

Risk Assessment – Buckby Library & Hub

Activity or task	Reducing the risk of contracting Covid-19 in Buckby Library & Hub during Coronavirus pandemic		
Completed by and date	LMT lead prior to opening on 3 November 2020 Daily checks by lead volunteer		
Review date	Daily in accordance with the Coronavirus pandemic guidance from Central Government & Public Health England		
Area or people at risk	Risk identified	Action taken to mitigate risk	Date completed and notes
Volunteers, visitors and contractors visiting the building. Rear garden out of bounds.	Contracting the disease by airborne contamination, contact with an infected individual or by touching contaminated surfaces – All Visitors Public	Professional cleaning Social distancing – reduce the number of persons permitted in the building to enable 2 metre distance rule. Remove excess furniture that will allow people to gather or linger. Fabric chairs removed. Book browsing – limit the number of visitors to 6 by asking people to wait outside at peak times keeping a distance of 2 metres. Implement social distancing inside by putting	All surfaces cleaned with Sanitiser prior to each day of opening, including, but not exclusively: tables, desks, kitchen work surfaces 6 visitors plus 3 volunteers Single chairs in low traffic Areas. Tape marks outside to distance visitors. Volunteer to monitor numbers

	<p>Public entering the building</p>	<p>markers along the shelves giving direction of one way traffic flow.</p> <p>One family or two individuals in children's library only. All toys and fabrics removed.</p> <p>Same door for entry and exit. Will be monitored by volunteer on door duty.</p> <p>Use of computers by public – put distance between the two computers.</p> <p>Mouse and keyboard to be sanitised between users.</p> <p>Inform the public with information posters so that they are prepared for the changes</p> <p>Masks to be worn by all who are not exempt</p> <p>Everyone entering must sanitise hands</p> <hr/> <p>Poster asking people not to enter if displaying any symptoms of Covid-19</p> <p>Encourage visitors to register for Test and Trace</p>	<p>Volunteers will give instruction of one way system inside building.</p> <p>If not possible, allow only one to be used.</p> <p>Posters and use of social media.</p> <p>Masks will be available to buy</p> <p>Sanitiser available on entry (automatic doors)</p> <p>In place from day of opening</p> <p>QR poster on display and sign-in sheet in case of identified outbreak.</p>
<p>Volunteers on duty. 3 in total - 1 to monitor door, 1 to assist with S/Service and locating books due to new layout, 1 to operate the library management system.</p>	<p>Contracting the disease by airborne contamination, contact with an infected individual or by touching contaminated surfaces –</p> <p>Volunteers</p>	<p>Alcohol sanitisers installed at back door (initial point of entry to the building).</p> <p>No use of toilet facilities to the public – volunteers only.</p>	<p>Toilet cubicle to be cleaned prior to each open day and soap and</p>

		<p>Volunteers must wear masks and can supplement with visor and gloves if they wish</p> <p>Volunteers asked not to turn up for duty if displaying any symptoms of Covid -19</p>	<p>sanitiser available in cubicle.</p> <p>All equipment available free of charge</p>
	Contamination of book stock	<p>Books returned to be placed in plastic carrier (supplied by us) on entry by customer. Once discharged they will be quarantined for 72 hours before putting back on shelves.</p> <p>Volunteers returning books to shelves to wear gloves and mask to avoid recontamination.</p> <p>Selection of books by the public.</p> <p>Issuing of books to be carried out by Customer. Volunteers not to handle books. If assistance needed, customer to place Books on S/Service, scan library card and step away. Volunteer to use stylus on screen or sanitise hands before using finger.</p>	<p>Area to be put aside and labelled for book storage</p> <p>Risk should be low if all above carried out</p> <p>Hand sanitiser next to S/Service screen to be wiped with sanitiser at least once per hour</p>
	Select and Collect service	Books to be selected by volunteers wearing mask and gloves and placed in new paper carriers ready for collection.	Encourage borrower to collect books rather than volunteer handle the bag.