

Risk assessment: Forbes Mellon Library, Law Reading Rooms and Library Common Room 2021(COVID-19 Outbreak)

Company name: Clare College

Assessment carried out by: Catherine Reid/Brenan Morgan

Date assessment was carried out: 23.8.2021. Reviewed 21.9.2021, 13.12.2021, 11.01.2022

To be reviewed: 18.03.2022 or earlier if significant changes are required

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	Staff travelling to and from work and work premises	Where possible Library Staff are to use their own personal vehicles for travelling to work and to other sites for work. If possible, avoid using public transport.	Government winter plan B: face coverings required by law on public transport.	Library Staff	Immediately	Ongoing

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		Library Staff to avoid sharing of private vehicles where possible.				
Infection from coronavirus	Staff, Fellows, students, visitors accessing the Library	<p>Access to Library and Law Reading Rooms controlled via swipecard access.</p> <p>Library Staff or Porter on duty close inner Library door and Common Room door when Library closes.</p> <p>NHS Track and trace QR codes located outside main Library, LCR and each Law Reading Room. Guidelines for Library use encourage use of</p>	<p>Pre-arranged visits to Library by prospective students are permitted.</p> <p>Students from other colleges are permitted to visit to consult books during staffed hours Monday-Friday, but if possible provide book on loan to avoid visit to Library. Visitors required to wear masks in the Library.</p>	Librarian/Deputy Librarian	Immediately	Ongoing

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		the NHS app to scan QR codes on entry.				
Infection from coronavirus	Students, Fellows and Library Staff entering and moving around the Library and Law Reading Rooms	<p>All rooms ventilated by opening windows. Library inner front door, Library Common Room and Quiet Room doors to be propped open during library opening hours to allow air flow through building. When Library is busy inner door may be closed if CO2 levels are acceptable.</p> <p>Librarian/Deputy Librarian measure CO2 levels regularly in several areas of Library and Law Reading Rooms</p>	Library & 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.	Library staff	Immediately	Ongoing

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		<p>Library Staff/Housekeeping Staff open Library and Law Reading Rooms windows each morning. Library Staff/Porter on duty close windows at closing time</p> <p>Notices in all areas telling users that windows must remain open.</p> <p>Social distancing (1m or greater) recommended in the Library at all times.</p> <p>One-way system: via “up” staircase and “down” staircase between Library floors.</p>				

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		<p>Request 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>				
Infection from coronavirus	Students studying in the Library	Number of study spaces reduced and study				

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		<p>spaces configured to enable social distancing.</p> <p>Acrylic screens installed between study spaces in Library reading rooms.</p>				
<p>Infection from coronavirus</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>				

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		<p>Notice next to bookrests and shared equipment (staplers, hole-punches etc.) asking for each one to be cleaned before and after each use.</p> <p>Disposable wipes and hand sanitiser next to shared catalogue (iDiscover) computers. Notice next to computers asking users to wipe keyboard before and after use, and to use hand sanitiser before and after use.</p> <p>Security tags removed from all DVDs and shared tag remover moved from issue desk.</p>				

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Infection from coronavirus	Students, Fellows and Staff borrowing books via self-issue machine	Housekeeping Staff and Library Staff clean screen and book shelf on self-issue machine daily. Settings of self-issue machine altered to minimise user contact with screen.				
Infection from coronavirus	Students and Library Staff using the Library Common Room	Library Common Room furniture arranged to allow social distancing Paper (recyclable) cups provided for self-service drinks. All china mugs, plates etc. in locked cupboards. UCS Student Services Officer advised re: risk assessment for LCR	Organisers of any events in Library Common Room must request permission from Librarian/Head Porter, carry out risk assessment and send copy to Head Porter and Librarian in advance of event. Organiser must also complete self-catering waiver form (from Catering Dept.) if	Event organiser	Ongoing	

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		<p>and use of recyclable cups for self-service drinks.</p> <p>Sanitisation station in LCR. Students encouraged to regularly sanitise hands.</p> <p>Users of Library Common Room required to wear face masks at all times except when eating/drinking</p> <p>Vending machines continuing to operate (stocked and cleaned by vending company).</p> <p>Lockers moved from LCR into foyer.</p>	<p>providing food and drink for event.</p>			

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<p>Infection from coronavirus</p>	<p>Library 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 and Law Reading Rooms.</p> <p>Social distancing (1m or greater) recommended in the Library at all times.</p> <p>Library staff alternate working in Library, Archives Office and home.</p> <p>Avoid sharing of PCs, laptops or office equipment. When sharing is necessary, keyboards, mouse, screen and working area to be wiped with</p>	<p>Avoid working together in the Library Office, but when necessary to work together, maintain recommended social</p>	<p>Library Staff</p>	<p>Immediately</p>	<p>Ongoing</p>

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		<p>disposable wipes before and after each use. Use hand sanitiser before and after use.</p> <p>Each member of Staff to clean work area at the start and finish of each working day.</p> <p>All College Staff strongly encouraged by College Bursar and HR to take part in twice weekly lateral flow testing (emails 11th May and 13th July, 30th Nov)</p>	<p>distance of 1m+ at all times.</p>			
<p>Infection from coronavirus</p>	<p>Staff in shared work areas</p>	<p>Staff must maintain excellent hygiene with regular hand washing. No hand to face contact.</p>				

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		<p>Staff regularly sanitise hands via dispenser at entry to Library and via sanitiser bottles in the Library.</p>				
<p>Infection from coronavirus</p>	<p>Staff handling library books returned by library users</p>	<p>Books returned to Library by Library users are transferred by Library Staff to clearly defined quarantine area and remain there before returning to shelves/circulation.</p> <p>Implement reduced quarantine period of 24hrs as agreed by Library staff.</p> <p>(Quarantine is no longer required by Libraries)</p>				

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		<p>Connected/Public Health England Service operational guidelines)</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>Staff handling or touching multiple books or other surfaces should wash or sanitize their</p>				

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		hands at least every 30 minutes.				
Infection from coronavirus	Staff using library bathroom and kitchen	<p>Only Library & 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>Staff bathroom and kitchen cleaned using disposable wipes on entering and after each use.</p>	Singing teachers to be given copy of Library risk assessment.	Librarian send to Chapel Administrator for forwarding to singing teachers.	When singing lessons resume.	

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		Fabric hand towels replaced with paper hand towels for hand drying.				
Lone working	Staff working alone	Library Staff report to on-duty Porter in Porters Lodge on arrival and departure (maintaining recommended 1m social distance).				
Infection from coronavirus	Fellows, Students, Staff and members of the public	<p>Guidance has been issued to all Fellows, Students and Staff on requirement for face coverings in indoor spaces (unless exempt).</p> <p>Wearing of face masks required for Students, Staff, Fellows and Visitors to the Library, Law Reading Rooms</p>				

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		<p>and Library Common Room. 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, when visiting other Staff in offices, and where 1m social distancing can't be maintained.</p>				

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Infection from coronavirus	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/