

CHARLTON TOY LIBRARY COVID19 RISK ASSESSMENT 11th June 2020

Assessing Risk – main premises:

Possible areas for concern	Who may be at risk	Additional precautions required	Responsibility
Entering/exiting the building	Staff, trustees, volunteers and users	<p>Hand Sanitizer to be provided and used by all on entry. Water, soap and paper towels also to be provided for staff to use.</p> <p>Stagger arrival times for staff where necessary. When arriving enter quickly to avoid congestion in entrance. Establish queue system for users with 2m spacing and only allowing one user to enter at a time.</p> <p>When users visit, they will enter building from right hand side and exit from left hand side of steps.</p> <p>Signage and floor markings (chalk) to be provided.</p>	<p>Staff - supplies</p> <p>Treasurer- buy</p> <p>Staff vols & cleaner</p>
Safety of general areas	Staff, trustees, volunteers and users	<p>Restricting number of people to be on site at a time – up to three staff/trustees/volunteers and one user collecting at a time.</p> <p>When working all staff/trustees/volunteers are to maintain good social distancing and keep to a minimum of 2m distance. Individuals can choose to wear facemasks. Users will be asked to wear face masks when collecting toys.</p> <p>All items to be collected and pre-ordered, removing the need to browse toys and time needed to visit the toy library.</p> <p>Membership terms to be updated so all members can borrow up to 5 toys at a time within membership fee, reducing the need to take payments.</p> <p>Keep the collection of toys by users in the entrance area of the Toy Library, limiting contact with users.</p> <p>Thorough clean of work/borrowing areas, floor and toilet every working day.</p> <p>Boxes of tissues to be available for “Catch it, bin it, kill it” with a separate lined pedal bin for used tissues.</p> <p>Pedal bin to be emptied daily, wearing gloves to do so.</p> <p>Door handles, light switches and points of frequent contact to be cleaned regularly</p> <p>Reduce the need to share work spaces and wipe each space after use.</p> <p>Drop off boxes provided in entrance for any users returning toys.</p>	<p>Vicky</p> <p>Vicky</p> <p>Committee decision</p> <p>Staff & trustees or volunteers</p> <p>Staff & trustees</p> <p>Staff & trustees</p>
Transmission by close contact in play areas	Staff, trustees, volunteers and users	<p>No users will be in the play area – this will be rearranged for sorting toys. Stay and play sessions will not resume until it is deemed safe to do so, following government guidance.</p> <p>Staff/trustees/volunteers to maintain social distancing in all areas of the Toy Library.</p> <p>New procedures will be communicated to our members by email, Facebook and any other appropriate method including guidance not to attend if anyone in their household is displaying symptoms of Covid 19.</p>	<p>Trustees</p> <p>Vicky</p>
Overcrowding/capacity by members	Staff, trustees, volunteers and users	<p>Limit staff numbers to three at a time and ensure one user household enters to collect toys at a time. All items will be collected from main entrance to Toy Library. Ask that users come individually, where possible.</p> <p>Put signs and posters up to increase awareness of good handwashing and hygiene procedures as well as signs reminding people about current social distancing rules.</p>	<p>Staff & trustees</p> <p>Staff & trustees</p>

Overcrowding/capacity by staff and volunteers	Staff, trustees, volunteers and users	Play sessions to be suspended until deemed safe to do so, following government guidance.	Staff & trustees
Proximity to personnel at the main desk	Staff, trustees, volunteers and users	Only three staff members onsite at any one time and social distancing to be maintained. Others to queue outside and wait their turn, respecting current social distancing rules.	Staff & trustees or volunteers
Members lining up at the desk	Staff, trustees, volunteers and users	All collections to be made from entrance to the toy library. Monitor this system and adapt should there be too many people (with a booking system where people book a 10 minute slot to come in).	Staff & trustees or volunteers
Choosing toys in the borrowing area.	Users	Not applicable – all collections to be made from entrance. One user household to enter at a time and a queuing system will be established outside the toy library. Screen to be provided as a precaution. Masks and gloves to be provided for all staff.	
Paying for borrowed items	Staff, trustees, volunteers and users	All toys will be pre-ordered and prepared for collection. Users will be asked to bring their own bags to collect their pre-ordered toys.	Staff & trustees or volunteers
Children accompanying the adults.	Staff, trustees, volunteers and users	Membership terms updated to allow 5 items borrowed for 2 weeks within membership. Provide desk screen/shield, and mask & gloves for personnel for any additional loans of toys or new memberships. Create online form to complete membership in advance of visiting. Payment to be by card only.	Staff & trustees or volunteers
Touching/cleaning returned toys	Staff, trustees and volunteers	Request that all users visit individually where possible. All users will remain in the entrance area for collections so children will not enter the main areas of the Toy Library.	Trustees
Touching door handles	Staff, trustees, volunteers and users	Separate boxes will be used for returned toys and the box placed in the entrance minimising the need to come into the toy library. A fresh box will be used for all equipment returned on day1, on day 2 etc. Boxes to be left for a minimum of 72 hours/3 days before cleaning and returning to stock. Use gloves when cleaning equipment. Toys to be sanitised with the steam cleaner and/or with appropriate antibacterial solutions. Members to be reminded to clean toys before returning.	Trustee decide Staff organise Cleaner cleans
Computers and keyboards	Staff, trustees and volunteers	Leave main doors open. Provide hand sanitisers for all users to use on arrival at the toy Library. Frequent cleaning of high contact areas.	
Signing-in book	Staff and members	To be wiped down with appropriate cleaning methods after each person finishes using them. Where possible limit the number of staff using each work station.	
		To be filled in by staff and/or volunteers.	

Staff & volunteer well-being	Staff & volunteers	<p>Assess the availability and well-being of all staff and volunteers.</p> <p>Assess any anxiety or concerns that may be presented and take action accordingly.</p> <p>Regular check-ins with both members of staff and any volunteers.</p> <p>Regular meetings, done remotely, of the management committee to keep up to date.</p> <p>Regular meetings with staff, either face-to-face or remote, to keep them updated on new procedures and developments.</p> <p>Provide information to staff of support available.</p>	
Staff travel to work	All	Avoid travelling on public transport where possible and travelling at peak time. All staff and trustees to work from home where possible and drive, walk or cycle when present at the Toy Library..	
Showing signs of Covid 19	All	Should anyone in attendance be showing signs of Covid 19 then they will be asked to leave and the premises will be closed until a thorough clean has been carried out.	

Assessing Risk – outreach project:

All of the comments and actions above for the main premises apply to the outreach worker when at the Toy Library.

Additionally:

Possible areas for concern	Who may be at risk	Additional precautions required	Responsibility
Entering/exiting the buildings other than the toy library	Outreach worker	Where possible all deliveries should be made to the building entrance, maintaining social distancing. If unavoidable, then. sanitise hands before entering and on leaving premises. Where a mask before entering the building. Be mindful of other people in stairways and hallways.	Outreach worker
Visiting outreach families to drop off equipment or food vouchers	Outreach worker	Check with outreach families that they are Covid-free before agreeing to support or deliveries. If experiencing any symptoms, the delivery must be made without any contact and items should be left on doorstep. All other visits should be carried out maintaining social distance e.g. placing vouchers through letter box or leaving bag of toys on doorstep and then stepping away to a safe distance.	Outreach worker
Transmission by close contact with outreach families	Outreach worker	Support to be provided by telephone/text. Above guidance should be followed regarding maintaining a 2m distance from all families visited to drop off equipment or food vouchers.	Outreach worker, other staff, trustees
Lone worker out on CTL business	Outreach worker	Home visits are not to be conducted in line with government guidance. Wear gloves and a mask when delivering equipment and food vouchers. Observe the current social distancing measures. Where deliveries are carried out alone these are to be logged with a Trustee or the coordinator, and checked in to confirm visits have been completed safely.	Outreach worker

<p>Cleaning returned toys</p>	<p>Outreach worker, other staff, trustees & volunteers</p>	<p>Before collecting any items, the Outreach worker will check if anyone in the household is displaying symptoms of Covid-19. We will not collect any toys from households that are isolating because of Covid-19 symptoms and will wait until the full isolation period of 14 days is completed. Outreach worker to take empty bag and place it on the doorstep. Families to place items for return into the bag without touching the handles. Once full the outreach worker can then lift the bag and remove it.</p> <p>Returned toys to be stored in box at Toy Library and follow procedure of leaving for 72 hours/3 days before sanitising. Use gloves when cleaning equipment. Toys to be sanitised with the steam cleaner and/or with appropriate antibacterial solutions.</p>	<p>Outreach worker</p> <p>Outreach worker, other staff, trustees</p> <p>Trustees</p>
<p>Outreach worker well-being</p>	<p>Outreach worker</p>	<p>Outreach worker to liaise on a regular basis with the management committee to feedback any concerns or worries about any aspect of her current work.</p>	
<p>Showing signs of Covid 19</p>	<p>Outreach worker</p>	<p>Contact trustees and seek medical advice.</p>	