

Risk Assessment

Summary

Reference: RA001893/5

Sign-off Status: Authorised

Date Created:	25/08/2021	Confidential?	No
Assessment Title:	COVID-19 Secure Workplace Risk Assessment for School of Mathematical Sciences		
Assessment Outline:	<p>This risk assessment template has been developed to assist each 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. The School of Mathematical Sciences 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. 10.09.21: The risk assessment for the School is being revised due to a new institutional risk assessment (1167/5) to reflect Government guidance released in July 2021. 29.03.21: The risk assessment for the School is being revised due to the impact of moving from 1m+ to 2m in the following multi-occupancy spaces: ROOM DESCRIPTION MB-102 School Office MB-202 PDRA Office MB-302 IT Laboratory MB-303 PhD Office (1st year students) MB-402 PhD Office (main office) Due to the higher transmission rates of new variants of COVID-19, all multi-occupancy spaces must move to operating at social distancing of 2m rather than 1m+. In addition, all teaching spaces (including the Maths Lecture Theatre, MB-203 and MB-204) now operate at 2m. Further details are available in the uploaded "Revisions to RA" document. 30.09.20: Please note that the risk assessment is being resubmitted following the addition of controls relating to moving from 2m to 1m+ in some multi-occupancy spaces (PDRA office MB-202, PhD office MB-402) and the re-purposing of a study space (MB-303) into an overspill PhD office to enable every PhD student to be allocated a desk rather than hotdesking. There are new controls in hazards 1, 5 and 8. Please note: references to staff throughout the document include PhD students.</p>		
Area Responsible (for management of risks)	Location of Risks: All main campuses		On-Site
Division, School, Faculty, Institute:	SCIENCE AND ENGINEERING		Campus: Mile End Campus
Department:	MATHEMATICAL SCIENCES		Building/Area: Mathematical Sciences
Group/Unit:	SCHOOL OF MATHEMATICAL SCIENCES		Sub Area: ALL Sub Areas
Further Location Information:	Applies to the area identified above.		
CountryLabel:			
Assessment Start Date:	25/08/2021	Review or End Date:	25/08/2022
Relevant Attachments:	<p>Maths Building - room capacities 10.09.21.pdf (Work/Operating Instructions) Uploaded: 10/09/2021 Maths Building - room capacities 10.09.21.pdf (Work/Operating Instructions) Uploaded: 10/09/2021</p> <p>Description of attachments: SMS Guide for staff and PhD students working on campus 10.09.21 Maths Building - room capacities 10.09.21</p> <p>Location of non-electronic documents: QMUL COVID-19 SECURE Guidance: http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/ https://www.qmul.ac.uk/coronavirus/</p>		
Assessor(s):	YOUNG, ANDREA YOUNG, JO		
Approver(s):	ALEXANDER CLARK		

Reason fo Review

Type:

Process Change

Reason:

Changes to government guidance in July 2021 and subsequent changes in the institutional risk assessment

Signed Off: ALEXANDER CLARK (10/09/2021 16:05)

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

CATEGORY

- Employees
- Post-Graduates
- Undergraduates
- Disabled Persons
- Other Vulnerable Persons

1. COVID-19 virus exposure and transmission in 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 and aerosols that are expelled from the body through sneezing, coughing, talking and breathing. It may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. Aerosols can remain suspended in air typically at close range within indoor situations for periods of time. It is regarded as a high hazard.

QMUL is supporting staff and students who are working on campus or working remotely by:

Uncontrolled Risk:
E - Very High

Existing Control Measures

Ensuring students and staff have access to regular Lateral Flow Device (LFD) testing at Queen Mary testing centres and/or access to home testing kits, and encouraging them to report their test results.

Supporting local public health if there is need for localised surge testing and enabling uptake of COVID-19 vaccinations among staff by offering paid time off work if it is not possible to schedule the appointments outside working hours. Actively encouraging all students to take up the offer of the vaccine when offered it through communications.

Locally, S/I/Ds continue to implement the QMUL COVID-19 Code:
<https://www.qmul.ac.uk/coronavirus/guidance-for-staff/3-essential-steps-for-staff-remaining-on-campus/queen-mary-covid-code/>

S/I/D have carried out local COVID secure risk assessments for their activities and areas and shared these with relevant staff /PGRs.

SCHOOL: Once approved, the risk assessment RA001893/5 will be circulated to staff and PhD students. The risk assessment and associated documents will also be available on our local QMPlus intranet sites.

SCHOOL: The key advice to staff and PhD students is focused on:

With Existing Controls:

B - Low / Tolerable

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- Continued personal hygiene and sanitisation measures
- Continued enhanced cleaning
- Ensuring that all areas are well ventilated with fresh air
- Encouraging all persons working on campus to continue to undertake regular testing and not come on campus if they feel unwell/have symptoms
- Encouraging everyone to wear face coverings when moving around inside buildings especially if significantly crowded.

SCHOOL: New members of staff or PhD students will continue to receive a local building induction, which will highlight the mitigations against covid as a workplace hazard.

Whilst clinically extremely vulnerable staff are no longer advised to shield we continue to support these staff by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians in line with Working safely during coronavirus (COVID-19): guidance from Step 4 -Guidance -GOV.UK (www.gov.uk): <https://www.gov.uk/guidance/working-safely-during-covid-19>

A vigorous cleaning regime operates across all sites, which incorporates HSD virus survival information and decontamination guidance and EAF cleaning & hygiene arrangements procedure.

Frequent handwashing has been promoted across all areas and consistent signage is displayed throughout QMUL buildings. Handwashing facilities and hand sanitisers have been provided in buildings. Stocks of soap and sanitiser are checked and maintained daily according to EAF hygiene arrangements procedure.

Cleaning after a known or suspected case of COVID-19 must follow the specific guidance issued by PHE available at <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

SCHOOL: Handwashing facilities are available in toilets throughout the Building, and 2 kitchens. Hand

sanitisers/wipe stations are available at key locations throughout the Building including: entrance foyer, School Office reception and main office, 2 kitchens, hotdesking areas, meeting spaces and by multi-function printer devices.

The revised Face Covering Policy issued (July 2021) states that, in accordance with Government guidance and Step 4 of the roadmap, face coverings will no longer be required for students, staff and visitors either in teaching and learning environments or in communal areas. (<http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/>)

QMUL continues to provide face coverings for staff and students who out of personal choice may prefer to continue to wear them.

HE operational guidance:
<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance>

SCHOOL: Staff and PhD students will be encouraged to wear face coverings when moving around inside buildings especially if significantly crowded.

A ventilation survey and assessment has been completed by EAF to ensure adequate ventilation of indoor teaching spaces to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 - <https://www.hse.gov.uk/pubns/priced/l24.pdf>

SCHOOL: Estates and Facilities ventilation survey data has confirmed that all spaces in the Maths Building can operate at pre-pandemic capacities. There is one exception; the space MB-B12 (Visitor Office) does not have sufficient ventilation to operate at the pre-pandemic capacity of 8. This space will remain closed until EAF have taken measures to improve the ventilation. The ventilation survey includes shared offices (e.g. MB-102 School Office, MB-202 PDRA Office) being approved to return to full capacity.

SCHOOL: Academic offices are single occupancy with one opening window for natural ventilation. If staff wish to hold meetings in their office, this is possible (up to a maximum of the member of staff plus 2

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visitors) only if the window is opened for natural ventilation. Each individual office occupant is responsible for managing the mitigation of the open window. Alternative meeting spaces (with higher capacities) are available elsewhere in the Building if either the individual office occupant or a visitor does not wish to meet there.

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

QMUL supports the NHS Test and Trace amongst staff, students and visitors and supports the guidance found in <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>.

Should it be required at any stage QMUL has the ability to quickly reintroduce any COVID secure mitigations that may be needed at short notice.

SCHOOL: Meetings held in School spaces (e.g. Committee Room, seminar room, academic hubs) must be booked via the local booking system, including listing all attendees at a meeting to support track and trace.

2. COVID-19 virus exposure and transmission coming to and from work

Description of Activity:	Travel to and from work, campus and building access and egress.
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Hazard 1. COVID-19 virus exposure and transmission coming to and from work

The virus is spread in minute water droplets and aerosols that are expelled from the body through sneezing, coughing, talking and breathing. It may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. Aerosols can remain suspended in air typically at close range within indoor situations for periods of time. 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 buildings with advice given to ensure handwashing occurs upon arrival on site. Common surface contact areas are subject to regular cleaning regime.

QMUL staff are aware of Transport for London 'Safer Travel Guidance' explaining the measures they have in place to ensure a safe, clean network Safer travel guidance is available at <https://tfl.gov.uk/campaign/safer-travel-guidance>

With Existing Controls:

B - Low / Tolerable

3. COVID-19 virus exposure and transmission during a first aid incident

Description of Activity: Emergency first aid and local first aid provision.

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

The virus is spread in minute water droplets and aerosols that are expelled from the body through sneezing, coughing, talking and breathing. It may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. Aerosols can remain suspended in air typically at close range within indoor situations for periods of time. It is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

QMUL follow the HSE guidance on administering First Aid during the pandemic which is available at <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>, with staff involved in the provision of assistance to others following HSD COVID-19 First Aid Procedures available at <http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/>

With Existing Controls:

B - Low / Tolerable

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4. COVID-19 virus exposure and transmission from visitors and contractors

Description of Activity:

Essential visitors and contractors allowed on QMUL campuses and in QMUL buildings.

Hazard 1. COVID-19 virus exposure and transmission from visitors and contractors

The virus is spread in minute water droplets and aerosols that are expelled from the body through sneezing, coughing, talking and breathing. It may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. Aerosols can remain suspended in air typically at close range within indoor situations for periods of time. It is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

Clear visitor and contractor procedure in place (via security) with records of visitors and contractors maintained and including contact tracing procedure.

With Existing Controls:

B - Low / Tolerable

5. COVID-19 virus exposure and transmission from inadequate environmental cleaning

Description of Activity:

Estates and Facilities cleaning regime

Risk Assessment

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

The virus is spread in minute water droplets (> 5 micron diameter) and aerosols (< 5 micron diameter) that are expelled from the body through sneezing, coughing, talking and breathing. The virus may 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). Aerosols can remain suspended in air typically at close range (i.e. within 2 metres) within indoor situations for periods of time. Where indoor ventilation is poor, there is potential for long range aerosol movement.

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.

Safe disposal arrangements for all waste streams.

Handwashing facilities and/or hand sanitiser provided in all buildings with the importance of hygiene and handwashing procedure being communicated across the campuses via a variety of media.

With Existing Controls:

B - Low / Tolerable

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

Description of Activity:

Exposure and transmission due to work-related travel e.g. conferences, field trips.

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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 and aerosols that are expelled from the body through sneezing, coughing, talking and breathing. It may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. Aerosols can remain suspended in air typically at close range within indoor situations for periods of time. It is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

All planned travel is risk assessed and approved by S/I/D responsible person/s according to QMUL procedures and current international travel restrictions and HE Gov guidance available at <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campus/higher-education-covid-19-operational-guidance>

SCHOOL: The Head of School and School Manager follow the guidance at <https://www.qmul.ac.uk/coronavirus/travel/>

SCHOOL: Every travel request from a member of staff or PhD student is assessed by the Head of School and School Manager. Following consideration of FCDO advice, the individual is permitted to travel if appropriate risk assessments and insurance are undertaken and approved.

With Existing Controls:

B - Low / Tolerable

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 and aerosols that are expelled from the body through sneezing, coughing, talking and breathing. It may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. Aerosols can remain suspended in air typically at close range within indoor situations for periods of time. It is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

Vigorous cleaning regime implemented by facilities. Building compliance assurance checks have been carried out.

With Existing Controls:

B - Low / Tolerable

8. Psychological wellbeing of staff

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

Negative impact on mental health due to uncertainty or concerns in relation to the pandemic.

Uncontrolled Risk:
E - Very High

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, available at <https://www.qmul.ac.uk/coronavirus/>

Engaging with staff and trade union representatives through existing communication routes to explain and consult on any changes in working arrangements.

Continued engagement with staff to monitor and understand any unforeseen impact of changes to working environments.

Continued access to occupational health services, mental health first aid provision and Workplace Options Scheme.

With Existing Controls:

B - Low / Tolerable

9. Provision of hot-desking facilities for PhD students; UG and PGT student study spaces.

Description of Activity:

Management of hot-desking facilities within the Maths Building which are as follows:

MB-103 UG student study space (capacity 23)
 MB-303 PGT student study space (capacity 31)
 MB-402 PhD office (capacity 72)

The School mitigates operating hotdesking with the controls below.

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Hazard 1. Transmission of COVID-19 virus from shared use of facilities.

The virus is spread in minute water droplets and aerosols that are expelled from the body through sneezing, coughing, talking and breathing. It may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. Aerosols can remain suspended in air typically at close range within indoor situations for periods of time. It is regarded as a high hazard.

Uncontrolled Risk:

E - Very High

Existing Control Measures

SCHOOL: Cleaning regime

Rooms will be cleaned in accordance with EAF Cleaning Policy available at <http://qm-web.estates.qmul.ac.uk/hs/covid-19/>

Each of the 3 hotdesking spaces have hand sanitizing and wipe station facilities; users will be requested to clean down the desk and equipment before using it.

SCHOOL: A booking system is in place for all 3 spaces. The system is the LibCal system (with COVID-secure terms and conditions which students must comply with).

Each space is labelled appropriately to reflect the number and position of bookable desks in the hotdesking spaces.

SCHOOL: PhD office layout
MB-402 (PhD office) is a space in which PhD students are likely to spend long periods of time at a desk compared to the other study spaces which are more transient.

The space is divided into 3 bays of 24 desks each; the bays are separated by 10mm laminate glass screens, and each desk has 650mm fabric screening at the rear and sides of the desk.

With Existing Controls:

B - Low / Tolerable

Actions

Reference: RA001893/5

Sign-off Status: Authorised

Actions associated with this Risk Assessment

*** No Actions have been recorded***