COVID-19 RISK ASSESSMENT – LIBRARY SUPPLEMENTARY ISSUES

This is to be read in conjunction with the College General Risk Assessment

Task/ Process : General	People at Risk : - Staff: Assistant Librarian, Library Assistant, Invigilators - Readers

Hazard: COVID-19
1. Wearing face coverings in the Library
2. Wear gloves when handling books, and equipment at the issue desk, shared between the Library assistant and the graduate invigilators. Where not possible, hands must be sanitised before and after.
2. Two metres distance to be followed where possible
3. While working staff should avoid physical contact with others.
4. Encourage all essential staff returning to work to avoid using public transport, or to use it during off-peak hours. They should drive, bike or walk to work when possible.

Manual handling
1. Re-shelving and handling books only if they are quarantined for 72 hours (see below, <u>service: quarantine</u>). Wear gloves or wash hands once complete.
2. Plan your routes from A to B to ensure that you will not come into contact with someone else. Re-shelve during quieter times in the Library
3. Staff to follow normal manual handling training at all times

Premises
1. Washing facilities available in the Porch
2. Posters with hands washing guidance available in the communal washroom in the Porch.
3. Staff to follow good respiratory hygiene, 'Catch it, Bin it, Kill it.'

4. Hand Sanitiser gels provided to all staff if needed.

5. Hand sanitiser units to be provided in key areas: entrance, ground floor and galleries

6. Perspex screen and cleaning kit at the Help desk for library assistant and invigilators.

7. Hand dryers should be replaced with paper towel dispensers

8. Providing more waste facilities

9. Staff should avoid touching their face (eyes, nose and mouth)

Readers

1.Use of the Library reading rooms to be restricted via an "in-house" booking system limiting access to 46 students using 46 numbered desks, as follow: 16 desks in the ground floor; 10 desks in the galleries; 10 desks in the seminar rooms; 10 desks in the "computer room", 5 of which are computer desks. Readers can book up to 4 one hour slots per day.

2. Face coverings to be worn all the time in the Library.

3. Two metres distance to be followed where possible

4. Readers need to clear their desks from books (see next section "click and collect") and possessions at the conclusion of their slots and when possible, sanitise the surface using the cleaning kits available in the Library.

5. Readers are encouraged to use the photocopy machine in the Porch only to "scan and send", and to print in order to minimise and shorten its use. Hands must be washed before and after the use of the equipment.

Library Service

1. Pre-recorded library inductions for students to be circulated before the start of Michaelmas term and published in the College website

2. Click and collect centralised system to reserve books, via the University library catalogue SOLO. Staff fetches the books for readers and place them in designated desks/trolleys on the ground floor once a day.

3. Readers return books after their use in the library or elsewhere by placing them on designated crates/trolleys at the entrance, and in the ground floor with date labels for the quarantine

4. Quarantine: books need to be quarantined for 72hrs before being handled by readers and staff.

5. If readers in the library want to read their books in the next 3 days (72 hours) they must check the books out, through the click and collect system.

6. Help desk for essential enquiries, not to issue books in and out. Other essential enquiries to be dealt via email and phone

7. No book browsing allowed in the Library. Only staff can fetch and re-shelve books

8. Posters/leaflets with Instructions on Library services in designated areas and on the reader's desks.