

BRACEBRIDGE HEATH PARISH COUNCIL

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Community Library- COVID-19 risk assessment

COVID-19 is a new and evolving illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This risk assessment details the risks associated with the spread of COVID-19 from the library and provides methods of controlling these risks. The community library is currently closed for use by the public. However, the government has announced that this facility can be re-opened providing the environment is made COVID safe. The guidance for providing a safe environment includes a requirement to carry out an appropriate COVID-19 risk assessment. This risk assessment takes account of the key principles and assesses whether or not practical arrangements can be put in place.

Council must work alongside partners Greenwich Leisure Ltd and Lincolnshire County Council in opening this facility. A copy of this risk assessment will be shared with these organisations.

Guidance on reopening libraries has been produced by Libraries Connected in consultation with Public Health England and the Health and Safety Executive <https://www.librariesconnected.org.uk/news/new-guide-help-libraries-reopen..>

What are the hazards:

- Spread of COVID-19 (Coronavirus)

Who might be harmed?

- Staff
- Councillors
- Volunteers
- Contractors
- Members of the public who visit or use Council premises and facilities

Key principles	Controls already in place	Additional controls	Action by who and when?
General maintenance issues following period of closure	Building checks have taken place throughout all periods of closure including running water outlets to minimise risk from legionnaires.	Nil	Nil
Volunteer availability and training	<p>Volunteer availability investigated prior to reopening. Some volunteers have chosen to cease their volunteering activities following the period of closure for Covid. Other volunteers now also have other commitments which has reduced the overall volunteer base. Council must be confident in its ability to appropriately staff the library. Inconsistent opening hours could be more disappointing than not choosing to open at all.</p> <p>Returning volunteers have been trained on the new library management system, Soprano, before they have carried out volunteer duties. Refresher training delivered for the ICAM system. Any new volunteers or returning volunteers will undergo training as above.</p>	Opening times continue to be limited to reduce the impact of changes in volunteer availability. Careful consideration will be made before increasing opening hours to ensure that a consistent and reliable service can be maintained.	Training to be provided by GLL prior to volunteer duties commencing.
Social distancing	<p>Social distancing is no longer required by law. Guidance on living with Covid-19 includes ensuring good ventilation where possible, good hygiene, wearing a face covering in crowded spaces or if you have been in contact with someone who has tested positive for covid-19.</p> <p>Restrictions on the number of customers in the library at any time is now lifted.</p>	No additional measures required currently. Risk assessment to be updated should there be any changes in national or local guidance.	Nil
Face coverings	Face coverings are no longer mandatory by law. Customers and volunteers are encouraged to wear face coverings in crowded spaces. The library is rarely busy enough to be considered crowded. Face coverings are provided for volunteers.	Nil	Nil
Hand hygiene	<p>Hand washing facilities with soap and water in place using the sink in the toilet area. Paper towels provided.</p> <p>Hand sanitiser stations have been provided in the entrance to the building and additionally next to the service desk.</p> <p>Tissues available in the building to encourage 'catch it, bin it, kill it'.</p> <p>Posters and visual reminders of good hygiene practices are displayed in toilet and handwashing areas.</p> <p>Gloves are not recommended for use.</p>	Volunteers may use their own gloves if they wish to. Reminder to be given that this is not a suitable substitute for regular and effective hand washing.	Nil

Key principles	Controls already in place	Additional controls	Action by who and when?
Cleaning	<p>Disposable cloths already in use. This will help to reduce the spread of the virus and reduces the need to take any washing to homes.</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, key safe and keys, reception area using appropriate cleaning products and methods.</p> <p>Photocopiers, public computers, volunteer computer and associated volunteer items to be wiped down regularly throughout the day with disposable cleaning wipes provided.</p> <p>The 'clean as you go' process will continue as it supports the reduction in transmission of other viruses and bacteria. The HSE has stated that normal household cleaning fluids are suitable for use.</p> <p>The facilities cleaner is cleaning the library thoroughly at least twice per week.</p>	Nil	<p>COVID -19 information to be provided to all volunteers.</p> <p>Clerk and facilities cleaner to agree revised schedule for cleaning.</p>
Ventilation	Wherever possible, the windows and door should be kept open to provide ventilation.	Nil	Nil
Symptoms of COVID-19	<p>Customers and volunteers are encouraged to stay at home if they are aware that they have covid-19, however this is not mandatory by law.</p> <p>Customers and volunteers are not expected to test on a regular basis but should be cautious if they have symptoms of covid-19 and minimise their contact with others where possible. This might include wearing a face covering.</p> <p>Track and trace is no longer required.</p>	Nil	Nil
Provision of other services	<p>All services available including browsing stock, use of the public computers, use of the photocopier, using seating.</p> <p>Events such as story time, draft sessions and other groups will be held dependent on volunteer availability and inclination.</p>	<u>Nil</u>	Clerk to keep up to date with changes to guidance from LCC and Libraries Connected.
Returning stock	Quarantining stock is no longer required as of 19 th July 2021.	Nil	
Fees and charges	Cash payments may present an additional hygiene risk to volunteers. Cashless payments are not an option for the Community Library. However, other controls can be put in place such as the use of gloves for handling cash and / or using a coin tray. Volunteers are encouraged to wash hands frequently and after handling cash.	Nil	

Review history

Date	Version	Changes made
August 2020	V1.0	New document
November 2020	V1.1	Customers not permitted to enter the building during national restrictions beginning on 5 th November 2020.
April 2021	V1.2	Customer able to enter building, updated guidance about test and trace, ventilation.
April 2021	V1.3	Additional information about test and trace, display of posters, continuation of service.
July 2021	V1.4	Removal of requirement to quarantine stock. Social distancing and face coverings no longer mandatory but encouraged.
July 2022	V1.5	Removal of: Social distancing, requirement to isolate, track and trace, phased reopening and limited use of facilities.