

Library Risk Assessment - Post Covid-19 Opening Restrictions 07.27

<u>Potential Hazards:</u>	<u>Risk Level</u>	<u>Implemented Control Measures:</u>
<p>Working in contact with colleagues, public and with physical materials.</p> <p>The workspace, public space and protocols</p>	<p>High</p>	<p>Measures in place to prevent further spread of COVID-19 and to safeguard staff, Councillors, volunteers, Cornwall Council Registration staff and the community.</p> <p>Community Hub Team Leader to support the library team.</p> <p>Hand sanitizer, soap, warm water and paper towels. Handwashing remains the best defence against a continuing virus alongside coughs and sneezes being caught in a tissue and then disposed of. Wash your hands on a regular basis and before and after eating to avoid the spread of the virus. Avoid touching your face. Social distancing in place in staff room and throughout the library building. Disposable cups or own cup to be used to avoid the spread of the virus and water station provided. Staff and councillors provided PPE and worn as necessary.</p> <p>Face masks are no longer required to be worn.</p> <p>No public use of staff toilet or kitchen facilities.</p>

<p>Setup / Shared work stations for staff use.</p> <p>Library floor use and maintenance of book/stock</p> <p>Customer self-service kiosks</p> <p>Public access computers and scanning service.</p>		<p>Good ventilation can help reduce the risk of spreading a virus. Where possible, opening of windows and doors and using air conditioning if available. To prevent pockets of stagnant air in occupied spaces use ceiling and desk fans provided good ventilation is maintained. Fans in place to assist ventilation.</p> <p>Welcome and Reception desks protected with face/splash screens to protect staff ensure a safe working environment. If practicable and feasible no sharing of computer equipment, phones and stationery, if not, workstation and equipment to be wiped down after use.</p> <p>Functions to be maintained: Monday, Tuesday, Thursday, Friday, Saturday Full library clean on Wednesday closing.</p> <p>Groups and activity public numbers in the Library to be managed by and at the discretion of the Library Hub Team Leader.</p> <p>Books no longer quarantined.</p> <p>A staff managed online / phone click, collect and return service continues in operation.</p> <p>Both kiosks fully cleaned every day by Council SGGAs. Each kiosk to have its own spray cleaning kit for customer cleaning after use.</p> <p>5 computers, 1 scanner available for public use. Computers, tables and chairs manually cleaned after each use.</p>
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<p>Vulnerable customers use the service, including homeless and those in need of benefits.</p> <p>Emergency procedures.</p> <p>Handling of Membership cards.</p> <p>Handling of cash and cheques, card payments</p> <p>Handling of customer documents e.g. evidence for Assessments/Housing</p> <p>Proximity to customers</p>		<p>Staff to contact Cornwall Council department for advice at the time of enquiry. Mobile available for public use and cleaned after use.</p> <p>Full emergency procedures provided – first aid contact and fire evacuation.</p> <p>If kiosks not able to be used staff can handle cards with correct PPE on hands.</p> <p>Cash handled via reception desk or from kiosks. No Cornwall Council payments accepted, direction to online or telephone payment, nearest PayPoint or Post Office.</p> <p>Handling of customer documents allowed.</p> <p>Refer to online services wherever possible, maintain social distancing when handling documentation at your discretion.</p>
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<p>Threatening incidents by members of public.</p> <p>Cornwall Council Deliveries and Collections</p> <p>Stress/Anxiety as dealing with unknown visitors/issues</p>		<p>Establish if the threat is external or internal. If it is within the venue, consider evacuation. If the threat or incident is outside, it may be safer to stay inside. Deciding upon and initiating evacuation, invacuation, lockdown and/or the use of protected spaces should be the responsibility of staff.</p> <p>Use workroom, upstairs office and kitchen or back door entrance room in case of need for emergency protection (locked). Evacuate if possible.</p> <p>Delivery drivers to access the library building by the side entrance. Delivery drivers to ring the bell and step back from the door, member of staff to open the door and move away from the area allowing the driver to enter. Deliveries left behind the door against the wall. Collections will be left in the same location. No access to the rest of the building or toilet facilities. Hand sanitiser to be used. Clear signage. Out of hours: No access.</p> <p>Supervision sessions to ensure staff and customers following guidelines and can discuss concerns or issues. Employees have access to means of communication e.g. landline, mobile, virtual platform and email and direct access to Library Hub Team Leader.</p> <p>Employees prepared to undertake ongoing dynamic assessment.</p> <p>Staff encouraged to use CC HS&W resources.</p>
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<p>Staff protocols following a positive Covid 19 test.</p>		<p>Access to information, documents, internal communications and contact directories.</p> <p>Staff continue to wear a face covering at all times within the work place or when engaging directly with the public without a safety screen unless medically exempt (please inform your line manager).</p> <p>Members of staff are to continue to self-isolate following a positive Covid-19 test for at least five days;</p> <p>Staff are to take a LFT after day five and continue to follow the guidance until they have received two negative test results on consecutive days;</p> <p>Staff who are in contact with people who test positive are to be mindful of others, if they experience symptoms take a LFT and continue to follow the above guidance;</p> <p>All questions directed to line manager for advice.</p>
<p>No public access to the rest of building used by staff. Clear signage. Daily deep cleaning of building delivered by the Service Delivery Department.</p>		

PROBABILITY		SEVERITY				
		P x S	Minor 1	Moderate 2	Significant 3	Serious 4
Rare	1	1	2	3	4	5
Unlikely	2	2	4	6	8	10
Possible	3	3	6	9	12	15
Likely	4	4	8	12	16	20
Almost Certain	5	5	10	15	20	25
Risk Level	=	Low 1-5	Medium 6-10	High 11-15	Very High 16-25	

Risk Rating

Initial Risk					
Probability (1 to 5)	X	Severity (1 to 5)	=	Risk Rating (1 to 25)	
3		3		12	
Residual Risk					
Probability (1 to 5)	X	Severity (1 to 5)	=	Risk Rating (1 to 25)	
2		2		7	

All staff to read and familiarise themselves with the risk assessment and refer questions to your line manager.

Further guidance can be found at the following links:

[Corona Virus – COVID-19](#)

[Working Safely in Offices during COVID19](#)

Date update assessment was carried out: 27.07.22

Review date: Monthly

Last reviewed:

- 27.07.22

Next review date:

- 27.08.22

Assessed by Community Hub Team Leader

Dave Orton

Read and understood.

Name

Date

Signed