

Risk Assessment for use of Library Study Spaces, Computer Rooms and Printers

As restrictions reduce and guidance changes we have updated our risk assessment for the use of our spaces. Please read and follow control measures.

Please do not attend site if you experience any symptoms of covid 19.

For our full institutional risk assessment please go to: <https://www.sgul.ac.uk/about/covid-19/resources/covid-19-return-to-work-risk-assessment.pdf>

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?
Risk of aerosol	Anyone in surroundings areas	Walking around the building	Face masks recommended in all communal areas
	Other library users and staff	Accessing Library & Computer Rooms Controlled access – you must swipe in and out of the Library and swipe in to Computer Rooms.	Observe guidance at all times.
	Library staff and other users	Accessing Library Helpdesk. Screen in place	Face masks recommended in communal areas
Control of contact risk	Anyone touching the same surfaces	Cleaning has been increased in all spaces and especially on door handles and toilet areas.	Wash your hands regularly , particularly before eating or returning from an area of higher risk hospital, public transport etc. Avoid sharing equipment/items – where this is not possible (ie use of desks and PCs) use spray provided to wipe area before use.
		Study spaces Cleaning has been increased in all spaces	Wash your hands regularly Use spray provided to wipe area before use Use hand sanitiser to clean hands

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?
		Use of PCs Cleaning has been increased in all spaces	Wash your hands regularly Use spray provided to wipe area before use Use hand sanitiser to clean hands
		Door entry touch points Cleaning has been increased in all spaces	Wash your hands regularly
		Books and other physical items All returned items will be shelved immediately as evidence suggests surface transmission is low.	Take care when accessing the book shelves and give people space. Borrow items using self service kiosks. Gloves available at Library helpdesk if required.
		Self Service kiosks Configured to reduce touch requirements	Wash your hands regularly Use of spray provided to wipe touch points before use Use hand sanitiser to clean hands
		Printers	Wash your hands regularly Use of spray provided to wipe touch points on printers before use Use hand sanitiser to clean hands

Sue David
 Associate Director, Information Services
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Latest update: March 2022