



Risk Assessment: General building operation including matters addressing COVID-19

A. Outline of activity or task to be assessed: Safe re-opening and general building operations during COVID-19

Workplace/Team	The Pavilion, Pontesbury N.B. This risk assessment is to be used in conjunction with the Shropshire Library Service risk assessment for opening Pontesbury Library.		
Date of Assessment:	26 January 2022	Date for Re-assessment:	Or as government guidance for safe operation of community buildings dictates or changes January 2023
Name of Assessors:	Nicola Young (Deputy Clerk)	Signature:	Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high

PRIORITY OF ACTION

High 17 – 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

	3	3 very low	6 low	9 low	12 med	15 med	<p>Low 5 – 9 Adequate but look to improve by next review.</p> <p>Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.</p>
	2	2 very low	4 very low	6 low	8 low	10 med	
	1	1 very low	2 very low	3 very low	4 very low	5 low	
		1	2	3	4	5	

Increasing likelihood or probability →

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 3 day injury)	Medical treatment required, over 3 day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

HAZARD	Who's Affected	Existing Controls	Risk Level Low/ Med/ High	What else is required	Risk Level Low/ Med/ High	Action	
						Who	When
1 Spread of COVID-19 through surfaces	Library and Parish Council Staff Parish Councillors Volunteers Contractors Library delivery drivers Other visitors Hirers and attendees	<ul style="list-style-type: none"> Parish Council public meetings have to be face to face following government legislation Anyone entering the building is encouraged to sanitise their hands in the entrance foyer and to wear a mask before proceeding into the building. Wearing of masks is not now mandatory Cleaner to clean door handles, light switches, window handles, Fire exit door handles, toilets/sanitary ware and other surfaces frequently touched as part of general cleaning 3 x week. Cleaning product is anti-viral Cleaner to empty bins daily If cleaning after a known or suspected case of COVID-19 then refer to the specific guidance. 	-High	<ul style="list-style-type: none"> Sanitiser available in entrance foyer at main library counter and in meeting room and topped up regularly Foam soap and disposable paper towels to be topped up regularly in all three toilets Signs up in building to raise awareness about COVID, encourage frequent handwashing, good handwashing technique and catch it/bin it and good general personal hygiene 	Very Low	Building Assistant/ Library Branch Manager/ Parish/Deputy Clerk/Chair	Daily

			<ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly • All are encouraged to have doors and windows opened to increase ventilation when people working/meeting in building, as much as possible • No-one to enter building if they have symptoms e.g temperature, persistent cough, loss of taste/smell • Clerks to sanitise tables before and after a meeting 		<ul style="list-style-type: none"> • See Library Service risk assessment covering Library visitors entering the building <p>If cleaning following suspected case then cleaner to consult with Parish Clerk</p> <p>Staff encouraged to report any problems with skin</p>			
2	Contracting COVID-19 from another person/lack of social distancing	Library and Parish Council Staff Parish Councillors Volunteers Contractors Visitors Library delivery drivers Hirers and attendees	<ul style="list-style-type: none"> • Following government guidelines staff/visitors to building are encouraged to wear masks whilst moving around in the building. They can be removed when seated • Parish Council Meetings to be laid out so that councillors/staff are approx. 0.5 metres apart. • Doors and windows opened to increase ventilation when people working/meeting in building, as much as possible • No-one to enter building if they have symptoms e.g. temperature, persistent cough, loss of taste/smell 	Med-High	<ul style="list-style-type: none"> • Disposable face mask supplies on main library counter for visitors if they do not have a mask • See Library Service risk assessment covering Library visitors entering the building and guidelines for library staff working in the building • Signs up in building to raise awareness about COVID, encourage frequent handwashing, good handwashing technique and catch it/bin it and good general personal hygiene 		Building Assistant/ Library Branch Manager/ Parish/Deputy Clerk/ Chairman	Ongoing
3	Contact with someone showing symptoms of Covid-19/known cases	Library and Parish Council Staff Parish Councillors Volunteers Contractors Visitors	<ul style="list-style-type: none"> • No-one to enter the building if they have symptoms e.g temperature, persistent cough, loss of smell • Parish Council staff to monitor themselves and any contractors/visitors to the building and ask people to go home and not enter the building if any symptoms currently experienced 		Staff must not leave home if unwell. They must report immediately to line manager and follow government guidance about reporting online and testing, as available.			

		Library delivery drivers Hirer's and attendees	<ul style="list-style-type: none"> • Staff are aware of government guidelines for high priority COVID-19 symptoms, i.e.: High Temperature and Dry Cough • Parish Council staff (or family member affected) to complete testing procedure and stay at home, for specified length of time (following PHA and government guidelines) and immediately contact Parish Council Clerk/Chair • If advised that a visitor/contractor/member of staff has developed Covid-19 and was recently in the building Parish Clerk/Chair to advise them to report online at gov.uk, • If cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance 					
4	Security of building and at library desk	Staff	<p>Small amount of cash kept in locked top drawer at library counter during day. When closed all cash kept in safe.</p> <p>Written instructions for opening & closing the building known and followed by Pavilion and library staff.</p> <p>No members of the public should be behind the counter or have access to the workroom. Workroom kept locked out of library hours (PC staff use only)</p> <p>Building users meeting held every 3 months for Pavilion/Library and police team to communicate</p>	Low	See Lone working RA	Very low	All	
5	Emergency Evacuation of building	Staff and customers Hirer's and attendees	Emergency evacuation plan known by all Pavilion, Police and Library staff and volunteers and hirers of building (included in induction)	Low			All	
6	Fire	Library and Parish Council Staff Parish Councillors	All staff, volunteers, visitors to be made aware of emergency evacuation routes and assembly point and need to phone 999 in the event of a fire	Low	Fire Evacuation Plan to be displayed within building	Very Low	Building Assistant/ Library Branch Manager/ Parish /Deputy	Ongoing

		Volunteers Contractors Visitors Library delivery drivers Hirers and attendees	Everyone to leave the building and congregate at assembly point. Fire Risk Assessment in place (updated October 2021)		Fire Risk Assessment reviewed annually or if use of building changes. Parish Council staff have received Fire Warden training – October 2021		Clerk/ Chairman to monitor	
7	Accident involving first aid	Library and Parish Council Staff Parish Councillors Volunteers Contractors Visitors Library delivery drivers Hirers and attendees	People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands First Aid kit available on library counter and in Pavilion kitchen area. Anyone using items from first aid kit to report incident to Library or parish council staff.	Low	Both Library and Parish Council keep written records of incidents in Incident Book, which are reported to Shropshire Council Health & Safety team and advice followed	Low	All	Ongoing
8	Building defects	Staff and customers	Any defects and faults noted and reported to Deputy Clerk / Building Assistant, who will report to Pavilion Working Group and next Parish Council meeting.	Low	Emergency call out is PSG. PC staff will contact PSG if in building.		All	
9	Use of kitchen	Staff Hirers and attendees	Staff are permitted to use the kitchen, but customers should prearrange or hire through PC. Hirers/Parish Council visitors are encouraged to keep food and drink in the café area where possible when the library is open.	Low	In accordance with Shropshire Libraries guidelines drinks and snacks are permitted in the library when open.		staff	
10	Call outs	Staff	Staff should not attend a call out on their own. The building is now managed by PC who will be first call, if necessary to contact library the Shropshire Library Services Area Manager is first contact. The library emergency file is kept to the left of the workroom door. The Pavilion emergency folder is kept in the foyer by the main doors	Low		Low	BM	
11	Patio area	Staff and customers Hirer's and attendees	Access to the patio is via the side and back external doors. Customers may use the outdoor seating when the building is open.	Low	The outside paving tiles are pressure washed annually (or more frequently if needed) to reduce slipping	Low	All	

