

BMBC 'Basic Activity' Risk Assessment Form

Directorate	Children's
Division	Quality Assurance and Safeguarding
Service/Function	SENDIASS
Location	Library @ the Lightbox
Date of Assessment	18/10/21
Manager responsible for the Basic Activity	Sarah Wike
Lead Risk Assessor for the Basic Activity	Sarah Wike
Lead Risk Assessor's Signature	
Activity covered by this risk assessment;	Summer Reading Challenge - medal presentation

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Spreading Infection (Covid 19)	Staff, service users catch infection	Advertise event and advise wearing masks, hand hygiene Spread out across the floor to create space	Staff to carry hand sanitiser and to use regularly	Sarah Wike James Stephenson Ria Jones 28/10/21 2021
Overcrowding in children library ma	Congestion	Monitor numbers the area	Staff to monitor numbers, Staff to wear face coverings if social distancing difficult	Sarah Wike Ria Jones James Stephenson 28/10/21
Children	Uncontrolled children can cause accidental injury to others	Ask parents to control children & not to let them run around. Staff vigilance	Staff to be vigilant & ask parents not to let children run around, Staff to redirect children and share stories with them to settle them down	Sarah Wike Ria Jones James Stephenson 28/10/21
Children	Falls/ trips/ bumps/ grazes	First aiders available on site?	Check signage, First Aid Kit	Sarah Wike Ria Jones

				James Stephenson To check on arrival who is first aider on the day in case of incident 28/10/21
Face coverings		Encourage customers to wear a face covering whilst in the library	This is no longer law so can only be encouraged. Library staff to wear face coverings.	Sarah Wike Ria Jones James Stephenson 28/10/21
Hygiene – handwashing		Providing regular reminders to maintain hygiene standards. Providing hand sanitisers in multiple locations	Available on entry and exit with staff to instruct that everyone must sanitise their hands and before entering the sharing space	Sarah Wike Ria Jones James Stephenson 28/10/21
Social distancing		Maintain social distancing wherever possible. Mitigating actions include: <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. 	<ul style="list-style-type: none"> • 2m distance between participants and/or staff <ul style="list-style-type: none"> • Queue management with staff supervision, external and internal • All staff / participants of session and customers in the sharing space to wear a face covering unless exempt. • 2m distance marked out with chairs the space 	Sarah Wike Ria Jones James Stephenson 28/10/21

Manager's Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales.

Manager's Signature	
Date	18.10/2021
Date of planned review (not to exceed 12 months)	18.10.2022
Date of planned full re-assessment (not to exceed 24 months)	18.10.2023