|  |  |  |
| --- | --- | --- |
|  | **SR12- Risk Assessment Record** |  |

|  |  |
| --- | --- |
| Operations/Work Activities covered by this assessment:  | CV-19 – Operational Risk Assessment – Recovery phase 3,4&5– staff and some customers on site |
| Site Address/Location:  |  | Department/Service/Team: | **Inspire: Culture, Learning & Libraries** |
| **Note:** A person specific assessment must be carried out for young persons, pregnant women and nursing mothers |
| Hazards Considered*Step 1 (Clause 3.1)* | Who might be harmed and how*Step 2**(Clause 3.2)* | Existing Control Measures:*Step 3**(Clause 3.3)* | Risk Rating  | Further action *Step 3**Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | Risk Rating |
| Likelihood | Severity  | Risk Rating | who | when | complete | Likelihood | Severity  | Risk Rating |
| *(Name)* | *(Date)* | *(Date)* |
| COVID-19 contamination through inhaling other person’s bodily fluids (Cough)Through inhaling other person’s bodily fluids (Sneeze)Through contact of contaminated surfacesThrough touching work surfaces or fixtures that have been contaminated | Everybody on site including employees:Office based staffPublic facing staffContractors including:Delivery drivers, Cleaning staff, Maintenance staffMembers of the public | No public on siteStaff who can work from home to continue to work from home (DSE assessment carried out) | **M** | H | H | **(1)Communication –** provision of posters and guidance material for staff and customers at all sitesAn email address to support questions and concerns. coronavirus@inspireculture.org.uk. Provision of posters and signage around sites for customers to enforce social distancing. Ensure social media/ website campaign around how sites will be operating.Training for staff on new ways of working – video and site induction provided for all staff. | Site ManagersAll staff |  |  |  |  |  |
|  |  |  |  |  |  | **(2) Reduce risk of infection / personal hygiene**, all staff are encouraged to follow government guidelines regarding cover your cough, wash your hands frequently and practise good personal and workplace hygiene (washing hands regularly with soap and water for at least 20 seconds and use hand gel where handwashing facilities are unavailable). Poster guidance should be displayed and briefed to all employees.Hand sanitiser to be provided at staff entrance and meeting rooms (if in use)Staff asked not to attend if showing symptoms of Covid/ cold/flu etc, and to follow [government advice](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) regarding self-isolation, including for those who someone in the household shows symptoms..Messages for the public around hygiene displayed on site, and social media/ website campaign – only come to building if free from coronavirus symptomsConsider provision of hand sanitiser at liftsClick and collect service if operational – mark floor area for 2 metre gap, have timed slots, have a trolley for returnsReturned books to be quarantined for 72 hours. All returns to be placed directly onto trollies or into bins by the public, and to be handled by staff wearing disposable gloves if staff require, and followed by hand washing. To be clearly labelled with ‘Quarantined until xdatex’ and placed where they will not be touched until that time.Buildings team to order plexi-glass screens for service points.Gloves and visors to be available for staff. NB [government guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-2-2) advises against use – social distancing must continue to be observed.Joining of libraries option to take place using online joining – instructions developedTake cash only through self-service machines. Allow credit and payment via Ask InspireInvestigating limiting computer sessions to have a 10 minute gap between customers for cleaningClose down drinks machine – label as not in useEnsure as much ventilation as possible by opening windows (take specific advice re any building management system)Use hand towels rather than dryers where possibleConsider fixing teams/shift groups so that where contact is unavoidable, this happens between the same people | Site manager - Ensure posters are available at each siteSite managerAll staffComms -Comms campaignSite managerFL - guidelinesSite manager - Designate trollies/ quarantine zone/ ensure gloves are available ASBuildings teamMike PollittSite managerSite managerAll staffManagers | Ordered w/c 3/5Ordered w/c 11/5 |  |  |  |  |
|  |  |  |  |  |  | **(3) Cleanliness of working areas,** **a review must be carried out at each site** to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths shall be available to all team members in accordance to COVID-19 guidance and teams must be briefed on the importance of keeping surfaces and work equipment clean. Everyone is encouraged to keep personal items clean, wash spectacles with soap and water, clean phones, keyboards and handles etc before after and during shifts. Sharing of equipment should be restricted if possible, clean / disinfect before and after use. Limit staff changeover to ensure continuity.There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use. DLO/Inspire cleaning team to upgrade the approach to cleaning during this time this includes additional wiping down using anti-bacterial products of door handles, banisters, desk etc. This to be undertaken by staff during opening hours on a regular basisStaff to be stationed to clean self-service machines, photocopiers and computers after each use. All public toilets to be closed – signs upRemove all non-essential leaflets/bookmarks etc from surfaces | DLO to provide cleaning guidanceStaff instructions, Site managerSite managerSite managerSite managerSite ManagerSite ManagerSite Manager |  |  |  |  |  |
|  |  |  |  |  |  | **(4) Social distancing (2m or more)**, **a review must be carried out at each site in all areas** to apply social distances guidelines which includes the application of visual management aids to act as a nudge for social distancing, and work stations altered. Work stations may need to be moved or staff relocated,NPOs/NPCs should perform frequent checks that social distances controls are being maintained. Staff workrooms/rest areas to be assessed at each to create 2m separation and max number of people. Encourage staff to remain on-site and maintain social distancing if off-site Business critical travel only. If the social distancing guidance cannot be followed in full, consider whether that activity needs to continue in order for Inspire to operate, and if so, take all mitigating actions possible to reduce risk of transmission,Identify areas where people have to directly pass things to each other and find ways to remove direct contact such as by using drop-off points or transfer zonesPublic buildings must have a maximum number of visitors, which must be clearly communicated to all the public – signage. Staff must be stationed at the entrance of medium/larger sites to control the number of people entering.Floors must be marked out with tape to enforce 2m spacing. Move furniture/ shelving/ display stands to allow clear passage around high traffic areas eg self-service machines/ counterConsider one-way system of operation.Move furniture to stop people from spending time in the building, sitting too close to people moving around/ other people. Use ‘Do not sit here’ tent cards where furniture cannot be moved.Look at spacing of computer desks and cordon off any where they cannot be located 2m from other people.Place a plexi-glass screen at the help desk and only serve customers from this spot.Limit number of people who can safely use a meeting room – clearly state number of people.Cancel any events that will bring numbers of people together.Look at shift patterns – can the same people work together?Review opening hours and allow additional time for shelving – do not carry out shelving during public opening times.Limit the number of people who can use the lift – sign with postersProhibit unaccompanied children under the age of 15 from entering the building.Have stock return stations for medium/larger libraries situated outside/ lobby of buildings so that the public do not have to queue to enter/ come into the building if they are just returning stockPlace a copy of the latest government guidelines to hand.Ensure deliveries are minimised, revise procedures to limit contact | Carry out a site review; put up posters; control sitesSite ManagerNPO/NPCSite ManagerAll staffAll staffAll staffSite ManagerSite ManagerSite ManagerSite ManagerSite ManagerSite ManagerAll staffSite ManagerSite ManagerSite ManagerSite ManagerSite ManagerSite ManagerSite Manager |  |  |  |  |  |
|  |  |  |  |  |  | **(5) COVID-19 cleaning products**, chemicals shall not be used unless a current valid COSHH is in place and are used in accordance with all prescribed risk controls and monitoring requirements. Following DLO guidance around use of Screen | Ensure availability of cleaning products and appropriate COSHH |  |  |  |  |  |
|  |  |  |  |  |  | **(6) Supervision**, management must perform regular reviews to ensure suitable & enough level of operational supervision is achieved throughout the COVID-19 pandemic. Supervision should also ensure control measures identified from COVID-19 risk assessments are adhered too with disciplinary action taken if necessary.  | Site managers to instigate measures |  |  |  |  |  |
|  |  |  |  |  |  | **(7) Vulnerable groups**[Clinically extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable) (shielding) should not attend work but must continue to self-isolate at home. (see government definitions)Consider anyone who shares a household with those shielding on an individual basis.[Clinically vulnerable](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people), if they cannot work from home, should be offered safest onsite role 2m away from others. Risk assess anyone with protected characteristics eg pregnant.Please take HR advice if unsure. | Managers |  |  |  |  |  |
|  |  |  |  |  |  | **(8) Mental wellbeing** of all employees must be considered during COVID-19, material has been developed to aid managers and employees. Support from local mental health champion should be encouraged.Regular discussions with staff | Ongoing messages re bulletinManagers |  |  |  |  |  |
|  |  |  |  |  |  | **(9) Transportation,** **a site-based review is required** for loading/unloading of goods and products suitable controls shall be implemented to ensure safe transition of goods and application of social distancing requirements in-line with provided guidance.  | Site managers to implement |  |  |  |  |  |
|  |  |  |  |  |  | **(10) Emergency preparedness,** In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe. | Site managers to implement |  |  |  |  |  |
|  |  |  |  |  |  | **(11) Managing suspected cases**, take steps if a person becomes unwell in the workplace with suspected COVID-19, they must be sent home in accordance with working safely guidance. Employees must tell their manager if they develop symptoms | Managers |  |  |  |  |  |
|  |  |  |  |  |  | **(12) First Aid provision/ emergencies.** See *First Aid during Covid 19 Staff Guidelines.* PPE to be purchased. Staff to be alerted.NB – in an emergency, people do not have to stay 2m apart if it would be unsafeIf assistance is provided in an emergency, sanitation should be addressed immediately afterwards including washing hands. | All staff |  |  |  |  |  |
| Public behave anti-socially | Staff may be harmed through verbal abuse/ public getting too close | Existing acceptable use guidelines | M | M | M | Enforce zero tolerance approach to verbal abuse/ aggression/ infringement of social distancing policies. Instigate banning letters. Use security guards if necessary. | Site managers |  |  |  |  |  |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | Review Date (*Step 5*) : |
| Assessors Signature:  | Date:  | Authorised By: | Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Severity of Harm** | High **(e.g. death or paralysis, long term serious ill health)** | Medium | High | High |
| Medium **(an injury requiring further medical assistance or is a RIDDOR incident)** | Low | Medium | High |
| Low **(minor injuries requiring first aid)** | Low | Low | Medium |
|  |  | Low**(The event is unlikely to happen)** | Medium**(It is fairly likely it will happen)** | High**(It is likely to happen)** |
|  |  | Likelihood of Harm Occurring |

|  |
| --- |
| **Risk Definitions** |
| **Low** | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| **Medium** | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy. |
| **High** | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category **must** have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy. |