/08/2020</p> <p>QMUL_HS_235_COVID-19 Social Distancing Procedure.pdf (Workplace Procedures) Uploaded: 20/08/2020</p> <p>Whitechapel Service Model - Aug 20.docx (Workplace Procedures) Uploaded: 21/08/2020</p> <p>Whitechapel Library Ventilation Assessment 20.08.2020.docx (Audits &amp; Inspections) Uploaded: 21/08/2020</p> <p>Ventilation at Whitechapel Library 25082020.pdf (Other) Uploaded: 27/08/2020</p> <p><b>Description of attachments:</b></p> <p>- "Coronavirus Risk Assessment..." - Manpower (Agency Security staff) RA for on-site working - EAF Service Delivery Plan contains the cleaning specification during Covid-19 - "Return to Campus - face coverings in learning spacesv2" - HSD COVID-19 Social Distancing Procedure - Whitechapel Library Service Model for reopening - Whitechapel Library Ventilation Assessment - 20.08.20 - Ventilation at Whitechapel Library - notes from site visit on 25.08.20</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> 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></p>		
<b>Assessor(s):</b>	MURRAY, CHRISTINE ZAHID, AQIL		
<b>Approver(s):</b>	JANE ALDERSON-RICE SARAH COWLS KATE PRICE COLIN BAILEY		
<b>Signed Off:</b>	<p>COLIN BAILEY (10/09/2020 17:27)</p> <p>COLIN BAILEY (10/09/2020 17:28)</p> <p>SARAH COWLS (10/09/2020 17:34)</p> <p>JANE ALDERSON-RICE (10/09/2020 17:46)</p> <p>KATE PRICE (11/09/2020 08:20)</p>		
<b>Distribution List:</b>	<p>CHRIS MANSFIELD (c.mansfield@qmul.ac.uk) - 03/07/2020</p> <p>JAMES EASTWOOD (james.eastwood@qmul.ac.uk) - 03/07/2020</p> <p>ANASTASIA MALAMA (a.malama@qmul.ac.uk) - 01/07/2020</p> <p>STEVEN EXLEY (s.exley@qmul.ac.uk) - 03/07/2020</p> <p>REBECCA JONES (rebecca.jones@qmul.ac.uk) - 03/07/2020</p> <p>PAUL LAMBERT (p.lambert@qmul.ac.uk) - 03/07/2020</p> <p>TOM JORDAAN (t.s.jordaan@qmul.ac.uk) - 03/07/2020</p> <p>SWATI NEHETE (s.r.nehete@qmul.ac.uk) - 03/07/2020</p> <p>STEPHEN MOORE (s.moore@qmul.ac.uk) - 03/07/2020</p> <p>TANYA CHOUDHURY (m.choudhury@qmul.ac.uk) - 03/07/2020</p> <p>ROSS BAKER (r.baker@qmul.ac.uk) - 06/07/2020</p> <p>KATE PRICE (kate.price@qmul.ac.uk) - 01/07/2020</p> <p>TONY DOW (tony.dow@qmul.ac.uk) - 02/07/2020</p>		

# Risk Assessment

Andy Ekins (a.ekins@qmul.ac.uk) - 01/07/2020  
SIMON COPPACK (s.w.coppack@qmul.ac.uk) - 03/07/2020  
Duncan McAndrew (d.mcandrew@qmul.ac.uk) - 02/07/2020  
SARAH COWLS (sarah.cowls@qmul.ac.uk) - 13/08/2020  
MEGAN VAGG (m.vagg@qmul.ac.uk) - 13/08/2020  
JUNIOR JOSEPH (j.joseph@qmul.ac.uk) - 13/08/2020

## 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  
Other

## 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

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.

Students/staff/cleaning staff/IT staff/EAF staff will not be required to wear face coverings whilst maintaining 2m social distancing. However, a face covering should be worn in common circulation spaces such as corridors, stairwells, lifts and toilets and areas where 2m social distancing cannot be maintained. (Please see attached "Return to Campus - Briefing Paper on Use of Face Coverings in Learning Spaces.)

In addition, Social distancing at 2m applies in the DEPT. 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/>

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).

Final version of the floor plan is to be attached when received from EAF.

Library Services needs to follow the QMUL HSD COVID-19 Social distancing Procedure, found on the Health & Safety Directorate website and implement the

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

appropriate markers and one way flow through their labs / offices/ 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 discouraged by restricting access to some areas (e.g. card swipe).

Access is restricted to students, Library Staff and Manpower staff. During the w/c 7th Sept the opening hours will be 10:00-16:00 Mon-Fri.

Signage has been displayed in prominent locations throughout The Library and guidance notes will be provided at the Welcome desk.

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. (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)
- Disinfection fogging of the library is undertaken before opening (Daily). This will include all shared computer equipment located on the desks.

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

## Risk Assessment

consistent signage is displayed throughout The Library.

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.

Local risk assessments and safe systems of work are in place in The Library - see RA000194/1.

Risk assessments and safe systems of work will need to be reviewed weekly, amended and 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 when doing this.

Disabled lifts (internal and external) - one person permitted each journey. Internal disabled lift to be used for access to the disabled toilet located in the basement.

Staff Areas (also refer to Activity - "Staff Offices (First Floor)", "Staff Kitchen Area" and "Open Plan Staff Office (Ground Floor)"):

Social distancing in line with government guidelines will be managed by each member of staff working in the library staff office on the ground floor and first floor. Staff are advised not to use a desk which faces another member of staff.

A one in-one out policy is in place for staff using the kitchen/tea point area and staff toilets. Any common area will be out-of-action.

Alcohol-based wipes to be provided in the staff room for staff to wipe the shared MFD (Multi-Function Device) before and after use.

## Risk Assessment

Locker area (located between staff entrance and staff room) - Staff to follow one in-one out policy for this area.

Ventilation – please see attached "Whitechapel Library Ventilation Assessment - 20.08.20" and "Ventilation at Whitechapel Library 25082020".

Ventilation in Ground Floor to be enhanced by mechanical means if possible. Occupancy to remain at 2m social distancing. Basement learning space to remain closed to service users. Basement staff area has mechanically assisted ventilation and can be used by staff. First floor staff area offices are to remain at single occupancy.

### 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

Handwashing facilities and/or hand sanitiser have been provided at entry/exit points to the Library

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

Common surface contact areas are subject to regular cleaning regime.

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 Library as a reminder.

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

Entry to buildings is via controlled access gates (for students) and access controlled doors for staff. Visitors are required to visit the welcome desk on arrival. Visitors at the external door can use the intercom to speak to staff at the Welcome Desk.

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.

Students (and staff) will be directed to:

- GOV.UK advice;
- HSD "COVID-19 Personal Hygiene and Gloves Procedure";
- HSD "COVID-19 Travel To and From Work Procedure"; and
- HSD "COVID-19 Face Coverings Policy and Procedure"

Cross-site working to be minimised as far as possible.

### 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

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:

**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.

The Manpower Risk Assessment for officers working on-site has been attached. An individual risk assessment will be requested prior to their arrival on-site.

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

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

Uncontrolled Risk:

**E - Very High**

#### Existing Control Measures

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. (Please see below for ease of reference.)

With Existing Controls:

**C - Medium / Moderate**

## Risk Assessment

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.

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)
- Disinfection fogging of the library is undertaken before opening (Daily). This will include all shared computer equipment located on the desks.

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 procedure.

Handwashing facilities and / or hand sanitiser have been provided throughout the Library as follows:

Hand sanitizer - main entrance, staff desks, welcome desk

Hand Washing - Communal toilets located in the basement (x2) and staff toilets (x2).

The importance of hygiene and handwashing procedure has been communicated across Library Services (Student and Academic Services) via a variety of media including the SAS Staff Intranet and via emails sent by Safety Coordinators to all Student and

## Risk Assessment

Academic staff.

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.

All vending machines will be deemed "not in use".

Food and drink policy:

As previously, in line with Library Regulations service users:

- Must not bring hot or strong smelling food into Library Services premises (Library Reg:4.3.7.)

- Must ensure that cold and hot drinks brought into Library Services premises are self-contained or have lids in order to avoid spillage (Library Reg:4.3.8.)

### 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.

## 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.

The handling of books is covered in the Stock Handling section of this RA.

The handling of laptops from the laptop loan service is covered under the Laptop Loan Activity section of this RA.

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 Library has remained closed for the duration of the campus shut down, and that routine maintenance such as legionella testing, fire alarm testing, etc has continued during the lockdown.

The Library has undergone a vigorous cleaning regime that has been implemented by EAF incorporating HSD virus survival information and decontamination procedures:  
 - "COVID-19 Cleaning and Disinfection of Surfaces and Spaces Procedure"

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.

With Existing Controls:

**C - Medium / Moderate**

### 8. 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.

## Risk Assessment

### Hazard 1. Psychological wellbeing of staff/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 studying will be provided by the Schools and staff managers.

Ongoing engagement with students and staff to monitor and understand any unforeseen impact of changes to working environments will be managed and monitored by the Schools and line managers as appropriate.

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**

### 9. Student use of PC desks

#### Description of

The PC desks have Student Services PCs mounted to the desks. The AIO (All In One) PCs are touch screen as well as

# Risk Assessment

**Activity:** having the provision of a keyboard and mouse.

## Hazard 1. COVID-19 virus exposure and transmission when using PC desks

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

Identify PC desks that support 2m social distancing and clearly mark or remove those that should not be used.

Remove by removing power cable and chair from the desks. Add signs to clearly indicate those PC desks that are excluded.

Add desk numbers to indicate the availability of the PC desk.

Provision of alcohol-based wipes to be provided nearby so users can wipe before and after use.

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 2m social distancing.

Desks will be allocated with corresponding numbers.

With Existing Controls:

**C - Medium / Moderate**

## 10. Student 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.

## Risk Assessment

### 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 social distancing and any superfluous furniture eg chairs have been removed or clearly marked as not being in use.

Signage clearly indicates the number of users at each table, which is also maintained through the Booking System.

Provision of 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 2m social distancing.

Desks will be allocated with corresponding numbers.

With Existing Controls:

**C - Medium / Moderate**

### 11. Use of Vending Machines & Related Activities

#### Description of Activity:

The vending machines have a touchscreen keypad to enter the relevant shelf code. Water fountain for student use located in basement near the toilet facilities.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when using the Vending Machines

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

Vending machines have been labelled "not in use".  
 Notices to be placed adjacent to each water fountain requesting that students do not place their mouths on the faucet, and that the fountain is used to refill water bottles only.

With Existing Controls:

**C - Medium / Moderate**

### 12. Use of MFD (Multi-Function Device)

#### Description of Activity:

The MFD has a touch-screen to select its use eg printing/copying. Staff refill the MFDs with paper on a regular basis.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when using the MFD

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 alcohol-based wipes have been provided nearby so users can wipe before and after use.

A reminder notice to do so is placed on the MFD.

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.

Staff are assigned to refill the MFDs with paper.

To maintain social distance only every other MFD is in use.

With Existing Controls:

**C - Medium / Moderate**

### 13. Laptop Loan Service

#### Description of Activity:

Laptop loan service for students using The Library. Laptops are borrowed for one day using a self-service system.

## 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:  
**E - Very High**

#### Existing Control Measures

Withdraw the service in the interim phase (24 August onwards)

For reinstatement the following controls will be considered:

- Establish whether 72h quarantine is sufficient to reduce risk
- Establish whether deep cleaning is required
- Establish whether using IT-safe alcohol wipes is required after quarantine

With Existing Controls:

**C - Medium / Moderate**

### 14. Welcome Desk

#### Description of Activity:

Reception and Welcoming area located inside main entrance of The Library

## 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:  
**E - Very High**

#### Existing Control Measures

Installation of perspex screens at Welcome Desk  
 Hand sanitisers available to staff working on WD  
 No sharing of stationery.  
 Alcohol-based wipes to be used to clean any shared items such as computer, mouse, keyboard and phones, at end of each person's rota.

With Existing Controls:

**C - Medium / Moderate**

### 15. Lone Working

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

## 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:  
**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/>)

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

With Existing Controls:

**C - Medium / Moderate**

### 16. Staff and Student Entry and Exit to the Building

#### Description of Activity:

This concerns staff and students entering and leaving the Whitechapel Library.

## 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:

**E - Very High**

#### Existing Control Measures

Where possible a one way system will be deployed in the Library and for entering and egressing. However, due to limited space in areas it will be a "one at a time" and "one-in, one-out" approach in certain areas to allow social distancing such as entering the Library.

With Existing Controls:

**C - Medium / Moderate**

### 17. Socially Distanced Study Space

#### Description of Activity:

Making areas of the library, such as students using the printers, study spaces and moving around the building, Covid-19 secure.

## 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:  
**E - Very High**

#### Existing Control Measures

There will be a one way route through all areas indicated by signs on the floor.

Study Areas - Study desks will have a booking system with an inbuilt personal risk assessment and a track and trace declaration. Desks will be numbered so that students book a specific desk. Hazard tape will be used to take desks out of service to achieve social distancing. Keyboards will be tucked away, not removed.

Where MFDs are adjacent to each other every second printer will be taken out of use and alcohol-based wipes and hand sanitiser will be available at the printers with guidance notes for students to wipe the touch screens before and after use.

With Existing Controls:

**C - Medium / Moderate**

### 18. Student Toilets - Basement

#### Description of Activity:

Basement toilet facilities for staff and students

## 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:  
**E - Very High**

#### Existing Control Measures

Every second hand washing basin to be taken out of use  
 Hand dryers to be taken out of use  
 Paper towels to be used in hand washing area  
 Alcohol-based wipes to be provided in the hand washing area

With Existing Controls:

**C - Medium / Moderate**

### 19. Stock Handling

#### Description of Activity:

Handling library material (books, Periodicals, DVDs, and other library materials)

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when handling library material (books, Periodicals, DVDs, a

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

1. Provision of hand sanitiser for users to top-up will be accessible.
2. Users will be provided with hand-washing guidance in line with government's advice. Hand washing facilities are located in the communal toilets.
3. Staff will be provided with (and be required to wear) gloves to reduce the risk of transmission.
4. Any material that is handled within the library without gloves will be subject to 72hour quarantine to ensure material is free of Covid19 before it is handled by another user.

Stock that has been handled will be placed on trolleys with the return date and time, and quarantined for 72h in a suitably designated area.

With Existing Controls:

**C - Medium / Moderate**

### 20. Packing, unpacking and moving library materials between sites

#### Description of Activity:

Students have a home library and request materials from other sites. Staff fetch, pack, move and unpack library stock for this purpose.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when library materials are moved between libraries

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

1. Provision of hand sanitiser for staff to top-up will be accessible.
2. Staff will be provided with hand-washing guidance in line with government's advice.
3. Hand washing facilities are located in the communal toilets.
- 4 Staff will be provided with (and be required to wear) gloves to reduce the risk of transmission.
5. Boxes containing transit material will be cleaned with alcohol-based wipes before an after use both at the library of origin and the destination library.

With Existing Controls:

**C - Medium / Moderate**

### 21. Using Library Self-Service Equipment

#### Description of Activity:

Using self-service equipment with touch screens. This equipment is for issuing, renewing and returning of library stock, and for checking additional information online. It receives very high volume use. Also we have self-service equipment for:

1. Borrowing laptops - high volume
2. Book and CD/DVD returns - high volume
3. Device charging units
4. Returns

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when using self-service kiosks

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 alcohol-based wipes have been provided nearby so users can wipe before and after use.

A reminder notice to do so is placed on the self-service kiosks.

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.

Provision of self-service kiosks minimises staff-student interactions.

A 72h quarantine system will be in place for returned stock .

With Existing Controls:

**C - Medium / Moderate**

### 22. COVID-19 virus exposure and transmission when returning library material

#### Description of Activity:

Students and other library users return borrowed material to the library

## Risk Assessment

### Hazard 1.

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

1. Users will be required to return material using the self-service kiosks return bins.
2. Provision of hand sanitiser for users to top-up will be accessible.
3. Users will be provided with hand-washing guidance in line with government's advice. Hand washing facilities are located in the communal toilets.
4. Staff will be provided with (and be required to wear) gloves to reduce the risk of transmission.
5. Any material that is returned will be subject to 72 hour quarantine to ensure material is free of Covid19 before it is handled by another user.
5. Any trolleys used by staff to transfer material to the quarantine area will be cleaned with alcohol-based wipes before and after use.

With Existing Controls:

**C - Medium / Moderate**

### 23. Picking-up holds from the Welcome Desk

#### Description of Activity:

Collection of requested Library materials, which could include inter-site holds and recently returned items.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when collecting library materials

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

1. Hand gel
2. Wipes
3. Gloves mandated for staff
4. Social distancing maintained at all times
5. Staff training in the safest way to hand over materials
6. See stock handling - returned items to be quarantined for 72hrs to ensure material is free of Covid19 before it is handled by another user.

With Existing Controls:

**C - Medium / Moderate**

### 24. Browsing

#### Description of Activity:

Readers go to the collections and look along the shelves, deciding which books they need. This often involves taking a few books off the shelves, looking through them, then borrowing some, replacing some.

## Risk Assessment

### Hazard 1. COVID-19 virus exposure and transmission when library materials have been recently handled

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

1. To monitor advice and findings across HE libraries about whether handling books at the shelves is a high/substantial risk
2. To consider mitigation - asking readers to leave any item they have handled on a trolley which can then be quarantined for 72h. This would depend on high levels of co-operation from readers.
3. To allow browsing of stacks, nearby desks are deemed "not in use" to comply with social distancing.

With Existing Controls:

**C - Medium / Moderate**

### 25. Staff Offices (First Floor)

#### Description of Activity:

Staff office area used for staff working and meetings. Individual Offices, with one workstation per 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

Wherever possible, staff are working remotely (from home) and will continue to do so.

A rota for staff working in this area will be put into place by the Library managers to ensure that social distancing 2M rule can be adhered to.

Staff should follow the Temporary Remote Working Guidance as set out by HSD:  
<http://hr.qmul.ac.uk/temporary-remote-working/tools-for-remote-working/workstation-dse-guidance-for-temporary-working-from-home/>

Staff to tidy the desk and remove their items at the end of working day.

Staff to clean the desk, phone, keyboard and mouse, and any surfaces that they have touched, with alcohol-based wipes, at the end of the day.

Staff to retain their own stationery and not share with others.

These offices fall within the 2M social distancing guidelines, and therefore are compliant.

However, the desk immediately ahead as you enter the office area has been marked as "out of use".

With Existing Controls:

**C - Medium / Moderate**

### 26. Staff Kitchen Area

#### Description of Activity:

Staff kitchen and team point, used by staff and security officers (Manpower).

## 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:  
**E - Very High**

#### Existing Control Measures

One person only policy in kitchen  
 No shared crockery or cutlery  
 Staff to wash hands in line with Government hand-washing guidelines, and use hand sanitizer when finished using the kitchen  
 Staff only to touch their own items in the fridge  
 Staff to clean all surfaces (including fridge door handle) with alcohol-based wipes after use  
 Email policy to all staff working at the Whitechapel Library, Manpower Control and Cleaning Supervisor.

With Existing Controls:

**C - Medium / Moderate**

### 27. Open Plan Staff Office (Ground Floor)

#### Description of Activity:

Shared staff office with x5 workstations, which are used on an ad hoc basis by Library Services staff.

## 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:

**E - Very High**

#### Existing Control Measures

No sharing of stationery - staff to keep their individual stock of items  
 Staff to clear and clean desks after use, using alcohol-based wipes (provided)  
 Hand sanitiser available on each desk  
 Rota to be in place for staff working patterns, to enable adhering to the social distancing procedures as set out by HSD: <http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/>

One desk has been marked as "out of use" to be compliant with 2m social distancing.

With Existing Controls:

**C - Medium / Moderate**

### 28. Self-Tours

#### Description of Activity:

Has been setup on the booking system and is offered every 30mins from 10:00 with the last booking at 17:30. Upon arrival and checking in to the session at the Welcome Desk users will help themselves to a self-tour handout.

## 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:  
**E - Very High**

#### Existing Control Measures

Limited number to 2 bookings per session (given 2m social distancing).

Users will be required to wear face coverings.

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.

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.

Users will not be sharing handouts to reduce the potential risk of transmission.

With Existing Controls:

**C - Medium / Moderate**