



Sefton Health and Safety Risk Assessment Form V1 July 2019

A	Name of Assessor	Lesley Davies	Date	04/06/2020
B	Time		Work area	Bootle 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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Infection by Covid 19	Staff Visitors to our premises – the public. Cleaners Contractors Vulnerable groups – High Risk – clinically extremely vulnerable Medium Risk - Elderly, Pregnant workers, those with chronic existing underlying health conditions Anyone else who physically comes in contact whilst visiting our premises	By exposure to the Covid 19/Coronavirus	Statutory compliance in Bootle has been maintained during shutdown – Legionella, testing and flushing regimes, fire alarm checks and electrical testing and servicing.				Each individual building to review fire safety and evacuation plans.					
			Hand Washing	3	4	12	To help reduce the spread of coronavirus (COVID-19) to adhere to the cleansing advice.	2	3	6	Senior member of staff on duty	Daily Basis

		<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. Bootle Library will allow 25 people in and take the contact details of everyone for Track and Trace.</p> <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</p>		<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>					
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			first few weeks subject to review					
			<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 entrances and exits. A one way in/out system will be in operation at Bootle. 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. 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>No group activities will resume until it is deemed safe and</p>				Floor markings may be required to help adherence to minimum spacing between those waiting. Any tape used will be continuously checked to make sure it is not a trip hazard.	

				<p>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 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>3 4 12</p>			<p>3 3 6</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 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. 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> <p>Persons should not share vehicles, unless there is no other option. Then they should wear a mask and gloves.</p>	3	3	9						

			<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>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. If possible those using public transport will be travelling off-peak.</p>				Clear signage should be place on delivery access points		
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