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| **A** | **Name of Assessor** | Emma Harrison | **Date** | 22/5/20 |
| **B** | **Time** | 1pm | **Work area** | Communities |
| **C** | **Task being assessed** | Atkinson Offer | **Work activity** | Atkinson offer |
| **D** | **Review date** | 30/09/20 | **Assessment No** | RA |
| **Signature** | |  |



**Sefton Health and Safety Risk Assessment Form V1 July 2019**

| **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  Covid-19 | Anyone who come into our premises:  Staff  Cleaners  Visitors  Contractors  Customers  **Vulnerable groups**  high risk (clinically extremely vulnerable),  moderate risk (clinically vulnerable), including staff aged 70 and over, anyone with specific chronic pre-existing conditions or a low immune system and BAME staff, contractors, visitors or members of the public. | Contract COVID -19 virus | **Staff consultation** throughout the risk assessment process, staff have been asked for their views on safety measures to be implemented. They have also been asked to inform the duty officer of any suggestions to improve safety.  Advise team members in particularly high risk and/or vulnerable groups about increased risk and adapt working conditions accordingly.  **Hand Washing**  Facilities to wash hands with soap and water will be available for staff, cleaners, contractors and official visitors.  Staff and visitors adhere to stringent hand washing should be taking place when arriving at Library and frequently (every 4 hours). Hands should be dried with disposal paper towels.  See guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  **Hand Sanitizer**  Gel sanitizer will be available at the building entrance and at points around the building to allow staff and visitors/customers to keep hands clean and sanitized.  **Cleaning**  Sefton Cleaning contract adapted to meet the needs of cleaning constantly throughout the day, staff areas, high usage public etc. additional cleaning will be carried out by staff in public areas.    Touch surface cleaning rota will be set-up and all staff trained in appropriate procedures and advised of COSHH regulations as used by Sefton Cleaning service. Cleaning regime with time scales will be in place in each area. Particular attention paid to high touch areas; doors, RFID self-service kiosks, OPAC and public use computers, screens and mouse. Library staff counters, computers, scanners, photocopiers telephones, keyboards, screens and mouse before and after use.  Public Network users will be asked to wipe keyboards, mice and screens before and after use.  **Key holders**  All key holders are as  per normal service, with exception of one Centre Officer who is currently shielding, will not be included on the duty officer rota.  **Test & Trace**  Staff working on the Test & Trace point will interact with one visitor/group leader at a time, adding their name and contact details to a contact register or ensuring that they scan the Test & Trace app. All equipment will be sanitized by each staff member before and after use. PPE will be available for staff use and social distancing should be maintained throughout.  **Floorwalking**  Daily designated floor walking staff will monitor Atkinson and library users’ adherence to the cleansing requirements, signage will be clear and concise.  **Internal Communications**  Where possible internal comms will be via conference calls, telephone, radio,  signage in staff areas. Emphasis on limiting verbal communication.  **Loan Returns**  Returned items will be placed in to collection boxes and moved, in isolation to be stored (quarantined) in a non-public area for 72 hours, prior to being processed; shelved or sent on to other libraries. Staff moving returned items will use full PPE when moving the stock to be quarantined.  **Out of hours Library Returns**  Eastbank street return facility should be treated as other new returned library loans. Staff should wear full PPE.  **Social Distancing**  In order to maintain the Public Health recommended 2m distance adjust the number of staff working in close proximity. Library counter will be single manned.  Telephone calls will be picked up at another extension.  Library staff will monitor customer numbers within the library space and feed back to front door/ Centre 1 via radio. Capacity in the library space will be set initially to 20.  Social distancing includes use of toilets, staff rooms, stores. Staff will enter only one at a time.  Where practical staff can work in small teams where close work is necessary and social distancing in not possible. Social bubbles may not be possible in public facing roles. However, some staff do work closely in certain areas e.g. library.  Front of house staff must maintain social distances as much as possible.  **Cash Desks (Box Office/Shop and Library**  A socially distanced queueing system will be in operation for public to use the cash desk. Sneeze guards will be in place for the safety of staff. PPE will be available for staff; masks gloves, visor, apron. For appropriate tasks. Cash transactions will be minimal and may be restricted initially.  Managers and supervisors will monitor staff regularly and ensure staff get time away from the public areas for breaks, handwashing and refreshing.  **Cash Handling**  Where cash is to be accepted then hands are to be sanitised between transactions and regular hand washing to be in place for cash handlers.  **Opening hours**  Usual opening hours will be reduced to implement and monitor social distancing measures and hygiene requirements.  **External queuing system** with  non-slip floor markings. Entrances will be monitored by a Centre Officer, and visitors fed in to the Test & Trace recorder one at a time.  Internal markings ‘keep distanced signage on walls and floor’  Tensor barriers to be in place inside the building where needed.  **Visitor Time Limits**  Initially users will be asked to be in the library for as short a time as possible, but no longer than one hour.  **Wearing of PPE**  Gloves, masks and aprons will be available for staff if required. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Masks will be worn by all Atkinson staff in all public areas and when meeting visitors, contractors etc.  **Customer Toilets**  Toilets on the first floor will be available for visitors to The Atkinson; Access Change, Femal and Male. All toilets will be cleaned and sanitized hourly. Noitces advising visitors of the cleaning regine will be displayed together with a control sheet indicating that the periodic clean has been completely.  All other public facing toilets will be cleaned, locked and reviewed periodically.  All hand-dryers throughout the building will be isolated as required and paper towels will be used instead.  Showers in dressing rooms and Access Change will not be available.  **Office Space**  Work stations have been redesigned, staff will work more than 2 metres away from any other. One-way system in place for transiting through main office.  **Redesign of Library Space**  Prior to re-opening to the public, the library space will be adapted to facilitate social distancing. This will include circulation spaces, entrances and exits. The building will have a one-way system with all visitors using the main entrance and exiting from the library the foyer and through to Cambridge Arcade.  Numbers entering the building will be monitored and the library will have a set capacity level for effective social distancing. As visitors leave more can be admitted.  Most chairs and tables will be removed for the initial period of opening. Emergency seating will be available for vulnerable visitors.  Study/Reading tables for one will be introduced, bookable for one hour at a time.  All interactive, soft furnishings, toys etc. have been removed from public areas.  As we re-open to the public daily reviews will be conducted and adaptions made to any problem areas to assist with social distancing.  No newspapers will be available when we first open to the public.  Group activities will not resume until it is deemed safe to do so.  Home Visits service will remain suspended until re-instated by Sefton Library Service, it will be reviewed on a weekly basis.  Once re-instated specific risk assessment from Sefton Libraries will be issued to Home Visits volunteers.  **Art Gallery layout**  Interactive elements and handling objects removed from display.  Queuing system and limit of 30 people in the gallery at one time and 20 in the museum.  One-way system throughout the museum and gallery with clear signage and floor markings.  Additional staffing to ensure social distancing  **Staff Facilities**  Conference calls should be used instead of face to face meetings. Staff training sessions should be with in small, socially distanced groups.  Staff facilities; kitchen, toilets and staffrooms will be adapted to allow for social distancing to be easily achieved.  Office space will be redesigned to allow for social distancing to be easily achieved.  **First Aid Arrangements**  As in normal operating procedures. Centre Officers are the duty First Aider and all first aid incidents should be reported to them immediately.  **Incident Reporting**  All incidents are to be reported to the Centre Officer on duty. Any RIDDOR reportable incidents will be reported by the Centre Officer.  Any suspected Covid incidents are to be recorded and reported to Health & Saftey.  **Fire Evacuation Procedures**  Centre officer and Operations Assistant will manage fire evacuations as per normal operating procedures. Social distancing requirements will be re-enforced once safe evacuation has taken place.  **Opening Hours** Reduced public opening hours (initially 11am-4pm) allows time for staff to stagger arrival times and travel outside of peak times.  Staff using public transport should avoid peak time travel where this is possible, and face coverings will be used.  Some staff do cycle to work, and don’t require showers.  Staggered timings for staff, suppliers and contractors.  and break times (morning, lunch and afternoon breaks).  Alternative staff break/lunch room has been created. Social distancing and frequent cleaning is in place.  **A Great little Place Café** will operatea limited sit-down offer to allow for social distancing. Café cutomers will use the main Atkinson entrance and register with NHS Test & Trace. Exit for café customers will be vis the café external door, maintaining the one-way sytem. Café  have their own operational risk assessments for infection control.  **Maintenance checks** We have maintained all compliance checks on The Atkinson throughout Lockdowna and have documented results.  **Ventilation**  Where necessary air handling units have been modified to provide full fresh air, as per government guidelines. Increased temperature inside the building as Covid-19 is believed to thrive in colder air.  **Symptoms of Covid-19**  If any member of staff 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.  Any member of the public displaying signs of Covid 19 will be asked to leave.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises the Centre Officer and management team 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.  Any suspected incidents whould be reported to Centre Officer on duty immediately.  **Suspected Covid incident waste handling** – with 72 hr holding area. Cleaning staff procedure in place with Sefton Cleaning Service. Procedure communicated to all staff and details holding area. Risk Assessment for suspected and/or confirmed Covid-19 Building Cleaning September 2020 Update [RA Covid Atkinson Building Cleaning Sept 20.docx](https://seftongovuk.sharepoint.com/sites/ns-arts-cultural-services/Atkinson/Operations%20(SW)/building/risk%20assessments/Risk%20assessment%20register/2020%20risk%20assessments/Covid%2019%20RAs/RA%20Covid%20Atkinson%20Building%20Cleaning%20Sept%2020.docx)  **Mental Health**  The Centre Officer and management team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. | 2 | | 5 | 10 | To help reduce the spread of coronavirus (COVID-19) to adhere to the cleansing advice.  Staff will be reminded at regular intervals to wash their hands with soap and water for 20 seconds, and the importance of drying them properly with disposable paper towels.    **Signage** for customers displayed at entrances and around the building reminding staff and visitors to catch squeezes; Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.  Paper towels, tissues and bins will be available around the building for staff and customers to use.  Posters around the building asking visitors to use the cleaning equipment supplied:  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-5-2>  Training for staff to ensure complete understanding of expectations around keeping surfaces clean and sanitized.  Managers and supervisors to monitor that cleaning regime is adhered to and address as required.  Centre Officers will supervise and check on all staff in floorwalking roles around the building. Support as required; breaks, additional assistance etc.  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and out of it. With colleagues and friends as well as customers/visitors.  Limiting communication and encouraging customer flow, reducind dwell time.  Signage will be displayed to remind library users to socially distance in the library space.  Staff will floor walk to ensure visitors are adhering to social distancing and remind anyone not complying. Centre Officers on duty will be available for help.  Weekly reviews of all procedures will take place following government and Council guidelines. Reviews can take place via conference call where possible rather than in person.  Adequate PPE will be available for all staff to wear when dealing with library returns and for cash handling as appropriate.  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees throughout the current, fast changing situation.  Offer parking for staff who usually travel by public transport and don’t feel safe to do so. In discussion with Highways.  Centre Officers and management team will support staff who are affected by coronavirus or has a family member affected.  Regular communication of mental health information will be available on the intranet to those who need additional support. | 2 | | 5 | | 10 | EH | 6/7/20 |
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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Likelihood | 1  Very Unlikely | 2  Unlikely | 3  Fairy  Likely | 4  Likely | 5  Very Likely | | Consequences |  | | | | | | 5. Catastrophic | 5 | 10 | 15 | 20 | 25 | | 4. Major | 4 | 8 | 12 | 16 | 20 | | 3. Moderate | 3 | 6 | 9 | 12 | 15 | | 2. Minor | 2 | 4 | 6 | 8 | 10 | | 1. Insignificant | 1 | 2 | 3 | 4 | 5 | | |  |  | | --- | --- | | 20-25 | **Stop** – stop activity and take immediate action | | 15-19 | **Urgent action** – take immediate action and stop activity if necessary, maintain existing controls rigorously | | 11-14 | **Action** – improve within specified timescale | | 6-10 | **Monitor** – look to improve at next review or if there is a significant change | | 1-5 | **No action** – no further action but ensure controls are maintained and reviewed | |