

**Assessment: 09.05.2021**

**Covid-19 Risk Assessment and working practices for the Old Library**

**Assessed by: Hannah Sturman, Chair**

**Reviewed by: the Board**

**Review dates: Monthly or when Government guidance changes**

This risk assessment provides a consistent way of managing the risks associated to the COVID-19 virus infection. The assessment is applicable to all activity taking place after the 22<sup>nd</sup> May 2021 when the Old Library will reopen to volunteers. The Old Library will reopen to the public with regular hires and one-off hires being allowed from 21<sup>st</sup> June 2021 if the Government Roadmap is met and all legal limits on social contact are removed.

COVID-19 is predominantly transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

The assessment provides risk controls that are in line with guidance provided by UK Government and Public Health England which include [social distancing, handwashing and other hygiene measures](#), and [cleaning](#) of surfaces. This risk assessment applies to all Old Library volunteers and visitors to our premises. The responsible person on site is responsible for ensuring that the risk assessment and the relevant controls have been put in place and that volunteers and visitors have been adequately informed of what they need to do to keep themselves safe. The responsible person is either; a nominated volunteer on volunteer activity days (22 May – 20 June) or the café lead or principle hirer (21 June onwards).

This assessment will be provided to all hirers of the old library as part of the booking process and all volunteers ahead of their 'shift'.

All volunteers and visitors are to check in to the venue using the NHS test and trace app. The Old Library NHS QR code will be displayed on all entrances

## SECTION 1- Identifying Hazards and Existing Precautions

What is the <b>Task/Activity</b> or <b>Workplace Environment</b> You Are Assessing?	What <b>Hazards</b> Are Present or May Be Generated?	Who is <b>affected</b> or <b>exposed</b> to hazards?	What is the <b>Potential Severity of Harm</b> ( <i>Risk Rating Matrix Table 1</i> )?	What <b>Precautions</b> are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening ( <b>Existing Controls</b> )?	What is the <b>Likelihood of harm</b> occurring? ( <i>Risk Rating Matrix Table 1</i> )?	What is The <b>Risk Rating</b> ( <i>See Note Below &amp; Risk Rating Matrix Table 2</i> )
Travel to and from site	1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet	Volunteers Visitors	major	Existing Public Health England (PHE) /Government Guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice">https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</a> Wash / sanitise hands before and after your journey	possible	high

	transmission (e.g. cough) or by transferring virus from a surface to inside body  2. Infecting others, as above			If you can, wear a face covering if you need to use public transport <i>Walk or cycle where possible, arrange parking if possible, maintain social distancing</i> <i>Wash hands, remove clothing when home</i>		
Transmission of or infection with Covid-19 due to inappropriate volunteer staffing	As 1 and 2 above	Volunteers Visitors	major	Existing Public Health England (PHE) /Government Guidance. Controlled procedure for permission to use premises in place. All volunteers to have completed induction. Staggered break times. <b>Site plan developed and shared</b> , indicating seating for use to maintain social distancing. One way systems introduced where possible. Work in clearly defined teams avoiding crossover if possible. Identify those who fall into the vulnerable group recommend that these volunteers do not undertake shifts until vaccinated and post lifting of government restrictions (anticipated 21 June). If unavoidable, follow guidance and create individual Risk Assessments in line with gov guidance.	possible	high
Transmission of or infection with Covid-19 due to inappropriate seating and floorplans	As 1 and 2 above	Volunteers Visitors	major	Existing Public Health England (PHE) /Government Guidance Reduced capacity following government guidance at 25% and including social distancing measures Controlled procedure for seating. All seating to be allocated. <b>Site plan developed and shared</b> , indicating seating for use to maintain social distancing. Guests to remain seated. Masks to be worn when moving around the Old Library. Masks do not need to be worn at the table. Clear markings for walkways and queuing areas. Open windows etc. to promote airflow where possible. One way systems introduced where possible. Adequate volunteer staffing to support visitors to follow guidance.	possible	high
Poor hygiene	As 1 and 2 above	Volunteers Visitors	major	Existing Old Library practices and Government advice to be followed. Use of face covering by volunteers. Social distancing to be maintained.	possible	high

				<p>Signage to remind staff / visitors to wash hands for at least 20 seconds.</p> <p>Hygiene stations to be set up with sanitiser in relevant positions.</p> <p>Cleaning standards to be maintained. All high touch areas to be sanitised at the beginning and end of an activity. Weekly deep clean to be undertaken.</p>		
Access to and egress from buildings	As 1 and 2 above	Volunteers Visitors	major	<p>Existing Public Health England (PHE) /Government Guidance on social distancing.</p> <p>Front doors marked up for in / out.</p> <p>Use automated doors if possible.</p> <p>Personal belongings should be kept to a minimum and kept with the individual throughout visit to the Old Library.</p>	possible	high
Toilets	As 1 and 2 above	Volunteers Visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>Queuing system clearly marked and managed</p> <p>Regular hires to clean the toilets as part of their hire agreement with the Old Library (along with high touch areas)</p> <p>Toilets to be cleaned before each adhoc hire/ event starts by a qualified contractor.</p> <p>To be checked and maintained throughout event.</p> <p>COSHH and HACCP to be followed.</p>	possible	high
Outside areas	As 1 and 2 above	Volunteers Visitors	major	<p>Existing Public Health England (PHE) /Government guidance</p> <p>Clear queuing system marked out</p>	possible	high
Café areas	As 1 and 2 above	Volunteers Visitors	major	<p><b>Site plan developed and shared</b>, indicating seating for use to maintain social distancing.</p> <p>Volunteers to clean tables and chairs between uses.</p>	possible	high
Kitchen area	As 1 and 2 above	Volunteers Visitors	major	<p>It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Cooking, crockery and eating utensils should not be shared.</p> <p>Clean frequently touched surfaces regularly.</p> <p>Continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative</p>	possible	high

				practices (pre-requisite programmes (PRPs)).		
External providers and contractors	As 1 and 2 above	Volunteers Visitors	major	<p>Existing Public Health England (PHE) /Government guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p> <p>Contractors to receive a copy of this covid risk assessment and asked to follow.</p> <p>Contractors to sanitise hands before entering the premises.</p> <p>Appropriate PPE to be used by contractors at all times.</p> <p>Old Library volunteers to be in control at all times.</p> <p>Contractors must be escorted at all times.</p> <p>Public movement managed through limited capacity, clear signage and wayfinding.</p>	possible	high
Deliveries	As 1 and 2 above	Volunteers		<p>Existing Public Health England (PHE) /Government general guidance</p> <p>Delivery person rings door and stands well back, volunteer opens door and secures then maintains a safe distance while delivery person places the delivery in the designated place and leaves, volunteer secures door, records delivery and sanitises hands</p>	possible	high
Cleaning	As 1 and 2 above	Volunteers Visitors	major	<p>Existing Public Health England (PHE) /Government guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Clutter and items that are difficult to clean have been removed from the Old Library.</p> <p>Increased frequency of cleaning of general room surfaces by café volunteers on days café opened.</p> <p>Hirers to wipe down frequently touched surfaces at the beginning and end of hire - door handles, light switches, work surfaces, remote controls and electronic devices. Volunteers to do the same at the start and end of activity days.</p> <p>Hirers and volunteers to clean the toilets at the end of hire/ day.</p> <p>Where there has been a person with symptoms, or confirmed COVID-19 follow the government guidance on principles of cleaning after a case has left the setting or area: <a href="https://www.gov.uk/government/publications/covid-19-cleaning-in-non-healthcare-settings-outside-the-home">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p>	possible	high

				COSHH to be followed		
Discovery of (or by) a person with Covid-19 symptoms	As 1 and 2 above	Volunteers Visitors	major	Anyone who develops symptoms are to leave the premises immediately.  Ventilate the Old Library by opening the patio doors and windows.  Follow the cleaning in non-healthcare settings outside of the home immediately. See above 'cleaning' for link.	possible	high
Emergency evacuations/invacuations	As 1 and 2 above	Volunteers Visitors	major	Buildings specific evacuation plan, maintaining social distancing throughout where possible  Volunteer staffing levels appropriate for evacuation and guest management throughout	possible	high
First Aid	As 1 and 2 above	Volunteers	major	Government guidance followed  First aiders to have completed updated training:  <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders</a>	Possible	high
Dealing with hard to handle behaviour	Violence and aggression	Volunteers	major	<b>Training to be completed, clear guidance on expectations of volunteers and visitors</b> , clear procedures for dealing with danger  Appropriate volunteer staffing levels  Procedure for evacuation to be followed if necessary	Possible	high
<b>NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.</b>						

## Section 2 - ACTION PLAN - additional precautions

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Transmission of or infection with Covid-19 due to inappropriate volunteer staffing allocation	<p><b>A minimum of two volunteers must be on site at all times.</b></p> <p>Volunteers must have read the risk assessment and safe working guidelines and agree to adhere to them before entering.</p> <p>Suitable and sufficient provision must be made for the provision of first aid, emergency procedures response, Evacuation Plans etc.</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>Volunteers to follow social distancing guidance.</p> <p>There is an emphasis on ensuring social distancing, therefore the smallest number of volunteers are allocated to a premises that is appropriate for evacuation and crowd management.</p> <p>No lone working is permitted whilst government guidance remains in place.</p> <p>Avoid volunteers working face-to-face. Create opportunities to work side-by-side or facing away from each other where possible.</p> <p>Cafe volunteers to wear face masks and visors if required. Disposable masks available on site.</p> <p>Staggered break times to be adhered to. Take breaks outside where possible.</p>	Board, volunteers	22/05/21	22/05/21
Transmission of or infection with Covid-19 due to poor hygiene	<p>Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Keep 2m away from others at all times.</p> <p>Washing/sanitising hands regularly Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available.</p> <p>Avoid touching hands to face but if necessary clean before and afterwards.</p> <p>Cover your cough or sneeze with a tissue then throw it in the bin. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	All volunteers and visitors	Date re-opens	

	<p>Ensure we have extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Inductions delivered to all volunteers prior to work will include hygiene.</p>			
<p>Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings</p>	<p>One route for entering the building and separate one for exiting where possible</p> <p>Wash/sanitise hands on arrival and departure</p> <p>Use automatic doors where available</p> <p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible.</p> <p>Stagger arrival times if appropriate.</p> <p>Notices to inform of protocols, 2m distance, hand washing/sanitising etc.</p>	<p>All volunteers and visitors</p>	<p>Date re-opens</p>	
<p>Transmission of or infection with Covid-19 due to poor floor plans / seating allocation</p>	<p>Food and drink should only be consumed while seated or outdoors.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any space.</p> <p>All persons should sit socially distanced from other groups.</p> <p>Group numbers to be maintained following government guidance.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each use, including chairs, door handles and other high contact points.</p>	<p>All volunteers</p>	<p>Date re-opens</p>	
<p>Transmission of or infection with virus in outside areas</p>	<p>Social distance to be observed.</p> <p>Staggered use and social distance of outdoors.</p> <p>Dedicated marked queuing systems to be set up if required.</p> <p>Volunteers to manage and ensure guidelines are being followed.</p>	<p>All volunteers</p>	<p>Date re-opens</p>	
<p>Transmission of or infection with Covid-19 due to congestion</p>	<p>Volunteers to maintain a safe distance between each other (2 metres).</p> <p>Limit the number of people in each room/area to follow social distancing guidance.</p> <p>Strict hygiene rules to be implemented, all volunteers to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry.</li> <li>• Use alcohol-based hand sanitiser.</li> <li>• Wash hands every hour.</li> <li>• Wash hands if face is touched (but avoid wherever possible and if needed wash hands first)</li> <li>• All hand contact surfaces to be cleaned throughout the day.</li> </ul> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p> <p>Volunteer to volunteer interaction;</p> <ul style="list-style-type: none"> <li>• Volunteers should only complete activities that <b>cannot be</b> completed at home.</li> </ul>	<p>All volunteers</p>	<p>Date re-opens</p>	

	<ul style="list-style-type: none"> <li>No physical contact.</li> <li>No close contact activities (2 metre distance), work side by side or facing away rather than face to face.</li> </ul> <p>Activities and resources</p> <ul style="list-style-type: none"> <li>All shared resources to be cleaned after use.</li> </ul>			
Transmission of or infection with Covid-19 by external providers, visitors and contractors	<ul style="list-style-type: none"> <li>Contractors must read and comply with guidance regarding good hygiene.</li> <li>Volunteers and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>All contractors are to wash/sanitise their hands upon entering the site.</li> <li>Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>Site inductions are to be carried out following social distancing principles (2m separation).</li> </ul>	All volunteers	Date re-opens	
Transmission of or infection with Covid-19 during deliveries	<ul style="list-style-type: none"> <li>Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for</li> <li>Drivers should wash or clean their hands before unloading goods and materials.</li> <li>Drivers should leave packages in a safe place</li> <li>Hands are to be thoroughly washed after handling all deliveries or waste materials.</li> </ul>	All volunteers	Date re-opens	
Transmission of or infection with Covid-19 due to inadequate cleaning	<p>Continue to follow Government guidance.</p> <p>Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment,</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Get extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, finger plates, lift button panels, window handles, taps, sinks, shared keyboards &amp; mice, etc.</li> <li>Hand towels and hand wash are to be checked and replaced as needed</li> <li>Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Only cleaning products supplied by the Council are to be used.</li> <li>Bin liners should be used in all bins</li> <li>Weekly deep clean conducted by external contractor.</li> </ul>	All volunteers	Date re-opens	
Transmission of or	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed.	All	Date re-opens	



infection with Covid-19 during emergency evacuations		volunteers and visitors		
--	--	-------------------------	--	--

**RISK RATING MATRIX**  
 (Notes To Aid Completion Of The Risk Assessment Format)  
 Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long-term disability/absence from work.  Injuries or ill health causing short-term disability/absence from work (over three days)  Injuries or ill health causing no significant long-term effects and no significant absence from work	<b>High Likelihood</b>	Occurs repeatedly / event only to be expected
<b>Serious Injury</b>		<b>Possible</b>	Moderate chance/could occur sometimes
<b>Minor Injury</b>		<b>Improbable</b>	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	<b>High Likelihood</b>	<b>Possible</b>	<b>Improbable</b>
<b>Fatal/Major Injury</b>	<b>Very High Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>
<b>Serious Injury</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
<b>Minor Injury</b>	<b>Medium Risk</b>	<b>Low Risk</b>	<b>No Significant Risk</b>