


## Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Leytonstone Library
Section(s) / Team(s) covered	Libraries & Registrars
Location(s) covered	Leytonstone Library
Date of Original Assessment	01 July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	1 July 2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	<b>Yes</b>	
Copy of form sent to Trade Union Safety Representative	<b>Yes</b>	

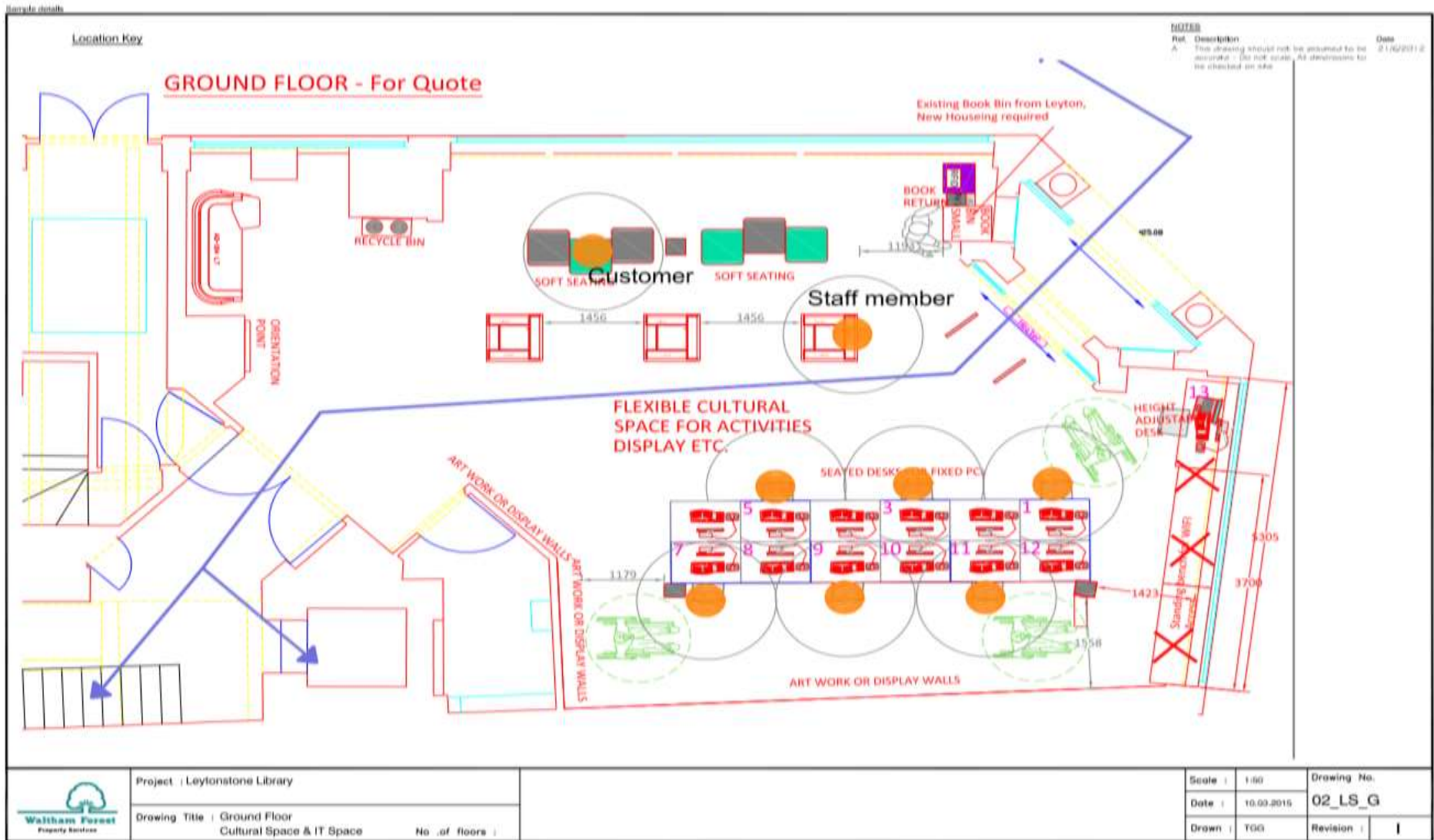
Has action been taken	<b>YES / ONGOING</b> Action has been undertaken but will remain under constant review
Confirmed by Line Manager?	<b>YES</b>
Lead Assessors name (print)	Jo Tanner
Lead Assessor's signature	
Date:	

Has action been taken	<b>YES / ONGOING</b> Action has been undertaken but will remain under constant review
Manager's name (print)	AYDIN SIPALOGLU
Manager's signature	
Date:	

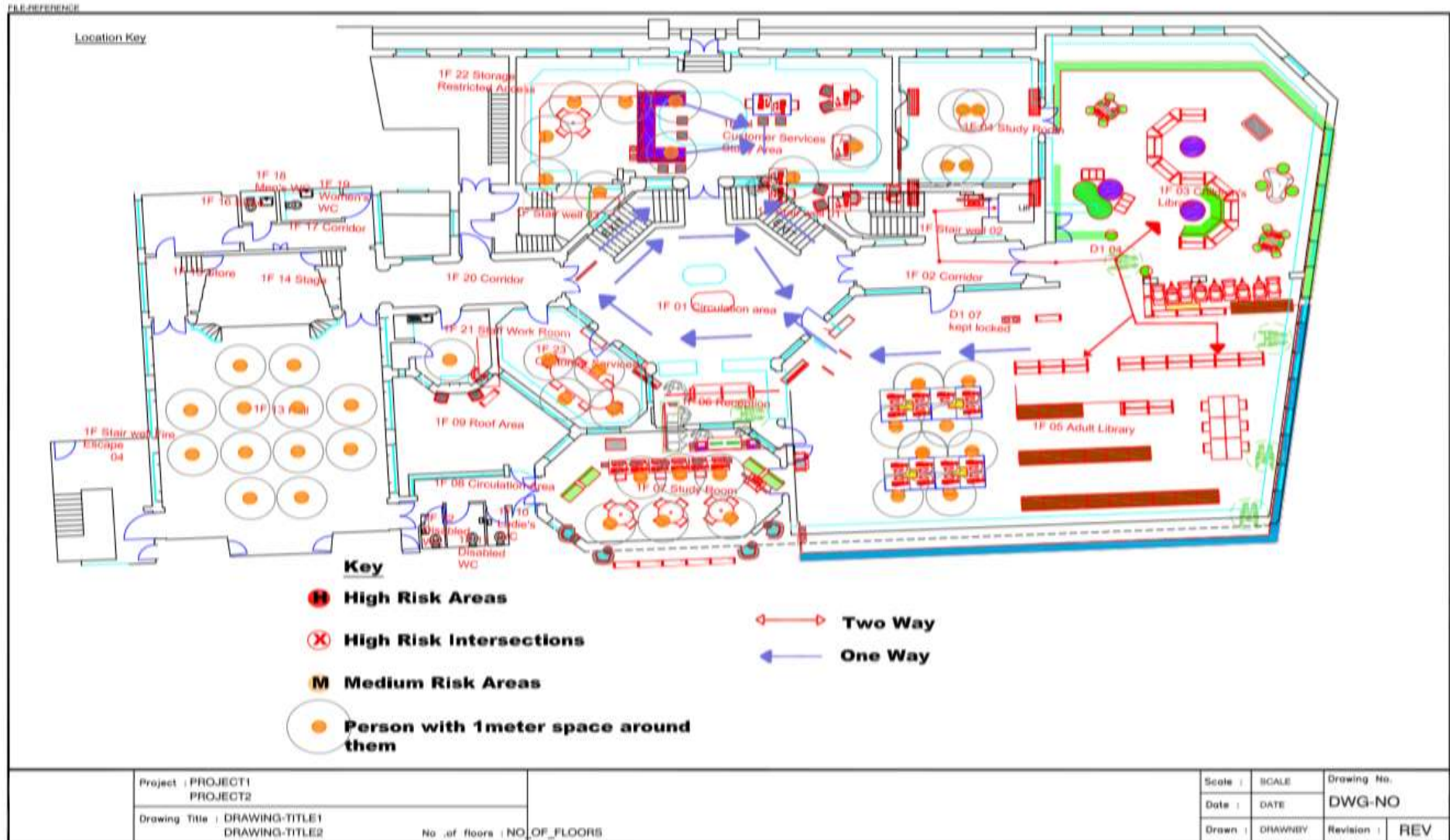
### Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
06/07/2020	06/07/2020	None	Aydin Sipaloglu	
01/08/2020	01/08/2020	Update re face coverings	Aydin Sipaloglu	
14/09/2020	14/09/2020	Update re groups of 6	Aydin Sipaloglu	
21/09/2020	21/09/2020	Track and Trace	Aydin Sipaloglu	21/09/2020
24/09/2020	24/09/2020	Face coverings for staff	Aydin Sipaloglu	24/09/2020

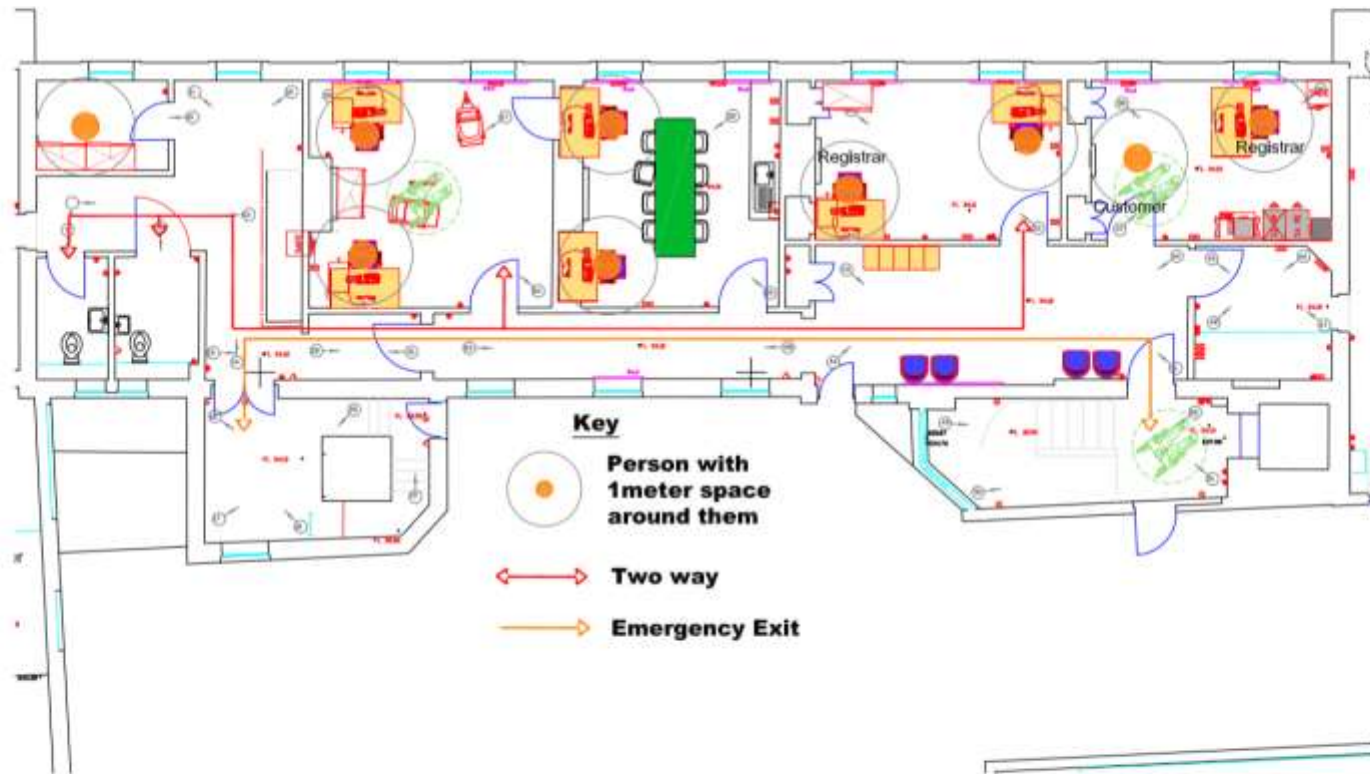
# Leytonstone Library Ground Floor






# Leytonstone Library First Floor Layout




# Leytonstone Library Second Floor Layout



- Key**
-  **Person with 1meter space around them**
  -  **Two way**
  -  **Emergency Exit**

*Leytonstone*

No.	Description	Date



**Waltham Forest**  
Property Services

Project Leytonstone Library
Client Details - LBWF

## **Leytonstone Library**

As the second largest library in the borough, Leytonstone 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, Leytonstone Library will be open with full service resumption from Monday 6 July 2020. This risk assessment is for all library and registration services at the library.

Leytonstone Library has a number of rooms within it and these are all detailed below. 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 of particular areas 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 area adjacent to the computer area on the first floor will be moved to the customer service room where staff typically only provide a scanning and indexing service. This will ensure staff have full visibility of customers and are not in an enclosed space with customers. All returned books and media will be quarantined for 72 hours.

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.
- 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.
  - From 24 September it is a legal requirement that staff in libraries who are not subject to an exemption, must wear a face covering at all times when on the library floor or delivering other customer services. Staff are reminded to regularly wash or sanitise their hands and to speak loudly, clearly and slowly when dealing with customers to aid in the continuation of 2m social distance when dealing with customers.
- Limit of 6 people from the same or linked households in gatherings

- Members of the public will be asked not to gather in groups larger than six from the same or linked households. This will apply to meetings and events held in libraries also. This is in line with government guidance published on 14 September 2020.
- Track and Trace
  - Members of the public will be asked to use a QR code provided at gov.uk with posters prominently displayed to enter track and trace details. Where customers are unable to do this, these will be manually collected by staff members via a Microsoft Office form in and information saved to a central location. This information will be purged every 21 days. Customers who do not wish to complete track and trace information will not be admitted to the library.

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, public use computers, lift and stairs	Library Staff & Public	<p>Upon entry, customers will be provided with sanitiser and alcohol wipes (to use lift buttons and wipe down computers etc. asked to wear a face covering (where they are not exempt) and advised to maintain social distancing during their time in the library. A library return bin will be located here so customers returning books only will not have to enter the main library.</p> <p>Entrance to the library will be via the corner doors and exit will be via the side exit onto Church Street to promote a one-way system on the ground floor. There is also a one way system on the second floor which will be well signposted.</p> <p>10 public access computers are available here and only 5 will be available for use. This will ensure 2m distance between customers.</p> <p>A maximum of two customers will be able to utilise the space nearest Church lane for phone charging/reading/resting</p>	Low
2.	Public Access Computer Area	Library Staff & Public	This area has 16 public access computers. Only 8 of these will be in use as per the floor plan, ensuring a 2m distance between customers.	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
3.	Reception	Library Staff & Public	Reception is typically used by a staff member to deliver library services and contains two self service kiosks. This will no longer be manned by a staff member and will be a self service area only.	Low
4.	Customer Service Area	Registration Officer & Public	Customers will be able to access council services at 2 desks. These will be set up with 2m social distancing at all times. Sanitiser will be available near both desks for customers to use. A maximum of two couples or two single people will be able to wait in the provided waiting area. All others will be asked to wait outside the room.  The study area to the left of the room will have a maximum capacity of 6 people studying rather than 12.	Low
5.	The Hall	Library Staff & Public	Will not be put into use at 6 July	Low
6.	The Octagon	Library Staff & Public	Will not be put into use at 6 July	Low
7.	The Curve	Library Staff & Public	This room has 6 public use computers. Three of these will be made available for use. Customers will also be able to use this is study space, but only one person per table, as per the diagram, sitting on the side farthest from the computers. The doors to this room will be propped open at all times for ventilation.	Low
8.	Main Library	Library Staff & 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
9.	Children's Library	Library Staff & 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.	Low
10	Children's Library study area	Library Staff & Public	This area will be limited to 2 adults and 2 children (in pairs), with clear signage indicating capacity. The doors will be propped open at all times to aid ventilation.	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
11	Staff Work Room	Staff	This room is not to be used for work purposes due its size. This room will only be used in order to access keys or retrieve other equipment. No more than one staff member can be in this room at a time.	Low
12	Staff Room 2 <sup>nd</sup> floor	Staff	This room has a kitchen inside and is able to accommodate three staff in a socially distanced way. Windows are to remain open at all times for ventilation.	Low
13	Lack of public information about Covid-19	Staff and Public	None	Medium
14	Member of staff shows symptoms of Covid-19	Staff & Public	<p>If a staff member becomes unwell with a new continuous cough, a high temperature, or loss of taste or loss of smell, in the workplace they will be sent home and advised to follow the stay at home guidance. The manager and employee will arrange for a <a href="#">Covid-19 Test</a> and follow the instructions given by Public Health England/NHS</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact <a href="mailto:public.health@walthamforest.gov.uk">public.health@walthamforest.gov.uk</a> 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>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If staff members have contracted Covid-19 and there is a probability it was an exposure at work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation.</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
15	Staff wellbeing deteriorates due to Covid-19 Pandemic	Staff	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Manager and staff refer to stress policy for guidance <a href="https://foresthub.walthamforest.gov.uk/sites/default/files/stress_v2-2.pdf">https://foresthub.walthamforest.gov.uk/sites/default/files/stress_v2-2.pdf</a>  Staff are aware of and are regularly reminded of the employee assistance programme	Low
16	Member of the public shows signs of Covid-19	Staff and public	Member of public will be asked to leave the library immediately and advised to go straight home and call NHS 111 for advice.  The area they are in will be closed and cleaned before access is allowed to other members of the public	Medium
17	Members of the public do not follow social distancing guidance, do not wear a face covering 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  The library staff will not police the wearing of face masks, as they are unaware of any customers with exemptions. Staff will continue to maintain a safe social distance at all times.	Low
18	Physical discomfort of staff wearing face coverings	Staff	The wearing of face coverings for extended periods can cause discomfort to those staff wearing them which may result in excess hand to face contact. Staff will be reminded to regularly wash and sanitise their hands and carry a personal sanitiser if they have one. Staff will also be encouraged to take regular short fresh air breaks from the floor.	Medium
19	Staff who are exempt from wearing face coverings	Staff and public	Staff who fit under the exemption provisions for the wearing of face coverings may be challenged by members of the public as to the reason why they are not wearing a face covering. Staff have been instructed to advise customers that they are subject to an exemption under government guidance.	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
16	Members of the public do not follow social distancing guidance, or are aggressive towards 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	Mngr	6 July 2020		
13	Lack of public information about Covid-19	Covid-19 Posters will be displayed to remind the public and staff on good hand hygiene, social distancing and Catch it, Bin it, Kill it	Low	Mngr	6 July 2020		
		2m space marking are required inside and outside the library entrance to advice on safe social distancing whilst queuing	Low	Mngr	6 July 2020		
16	Member of the public shows signs of Covid-19	The temperature of members of the public will be measured before being allowed access into the library	Low	Mngr	6 July 2020		
18	Physical discomfort of staff wearing face coverings	Staff will be reminded of the need to regularly sanitise and take breaks for “fresh air” in order to maximise adherence to face covering legislation.	Low	Mgr	24 Sep 2020		

**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.