


## Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Wood Street Library
Section(s) / Team(s) covered	Libraries
Location(s) covered	Wood St Library
Date of Original Assessment	21 July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	21 July 2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	
Copy of form sent to Trade Union Safety Representative	Yes	

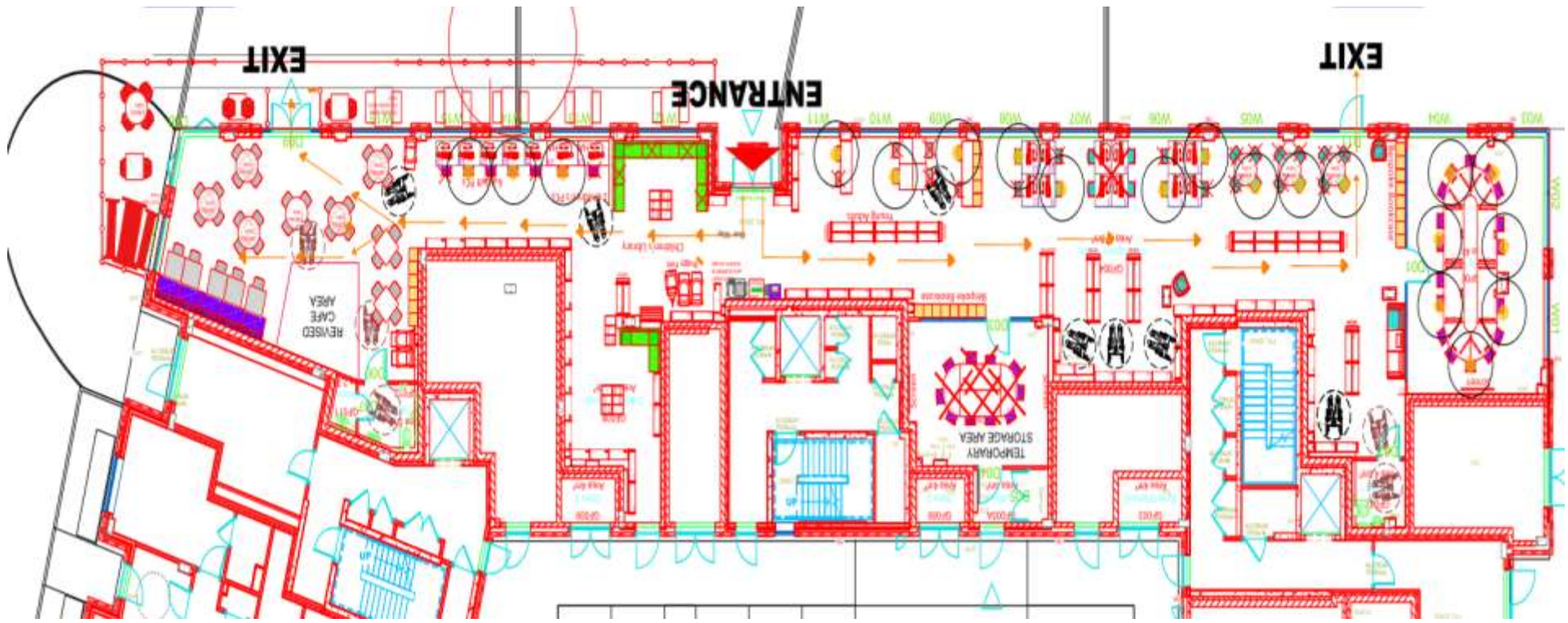
Has action been taken	<b>YES / ONGOING</b> Action has been undertaken but will remain under constant review
Confirmed by Line Manager?	YES
Lead Assessors name (print)	Jo Tanner
Lead Assessor's signature	
Date:	21 JULY 2020

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:	21 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
18/08/2020	18/08/2020	None	Aydin Sipaloglu	18/08/2020
14/09/2020	14/09/2020	Govt guidance driven changes	Aydin Sipaloglu	14/09/2020
21/09/2020	21/09/2020	Track and Trace	Aydin Sipaloglu	21/09/2020
24/09/2020	24/09/2020	Face coverings	Aydin Sipaloglu	24/09/2020

Wood Street Library (insert floor plan here)



## Wood Street Library

Wood Street Library is a new *Library Plus* and provides traditional library services as well as additional customer services to local residents. The library opened on Thursday 13 August 2020. It is open Monday to Friday 9am to 7pm; Saturday 9am to 6pm and Sunday 12pm to 4pm. The size, layout and expected 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.

Wood Street Library is housed entirely on the ground floor of the building. 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 all Public Health England guidance in the library. The public use computer areas have been measured and every second computer will only be available for use by customers. All excess furniture will be removed from the library.

The library houses a café run by library staff. The café has an inbuilt kitchen and will be serving pre-purchased cakes and hot and cold drinks. There will be one person operating the café at a time. The café has been socially distanced in the same way as the library is, adhering to all government guidance.

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 study and computer areas 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, exit and public use computers	Library Staff & Public	<p>Upon entry, customers be provided with sanitiser and alcohol wipes (to 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.</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. Customers 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>Entrance to the library will be via the main entrance as shown on the floor plan and there will be two exits – one at the door near Wood St (see plan) and one in the café (see floor plan), promoting a one-way system throughout</p> <p>Of the public access computers, at a minimum, every second computer will be available for use to ensure 2m social distancing. In addition, excess seating will be taken away.</p>	Low
2.	Main Library	Library Staff and 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

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.	Cafe	Staff and members of the public	<p>The café has been set up in a way to aid social distancing per the guidance regarding cafes , pubs and restaurants. Only one staff member will be running the café owing to the size of the kitchen and all payments will be contactless. Customers are not required to wear face coverings in this area, but will be asked by staff to re-place these as they re-enter the library.</p> <p>Customers will be asked to wear their face covering until they are seated at a table and consuming their food and beverages.</p>	Low
4.	Lack of public information about Covid-19	Staff and Public	None	Medium
5.	Member of staff shows symptoms of Covid-19	Staff & Public	<p>Management will engage fully with the local authority's public health team's <a href="#">Local Outbreak Control Plan</a> 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"> <li>○ <a href="#">book a test</a> 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.</li> <li>○ 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 &amp; Trace</li> <li>○ <a href="#">self-isolate</a> 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</li> </ul> <p>Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</p>	Low
6.	There is a library confirmed case of Covid-19	Everyone	<p>As set out in the <a href="#">Local Outbreak Control Plan</a>, 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 <a href="#">Public Health Team</a>.</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

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.	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
8.	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  The member of public will be advised tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a> , or ordered by telephone via NHS 119 for those without access to the internet.	Medium
9.	Members of the public do not follow social distancing guidance, or are aggressive towards staff	Staff	None	High
10	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
11	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.	Medium

**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
9	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	06 Aug 2020		
4	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	06 Aug 2020		
		2m space marking are required inside and outside the library entrance to advice on safe social distancing whilst queuing	Low	Mngr	06 Aug 2020		
11	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.