

Risk Assessment

Date:	12 May 2021
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Assessors Name:	Philip Law	Reference Number:	Students Use of The Library as a Study Space (128) Rev 'D'	Review Date:	Ongoing – as per government guidance. We may review if and when demand outstrips provision.
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Endorsed By:	Ray Ohoro	Signature:		Position:		Date:	
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Description of Assessment and Associated Protocol Notes	<p>Coronavirus (COVID-19) Considerations for Students Using The Library as a Study Space.</p> <p>We have used the 'airborne.cam' online tool to inform the contents of this risk assessment. We have set the maximum thresholds of 1% risk and 1000 co2 ppm. The summary of this exercise follows;</p> <p>Library</p> <p>Floor Area: Approximately 400M2. Ceiling Height: Approximately 3M</p> <p>Period of Study: 3 hours. Ventilation: 5 well ventilated (maximise ventilation at all times)</p> <p>CO2 Concentration: Circa 500ppm. Infectious Individuals: 2 number</p> <p>Risk Percentage: 0.82%. Mask Type: Single-ply cloth (to be worn at all times)</p> <p>Maximum Room Capacity: 30 number</p> <p>Notes</p> <ul style="list-style-type: none">• Strict compliance with the guidance within this document is mandatory at all times, including out of hours. There will be periodic Porter patrols to support this.• The library remains a private study space available to Downing College members only. No guests are permitted at any time.• With 24no students using the Library as a Study space, for up to eight hours, with windows open, with single ply masks being worn and assuming one of them is carrying the virus, the risk of infection is still below 1% (as per PL email 31/3/21).• It is assumed that workstations are used on a 'hit and miss' basis, all some 2.5M (minimum) apart.

Risk Assessment

	<p>In general terms the protocol which is to be followed is as follows;</p> <ol style="list-style-type: none"> (1) Pre-booked slots will be available via an online booking platform. (2) Numbers using the Library will be restricted to not more than 24no. These will be identified on site and laid out so as to maximise spatial separation. (3) The advice is that students are safer not using the Library as a Study Space. However, if there are those who do not feel they can study adequately elsewhere then a limited number of desks are available. (4) Users should go straight to their study space and not linger at any point. (5) The essence of this service is that users may study in the Library; it is NOT intended as an opportunity to only browse books. General browsing will be considered after an initial period during which behaviour may be monitored. (6) Each study space has its own window which MUST be open to provide essential ventilation. (7) Face masks to be worn at all times when inside the building. (8) Users must practice good hygiene measures at all times. (9) Users must register their visit to the Library with the NHS Track and Trace App. (10) Users should minimise face to face contact with staff, favouring email contact where possible. (11) The library will be open 24/7 from 24th May 2021
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Location Details	The Library
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading	Students, staff.	5	4	20	H	<ul style="list-style-type: none"> • Public areas will contain suitable levels of soap and antibacterial gel. • Use sanitising products prior to and following each session. Equipment should be wiped over with sanitising wipes. • Everyone will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds before and after each session. • Everyone should use their tissues when coughing or sneezing and then 	<p>Students must comply with prevailing advice concerning household groupings and social interactions. This advice is available on the College website: https://www.dow.cam.ac.uk/current-students/downing-during-covid-19.</p> <p>Students should familiarise themselves with self-isolation protocols and be prepared to self-isolate should they, or a member of their household, displays symptoms of infection.</p>	Everyone	On Going	5	1	5	M

Risk Assessment

						<p>place the used tissue in the bin before washing hands.</p> <ul style="list-style-type: none"> Contact with personnel suspected of having caught COVID-19 will be avoided. Use virus-control stations where available. Face masks to be worn at all times whilst inside the building. 	<p>When interacting with people outside the College, students should observe social distancing and comply with current advice on face coverings or additional measures.</p>					
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		S	L	R	RR					S	L	R	RR
<p>Catching / Spreading (continued)</p>	Students, staff.	5	3	15	H	<ul style="list-style-type: none"> All are reminded to not touch their eyes, nose or mouth if their hands are not clean. In the event of developing symptoms (high-temperature or, new persistent cough or loss of smell or taste) students should telephone the Porters' Lodge for advice and support and follow the self-isolation protocol. The intention of this Risk Assessment is to allow users to study within the Library and to benefit from the quiet environment offered therein. Whilst browsing is not forbidden, if absolutely necessary as part of the study session, it is not encouraged and should only ever be a last resort. Each study space has its own window. You must open the window 	<p>Ensure there are plentiful and adequate signage displayed to promote awareness..</p> <p>Follow guidance when using shared facilities such as kitchens and washrooms.</p> <p>Upon arrival at a suitable study space the user should fully sanitise all surfaces with which they are likely to come into contact.</p> <p>Similarly, when users leave the study space at the end of their session they should re-sanitise all surfaces with which they have had contact.</p> <p>Study spaces will be arranged such that there are no face-to-face situations and there is good spatial separation.</p> <p>The Library staff may be present during some of the sessions.</p>	Everyone	On Going.	5	1	5	M

Risk Assessment

						<p>so as to provide the essential ventilation. You may wish to wear additional layers of warm clothing.</p> <ul style="list-style-type: none"> Users should keep left at all times and avoid potential pinch-point situations with other users. 	<p>However, they should not be consulted with unless something exceptional arises.</p>						
Lack of awareness	Students, staff.	5	3	15	H	<ul style="list-style-type: none"> Students should regularly review the advice posted on the College website: https://www.dow.cam.ac.uk/current-students/downing-during-covid-19 The latest public health information posters will be displayed in suitable places around College. The College will continually review new University and government advice and adapt its processes and policies accordingly. All visitors to the Domus are required to sign in and are required to review current advice at that point. 	<p>Advice, and links to the University advice, is available on the College website: https://www.dow.cam.ac.uk/current-students/downing-during-covid-19</p> <p>Students should ensure they regularly monitor their email and pay particular attention to those from College offices.</p> <p>The Porters' Lodge is always available for questions by telephone (01223 334800) or by email (porters@dow.cam.ac.uk)</p> <p>Suitable signage will be provided throughout the building.</p>	Everyone	On Going	5	1	5	M

Risk Assessment

Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Risk Assessment

Additional comments:

- 1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
- 2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
- 3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/hear miss
- 4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:	Philip Law	Signature:		Date:	12 April 2021
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Assessor 2 name:		Signature:		Date:	
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