

Risk assessment template

Company name: Willingdon community Library
Fitzpatrick

Assessment carried out by: J

Date of next review: 22.09.23

Date assessment was carried out: 21/06/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID-19	Volunteers Member public/visitor	Supply of hand sanitizer, provision of information about social distancing and restriction of number of visitors during opening	Keep up to date with Government guidelines	Jo Fitzpatrick	ongoing	
Enviromental	Visitors and volunteers	Room adequately ventilated Line marking safe distancing	Mark floor with tape	J Fitzpatrick	on going	

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Fire and evacuation	Visitors and volunteers	Move furniture to observe social distancing Fire exits to be kept clear and clearly signposted in line with the COVID one way system	Annual Fire inspection	Local Fire Brigade	Sept 2023	Volunteers updated Sept 2022
Equipment	Visitors and volunteers	Volunteers and visitors must clean PC keyboards and monitors with provide wipes everyday and in between volunteer users. Volunteers must thoroughly clean all surfaces including door handles, seating and tables	Training of volunteers clean surfaces thoroughly to explain and ensure that the cleaning of PC's and monitors is undertaken by visitors prior to use.	J Fitzpatrick	Ongoing	

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Equipment PPE	Visitors and Volunteers	Provide suitable hand sanitizers for Volunteers and public Sanitizer wipes to be used by volunteers after using toilet	Provide information about how to sanitize and clean the toile and basin after use.	J Fitzpatrick	Ongoing	
Activity Handwashing	Visitors and Volunteers	Volunteers to wash hands on arriving at library and use sanitizer as required	Provide up to date information about hand cleanliness.	J. Fitzpatrick	Ongoing	
Activity Working	Volunteers	Volunteers to maintain 2m distance at all times Ensure sufficient supervision to visitors maintain social distance Books on return to be held for 72 hours before processing	Training of volunteers Clear storage space and boxes for books awaiting processing	J Fitzpatrick	Ongoing	

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		and returning to shelves				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/