

1. 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 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

Action: 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.

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).

Note: List any existing local arrangements in place for social distancing.

It has been agreed that only those floors which are required will be open to staff.

One way systems have been put in place throughout the building to ensure that social distancing can be maintained when moving around the building.

Action: High traffic areas, including corridors, lifts and walkways need to be regulated and marked out to ensure social distancing. Maximum occupancy for lifts must be reduced according to the HSD guidance but ensuring people with disabilities can still access them.

Lifts have been marked to state that only one person may use them. Additionally details are available in Guidance for staff present on site during Covid-19.

With Existing Controls:

C - Medium / Moderate

Risk Assessment

Action: If social distancing guidelines cannot be followed in full in relation to a particular activity then further mitigation actions must be considered. Please list below all mitigation actions considered at local level.

N/A

Movement around buildings and between sites is discouraged by restricting access to some areas (e.g. card swipe).

All of the labs in the G.O. Jones building require card or PIN access. Only people needing to do essential lab work will have authorisation on their security card for the relevant labs.

All rooms have been examined to identify maximum capacity. Floor plans and details of capacity as well as requirements for basic PPE and cleaning requirements. Details can be found in the On Site Room Restrictions During Covid-19 for Research Activity (attached).

Returning to work in the Research Labs will take place in a Phased manner with areas categorised 1 (most urgent) to 3 (least urgent). Following each phase, reviews will take place to ensure that the next phase is ready to be implemented. Further details can be found in the attached document Phased opening of Research Labs.

Capacities of offices, both multiple occupancy and single occupancy have been reviewed and restrictions put in place, including staff rotas where necessary.

Action: Identify if additional signage is required and arrange for it to be displayed in the identified locations.

N/A

A vigorous cleaning regime operates across School of Physics and Astronomy which includes frequent surface cleaning and incorporates HSD virus survival information and decontamination guidance.

All additional measures required and specific cleaning

Risk Assessment

details are available in On Site Room Restrictions During Covid-19 for Research Activity

Frequent handwashing has been promoted across School of Physics and Astronomy and consistent signage is displayed throughout the Name building(s).

Action: Ensure stocks of soap and sanitiser are checked and maintained daily.

Confirmed with Estates and Facilities which areas will be populated and have ensured that regular re-filling will take place.

Handwashing facilities and/or hand sanitisers have been provided in the following building(s) / area(s).

Action: List specific locations of handwashing facilities and hand sanitisers.

The following re-opened labs provide sinks for handwashing:

Ground floor:
G3/G5, , G9

First floor:
Museum, 125

Third Floor:
301, 302, 304, 306

Single occupancy toilets are available on first and third floors.

Hand sanitisers are available in the Museum and on entry to the building.

Local risk assessments and safe systems of work are in place in School of Physics and Astronomy

Local risk assessments and safe systems of work are in place in the School of Physics and Astronomy. Risk Assessments exist for all rooms which will be opened as well as individual risk assessments for procedures and equipment use.

Risk Assessment

Remote working tools are used to avoid 'in person' meetings (e.g. MS Teams).

Action: List specific mitigation actions taken at local level.

In addition an induction document will be provided to staff.

Only designated staff will be allowed access to the building. These will be pre-approved by the School Manager. These staff will have to sign the risk assessment and read the Guidance for staff present on site during Covid-19.

All PPE determined as required via local risk assessments for a work activity is provided.

Guidance for staff present on site during Covid-19
Phased Re-opening of Research Areas
Guidance for Deliveries to G.O. Jones during Covid-19
On Site Room Restrictions During Covid-19 for Research Activity

Due to the low number of staff onsite and to ensure there are no Health and Safety implications due to lone working then staff will be using the buddy scheme which is used for all lone working to ensure monitoring of staff safety.

The School has also purchased an SOS device for those staff working in more high risk areas.

2. Travel to and from work

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 work

Risk Assessment

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 (inserts Name building(s)).

Action: Consider staggering arrival and departure times at work to reduce crowding into and out of the building. List details of local system considered (e.g. shift work).

The low number of staff present on site mean that shift work is not required but will be put in place as the situation progresses and more research labs re-open.

Action: Using markings and introducing one-way flow at entry and exit points to building(s).

Due to limited numbers this is not currently necessary but will be reviewed on a daily basis.

Action: Assess if more storage for clothes and bags is needed.

There are already appropriate cleaning and storage facilities available.

Common surface contact areas are subject to regular cleaning regime.

Action: Ensure stocks of soap and sanitiser are checked and maintained daily.

Confirmed with Estates and Facilities which areas will be in use and where stock replenishment needed.

Advice given to ensure handwashing occurs upon arrival on site.

Action: Consistent signage is displayed throughout the G.O. Jones building(s) as a reminder.

Entry to buildings is by swipe access therefore

With Existing Controls:

C - Medium / Moderate

Risk Assessment

eliminating need to use touchpads etc.

Action: Assess if it is feasible to reduce congestion points by having more entry points to buildings open.

NA

Ensure sufficient car parking and secure bicycle facilities to help people avoid public transport where possible.

SPA staff have specific access to bicycle parking behind the G.O. Jones Building.

Action: Direct staff to government advice on using public transport and HSD COVID-19 Travel to and from Work Guidance.

Action: Direct staff to GOV.UK advice and HSD COVID-19 Hygiene, Gloves and Face Coverings on use of face coverings whilst travelling.

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

School of Physics and Astronomy emergency response and incident policies in place. Reporting mechanisms in place.

All details can be found in the Guidance for staff present on site during Covid-19

Action: School of Physics and Astronomy Name to follow HSD COVID-19 Emergency Evacuation Guidance.

Staff involved in the provision of assistance to others (e.g. First Aiders) should follow HSD COVID-19 First Aid Guidance and ensure correct sanitisation measures immediately after attending an incident.

Action: All laboratory workers should take the First Aid for Laboratory Workers course available on QMPlus before returning to work

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.

Action: Promote policy of continuing to encourage visits via remote connection/working where this is an option.

Only designated staff will be allowed access to the building. These will be pre-approved by the School Manager (or Head of School in School Manager absence). These staff will have to sign the risk assessment and read the Guidance for staff present on site during Covid-19.

Effective management of contractors on campus.

Action: Records of visitors and contractors maintained.

Action: Where visits are required, guidance on social distancing and hygiene should be explained to visitors on arrival and times on campus kept to a minimum.

Action: Schedules for essential services and contractor visits revised to reduce interaction and overlap.

Action: List clear documented local procedure in place for essential visitors and contractors.

Only relevant for deliveries. Guidance on Deliveries available.

Revising visitor arrangements to ensure social distancing and hygiene (e.g. signing in process using pens at reception areas).

With Existing Controls:

C - Medium / Moderate

5. Inadequate or insufficient environmental cleaning

Description of Activity:

EAF and departments own 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 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

Vigorous cleaning regime implemented incorporating HSD virus survival information and cleaning / decontamination guidance. Including frequent cleaning of objects and surfaces that are touched regularly, such as door handles and handrails.

Additional fogging of high use areas takes place on a daily basis.

Action: 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.

NA for all equipment that will be in use

Control measures implemented for cleaning staff (including appropriate PPE) as determined by local risk assessment and Biological Safety Adviser / HSD guidance.

The importance of hygiene and handwashing procedure has been communicated across the School of Physics and Astronomy via a variety of media (provide details):

Signage
Induction

Guidance for staff present on site during Covid-19
Requirement to read and confirm reading of all guidance and risk assessments.

Handwashing facilities and / or hand sanitiser have been provided in all building(s) / area(s)

The following re-opened labs provide sinks for handwashing:

Ground floor:
G3/G5, G9

First floor:

With Existing Controls:

C - Medium / Moderate

Risk Assessment

Museum, 125

Third Floor:
301, 302, 304, 306

Single occupancy toilets are available on first and third floors.

Hand sanitisers are available in the Museum and on entry to the building

The importance of hygiene and handwashing procedure has been communicated across the School of Physics and Astronomy via a variety of media (provide details):

Signage
Induction
Guidance for staff present on site during Covid-19

PPE equipment has been detailed for each room which will be open.

The importance of hygiene and handwashing procedure has been communicated across the School of Physics and Astronomy via a variety of media

Signs
Documentation
Emails
Risk Assessments

Action: All staff to ensure they clear workspaces and remove belongings from the work area when they leave.

Frequent cleaning in areas where social distancing cannot be implemented and in areas regularly used for meetings.

Staff numbers reduced to ensure that Social Distancing measures can be taken.

Cleaning after a known or suspected case of COVID-19 must follow the specific guidance issued by PHE.

Safe disposal arrangements for all waste streams and extra consideration given to clinical waste disposal

Risk Assessment

stream.

Action: List any additional actions required for clinical waste disposal.

NA

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 School of Physics and Astronomy.

Action: Communication to staff and students that non-business deliveries will not be accepted.

Increased handwashing encouraged with handwashing facilities / hand sanitisers for staff handling deliveries

Hand Sanitisers available in the foyer for delivery drivers and Finance Manager.

Documented cleaning procedure for deliveries (following the HSD decontamination guidance).

Documented procedure for deliveries and collections to campus considering revised pick up and drop off collections points to minimise unnecessary contact (e.g. with security) and reducing frequencies of deliveries.

Action: List local arrangements in place for handling deliveries:

All details are available in the Guidance on Deliveries.

Action: List cleaning procedures for QMUL vehicles.

NA

With Existing Controls:

C - Medium / Moderate

7. Work related travel

Description of Activity:

Travel for work i.e. on a university activity.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission through work related travel

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 pre-approved staff will be allowed onto site and therefore no travel for others should be required.

Where possible staff should be flexible about travelling to and from work to allow them to avoid rush hour.

With Existing Controls:

C - Medium / Moderate

8. 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

Vigorous cleaning regime implemented by facilities incorporating HSD virus survival information and decontamination guidance.

Action: Review of Estates site management plan (particularly cleaning, maintenance and security functions) to incorporate COVID-19 secure government guidelines.

Action: Building compliance assurance checks on HVAC, Water hygiene, Fire Safety / Emergency Lighting systems and any statutory inspections that may have lapsed since remote working commenced (e.g. LOLER).

Action: Areas will need to consider restarting and testing specialist equipment which may have been unused for a longer than usual period of time.

NA - Equipment has been periodically monitored

Action: List any additional areas with restricted access for maintenance staff.

With Existing Controls:

C - Medium / Moderate

9. Psychological wellbeing of staff returning to campus / continuing to work from home

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 returning to campus / continuing to work from home

A reduction in un-managed good mental health.

Uncontrolled Risk:

D - High / Significant

Existing Control Measures

Provision of clear, consistent and regular communications around Covid-19 and the ways of working from the HoS.

Action: Ongoing engagement with staff to monitor and understand any unforeseen impact of changes to working environments.

Engaging with staff to explain and consult on any changes in working arrangements.

Action: Developing communications / checklists for staff prior to returning to site, especially around new procedures for arrival at work.

Awareness and focus on the importance of mental health at times of uncertainty with regular provision of Mental Health information, guidance on wellbeing when working remotely and maintaining connections with colleagues working on site.

Continued access to occupational health services and mental health first aid provision.

With Existing Controls:

C - Medium / Moderate

10. Single Occupancy Offices during Covid-19 Restrictions

Description of Activity:

Applies to permanent office accommodation within our own premises; does not apply to temporary offices external to our sites.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission in the workplace

Contraction of the Virus

Uncontrolled Risk:

D - High / Significant

Existing Control Measures

One way system implemented. Central staircase to be used for up only (with exception of between 5th and 6th floor, and LG and G floor).

Kitchenettes on all floors to be single occupancy, appropriate signage provided.

Staff to use single occupancy toilets wherever possible to ensure social distancing and no contact.

Hand sanitiser and wipes to be made available to staff via the Stores area. There is a shutter so that the Finance Manager can provide this equipment whilst maintaining social distancing.

Masks to be worn by staff when moving around the building and outside their offices.

Staff to follow updated guidance for Access to G.O. Jones Building.

With Existing Controls:

B - Low / Tolerable

Hazard 2. Slipping on spillages

Staff, students and visitors may be injured if they slip on spillages

Uncontrolled Risk:

C - Medium

Existing Control Measures

Offices cleaning standards (e.g. every evening)
 spillage clearance (e.g. immediately on spill occurring)

With Existing Controls:

B - Low / Tolerable

Risk Assessment

Hazard 3. manual handling

Staff risk injuries or back pain from handling heavy or bulky objects (e.g. boxes of paper)

Uncontrolled Risk:
C - Medium

Existing Control Measures

Full manual handling risk assessment undertaken where risk cannot be eliminated.

provision of training in lifting techniques if carrying out lifting of heavy loads

Portering service available

heavy, awkward items stored at appropriate height, travel distances minimised

items bought in smaller unit size and/or broken into smaller units before handling

Use of lifting aids eg trolleys, lift trucks etc

With Existing Controls:

B - Low / Tolerable

Hazard 4. Poor posture

Postural issues may give rise to discomfort or injury and can arise through a poor or inadequate workstation set up.

Uncontrolled Risk:
C - Medium

Existing Control Measures

Full DSE Risk Assessment programme in operation.

Workstation and equipment design (i.e. ensuring good posture and avoidance of glare)

Work planned so that regular breaks can be taken

Lighting and temperature suitably controlled

Noise levels controlled

Adjustable blinds (provided to control glare)

Eye test provision (for those who need them)

With Existing Controls:

B - Low / Tolerable

Hazard 5. Poor lighting conditions

Poor lighting conditions may result in headaches or sore eyes. The lighting levels may not be suitable for the task.

Uncontrolled Risk:
C - Medium

Existing Control Measures

Lighting suitably controlled

Adjustable blinds control natural light levels

With Existing Controls:

B - Low / Tolerable

Risk Assessment

Hazard 6. Fire

If trapped, staff could suffer fatal injury from smoke inhalation or burns

Uncontrolled Risk:

C - Medium

Existing Control Measures

Full Fire Risk Assessment undertaken
 Fire alarm system installed, maintained and tested.
 Staff receive induction and annual refresher of fire arrangements
 fire drills carried out annually
 Fire evacuation marshals appointed and trained
 regular checks made to ensure fire escape routes and fire doors are not obstructed
 storage of combustible material and waste is minimised

With Existing Controls:

B - Low / Tolerable

Hazard 7. Repetitive hand/arm actions

Staff risk discomfort or injury to hands and arms from overuse or improper user or poorly designed workstation layouts.

Uncontrolled Risk:

C - Medium

Existing Control Measures

Full DSE Risk Assessment programme in place.
 work planned to include regular breaks from workstation

With Existing Controls:

B - Low / Tolerable

Hazard 8. Lone working

Staff could suffer injury or ill health whilst out of the office (e.g. visiting customers or suppliers) or when working alone in the office.

Uncontrolled Risk:

C - Medium

Existing Control Measures

Lone worker has information to deal with emergencies
 Working to take place during standard operating hours to lessen risks.

With Existing Controls:

B - Low / Tolerable

11. Multiple Occupancy Offices - Covid-19

Description of Activity:

This is the risk assessment to prevent the spread of Covid-19 in multi-occupancy offices within the G.O. Jones Building.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission in the workplace

The potential for staff to contract the virus without adequate provisions to mitigate risk is potentially high. It is unknown what the current transmission rate is but it must be assumed it is high risk given the pandemic.

Uncontrolled Risk:

D - High / Significant

Existing Control Measures

All offices have been measured and social distance measures put in place to prevent the spread of the virus. These can be found in the document Multi-occupancy room restrictions.

Specifically within some multi-occupancy offices staff/students will be separated into A and B groups. To ensure adequate social distancing on specific days only staff within each group are allowed to attend. This will ensure social distancing.

To ensure ventilation within the offices windows must be left open, this will ensure that fresh air has been circulated through.

Hot desking will not be allowable for any staff to prevent the spread of the virus. All staff will be expected to wipe down their desks with sanitiser and wipes which are available on site. Additionally, staff must adhere to the building procedures and one way systems.

With Existing Controls:

B - Low / Tolerable