

Sefton Health and Safety Risk Assessment Form V1 July 2019

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| A | Name of Assessor | Lesley Davies | Date | 04/06/2020 |
| B | Time | | Work area | Bootle Library |
| C | Task being assessed | General Covid Assessment – Libraries re-opening | Work activity | |
| D | Review date | 25/07/2020 | Assessment No | RA |
| | Signature | Lesley Davies | | |

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures? | Existing risk rating | | | Additional controls required? | Target risk rating | | | Action/monitored by whom? | Action / Monitored by when? |
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| <p>Infection by Covid 19</p> | <p>Staff</p> <p>Visitors to our premises – the public.</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable groups –</p> <p>High Risk – clinically extremely vulnerable</p> <p>Medium Risk - Elderly, Pregnant workers, those with chronic existing underlying health conditions</p> <p>Anyone else who physically comes in contact whilst visiting our premises</p> | <p>By exposure to the Covid 19/Coronavirus</p> | <p>Statutory compliance in Bootle has been maintained during shutdown – Legionella, testing and flushing regimes, fire alarm checks and electrical testing and servicing.</p> <p>Hand Washing</p> <p>Hand washing facilities with soap and water will be in place for staff, cleaners, contractors and official visitors.</p> <p>Stringent hand washing should be taking place on entry to the building and frequently throughout the day.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Hands should be dried with disposable paper towels.</p> <p>Gel sanitisers will be in place at all entrances and wipes should be available for People’s Network PCs, and at RFID/OPACs. Public will be encouraged to wipe down surfaces before & after use.</p> <p>A cleansing procedure has been produced instruction staff about</p> | <p>3</p> | <p>4</p> | <p>12</p> | <p>Each individual building to review fire safety and evacuation plans.</p> <p>To help reduce the spread of coronavirus (COVID-19) to adhere to the cleansing advice.</p> <p>Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Paper towels and tissues will be available throughout the workplace. Additional waste bins will be positioned in high traffic areas, bins will be lined with binbags, so can be easily disposed of.</p> <p>Posters, leaflets and other materials will</p> | <p>2</p> | <p>3</p> | <p>6</p> | <p>Senior member of staff on duty</p> | <p>Daily Basis</p> |
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| | | | <p>the steps to follow - A rota system will be set up to ensure frequently cleaning and disinfecting of objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, RFID/OPAC machines, Public Network keyboards, screens & mice. Library counters, phones, scanners etc using appropriate cleaning products and methods.</p> <p>Also to include any closed areas to make absolutely sure all building is covered.</p> <p>Public Network users will be asked to wipe keyboards, mice and screens before and after use.</p> <p>Returned book will be place on trollies/shelves and stored (quarantined) in a non-public or screen off areas for up to 72 hours, prior to being shelved or sent on to other libraries. A quarantine procedure has be created for staff to follow</p> <p>Use of public toilets will be limited to those with a disability, an underlying condition, children and the elderly</p> | 4 | 4 | 20 | <p>displayed at all entrances and around the libraries asking visitors to use the cleaning equipment supplied.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed</p> <p>Floor walking staff will monitor library users adherence to the cleansing requirement, signage will be clear and concise</p> | 3 | 3 | 9 | | |
| | | | | 4 | 4 | 20 | | 3 | 3 | 6 | | |

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| | | | <p>Social Distancing -</p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. In practice this will mean that library counters will be single manned.</p> <p>Lifts or elevators limited to one person only.</p> <p>Phone lines will be diverted to back offices where possible.</p> <p>Staff will monitor the number of people entering the building, to stop overcrowding. Bootle Library will allow 25 people in and take the contact details of everyone for Track and Trace.</p> <p>Line managers will ensure that staff roles are changed regularly throughout the day, to ensure staff get time away from the public side of the libraries.</p> <p>Opening hours will be shortened, this will allow time for staff to clean, tidy and shelve books without the public present.</p> <p>Time limits will be in force on public visits – max stay of 30 mins/ 1 hour, no lingering for</p> | | | <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Signage will remind library users of the need to socially distance. Staff will check to ensure this is adhered to and will remind anyone not complying.</p> <p>Floor-walkers will ensure that areas don't become over-crowded, moving people on if necessary.</p> <p>Reviews on procedures will take place weekly and will follow government guidelines. These reviews will be undertaken by via conference call rather than in person where possible.</p> <p>Staff are used to dealing with difficult customers and we will call the police if a person refuses to leave the premises.</p> | | | |
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| | | | <p>first few weeks subject to review</p> <p>Prior to opening to the public, a redesigning processes will be undertaken to ensure social distancing can be complied to. This will include the circulation spaces and entrances and exits. A one way in/out system will be in operation at Bootle. Library counters will have screens installed and numbers entering the building will be limited.</p> <p>Public may have to queue outside the building and we will request 2meter distancing.</p> <p>Conference calls should be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in staff rooms, offices and outdoor spaces. Staff breaks to be staggered where buildings have small staff areas.</p> <p>Initially, daily reviews will be undertaken to high-light any issues with social distancing.</p> <p>No group activities will resume until it is deemed safe and</p> | | | <p>Floor markings may be required to help adherence to minimum spacing between those waiting. Any tape used will be continuously checked to make sure it is not a trip hazard.</p> | | | | | |
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| | | | <p>social distancing rules are relaxed.</p> <p>Newspapers will not initially be available, this will be reviewed once restrictions have slackened.</p> <p>The Home Visits service will remain suspended. This will be reviewed on a weekly basis</p> <p>Wearing of PPE - Gloves, masks and aprons will be available for staff if they choose to wear it. (Staff will be required to wear PPE, if they are approaching a member of the public, they think is symptomatic). Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Any member of the public displaying signs of Covid 19 will be asked to leave.</p> | 3 | 4 | 12 | | 3 | 3 | 6 | | | |
| | | | | | | | | <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> | | | | | |

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| | | | <p>Any discarded items suspected of Covid-19 contamination will be put in a 72 hour quarantine bin before being put in normal waste.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Will also report on Incident Reporting system.</p> <p>Facility Officers & Delivery Drivers</p> <p>Facility officer will be issued with PPE, which they should wear when entering council premises.</p> <p>When using council vehicles, they should wipe any hard surfaces, prior to using it</p> <p>Persons should not share vehicles, unless there is no other option. Then they should wear a mask and gloves.</p> | 3 | 3 | 9 | | | | | | |
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| | | <p>Facility Officer should socially distance, where possible while carrying out their duties</p> <p>Delivery drivers should be wearing protective gloves and/or masks, when delivering goods to libraries.</p> <p>Deliveries (Apart from those received via the library van) should be quarantined for 72 hours before being touched.</p> <p>Library van deliveries can be dealt with straight away as the books will have been quarantined prior to being moved.</p> <p>Mental Health - The Library management team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Travel arrangements: Staff using public transport must wear facemasks in line with new regulations. Those using public transport are being asked to work at their nearest branch where possible. If possible those using public transport will be travelling off-peak.</p> | | <p>Clear signage should be placed on delivery access points</p> | | | |
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| Likelihood | 1 Very Unlikely | 2 Unlikely | 3 Fairly Likely | 4 Likely | 5 Very Likely |
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| Consequences | | | | | |
| 5. Catastrophic | 5 | 10 | 15 | 20 | 25 |
| 4. Major | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate | 3 | 6 | 9 | 12 | 15 |
| 2. Minor | 2 | 4 | 6 | 8 | 10 |
| 1. Insignificant | 1 | 2 | 3 | 4 | 5 |

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| 20-25 | Stop – stop activity and take immediate action |
| 15-19 | Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously |
| 11-14 | Action – improve within specified timescale |
| 6-10 | Monitor – look to improve at next review or if there is a significant change |
| 1-5 | No action – no further action but ensure controls are maintained and reviewed |