

Risk Assessment v1a

Description of Activity / Person / Area / Equipment being assessed	Hale End Library
Section(s) / Team(s) covered	Libraries
Location(s) covered	Hale End Library
Date of Original Assessment	9 July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

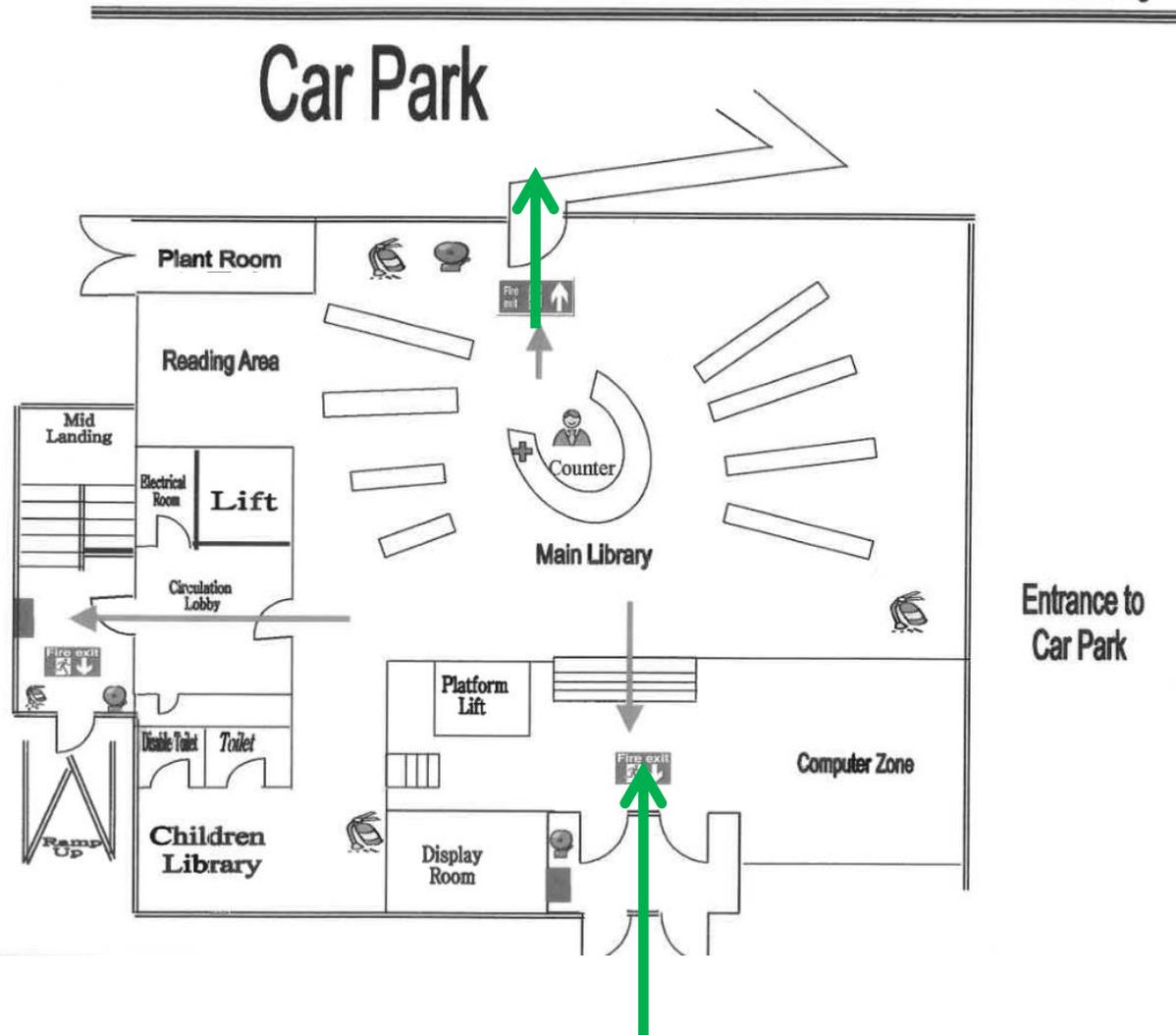
Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle) Action has been undertaken but will remain under constant review
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	Jo Tanner
Lead Assessor's signature	By email
Date:	9 July 2020

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle) Action has been undertaken but will remain under constant review
Manager's name (print)	AYDIN SIPALOGLU
Manager's signature	
Date:	9 July 2020

Review Dates

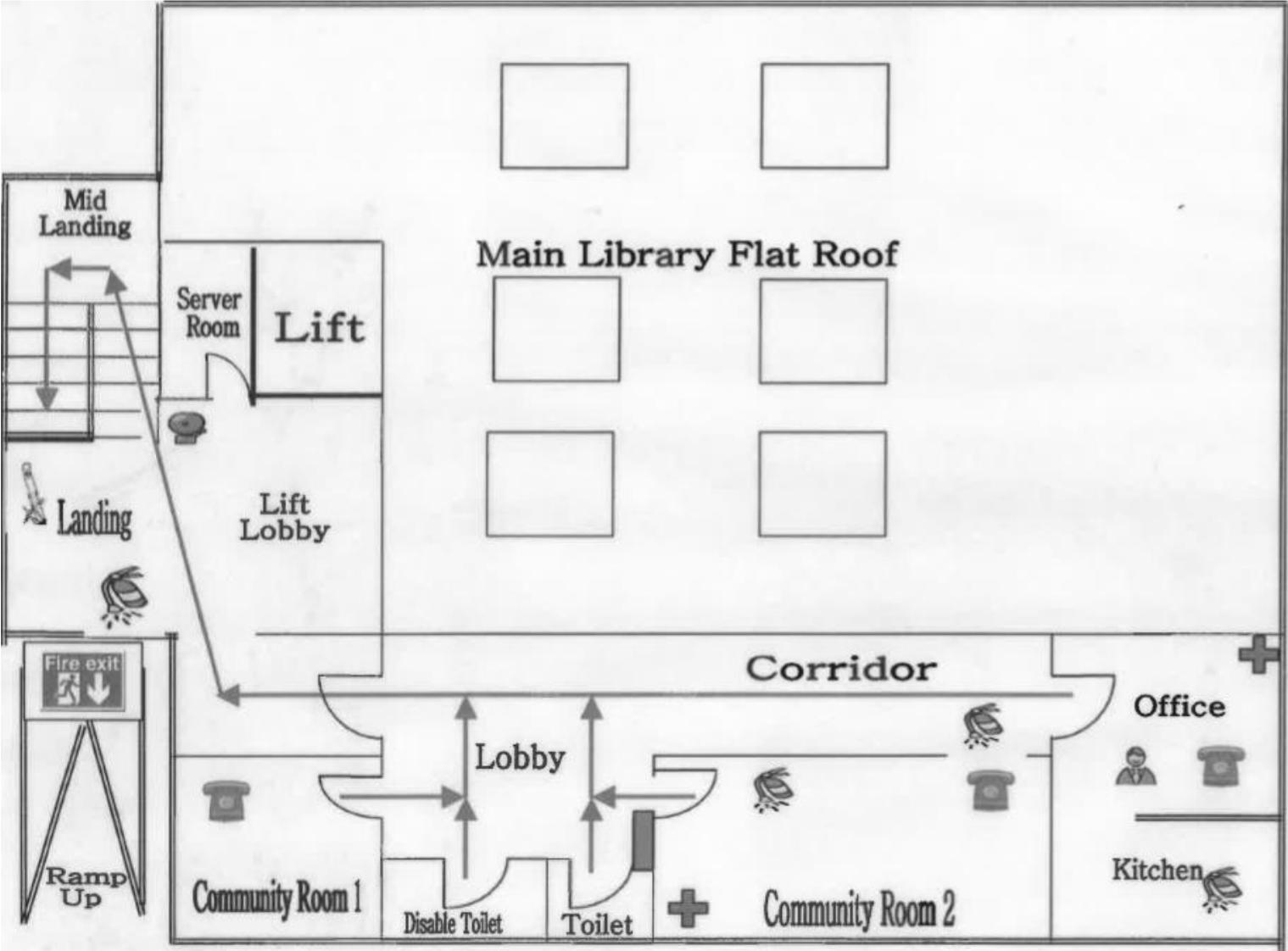
Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
09/08/2020	14/08/2020	Update track and trace and face coverings	Jo Tanner / Dave Garioch	
			Aydin Sipaloglu	

Hale End Library Ground Floor



→ One Way

Hale End Library First Floor Layout



Service Provision Introduction

Hale End Library

Hale End Library is a *Library Local* and provides traditional library services to local residents. It is open Tuesday, Wednesday and Friday from 10am to 6pm and Saturday from 10am to 4pm. The size, layout and normal footfall of the library enables us to adhere to all of Public Health England's guidance with regard to controlling the spread of Covid-19. After the government announced the easing of lockdowns allowing libraries to open in England from July 4, Hale End Library will be open with full service resumption from Monday 13 July 2020.

Hale End Library is 328 square metres with the library itself housed entirely on the ground floor of the building. The first floor houses a staff work area and two lettable meeting rooms as well as facilities. It is expected that capacities will be managed by staff who will be conducting their regular floor walking in the library. Clear signage will advise customers of capacities in the library. The public use computer areas have been measured and every second computer will only be available for use by customers.

The existing customer service reception will be set up so customers stand well back from staff and all excess furniture will be removed from the library to aid in social distancing.

Our overarching principles are detailed below:

- Handwashing
 - Substantial handwashing facilities are available on site and clearly signposted as well as hand sanitiser and alcohol wipes. Customers will be asked to wash/sanitise prior to entering the building and public toilets will be available for handwashing.
- Social Distancing
 - All interactions between staff and between the staff and the public will be conducted in a socially distanced way. We will be setting up all of our spaces with an absolute minimum of 2m between staff and customers. In most cases the distance will be far greater.
- Enhanced Cleaning
 - Enhanced cleaning will be undertaken with the addition of customers being provided alcohol wipes to use when using the lift buttons to reduce the risk of spread.
- Personal Protective Equipment (PPE)
 - For the purposes of providing library services, PPE is not deemed necessary and is considered to create a greater risk of infection. Sneeze guards, gloves and masks reduce awareness of social distancing and personal hygiene and therefore will not be used on this site. This will be kept under regular review, including assessing the behaviour of members of the public
- Face Covering (FC)
 - Members of the public are reminded it is now a legal requirement to wear face coverings, for the protection of those around them, whilst in Libraries. Signage has been displayed and the library may be able to provide a mask if the member of the public has forgotten to bring one. Members of the public are also reminded on entry to sanitise their hands and also maintain 2m gap whenever approaching any library staff. When wearing a mask please speak clearly and slowly as the member of staff is unable to get the normal visual clues from your lip movement.

In addition to this, all staff working in libraries will be asked to complete an individual risk assessment which will then be discussed with the relevant manager to determine any actions required to ensure staff safety.

Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1.	Entrance, exit and public use computers	Library Staff & Public	<p>Upon entry, customers will be provided with sanitiser and alcohol wipes (to wipe down computers etc.)and advised to maintain social distancing during their time in the library.</p> <p>Entrance to the library will be via the main street entrance and exit will be via rear exit to the carpark, promoting a one-way system on the ground floor. There are currently no lettings at the library and as such, need not be risk assessed at this time.</p> <p>There will be a poster at the entrance politely asking members of the public to wear a face covering for the protection of staff. Customer will be asked to wear a face covering upon entry, however, staff will not be challenging customers who do not wish to as they may have an exemption to the rule owing to underlying health conditions. Staff have been instructed to maintain a 2m distance at all times from each other as well as customers.</p> <p>Of the public access computers, every second computer will be available for use to ensure 2m social distancing. In addition, excess seating will be taken away.</p>	Low
2.	Reception	Library Staff & Public	Reception is typically used by a staff member to deliver library services. This area will be well signed to ensure social distancing. There will be extra sanitiser and wipes at this desk should customers and staff require extra.	Low
3.	Main Library	Registration Officer & Public	Clear signage will be put in place around the book shelves advising people to maintain social distancing. In addition, floor walking staff will advise customers who do not adhere to this. The desks at the back of the main library will be available at 50% capacity as per the diagram.	Low
4.	Staff Work Room/Office – First Floor	Staff	This room will be used for admin purposes and is large enough for 2 members of staff to be in this space in a socially distanced way. Signage will instruct staff of room capacity.	Low
5.	Kitchen 2 nd floor	Staff	This room has a capacity of one person. Signage will instruct staff of room capacity.	Low
6.	Lack of public information about Covid-19	Staff and Public	<p>Posters are prominently displayed in the library to remind customers on the need to</p> <ul style="list-style-type: none"> • Clean their hands regularly for 20 seconds, • Catch it Bin it, Kill it, • Keep 2m socially distanced at all times • Wear a Face Covering, for the protection of those around them 	Medium

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
7.	Member of staff shows symptoms of Covid-19	Staff & Public	<p>Management will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system</p> <p>Staff and have been advised they will need to be ready and willing to:</p> <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff must not come into the library if they have symptoms and must be sent home to self-isolate if they develop them in the library. ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>	Low
8.	There is a library confirmed case of Covid-19	Everyone	<p>As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff, the manager will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The manager will notify the Public Health Team.</p> <p>The LCRC will provide guidance on communications and letter templates for the library to send to staff, customers, and the wider community.</p> <p>Ongoing infection control advice and support will be made available to library via the Public Health team</p>	Low
9.	Staff wellbeing deteriorates due to Covid-19 Pandemic	Staff	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Manager and staff refer to stress policy for guidance https://foresthub.walthamforest.gov.uk/sites/default/files/stress_v2-2.pdf</p> <p>Staff are aware of and are regularly reminded of the employee assistance programme</p>	Low
10	Member of the public shows signs of Covid-19	Staff and public	<p>Member of public will be asked to leave the library immediately and advised to go straight home and call NHS 111 for advice.</p> <p>The area they are in will be closed and cleaned before access is allowed to other members of the public</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			The member of public will be advised tests can be booked online through the NHS testing and tracing for coronavirus website , or ordered by telephone via NHS 119 for those without access to the internet. Due to the current low prevalence of Covid-19, good social distancing and limited use of the library, the taking temperatures of the public is not required, this will be kept under review	
11	Members of the public do not follow social distancing guidance, or are aggressive towards staff	Staff	Staff will maintain social distance and call for assistance. Any assistance should then don face mask and shield to take over from the original member of staff and allow them to move to safety	Low

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.