

COVID-19 Risk Assessment for secondary school library

KGS School Library	Secondary School
Risk Assessors	Andy Rollins, Cathy Halsall and Deborah Parkinson
Date	August 2020

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

Risk Rating before controls	High
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Hazards / Risks	Current Control Measures	Inadequate Control or further control measures	Date for further control measures to be completed	By Whom
Environmental	<ul style="list-style-type: none"> Room adequately ventilated Move furniture to observe social distancing 	<p>All windows and door to be open before students arrive.</p> <p>Chairs removed to increase the distance between students.</p>	<p>17/8/20</p> <p>13/8/20</p>	<p>YM/CH</p> <p>CH</p>
Equipment	<ul style="list-style-type: none"> PC keyboards and monitor switches to be cleaned with provided wipes every day and between child/class use 	<p>Wipes requested from Russell for use by students after each use and increased cleaning</p>	<p>17/8/20</p>	<p>CH/Russell</p>

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	<ul style="list-style-type: none"> Excess furniture to be temporarily removed to reduce seating capacity Remove soft seating/stools as difficult to clean Thorough cleaning every day of all surfaces, including door handles, seating and tables No personal bags or coats to be brought into library to limit contamination 	<p>after break, lunch and after school. As above removed</p> <p>Request via email</p> <p>Request via email</p> <p>Pupils advised on entry</p>	<p>13/8/20</p> <p>17/8/20</p> <p>17/8/20</p> <p>17/8/20</p>	<p>CH</p> <p>Russell</p> <p>Russell</p> <p>CH/YM</p>
<p>Equipment: PPE: Gloves Masks Perspex screens</p>	<ul style="list-style-type: none"> To be provided by school in accordance with whole school policy 	<p>Perspex Screen installed at the Library desk.</p> <p>Masks worn by Pupils on entry. Requested facemasks for emergency Pupil use after school .</p>	<p>12/8/20</p> <p>17/8/20</p>	<p>MH</p> <p>Russell</p>
<p>Activity: Handwashing</p>	<ul style="list-style-type: none"> Children and staff to sanitise hands before and after visiting library. 	<p>Sanitiser requested</p>	<p>17/8/20</p>	<p>Russell</p>
<p>Activity: Slips, Trips, Falls</p>	<ul style="list-style-type: none"> Floor to be kept as clear as possible to eliminate possibility of falls/accidental contact 		<p>17/8/20</p>	<p>CH/YM</p>
<p>Activity: Lone working</p>	<ul style="list-style-type: none"> Staff must maintain a 2m distance at all times. Need to ensure sufficient supervision to maintain children keeping social distance 	<p>Maximum Number of children in the Library at any one time to be 28.</p>	<p>17/8/20</p>	<p>CH/YM</p>

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		Contingency needed if more than 28 students require supervision after school	17/8/20	DCP/SLT
Activity: Loan of materials	<ul style="list-style-type: none"> Only to be issued by adults On return, items to be 'held' for 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 	3 x boxes requested via Pat Careers Hub	17/8/20 17/8/20 13/8/20 17/8/20	CH/YM CH/YM Pat CH/YM
Activity: Manual Handling	<ul style="list-style-type: none"> Only to be carried out at end of school day by adults to reduce handling by many hands, and should be cleaned after 		17/8/20	CH/YM
Activity: Class visits	<ul style="list-style-type: none"> 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 Sixth Form Students to use Sixth Form Quiet room if an Accelerated Reader Class or booking is held in the Library. 		17/8/20 17/8/20 17/8/20	CH/YM CH/YM CH/YM
Activity: Special events	<ul style="list-style-type: none"> No external visitors allowed currently No more than single groups to be allowed into space at once 		17/8/20 17/8/20	CH/YM CH/YM
Fire and Evacuation	<ul style="list-style-type: none"> Continue to keep fire extinguishers clear with the movement of furniture 		17/8/20	CH/YM

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	<ul style="list-style-type: none"> • Fire exits to be kept clear and clearly signposted, taking into account any Covid restrictions in one-way traffic 		17/8/20	CH/YM
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Residual Risk Rating	Low / Medium / High
Residual Risk Rating Comments	

Assessors Comments:

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:			