

CROFTON COMMUNITY LIBRARY



- Safe re-opening of **Crofton Community Library** (COVID-19)
- Crofton Community Library in partnership with *Crofton Parish Council*

Risk Assessment

RISK ASSESSMENT for ACCESS or WORKS WITHIN PARISH BUILDINGS (Special measures)

Key to Ratings	H= High, M= Medium, L= Low		Methodology	H+H= HIGH, H+M= HIGH, M+M= Medium, M+L= Medium, H+L= Medium, L+L= LOW			
Hazard	Hazard Rating	Who may be harmed/effected	Exposure Rating	Exposure Effect	Combined Risk Rating	Risk Control	Residual Rating
Contact and spread of COVID-19 Disease (WHO Rating 'Highly Contagious)	H	Sports teams and general public (During sporting days circa 50 persons could occupy the building)	H	Flu like symptoms, high temperatures, coughing, loss of smell or taste. Respiratory tract disease... all symptoms could range from mild to serious. Serious cases could result in death	H	Follow Government and Local Government Services advice/directives.. Currently close and LOCK DOWN access to buildings, prohibit public gatherings or sporting events	L
Contact and spread of COVID-19 Disease (WHO Rating 'Highly Contagious)	H	Building repairs and maintenance (Possible 5 x workmen/contractors)	H	Flu like symptoms, high temperatures, coughing, loss of smell or taste. Respiratory tract disease... all symptoms could range from mild to serious. Serious cases could result in death	H	Follow Government and Local Government Services advice/directives.. Only urgent repairs and maintenance may be allowed ie burst plumbing, electrical and fire dangers. No more than 3 persons to work within any building- Social distancing (2m rule) must be adhered to. Where possible face covering and clothing PPE must be worn.. All used PPE must be bagged and disposed of. All working areas must be left clean washed down and tidy. A note all areas must be recorded and passed to either the Parish Clerk or a building facilitator.. The building may not (other than emergencies be re-entered for 72 hours upon completion.	L
Contact and spread of COVID-19 Disease (WHO Rating 'Highly Contagious)	H	Building caretaker/ cleaning	M	Flu like symptoms, high temperatures, coughing, loss of smell or taste. Respiratory tract disease... all symptoms could range from mild to serious. Serious cases could result in death	H	Follow Government and Local Government Services advice/directives.. No more than one other person to be allowed into a building whilst the Caretaker/ cleaning services are present. Social distancing (2m rule) must be adhered to. Where possible face covering and clothing PPE must be worn.. All used PPE must be bagged and disposed of.	L
Contact and spread of COVID-19 Disease (WHO Rating 'Highly Contagious)	H	Building inspection/ security checks	L	Flu like symptoms, high temperatures, coughing, loss of smell or taste. Respiratory tract disease... all symptoms could range from mild to serious. Serious cases could result in death	M	Follow Government and Local Government Services advice/directives.. Currently close and LOCK DOWN access to buildings. A note all areas must be recorded and passed to either the Parish Clerk or a building facilitator.. The building may not (other than emergencies be re-entered for 72 hours upon completion.	L
Special Notes: It is the intention of this risk assessment to minimise and eliminate the possibility of infecting Parish buildings with the COVID-19 disease and thus preventing the infection passing to the public or any employees of Crofton Parish Council or it agents. Additional measures should include the exclusion of entry to anyone who is 'Shielding'.. those defined by NHS guidelines of Medium risk to life from the disease ie Over 70 years of age, those with prescribed medical ailments, anyone defined as obese +40 BMI and anyone who classes themselves as being from a BAME background							
Assessment compiled by		Trevor Chalkley	NEBOSH ID C49269	Date	07/ June/ 2020	Review Date	Every 14 days

Control Measures

- **Enhance cleaning** (The building and its contents must be sanitised and shelves wiped down at regular intervals)
- **Health** (No one should attend the Library if they have a persistent cough or a high temperature or other symptoms related to COVID-19 or are currently self-isolating)
- **Shielding** (No one should attend the library if they have been advised to self-isolate by the NHS due to have serious underlying health issues such as serious heart, stroke or diabetes conditions)

Control Measures

- **Good Ventilation** (Doors and windows should be opened as much as possible to encourage a good airflow throughout the building)
- **Hand Sanitisation** (Washing facilities and hand gels will be available. Persons entering the Library must wash their hands or use the sanitising gel)
- **Face Coverings** (All persons must wear a face covering which covers their nose and mouth.. Volunteers will be encouraged to Face Shields)

Control Measures

- **Social Distancing** (All persons or family groups must adhere to current Social Distancing rules ie 2.00m)
- **Signage** (Please encourage visitors to read and follow safety signage)
- **Books** being taken out (Lenders should only pick up books they intend to take out. Preambles can be acquired using Google Book apps. Books to be taken out should be recorded by the Library Volunteers)
- **Book returns** (i)(All books and any picked up must placed into a box or receptacle and left until the next opening date)

Control Measures

- **Book returns** (ii) Volunteers may replace books to shelves at the next opening and before opening to visitors.. They should sanitise their hands first and wear a pair of latex gloves, these gloves should then be removed after use and taken home for disposal)
- **Heating** (As the seasons become cooler the wall Fan Heaters **MUST NOT** be used.. Static heaters will be supplied to heat the Library.
- **Track and Trace** (Volunteers must record the names and contact details of all visitors and lenders to the Library)

Control Measures

- **Food and Drinks** (No drinks or foods may be given to visitors or shared between volunteers. Volunteers must bring their own drinks, cups and snacks then take away cups rubbish at the end of their day.
- **Toilet facilities** (The toilet other than hand wash is only available to volunteers.. The toilet should be wiped down and sanitised before and after use)