



## Notice of Non-Key Executive Decision

<b>Subject Heading:</b>	Safe re-opening of the library service
<b>Cabinet Member:</b>	Cllr Persaud
<b>SLT Lead:</b>	Jane West
<b>Report Author and contact details:</b>	Gareth Nicholson, AD Culture, Customer, Communications
<b>Policy context:</b>	Libraries is a statutory service
<b>Financial summary:</b>	<p>The service will re-open on reduced opening hours initially from Friday 17 July</p> <p>There are no direct financial implications in re-opening the service.</p> <p>Costs have been incurred prior to reopening to mitigate risks outlined in the library corporate risk assessment. This includes the installation of Perspex screens and the procurement of PPE for library staff. These costs have been met corporately.</p>

### The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input type="checkbox"/>
Places making Havering	<input checked="" type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

1. Agreement that the library service should re-open on the revised hours below

BRANCH	MON	TUES	WED	THURS	FRI	SAT
<b>ROMFORD AND COLLIER ROW BUBBLE</b>						
ROMFORD (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
COLLIER ROW (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED
<b>HORNCHURCH AND ELM PARK BUBBLE</b>						
HORNCHURCH (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
ELM PARK (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED
<b>RAINHAM AND SOUTH HORNCHURCH BUBBLE</b>						
RAINHAM (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
SOUTH HORNCHURCH (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED
<b>HAROLD HILL AND HAROLD WOOD BUBBLE</b>						
HAROLD HILL (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
HAROLD WOOD (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED
<b>UPMINSTER AND GIDEA PARK COHORT</b>						
UPMINSTER (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
GIDEA PARK (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED

### AUTHORITY UNDER WHICH DECISION IS MADE

The Director as a member of SLT has the following relevant powers under Part 3 section 3.4 As follows:

- (a) To take any steps necessary for proper management and administration for their allocated portfolios.
- (b) To exercise all the powers delegated to relevant staff members where circumstances require, so far as legally permissible. Exercise of such powers should be recorded. Where possible, a Second Tier Manager should give notice to a relevant staff member that he or she intends to exercise a specified power that is delegated to that staff member.
- (c) To manage buildings and facilities under their control including letting, hiring or otherwise permitting the use of such premises and property for occasional purposes...

(d) To be responsible and accountable for all health and safety matters.

## STATEMENT OF THE REASONS FOR THE DECISION

1.1 The library service closed on government instruction via the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 on 23 March. An ED was agreed to this effect. In practice, the service had been preparing to close for much of the previous ten days as library staff being advised to shield or with caring responsibilities for those shielding meant the service was operating below minimum staffing levels.

1.2 Government announced on 11 June that libraries may re-open on 4 July if it is considered safe to do so. The library service's work on the recovery plan for the service has been informed by DCMS and Libraries Connected advice and best practice and guided by LBH Health and Safety and Public Health Colleagues.

1.3 The pathway to staff being able to return safely to Covid-secure libraries has included the completion of a corporate risk assessment (attached at Annex A) and the completion of individual risk assessments for all library staff returning to buildings following release of the individual risk assessment tool on Friday 26 June.

1.4 The key risk factors considered in the service recovery plan are:

- Number of library staff with underlying health conditions, BAME colleagues and colleagues who are classed as clinically vulnerable
- Sheer scale of tens of thousands of touchable surfaces within each library, all of which the virus can survive on for up to 72 hours;
- The library user base is generally older residents who are among those most at risk of Covid-19 and also host more intergenerational contact than most other public settings.
- 1.2m visits to libraries are made every year in Havering.
- Library users borrowed a much larger than average volume of materials in the run-up to lockdown. A risk factor in re-opening is that residents may flock to libraries to return books which may swamp the service. Messaging will be included in communications materials to provide advice to residents on this.

1.5 During the period of closure due to lockdown, the Library staff have played an invaluable role in supporting residents. The Library management team stepped in to run part of the Covid-19 Hotline response and many library staff volunteered to be redeployed to the call centre dealing with Covid shielded-resident calls. Especially in the early stages of the pandemic, some of these calls were to residents whom staff were advised had passed away and others were to people who had found themselves very isolated and afraid. The calls could be very stressful and traumatic. In more recent weeks, the management team have been focussing on developing a comprehensive, Covid-Secure re-opening plan and supporting staff for their return to serving the public.

## **2. Conditions for re-opening the service**

2.1 The plans for re-opening the service have been developed in consultation with staff and with recourse to extensive advice from health and safety and public health colleagues. The corporate risk assessment has been shared with library trade unions and prior to re-opening a conference call will be held for all staff with public health experts to provide extra reassurance. The plan, which has been informed by Libraries Connected advice on re-opening safely, is based on the following principles:

- Staff, user and volunteer safety is paramount. All planning should be based on risk assessments, carried out with staff, unions and health and safety teams. It must take account of public health guidance and be frequently revisited as risks evolve.
- Re-opening will be a phased process based on risk management, availability of staff and resources, and local priorities of need.
- Planning should anticipate the need to withdraw or suspend services, should public health and government guidance require it, or if there is a shortage of staff and resources.
- Vulnerable and disadvantaged users may not be able to physically access libraries while the pandemic remains, so thought should be given to meeting their needs through alternative arrangements.
- The practicalities and priorities for reopening will differ for each library service, and careful planning is needed down to branch level.
- Planning should take into account preparation time for new procedures, spaces and workflows, and for staff training.
- Clear communication is essential to manage public expectations of the service and behaviours within the library buildings.
- The situation is changing fast and detailed advice will also change over time, so any plans should be flexible and take account of updated guidance and context. Once in delivery, revised arrangements should be reviewed regularly.

2.2 The conditions recommended to allow for safe re-opening of Covid-secure libraries are:

- Initially limited opening hours at all 10 libraries. This will be regularly reviewed and extended if possible based on staff availability.
- There will be a requirement that customers must adhere to hand sanitisation before accessing the building and customers will be strongly advised to wear face coverings while visiting libraries. Toilet facilities within libraries will remain closed unless there is an emergency.
- Limited browsing and borrowing in controlled conditions and limited numbers accessing at any one time. There will be a need to limit number of users in each library via queue management (in line with retailers). Library visits will be based on the 2 metres social distancing required. This would have an effect, for example, of allowing 20 users at any one time in Central Library.
- Limited numbers to access children's library at any one time depending on the size of the area provided for children in each library and strict parent/carer supervision of children
- Continued digital access with self service only for public network. One in every three PC terminals will be in use to allow social distancing and time limits will be placed on use to allow fair usage and to afford opportunities to clean down the machines between use.
- Quarantine system in place which will mean that all returned books will be quarantined

for a period of time until they can be cleaned or until 72 hours have passed before being returned to shelves. Library users will be required to place all books handled but not borrowed in quarantine zones rather than returning them to shelving.

- Local studies to phase opening and by strict appointment with limited numbers, following on from the embedding of Central Library's procedures.
- No cash transactions. Contactless payments charges will only be introduced following installation of new self-service kit. Therefore, until that time no photocopying or printing will be available. Fines will continue to be waived.
- All tables, chairs and soft furnishing will be removed and shelving rearranged to adhere to the social distancing policy. No study space will be available.
- Collection of orange sacks will resume at all libraries
- There will be an Online Summer Reading Scheme with relevant hardcopy book stock in libraries plus other incentives to support the scheme.
- Continued Homes Round Service offer with plans to expand.
- We will cease the offer of hardcopy newspapers. The service is procuring Press Reader which is an online service allowing users to access thousands of newspapers, journals, magazines and periodicals.
- All library events and activities to remain in abeyance and the service will not accept room bookings within libraries. Initially no group activities will take place, i.e., knitting groups, baby bounce etc. Baby bounce sessions have been taking place virtually and sessions have been viewed more than 12,000 times on Facebook.
- Perspex screens have been installed in all library front counter areas, staff to wear PPE when floor walking, queue management and assisting with IT. All staff to undergo handwashing and infection prevention and control training prior to service reopening.
- Sanitising units will be strategically placed to encourage public use before handling stock
- Strict routine of cleanliness and functionality checks – FM services at minimum required to continue with spot cleaning team circulating around libraries cleaning surfaces.

### **3. Staffing and opening hours**

3.1 A 'bubble' system has been put in place to provide for the safe return of library staff to Covid-secure buildings. Five "bubbles" have been created in order to produce larger teams across the service by pairing larger libraries with their smaller sister libraries. Adhering to social distancing measures, and to government guidelines, this has allowed us to be flexible and cover annual leave and sickness without the need to include the relief co-ordination process we normal use to add to team numbers. Absences can be managed within these "bubbles" to prevent unnecessary travel around the borough and to reduce travel on public transport for lengthy periods of time.

3.2 Library staff will be asked to vary their normal place of work by working at the two library branches within the 'bubble' closest to their home address in order to minimise travel distances.

3.3 Thirty-five library staff members are classed as either clinically vulnerable, live with someone who is clinically vulnerable or have daily caring responsibilities for someone who is

clinically vulnerable. Each member of library staff has an individual risk assessment which determines whether a colleague is able to return to their normal place of work and if so what measures need to be put in place for them. It is anticipated that colleagues who are clinically vulnerable will not be able to return to libraries in the medium term and those colleagues will be supported to be redeployed if possible or advised of HR policies which apply.

3.3 The impact of reduced staffing being available to libraries, the bubble system and the need to re-open the service in a measured and cautious way, means that it is strongly advised that library opening hours are changed until such a time as the service has more certainty about the pandemic in general and staffing in particular.

3.4 It is recommended that:

- The 5 larger libraries, Harold Hill, Hornchurch, Rainham, Romford and Upminster will open **from Friday 17 July for 20 hours per week over 4 days**, which is suggested as Monday, Tuesday, Friday and Saturday, with one of those days being assigned as late opening until 7pm, Monday is being considered for this.
- The 5 smaller libraries, Collier Row, South Hornchurch, Elm Park, Gidea Park and Harold Wood will open **from Wednesday 22 July for 10 hours per week over 2 days** which is suggested as Wednesday and Thursday with one of those days being assigned as late opening until 7pm, which is suggested as Thursday, this will be in line with current opening hours

3.5 The service is clear that as and when conditions allow we will always look to maximise opening hours and extend as soon as is safe and practicable to do so. The service is aware of the Council's outbreak management plan and decisions to close a library based on public health advice will be communicated to the public. Any decision will be based on detailed conversations between the service and the responsible Cabinet Member.

#### **4. Communications**

4.1 A draft press release for agreement is attached at Annex B

#### **OTHER OPTIONS CONSIDERED AND REJECTED**

One alternate option considered was to open fewer libraries for longer. This was rejected after public health advice on the basis that it may encourage residents to travel further across the borough in order to visit a library and on that basis posed a risk to transmission of the virus.

#### **PRE-DECISION CONSULTATION**

Extensive consultation with library staff.

**NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Gareth Nicholson

Designation: Assistant Director, Culture, Customer, Communications

Signature: GD NICHOLSON

Date: 03/07/2020

**Part B - Assessment of implications and risks**

**LEGAL IMPLICATIONS AND RISKS**

Employment Law – risks remain if staff who are being requested to return to work wish not do so. However these appear to be limited as the service is supporting those who are ECV and CV and those living with relatives in these categories to stay at home. There has also been extensive consultation as well as H&S risk assessments.

**FINANCIAL IMPLICATIONS AND RISKS**

There are no direct financial implications of this report. The operating costs of the libraries will be managed within the base service budgets.

**HUMAN RESOURCES IMPLICATIONS AND RISKS  
(AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

The HR implications and risks are included throughout this report and staff have been fully engaged in the development of the recommendations. The paramount consideration of the Council is the health and wellbeing of its staff and customers and these arrangements will be kept under regular review to ensure that our staff and members of the public remain safe.

**EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;

(iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

An EqHIA (Equality and Health Impact Assessment) is usually carried out when a current or planned service/policy/activity is likely to affect staff, service users, or other residents. This activity is covered by covid19 EqHIA that were formulated through the Covid-19 Bronze Group structure.

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.



**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

**Details of decision maker**

Signed

Name: Gareth Nicholson

CLT Member title: AD, Culture, Customer, Communications

Head of Service title: N/A

Other manager title: N/A

Date:

**Lodging this notice**

The signed decision notice must be delivered to the proper officer, Principal Democratic Services Officer, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_

Draft Press Release

## **HAVERING'S LIBRARIES SET FOR COVID-SECURE REOPENING FROM 17th JULY**

Havering's libraries, which were closed on 23 March as part of the national lockdown, will begin to re-open from Friday 17th July as the borough's coronavirus recovery plan continues.

The service will re-open as a full 'browse and borrow' service starting with Harold Hill, Upminster, Hornchurch, Rainham, Central Library on 17th July with the other five libraries in the borough opening on Wednesday 22 July. Libraries will have revised opening hours as some library staff will not be able to return to work due to health conditions or caring responsibilities.

Returning safely to libraries will mean some changes in how libraries operate. That will mean libraries look a little different with the measures we've put in place for the safety of staff and customers, following Government guidance. Social distancing will be in place and library staff have been provided with personal protective equipment to ensure their safety.

Library users will be asked for their contact details to support NHS Test and Trace and will need to try to keep 2m apart for social distancing, follow the one way systems in place, to use hand sanitisers which are in every library. Library users are also asked to wear face coverings if possible when visiting libraries.

Because a large number of books were borrowed in the run-up to libraries closing, residents are asked to be patient and be prepared to queue as the service may become busy if lots of people return all their books at once and libraries will be operating on reduced capacities. Residents are asked to use the library closest to their home rather than travel further to a library that may be open earlier.

Books that are returned will be quarantined before being returned to shelves. No study space will be available in libraries until we can be sure it is safe to do so. Orange recycling sacks will be available to pick up in all libraries. Fines for late return of books remain suspended and no cash will be taken at libraries which means printing and photocopying services will remain suspended.

There will be reduced access to public computers with limited time and staff support. Unfortunately library activities such as knit and natter and baby bounce will not be able to take place in libraries until further notice. Library meeting space will be out of use and no bookings will be taken.

Councillor Damian White, Leader of Havering Council, said: "I know how important libraries are for our borough and I am proud that we can re-open a safe service in Covid-secure buildings as Havering's recovery from this dreadful pandemic continues. Although opening hours will be limited at first, we will open for longer when we can and this administration has invested to provide for a six-day a week library service right across the borough as soon as we can safely do so."

Councillor Viddy Persaud, Cabinet Member with responsibility for libraries, said:  
 “Library staff have been doing tremendous work during the lockdown and in particular I thank staff who have volunteered to make thousands of calls to our most vulnerable “shielded” residents.”

“As libraries re-open, it’s up to all of us to keep libraries Covid-secure by staying alert, following the guidance and above all being kind and considerate to each-other. If we all do our bit, the chances of spreading the virus are reduced and we can all be Havering Heroes.”

Revised library opening hours:

BRANCH	MON	TUES	WED	THURS	FRI	SAT
<b>ROMFORD AND COLLIER ROW BUBBLE</b>						
ROMFORD (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
COLLIER ROW (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED
<b>HORNCHURCH AND ELM PARK BUBBLE</b>						
HORNCHURCH (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
ELM PARK (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED
<b>RAINHAM AND SOUTH HORNCHURCH BUBBLE</b>						
RAINHAM (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
SOUTH HORNCHURCH (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED
<b>HAROLD HILL AND HAROLD WOOD BUBBLE</b>						
HAROLD HILL (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
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<b>UPMINSTER AND GIDEA PARK BUBBLE</b>						
UPMINSTER (from 17 July)	2-7	10-3	CLOSED	CLOSED	10-3	10-3
GIDEA PARK (from 22 July)	CLOSED	CLOSED	10-3	2-7	CLOSED	CLOSED

**RISK ASSESSMENT FORM**

<b>Assessors name:</b> Matthew Wright	<b>Date of Assessment:</b> 24/06/2020	<b>Activity/Task:</b> Prevention of Spread of Covid 19 in Library Service
<b>Directorate:</b> oneSource	<b>Service:</b> <b>Group:</b> Libraries	<b>3<sup>rd</sup> Tier Manager:</b> Alexis Wainwright

<b>Hazards</b>	<u>Who may be harmed &amp; How</u>	<u>Existing Controls</u>	<u>Risk Rating</u>	<u>Further Controls</u>	<u>Residual Risk</u>	<b>Actions by whom &amp; when</b>	<b>Implemented Y/N</b>
<p><b><u>Buildings – Opening Options</u></b></p> <p>Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact</p>	Staff, members of the public, contractors, partners	<p>Libraries paired geographically and opened in a staged process.</p> <p>Chorting/combining of teams to limit spread of virus across whole teams and reduce impact on service provision.</p> <p>Staff to have a familiarisation period in buildings to set up without the public.</p> <p>Staff to be registered on Oracle if they have tested positive to COVID-19 (with test)</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Staffing and rotas sorted, personal risk assessments for vulnerable and BAME team members to be undertaken.</p> <p>Work undertaken to ascertain team members available to work and branch combinations.</p> <p>Necessary building safety checks are being undertaken prior to staff entering.eg water, gas, pressure vessels.</p> <p>Managers to review existing individual activity risk</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	Frontline Services Manager & Library Manager-immediate	

		<p>Staff to be registered on Oracle if they have suspected to have had COVID-19 (but no test)</p> <p>Reporting of work related COVID-19 cases under RIDDOR.</p>		<p>assessments and shared the new premises arrangements and any new activity arrangements with staff prior to returning</p> <p>Ensure briefings are carried out, to outline all the controls that are in place, before staff are allowed entry to buildings.</p>			
<p><b><u>Buildings – Opening Hours and Capacity and Circulation</u></b> Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact.</p>	<p>Staff, members of the public, contractors, partners</p>	<p>Opening hours amended to allow staff to travel out of rush hour</p> <p>Stagger travel times on public transport to less busy times. Staff to ensure washing hands before leaving home and as soon as enter the offices.</p> <p>Staff to work at nearest branch if no car or personal transport to avoid use of public transport.</p> <p>New maximum customer numbers to be evaluated to limit capacity, 1 per 12.6 square metres eg</p> <p>Public will only enter building upon request and will have limited circulation time.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Install hand sanitizer’s at all entry/exit points to buildings.</p> <p>Suitable rotas and hours have been devised to ensure service provision and avoid staff shortages. Cohorting teams and combining branch staff to ensure service provision.</p> <p>Agreement with service manager and director required. Staff in this category to be identified and approached/informed.</p> <p>Local assessments have been undertaken with managers to evaluate new capacity maximums.</p> <p>Staff to manage access at door and monitor longevity of stay.</p> <p>Corporate signage to be</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Frontline Services Manager &amp; Library Manager-immediate</p>	

		<p>Queue management systems with personnel at Library entrance to manage this at all times. Management of total capacity using one in one out.</p> <p>Deliveries management to ensure compliance by drivers and manage incoming packages.</p> <p>Signs advising no entry if symptomatic and using Corporate signage available on intranet and via manager/senior checking wellness by asking.</p> <p>Signs advising customers to follow guidelines and of what happens in respect of non-compliance</p> <p>Familiarisation, notes, and guidance available for staff.</p> <p>Be aware of additional touchpoints like keypads and padlocks</p> <p>Staff advised to follow government track and trace process and internal process in respect of the building, if a team member is</p>		<p>used and floor markings sourced and obtained.</p> <p>Mark out areas that show 2m social distancing.</p> <p>Mark workstations to ensure 2m social distancing.</p> <p>Space to be identified by managers locally.</p> <p>Corporate signage to be used.</p> <p>Briefing session to be delivered and information and guidance notes shared.</p> <p>Visits to branches and assessments arranged with managers to identify locally.</p> <p>Use of door stops to avoid need to keep opening doors.</p> <p>Remind and make aware of government web site and guidance and internal management process.</p> <p>Use of corporate signage to identify one-way system and advise of social distancing guidelines.</p> <p>Local assessments have been undertaken with managers to inform and advise. Time to be made</p>		
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		<p>suspected of being infected.</p> <p>Reconfigure library layout and furniture limited numbers in offices and staff areas. One-way systems introduced to facilitate socially distanced movement around buildings.</p>		<p>available to teams to move shelving and remove furniture before public/staff enter building.</p> <p>Managers to consider arrangements local for fire evacuation , PEEP's and assembly/congregation points reminding staff and public of need for social distancing. May require revised congregation points to be established to facilitate space needed for social distancing.</p> <p>Management of lift and stairwell spaces, 1 per lift or family members only and clean buttons or take out of use, management of stairwells with one way and calling system to identify use.</p> <p>Keep left in staff areas, allow maximum distance, avoid passing if possible</p>			
<b><u>Buildings – Counter and Office Areas</u></b>	Staff, contractors, partners, public	<p>Limit staff behind counters and in office and staff areas to 1 or 2 to comply with social distancing.</p> <p>Reorganise furniture in office and staff areas</p> <p>Install counter barrier screening.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Local assessments have been undertaken with managers. Areas capacity to be identified, recorded and displayed using corporate signage.</p> <p>Branch managers, Senior Library Assistant and limited other staff will have time to</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	Frontline Services Manager & Library Manager-immediate	

		Pre-opening checks to confirm all relevant statutory checks have been completed and any actions carried out.		make changes to layout and office areas before public and majority of staff enter building.  HBS have been employed to source measure up and fit. Fitting taking place on 24 <sup>th</sup> and 25 <sup>th</sup> June prior to staff or public entering buildings.			
<p><b><u>Buildings – Cleanliness and Environment</u></b></p> <p>Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact</p>	Staff, contractors, partners, public	<p>Spot cleaning team circulating around libraries cleaning surfaces. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Allocate a PC or workstation to an individual for a period to be cleaned at end shift period. Additional hand sanitizing points around the library and in office areas and require public to use provided Hand sanitizer on entering building. Reminders for staff to wash hands frequently especially after activities. Staff to have undertaken Mandatory e-learning before entering work spaces.</p> <p>Those unable to use e-learning to be briefed / watch videos / take tests with manager</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Corporate cleaning services to provide regular spot cleaning of high touch areas at a minimum of once a day.</p> <p>Obtain suitable antiviral wipes from corporate janitorial services.</p> <p>Useable and unusable workstations to be identified and marked locally by managers.</p> <p>Suitable cleaning materials to be identified, sourced and obtained from corporate janitorial services.</p> <p>Staff to be made aware and advised to bring in personal cutlery and crockery. Antiviral wipes to be identified, sourced and obtained for cleaning any shared equipment that is used. Staff reminded to wash or sanitize hands before using kettles/microwaves/fridges/p</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	Frontline Services Manager & Library Manager-immediate	



		<p>Restrict use of shared items in office and counter areas and no shared food in staff area. e.g biscuits, tea bags, coffee. All shared equipment to be disinfected prior to use – where practical shared equipment should be avoided. Shifts arranged so no lunch breaks are unnecessary. Designated person to answer phone and antiviral wipes available.</p> <p><b><u>Hand Washing/toilets</u></b> Maximum occupancy to be in place</p> <p>Hand washing facilities with liquid anti-bacterial soap and paper towels to be provided.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding</p>		<p>rinters etc</p> <p>Photocopiers not used initially and no printing services for public.</p> <p>Additional sanitizing facilities to be established. Minimum of 1 at door, 1 at counter and 2 across main floor area.</p> <p>Identified, sourced and obtained and regular supply established. Managers to provide instruction to staff on how to safely dispose of personal protective equipment. i.e. staff member should remove the ppe after single use and double bag the ppe (place the ppe in one bag, tie the bag and insert the tied bag in another bag which should then be tied). Hands must be thoroughly washed after this process and the double bag placed in an agreed collection point for safe disposal</p> <p>Individual risk assessments for medically vulnerable and BAME team members. Possible requirement for PPE dependent on assessment outcome.</p> <p>All libraries to have ventilation mechanisms</p>		
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everyone of the public health advice  
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<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

Posters, leaflets and other materials are available for display  
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Drying of hands with disposable paper towels.  
<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

Managers to provide staff with information on Covid-19 (hand hygiene e-learning available on learning nexus, staff information notices available throughout buildings)



HavingInfectionControlforHubsv2 (003).

Disinfection solutions should meet government recommendations e.g. 1000ppm available chlorine. Hand sanitiser should also be available at entry points to prevent contamination  
Disposable gloves for staff handling stock. Where handling materials that will have been touched by

checked before opening. Windows to be used to ensure adequate ventilation and fresh air pass through library.

Boxes have been identified, sourced and purchased.

		<p>members of the public staff to wear protective equipment e.g. gloves and reminded of good hygiene practices. Managers to assess staff vulnerability to the virus and continuously communicate with staff regarding health and suitability for performing tasks. Records to be maintained a substitute for good hand washing. Quarantining of books /items that have been returned to the library for 1 week.</p>				
Staff Competence	Anyone in building	<p>Staff to have undertaken Mandatory e-learning before entering work spaces. Those unable to use e-learning to be briefed / watch videos / take tests with manager.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Managers to identify those who have not completed e-learning.</p> <p>Managers to identify anyone unable to access/use e-learning and make alternative arrangements with H&amp;S.</p> <p>Training sessions to be held over Skype/Zoom where appropriate, all other training to be carried out via e-learning.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	Frontline Services Manager & Library Managers - immediate
<b>People – Staff</b> Spread of Covid-19 Coronavirus through insufficient social distancing,	Staff, contractors, partners, public	<p>Staff working from nearest library to avoid need for public transport with shift, branch and rota changes</p> <p>Teams operating in cohorts/bubbles of combined larger and smaller branches to avoid need for further support due to sickness, leave etc.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Identify staff that have to use public transport for work and see if they would prefer to work at local branch or other branch more easily reachable by public transport.</p> <p>Suitable masks identified</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	Frontline Services Manager & Library Managers - immediate

<p>inhalation, direct and indirect contact</p>		<p>staff members to act as Covid Champions to promote good practice and encourage social distancing Advised not to enter building if symptomatic – using Corporate signage available on intranet and via manager/senior checking wellness before starting work.</p> <p>Wearing of masks in buildings is specifically mandated when floor walking, managing queues or supporting self service operation or otherwise within 2m of customers and screens are no in place.</p>		<p>sourced and obtained through corporate purchasing.</p> <p>Staff to undertake corporate training in appropriate use of PPE and prevention of infection.</p> <p>Staff to be reminded to be vigilant of confrontational situations and to remove themselves from the environment if tensions escalate.</p> <p>Staff to maintain a safe distance from members of the public / clients. (2 metres rule)</p> <p>All incidents to be reported to line manager immediately and where necessary the police informed.</p> <p>Disinfectant wipes and hand wash available to staff.</p>			
<p><b><u>People-Customers</u></b> Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact</p>	<p>Staff, partners, customers</p>	<p>Signage and guiding Queuing system</p> <p>Advised not to enter building if symptomatic – using Corporate signage available on intranet and via staff pointing this out upon entry and asking customers if they have any symptoms/feel well.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Corporate signage and guiding to be used.</p> <p>Local visits to identify suitable queueing space, tape/floor markings have been identified, sourced and purchased.</p> <p>If necessary, separate access/egress points have been identified and will be</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Frontline Services Manager &amp; Library Managers - immediate</p>	

		<p>Each branch will operate a one-way system to ensure an organized flow of traffic through building. Including directional floor arrows and guidance, demarked no access zones and physical and floor marked partitions, Customers and staff will be required to move around the building using the one-way system, on occasion staff may operate outside of the system, subject to not encroaching on anyone else 2m distancing.</p>		<p>utilised but initially these will not be used.</p> <p>Use of corporate signage to identify one-way system and movement and purchase of adhesive arrows to mark floors for direction.</p> <p>Managers to introduce arrangements to ensure people can observe social distancing guidance e.g. marking out areas for persons to queue</p> <p>Managers to introduce arrangements to ensure effective disinfection of work areas and prevent contamination of surfaces / work materials e.g. disinfection wipes, cleaning regime, organising collection of materials.</p>			
<p><b>People – Management of People</b> Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact</p>	<p>Staff, partners, customers</p>	<p>Staff and public need to know the process for raising concerns about non – compliance</p> <p>To be informed of changes and receive a briefing before return to work.</p> <p>Need to know how to get tests if suspect infection.</p> <p>Need to know how to</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Staff advised that they should be aware of social distancing and other team members and customers space. Staff can initially speak to colleagues advising them they feel encroached upon, all staff to accept this is reasonable. Any issues to be escalated to managers.</p> <p>Staff to receive information and briefing before and soon after returning to work.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Frontline Services Manager &amp; Library Managers - immediate</p>	

report a suspected infection and what to do in respect of informing other team members/contacts. – manage the process

Ensure staff are reminded of and aware of government information and website.

In case of suspected case within the library any staff member administering first aid should wear gloves, mask and goggles. Surgical masks / eye protection - should be ordered as follows

- Fluid resistant masks and eye protection for settings where for example personal care is provided or aerosols may be generated. Surgical masks for environments where shielding is taking place.

Non sleeved aprons conforming to BS 3314:1982 for staff exposed to blood or body fluids,  
Disposable gloves for staff exposed to blood or body fluids or performing disinfection.  
Disinfection solutions should meet government recommendations e.g. 1000ppm available chlorine.  
Hand sanitiser should also be available at entry points to prevent contamination.

Staff dealing with patient to ensure individual with suspected Covid is aware of current government

				<p>procedures for suspected infection and reporting procedures.</p> <p>Staff with symptoms should follow the guidance in Covid-19 HR guidance - Protecting yourself and others -Self/Household isolation, Testing, Test and Trace</p>			
First Aid & administration of medicines	Staff/Members of the Public	Staff and Public to be directed to undertake own first aid where applicable (e.g. washing grazes, application of dressings). If first aider needs to get closer to injured party/suspected infection with Covid-19 virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2).	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>PPE kits to be added to First Aid kits.</p> <p>Staff to be made aware of the procedures.</p> <p>Managers to check if enough First Aiders are available.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	Frontline Services Manager & Library Managers – immediate	
<b><u>Services-PN/Interactive Tables</u></b> Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact	Staff, partners, customers	<p>Restricted availability to 1 in 3 or 1 in 4 computers, dependent on spacing and social distancing measurement in place.</p> <p>Instruct public to clean keyboard, mouse etc. before use. Pre-booked use and reduced time limits. Initially, No close staff support of PN use.</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Local visits have been undertaken to identify number and which machines are useable. Corporate resources to, identify useable and non-useable stations.</p> <p>Notices, equipment and materials to be supplied.</p> <p>Notices required. Limits to be set up on Netloan</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	Frontline Services Manager & Library Managers – immediate	

		<p>Use of keyboard skins to facilitate easier cleaning</p> <p>Suspend use of Netloan kiosks</p>		<p>Close support of PN only provided by staff wearing gloves and face shield. Managers to provide instruction to staff on how to safely dispose of personal protective equipment. i.e. staff member should remove the ppe after single use and double bag the ppe (place the ppe in one bag, tie the bag and insert the tied bag in another bag which should then be tied). Hands must be thoroughly washed after this process and the double bag placed in an agreed collection point for safe disposal.</p> <p>Skins identified, sourced and ordered.</p>			
<p><b><u>Services - Stock</u></b></p> <p>Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact</p>	<p>Staff, partners, customers</p>	<p>Quarantine for Returned stock, packed into boxes or on trolleys for 72 hours</p> <p>Instruct customers only to touch books they are going to borrow or to place books they touch and do not want in a specified place.</p> <p>Loan periods extended</p> <p>Fines waived.</p> <p>Customers instructed and equipment provided to clean</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Suitable boxes identified sourced and ordered. Local visits have been undertaken to determine suitable storage areas</p> <p>Signage required and clearly indicated return point</p> <p>Change request to be raised with Sirsi</p> <p>Extend current request with Sirsi</p> <p>Signs to be created,</p>	<p>Likelihood: 2 <b>Unlikely</b></p> <p>Consequence: 4 <b>Major</b></p> <p>Risk Level: 8 <b>Adequate</b></p>	<p>Frontline Services Manager &amp; Library Managers – immediate</p>	



		self-service machines before use.  Restrict self-service to card payment only, no cash. Queuing space, floor markings		materials and equipment have been identified, sourced and ordered.  Signs required and money slots to be blanked off			
<b><u>Services - Partner Organisation</u></b> Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact	Staff, partners, customers	Arrangements and discussions around their plans and processes to ensure social distancing and Covid Secure operations. E.g CAB at Romford Harold Hill and Hornchurch Make aware of library plans, booked appointments only, some may be able to work from home. Eg Rainham businesses	Likelihood: 2 <b>Unlikely</b>  Consequence: 4 <b>Major</b>  Risk Level: 8 <b>Adequate</b>		Likelihood: 2 <b>Unlikely</b>  Consequence: 4 <b>Major</b>  Risk Level: 8 <b>Adequate</b>		
<b><u>Services - Events and Activities</u></b> Spread of Covid-19 Coronavirus through insufficient social distancing, inhalation, direct and indirect contact	Staff, partners, customers	Events and activities suspended and continued development of on virtual provision including SRC and other on line resources and virtual ICT support with volunteers. Room bookings suspended	Likelihood: 2 <b>Unlikely</b>  Consequence: 4 <b>Major</b>  Risk Level: 8 <b>Adequate</b>	Re-introduce adult events some groups/meetings possible with appropriate social distancing  Room hire with restricted numbers and adequate social distancing	Likelihood: 2 <b>Unlikely</b>  Consequence: 4 <b>Major</b>  Risk Level: 8 <b>Adequate</b>	Frontline Services Manager & Library Managers –longer term	
<b><u>Site Specific Assessments and</u></b>	Staff, partners, customers			As part of a larger council complex the manager of Romford library will need to			

<p><u>Differences</u></p>	<p>Romford Library</p>			<p>discuss building circulation issues with the building manager. One way building circulation will need to be considered and use of lift. Stairwells may require a call out system to identify usage. Manager needs to consider area and space for storage of furniture.</p> <p>Manager to consider and negotiate with partner organisations such as CAB and other council departments. Inform of library policy and procedure and ensure their Covid Secure compliance.</p> <p>Manager needs to consider and discuss fire evacuation procedures with building fire warden.</p> <p>2 self-service machines only in operation</p> <p>Counter Maximum 2 staff</p> <p>Stack 1 Maximum 3 staff</p> <p>Main Office Maximum 2 staff</p> <p>5 max or 1 family in junior library only</p> <p>25 customers in main area maximum</p> <p>1 in 3 PN to be used only subject to social distancing guidelines.</p> <p>All to be signed using corporate signage</p> <p>Shared staff area, as designated by building manager.</p> <p>Manager will need to</p>		
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				<p>consider use of kitchen facilities shared with other building users.          Manager will need to work with Local Studies Librarian to produce a risk assessment for those services prior to opening to public.          Manager will need to identify a place for deliveries to be dropped and inform drivers.          Manager will need to consider arrangements for Amazon Locker          Alert team to additional touch points; push buttons to exit staircase and rooms, alarm keypad,</p>			
	<b>Hornchurch</b>			<p>Consideration will need to be made for lack of manager at Hornchurch library and support for SLA put in place. Manager/SLA to consider and negotiate with partner organisations such as CAB and other council departments          Counter 2 members staff only          Downstairs office 1 member of staff only          Upstairs off 1 member of staff only          Staff room 2 members of staff only          5 customers or 1 family max in junior library          25 customers max in main area</p>	<p>Likelihood: 2  <b>Unlikely</b>          Consequence: 4  <b>Major</b>          Risk Level: 8  <b>Adequate</b></p>	<p>Front Line Services Manager – Immediate            Library Manager – immediate</p>	

				<p>1 in 3 pn to be used subject to social distancing guidelines.  All to be signed and indicated using corporate signage.  Manager/SLA will need to set up procedures for use of lift or take out of operation, 1 max or family members only.  Manager/SLAr will need to consider procedures for customers using front stairwell – calling system/keep left  Manager/SLA will need to alert staff to additional touch points: key pads to enter/exit staff areas, key system for staff room, alarm panel</p>			
	<b>Upminster:</b>			<p>Manager will need to consult with and inform renters of 1<sup>st</sup> floor of library policy/procedures and ensure their Covid Secure compliance.  2 staff max behind counter  1 staff max in office  2 staff max in staff room  15 customers max in main area  5 or 1 family max in junior library  1 in 3 PN to be used subject to social distancing guidelines.  All to signed and indicated using corporate signage.  Manager will need to make arrangement for use of</p>	<p>Likelihood: 2  <b>Unlikely</b></p> <p>Consequence: 4  <b>Major</b></p> <p>Risk Level: 8  <b>Adequate</b></p>	Library Manager – immediate	

				stairwell, keep left, call out policy.			
	<b>Gidea Park:</b>			<p>Counter 2 staff max  Staff room 2 staff max  Workroom 1 staf max  Office 1 staff max  Main area 10 customers max  Junior library 4 max or 1 family  1 in 3 PN to be used subject to social distancing guidelines.  All to be signed and indicated using corporate signage  Manager will need to consider additional touch points: alarm keypad, security keypad into staff areas, padlock and gates,.</p>	<p>Likelihood: 2  <b>Unlikely</b></p> <p>Consequence: 4  <b>Major</b></p> <p>Risk Level: 8  <b>Adequate</b></p>	Library Manager – immediate	
	<b>Rainham:</b>			<p>Manager to consider and negotiate with partner organisations and renters. Inform of library policy and procedure and ensure their Covid Secure compliance.  Max 1 staff member behind counter  Max 2 staff members in staff room  Max 1 staff member in office  Max 4 customers or 1 family in junior library.  Max 15 customers in main library area  1 in 3 PN used subject to social distancing guidelines.  All to signed and indicated using corporate signage.  Manager will need to make</p>	<p>Likelihood: 2  <b>Unlikely</b></p> <p>Consequence: 4  <b>Major</b></p> <p>Risk Level: 8  <b>Adequate</b></p>	Library Manager – immediate	

				<p>arrangement for use of stairwell, keep left, call out policy.</p> <p>Manager/SLA will need to set up procedures for use of lift or take out of operation, 1 max or family members only.</p> <p>Manager will need to consider additional touch points: Staff toilets have keypad entry, Staff room has keypad access.</p>			
	<b>South Hornchrch:</b>			<p>Manager will need to consider additional touch points: entry gate and padlock, padlock to front gate, alarm pad.</p> <p>Manager will need to consider impact of delivering HBS from South Hornchurch on other activities and capacities.</p> <p>Mx 2 staff behind counter  Max 2 staff in office behind counter  Max 2 staff in rear office  Max 1 staff in staff room  1 in 3 PN to be used subject to social distancing guidelines  4 customers or 1 family max in junior library  8 customers maximum in main area  2 staff maximum in HBS area.</p> <p>All to be signed and indicated using corporate signage.</p>	<p>Likelihood: 2  <b>Unlikely</b></p> <p>Consequence: 4  <b>Major</b></p> <p>Risk Level: 8  <b>Adequate</b></p>	Library Manager – immediate	
	<b>Elm Park:</b>			Max 1 staff at counter	Likelihood: 2	Library	

				<p>Max 1 staff in office  Max 2 staff 1 staff room  All PN can be used as sufficiently socially distanced.  Max 12 customers in main area  Max 4 customers of family in junior library  All to be signed and indicated using corporate signage.  Manager will need to consider additional touch points; padlock to main gate, keypad into staff area</p>	<p><b>Unlikely</b>  Consequence: 4 <b>Major</b>  Risk Level: 8  <b>Adequate</b></p>	<p>Manager – immediate</p>	
	<b>Collier Row:</b>			<p>1 in 3 PN can be used subject to social distancing guidelines.  Max customers main area 8  Max customers JNR library is 4 or 1 family  Max staff behind counter 1  Max staff work room 2  Max staff staff room 2  All requiring signing and indicating using corporate signage.  Additional touch points:  2 x Padlock gate  Security alarm</p>	<p>Likelihood: 2  <b>Unlikely</b>  Consequence: 4 <b>Major</b>  Risk Level: 8  <b>Adequate</b></p>	<p>Library Manager – immediate</p>	
	<b>Harold Wood</b>			<p>Manager will need to consider additional touch points  Padlock on gate  Key pad entry  3 members of public or 1</p>	<p>Likelihood: 2  <b>Unlikely</b>  Consequence: 4 <b>Major</b>  Risk Level: 8</p>	<p>Library Manager – immediate</p>	

				<p>family in junior library max.  Maximum 8 customers in main area.  Max 1 staff behind counter  Max 1 staff in staff room  Max 1 staff in office  Max 2 staff in meeting room  1 in 3 pn to be used subject to social distancing guidelines.  All to be signed and identified using corporate signage.</p>	<b>Adequate</b>		
	<b>Harold Hill</b>			<p>Manager to consider and negotiate with partner organisations and renters.  Inform of library policy and procedure and ensure their Covid Secure compliance  Additional touch points, to be considered  Entry keypad, security alarm,  Max 1 taff behind counter  Max 2 staff in staff room  Max 2staff in office  Max 1 staff in interview room  1 in 3 PN to be used subject to social distancing guidelines  4 public or1 family max in junior library  All to signed and identified using corporate signage.</p>	<p>Likelihood: 2  <b>Unlikely</b>  Consequence:  4 <b>Major</b>  Risk Level: 8  <b>Adequate</b></p>	Library Manager – immediate	



Review date:

Date communicated to staff: 25/6/2020

Is a safe system of work required

Yes / No

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

		LIKELIHOOD					
		1	2	3	4	5	
CONSEQUENCE	Catastrophic	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	2	3	4	5	