

Sefton Health and Safety Risk Assessment Form V1 July 2019

A	Name of Assessor	Lesley Davies	Date	04/06/2020
B	Time		Work area	Formby 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</p>	<p>By exposure to the Covid 19/Coronavirus</p>	<p>Statutory compliance in Formby Library 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>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>2</p>	<p>3</p>	<p>6</p>	<p>Senior member of staff on duty</p>	<p>Daily Basis</p>
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	visiting our premises		<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 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,</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 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>				
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			<p>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,</p>	4	4	20	<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		
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			<p>children and the elderly</p> <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. Maximum of 20 members of the public in Formby Library at a time.</p>	4	4	20	<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>	3	3	6		
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			<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 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</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> <p>Floor markings may be required to help</p>				
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			<p>entrances and exits. A one way in/out system will be devised if possible. 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.</p> <p>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>adherence to minimum spacing between those waiting.</p>				
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			<p>No group activities will resume until it is deemed safe and 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</p>	3	4	12	<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>	3	3	6		
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			<p>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> <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</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>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.</p> <p>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>	3	3	9					
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			<p>Persons should not share vehicles, unless there is no other option. Then they should wear a mask and gloves.</p> <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>Clear signage should be place on delivery access points</p>				
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<p>Garden Gate Open to allow safe egress for library visitors</p>	<p>Anyone who might enter the car park without due care or unaccompanied, particularly unmonitored children</p>	<p>Unrestricted access to car park from library garden increases the risk of library visitors, particularly children, being hit by moving cars.</p> <p>Children may also exit the garden into the car park and be lost or taken by someone other than parent or guardian.</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.</p> <p>If possible those using public transport will be travelling off-peak. Those with their own transport cannot offer lifts to others.</p> <p>Safe location on premises provided for staff bicycles.</p> <p>Staff to actively encourage parental</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Clear Signage by Junior exit into garden will reinforce staff message to keep children with the group they came in with and not to allow them into the garden unaccompanied for risk of accessing the car park.</p>	<p>2</p>	<p>5</p>	<p>1 0</p>		
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Parish Council accessing staff areas from different entrance	Staff	Harder to maintain social distance with limited knowledge of which staff are where/risk of breaking social distancing	monitoring of all young people and encourage groups with children to keep together. Staff to explain that the gate to the car park is open while the library is open to reduce many people touching the handle/bolt but cars moving may be a risk to any unmonitored children. There is also a risk of losing unmonitored children if they exit the garden unaccompanied.	3	5	15	Signage to remind staff	2	5	10		
One-way system exit compromised by children/families going between junior and garden and getting in the way of those visitors exiting	Visitors to the library might inadvertently break 2m rule	Higher risk of contracting Covid-19 if encountering people coming in different direction to one-way flow	Include Parish Council staff in library procedures for safe use of staff areas e.g. kitchen, toilets. Staff to remind visitors that the exit into the garden from the junior is 'one way' and going between the junior and the garden is now not permitted as other	4	5	20	Clear Signage will tell visitors not to go between the junior and the garden remind visitors not to enter back into the junior once they have exited into the garden	2	5	10		
				5	4	20	Include tape checks pre-opening checks to ensure safety for all in building	2	4	8		

Social distancing tape markers	Trip Hazard to visitors and staff	Falling	visitors will be borrowing and exiting through that doorway. Staff to maintain tape and ensure it is not curling up									
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Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely	<table border="1"> <tr> <td>20-25</td> <td>Stop – stop activity and take immediate action</td> </tr> <tr> <td>15-19</td> <td>Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously</td> </tr> <tr> <td>11-14</td> <td>Action – improve within specified timescale</td> </tr> <tr> <td>6-10</td> <td>Monitor – look to improve at next review or if there is a significant change</td> </tr> <tr> <td>1-5</td> <td>No action – no further action but ensure controls are maintained and reviewed</td> </tr> </table>	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
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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											