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| **X School Library** | **Secondary School** |
| **Risk Assessors** | **E.g Librarian and Head teacher** |
| **Date** | **May 2020** |

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| **People at Risk** | Student | Low |
| Member of Staff | Significant |
| Volunteer | Significant |
| Member of public/visitor | No access allowed currently |
| Contractor | Significant |
| Other | No access allowed currently |

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| **Risk Rating before controls** | **High** |

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| Hazards / Risks | Current Control Measures (**these are examples and should be updated for your own school**) | Inadequate Control or further control measures | Date for further control measures to be completed | By Whom |
| **Environmental** | * Room adequately ventilated * Line markings to be displayed marking safe distancing * Move furniture to observe social distancing |  |  |  |
| **Equipment** | * PC keyboards and monitor switches to be cleaned with provided wipes every day and between child/class use * Access to library management system to be encouraged in classrooms where more space * Excess furniture to be temporarily removed to reduce seating capacity * Remove soft seating/beanbags as difficult to clean * Thorough cleaning every day of all surfaces, including door handles, seating and tables * If space has been used for keyworker children over last 2 months, deep clean ahead of wider use * No personal bags or coats to be brought into library to limit contamination | Prevent shared use |  |  |
| **Equipment: PPE:**  **Gloves**  **Masks**  **Perspex screens** | * To be provided by school in accordance with whole school policy |  |  |  |
| **Activity: Handwashing** | * Children and staff to wash hands before and after visiting library/before after free times |  |  |  |
| **Activity: Slips, Trips, Falls** | * Floor to be kept as clear as possible to eliminate possibility of falls/accidental contact |  |  |  |
| **Activity: Lone working** | * Staff must maintain a 2m distance at all times. * Need to ensure sufficient supervision to maintain children keeping social distance |  |  |  |
| **Activity: Loan of materials** | * Only to be issued by adults * On return, items to be ‘held’ for a time determined by school (e.g 72 hours) before being discharged and shelved by library staff, not pupil helpers * Rotating boxes will be needed to house items * Storage space to be provided for materials awaiting discharge * E-book and e-audio loans to be provided where possible; |  |  |  |
| **Activity: Manual Handling**   * Moving furniture or equipment | * Only to be carried out at end of school day by adults to reduce handling by many hands, and should be cleaned after |  |  |  |
| **Activity: Class visits** | * To be limited to appropriate number of children and one group at any one time * Children to be accompanied by staff to ensure social distancing on approach to library * Option to keep library closed and books chosen by staff and taken to classroom to be used/borrowed there |  |  |  |
| **Activity: Special events**   * Multiple classes brought to library | * No external visitors allowed currently * No more than single groups to be allowed into space at once |  |  |  |
| **Fire and Evacuation** | * Continue to keep fire extinguishers clear with the movement of furniture * Fire exits to be kept clear and clearly signposted, taking into account any Covid restrictions in one-way traffic |  |  |  |

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| **Residual Risk Rating** | **Low / Medium / High** |
| **Residual Risk Rating Comments** | |

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| Assessors Comments: |

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| **Risk Assessment Sign Off (all actions completed)**  **If more than one signature is required then please ensure all parties agree and fill out all sections below** | | | |
| **Signature of Assessor:** |  | **Date:** |  |
| **Name/Position of signatory:** |  | | |
| **Signature of SLT Assessor:** |  | **Date:** |  |
| **Name/Position of signatory:** |  | | |
| **Review Date:** |  | | |