

# Risk assessment: Forbes Mellon Library and College Archives April 2021 (COVID-19 Outbreak)

Company name: Clare College

Assessment carried out by: Catherine Reid

Date assessment was carried out: 26.03.2021

Reviewed: 22.4.2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Infection from coronavirus	Library & Archives staff travelling to work	Staff do not use public transport to travel to work.	Staff not to travel in same car for work purposes e.g. travelling to Colony	All Library & Archives staff	immediately	
Infection from coronavirus	Staff, students, visitors accessing the Library and Archives	Archives Office closed to all visitors and researchers				

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		<p>Library opening hours reduced. Library staff supervision during all opening hours. Access to Library and opening hours controlled via swipecard access. Library staff close inner Library door and Common Room door when Library closes</p>	<p>When opening hours for Library extended beyond library staff working hours student invigilator to be on duty in Main Library.</p> <p>Library staff or student invigilator or Porter on duty closes inner Library door and Common Room door when Library closes</p>	<p>Librarian/Deputy Librarian to source student invigilators and draw up working rota and procedures for invigilators. Provide training to student invigilators.</p>	<p>When Library extends opening hours beyond library staff working hours</p>	<p>22.4.2021</p>
<p><b>Infection from coronavirus</b></p>	<p>Students, Fellows and Library &amp; Archives Staff entering and moving around the Library</p>	<p>Access for study in Library only by pre-booked time slot</p> <p>All rooms ventilated by opening windows. Library staff/housekeeping staff open Library windows each morning. Library</p>	<p>To provide additional ventilation: arrange bookable timeslots to provide ventilation break at start of day, lunchtime and late afternoon</p> <p>Restrict amount of time users spend in the Library: advise users that</p>	<p>Librarian</p>	<p>End March 2021</p>	<p>26.3.2021</p>

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		<p>staff/student invigilator/Porter on duty close windows at closing time Notices in all areas telling users that windows must remain open</p> <p>Social distancing (2m or greater) in the Library at all times</p> <p>One-way system: via “up” staircase and “down” staircase between Library floors</p> <p>Library inner front door and Library Common Room door propped open during Library opening hours</p>	<p>they should book only one 3hr time slot per day</p> <p>Library &amp; Archives staff should ensure that working area is well ventilated by office windows, and should regularly go outside during working day for break in fresh air</p> <p>User visits for browsing and borrowing: numbers to be monitored and pre-booking implemented to control numbers if necessary</p>	<p>Library &amp; Archives staff</p> <p>Librarian/Deputy Librarian</p>	<p>Ongoing</p> <p>Ongoing</p>	

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		<p>Click and Collect service offered in addition to self-service borrowing: library staff issue books on behalf of users and leave books in designated area in Library entrance foyer for users to collect.</p> <p>Isolating students told that they may ask a friend to collect books from College Library and deliver to outside household. Student told to ensure that friend does not enter household.</p>				
<b>Infection from coronavirus</b>	Students studying in the Library,	Number of study spaces reduced and study	March 2021: Occupancy of Library reduced by removing seats, to		End March 2021	26.3.2021

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		<p>spaces configured to enable social distancing</p> <p>Chairs and tables removed to storage from Library and Law Reading Rooms. Relaxed seating removed from Library balcony</p> <p>Acrylic screens installed between study spaces in Library reading rooms.</p> <p>Quiet Room (narrow enclosed study spaces) closed and locked except for Library Staff access</p>	<p>increase distancing of all seating to 2m+ (including between seats at tables with Perspex screens).</p>	<p>Librarian/Deputy Librarian in liaison with Head Porter</p>		

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<p><b>Infection from coronavirus</b></p>	<p>Students using Library study spaces</p>	<p>Library users asked to sanitise hands at entrance to Library</p> <p>Students asked to wipe the desk before and after use</p> <p>Cleaning station in each study area. Cleaning material/disposable wipes, hand sanitiser and waste-bin provided at each cleaning station</p> <p>Shared equipment (staplers, hole-punches etc.) removed from reading rooms. Notice next to bookrests asking for each one to be cleaned before and after each use.</p>				

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		<p>Security tags removed from all DVDs and shared tag remover moved from issue desk            Shared catalogue (iDiscover) computers turned off and keyboards removed to storage</p>				
<p><b>Infection from coronavirus</b></p>	<p>Students, Fellows and Staff borrowing books via self-issue machine</p>	<p>Housekeeping staff and Library staff clean screen and book shelf on self-issue machine daily.</p>				

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		Settings of self-issue machine altered to minimise user contact with screen				
<b>Infection from coronavirus</b>	Students using the Library Common Room	<p>Library Common Room changed to informal study area, with three study seats/tables. Furniture removed to storage</p> <p>LCR kitchen open to allow access to sink, but all coffee and tea making facilities removed. Vending machines continuing to operate (stocked and cleaned by vending company)</p> <p>Lockers moved from LCR into foyer</p>	March 2021: capacity reduced to 2 seats.	Librarian in liaison with Head Porter	26.03.2021	26.03.2021



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<p><b>Infection from coronavirus</b></p>	<p>Library &amp; Archives staff working closely with students, with each other and with staff from other departments</p>	<p>Staff working hours adjusted to commence after Housekeeping staff have cleaned Library &amp; Archives</p> <p>Online Meetings/telephone calls used to minimise the need for staff from other departments to enter Library.</p> <p>1-to-1 contact with students reduced by offering enquiry services via online meetings/chat/telephone calls and email</p> <p>Social distancing (2m or greater) implemented in the Library at all times.</p>	<p>Student invigilators use reserved desk on Library Ground Floor. Invigilators do not use Library Office or Enquiry Desk</p>		<p>When Library extends opening hours beyond library staff working hours</p>	<p>22.4.2021</p>

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		<p>Library staff alternate working in Library, Archives Office and home to ensure that only one member of staff at a time is based in the Library Office/Archives Office.</p> <p>No sharing of PCs, laptops or office equipment.</p> <p>Each member of staff to clean work area at the start and finish of each working day.</p>				
<b>Infection from coronavirus</b>	Staff in shared work areas	Staff must maintain excellent hygiene with regular hand washing. No hand to face contact.				

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		<p>Staff regularly sanitise hands via dispenser at entry to Library and via sanitiser bottles in the Library</p> <p>Library and Archives Offices regularly ventilated by opening windows.</p>				
<p><b>Infection from coronavirus</b></p>	<p>Staff handling library books returned by library users</p>	<p>Following guidance in <a href="#">Libraries Connected Service Recovery Toolkit (updated April 2021)</a></p> <p>Books returned to library by library users are transferred by library staff to clearly defined quarantine area and</p>				

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		<p>remain there for at least 72hrs before returning to shelves/circulation.</p> <p>Isolating students requested to leave library books in room for a further 72 hrs after isolation period finishes before returning books to College Library via book drop boxes.</p> <p>Staff transferring returned books from book drop boxes to quarantine area wash hands immediately afterwards.</p> <p>Archival material quarantined for at least 72 hrs before being</p>				

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		<p>accessed by another member of staff.</p> <p>Staff handling or touching multiple books or other surfaces should wash or sanitize their hands at least every 30 minutes</p>				
<p><b>Infection from coronavirus</b></p>	<p>Staff using library bathroom and kitchen</p>	<p>Only Library &amp; Archives staff and College singing teachers using Bennett Room to use library toilet and kitchen</p> <p>Singing teachers provided with separate tea/coffee supplies and mugs/disposable cups</p> <p>One person at a time in the staff kitchen</p>	<p>Singing teachers to be given copy of Library risk assessment</p> <p>Student invigilators to use student toilets</p>	<p>Chapel Administrator</p> <p>Student invigilators</p>	<p>When singing lessons resume</p> <p>When Library extends opening hours beyond library staff working hours</p>	<p>22.4.2021</p>

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		<p>Staff bathroom and kitchen cleaned using disposable wipes on entering and after each use</p> <p>Fabric hand towels replaced with paper hand towels for hand drying</p>				
<b>Lone working</b>	Staff working alone	Library & Archives staff report to on-duty Porter in Porters Lodge on arrival and departure (maintaining more than 2m social distance)	Student invigilators report to on-duty Porter in Porters Lodge on arrival and departure (maintaining more than 2m social distance)	Student invigilators	When Library extends opening hours beyond library staff working hours	22.4.2021
<b>Infection from coronavirus</b>	Fellows, students, staff and members of the public	2 face coverings have been issued to all fellows and staff. Guidance has been	2 face coverings to be issued to all students	Brenan Morgan	When students return to College	29.9.2020

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		<p>issued to all fellows and staff on the use of face coverings.</p> <p>Face masks to be worn by students, Fellows and visitors to the library. Library staff to wear facemasks when in public areas of Library, but masks not required when working alone in Library/Archives Staff Offices or at Enquiry Desk.</p> <p>Library staff to wear face masks in enclosed common areas including Porters Lodges and Buttery, and when visiting other staff in offices. Masks should</p>	<p>Student invigilators to wear facemasks in all areas of the Library (included in invigilator training)</p>		<p>When Library extends opening hours beyond library staff working hours</p>	<p>22.4.2021</p>

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		also be worn where 2m social distancing can't be maintained.				
<b>Infection from coronavirus</b>	Staff leaving work to return home	Staff should wash hands for twenty seconds before leaving work and when arriving home. Staff should wash their clothes and shower when getting home.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)