

## Library Open Access Risk Assessment Bradley Stoke

### **Risk Assessment Checklist Sheet** - Use of Library during unstaffed Open Access hours

	Risk Inventory		Control Measures In Place Already
	Risk or Activity	Potential hazards	
1.	Access and Egress	Slips, trips, falls, tail gating, non members access	<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services and Circadian Trust to ensure paved areas remain in good condition.</li> <li>• Leisure staff to ensure paved areas remain in good condition</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly. CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency.</li> <li>• Leisure centre staff fully briefed on Open Access system with access keys / cards easily to hand</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour	<ul style="list-style-type: none"> <li>• Comments Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored by security company and police aware of unstaffed hours.</li> <li>• Police provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs after non-staffed session.</li> </ul>

			<ul style="list-style-type: none"> <li>Leisure centre staff fully briefed on Open Access system with access keys / cards easily to hand.</li> </ul>
3.	Electrical equipment	Electric shock; threat to South Gloucestershire network	<ul style="list-style-type: none"> <li>Light switches locked during non-staffed hours.</li> <li>Data points “locked down” during non-staffed hours.</li> <li>Full wiring test taken every 5 years and portable test done yearly.</li> <li>Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>Amount of equipment left accessible during unstaffed hours is limited.</li> <li>IT switch equipment will protect South Gloucestershire IT network</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>Fire risk assessment completed and reviewed yearly.</li> <li>Clear signage showing evacuation procedures displayed. Induction for members of Open Access includes fire evacuation routes and procedure. Assembly point clearly identified.</li> <li>Circadian Trust Leisure staff are aware of Open Access and will include library in any centre evacuation procedure to ensure library is clear</li> <li>Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building. Fire alarm system, detection. Fire exits available. Fire alarm monitored and fire service aware of unstaffed hours.</li> <li>Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>Fire alarm panel checked at regular intervals</li> <li>Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>Keyholding company available to respond immediately.</li> <li>No smoking premises.</li> <li>Offenders have access rights withdrawn.</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>Emergency phone available during use</li> <li>Leisure centre staff will be available for any incidents requiring First Aid</li> <li>During induction any potential users made aware of issues if they are taken ill. May especially apply to anyone who may be subject to epileptic fits</li> </ul>

6.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
7.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.
8.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
9.	Toilets		Public toilets are responsibility of leisure centre.
10.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members covers the need to not allow non-members into building and stresses the importance of this.</li> <li>• Includes warning not to enter if intimidating or antisocial people loitering outside the building discouraging entry</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines,</li> </ul>

			<ul style="list-style-type: none"> <li>• CCTV records images.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> <li>• Tags added to easily removable items.</li> <li>• No deliveries made to staff only areas during unstaffed hours.</li> </ul>
11.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be handled in the public area whilst open and two members will be present when cash is handled</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
12.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Comments book available for customers to advise staff of issues/problems.</li> </ul>
13.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 24 hour hotline available when operating in Open Access mode.</li> <li>• Hirers advised of emergency procedures and responsibilities when booking library. Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Comments book recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> </ul>

			<ul style="list-style-type: none"> <li>• Use and self regulation by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> </ul>
14.	Open Access usage	<p>Users getting locked in</p> <p>People staying in deliberately</p>	<p>Induction will include instructions on leaving the building at closing time. In addition</p> <ul style="list-style-type: none"> <li>• Users will be given verbal warning through automated PA system</li> <li>• Light will dim to give visual warning</li> <li>• Security PIR system will scan interior of building before final locking. If person is detected then system will not lock</li> <li>• If person does not leave then security firm will be called</li> </ul>
15.		Usage of technology without staff guidance	<p>Ensure all equipment have clear instructions on usage</p> <p>Staff check equipment on regular basis</p> <p>Phone line during office hours for advice on any equipment issues</p>
16.		Disruption during usage	Emergency phone within the library and users advised to use during induction.

Are any further control measures required to control the risk?

None

## Library Open Access Risk Assessment Cadbury Heath Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		
	Risk or Activity	Potential hazards
1.	Access and Egress	Slips, trips, falls, tail gating, non members access
		<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, need to liaise with Property Services on procedure for gritting on closed days</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour
		<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police / Fire Service provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs asap after non-staffed session.</li> </ul>

3.	Electrical equipment	Electric shock; threat to GCC network	<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection. fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours. .</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked each week</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Cadbury Heath Library specific</b></p> <ul style="list-style-type: none"> <li>• The primary evacuation route is through the main entrance. The main entrance door (CHD1) opens when the fire alarm is activated. The security shutter auto opens when the building is occupied. The inner lobby auto door (CHD2) opens when the alarm is activated.</li> <li>• The library has automatic fire detection and manual fire alarm call points.</li> </ul>

			<ul style="list-style-type: none"> <li>• There is a secondary fire evacuation route through the workroom to a fire exit.. <ul style="list-style-type: none"> <li>• Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</li> </ul> </li> <li>• The lock on the internal fire exit door (CHD3) from the public library to the workroom releases upon activation of the fire alarm.</li> <li>• The fire evacuation route through the workroom should be clear of storage (book crates) that obstructs the route to the fire exit. The electric cupboard &amp; other cupboard doors in the workroom should be locked during open access hours</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.
9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> </ul>



			<ul style="list-style-type: none"> <li>• Legionella risk assessment in place and kept in log book;</li> <li>• Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>• CCTV records images and video.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> <li>• Tags added to easily removable items.</li> <li>• Deliveries made to staff only areas during unstaffed hours.</li> <li>• The hard-wired panic alarm at the reception desk may be subject to interference –</li> </ul>

			<ul style="list-style-type: none"> <li>• The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> <li>•</li> </ul>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be handled in the public area whilst open.</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>• The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>• Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>• Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> </ul>

			<ul style="list-style-type: none"> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> </ul>
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### **Additional work required**

The fire exit is appropriately signed & the final exit door (CHD4) fitted with a push-bar & 'Push Bar to Open' sign. However, there are 4 steps down to the footpath which will be difficult to negotiate without assistance by persons in wheelchairs. The key-locked gate (G1) will need to be replaced with a push-pad and appropriate sign

A monitored green break glass emergency door release is required and should be installed at an appropriate height adjacent to this door (CHD3).

The Fire Alarm panel in the main entrance lobby is not key protected and will require additional protection. The intruder alarm panel in the workroom is old and may need replacing

Investigate use of portable radio pendant alarms & pendants kept secure during open access hours.

## Library Open Access Risk Assessment Chipping Sodbury Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory			
	Risk or Activity	Potential hazards	
1.	Access and Egress	Slips, trips, falls, tail gating, non members access	<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition. Library opens directly onto street so need for additional gritting</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>•</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour	<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs asap after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to GCC network	<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> </ul>

			<ul style="list-style-type: none"> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switching equipment to be installed to protect security of network</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection. fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours. .</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked each week</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Chipping Sodbury Library</b></p> <ul style="list-style-type: none"> <li>- The primary evacuation route is through the main entrance at the front of the building. The external door (CSD1) is currently fitted with a Yale lock.</li> <li>- There is a secondary fire evacuation route to the rear of the premises through part of the building under the control of Chipping Sodbury Town Council. The fire exit is appropriately signed &amp; the door (CSD3) kept unlocked while the library is open..</li> <li>- Travel distance is within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</li> <li>- The fire alarm panel covering the whole building is located in the Town Council corridor on the secondary fire evacuation route - one zone of the fire panel covers the library.</li> </ul>

			<ul style="list-style-type: none"> <li>- The Intruder alarm panel is located in the library office/workroom. No additional protection is required as the workroom door has access control and there is no public access to this area.</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.
9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>• Legionella risk assessment in place and kept in log book;</li> <li>• Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> </ul>

			<ul style="list-style-type: none"> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>• CCTV records images and video.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> <li>• Tags added to easily removable items.</li> <li>• Deliveries made to staff only areas during unstaffed hours.</li> <li>• The hard-wired panic alarm at the reception desk may be subject to interference. Investigate replacing with portable radio pendant alarms &amp; pendants kept secure during open access hours</li> <li>• The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be counted in the public area whilst open.</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being	<ul style="list-style-type: none"> <li>• The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> </ul>

		accessed unauthorised people	<ul style="list-style-type: none"> <li>• Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode</li> <li>• Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• Regular CCTV monitoring to take place at regular interval during the day</li> <li>•</li> </ul>

**Additional work required**



- Front door lock should be replaced with a high security door lock with a self-closing device. The door to release on fire. It is proposed to replace the current inner lobby door (CSD2) with an auto-door with open access facility that releases on fire.
- Use of this route unsupervised gives access to other parts of the building (both ground & upper floors). It will be difficult to prevent this without further works and door access control which would require the consent of the Town Council
- The Yale lock on the final exit door (CSD6) of the secondary fire evacuation route would also need to be changed to one that has push-bar operation.

It is proposed that a separate fire panel for the library is installed in the library office/workroom. The library alarm will need to be monitored and the panel linked to the existing Town Council fire panel. In addition, automatic fire detection in the library is not compliant with current standards and needs extending

## Library Open Access Risk Assessment Downend

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		Control Measures In Place Already Follow Process Flow Chart (arrow) in para 3.5 (Steps 1-3)	
	Risk or Activity	Potential hazards	
1.	Access and Egress	Slips, trips, falls, tail gating, non members access	<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, need to liaise with Property Services on procedure for gritting on closed days</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour	<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs asap after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to GCC network	<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> </ul>

			<ul style="list-style-type: none"> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> <li>•</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed.</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire exits remain available.</li> <li>• Fire alarm monitored and fire service aware of unstaffed hours.</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked weekly</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Downend Library specific</b></p> <ul style="list-style-type: none"> <li>• The primary fire evacuation route is through the main entrance. The external auto sliding doors (D1) and internal door (D2) release and open when the fire alarm is activated.</li> <li>• The library has automatic fire detection and manual fire alarm call points.</li> <li>• There is a secondary fire evacuation route through the back office/stockroom to the rear of the library.</li> </ul>

			<ul style="list-style-type: none"> <li>• The secondary fire evacuation route is unsuitable for wheelchair users or persons with impaired mobility as there are 3 steps at the rear fire exit. The final exit door (D8) has push bar release and a 'Push Bar to Open' sign.</li> <li>• Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</li> <li>• Fire exit (D4) provides a fire evacuation route from the Children's library directly to open air. The fire exit has appropriate signage. Door D4 has push-bar door release.</li> <li>• The Parish Council Office is accessed from the public library (door D3) and access arrangements will need to be agreed with the Parish Council. Door D3 has key pad operation. The office has a second door that leads directly onto the entrance lobby.</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.

9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>Legionella risk assessment in place and kept in log book;</li> <li>Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>Lights switched off incrementally for those customers with hearing impairment.</li> <li>Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>Emergency lighting provided as part of fire precautions, emergency.</li> <li>Direct dial phone provided in the event of an emergency.</li> <li>Good housekeeping and maintenance.</li> <li>Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>Failure to observe this process will result in membership being withdrawn.</li> <li>No tailgating allowed – video and still images taken of every person entering the building.</li> <li>Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>Direct dial telephone available in the event of an emergency or security risk.</li> <li>Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines</li> <li>CCTV records images.</li> <li>Access restricted to members only.</li> <li>Stock is tagged and can be tracked.</li> <li>Tags added to easily removable items.</li> <li>Deliveries made to staff only areas during unstaffed hours.</li> </ul>

			<ul style="list-style-type: none"> <li>• The hard-wired panic alarm at the reception desk may be subject to interference, may need to investigate use of portable radio pendant alarms &amp; pendants kept secure during open access hours</li> <li>• The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be handled in the public area whilst open.</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>• The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>• Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>• Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> </ul>

			<ul style="list-style-type: none"> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> </ul>
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**Additional work required**

The lock on the internal door (D5) from the public library to the office should be replaced with a fire-rated lock that releases upon activation of the fire alarm (existing lock is not fire-rated). A new monitored green break glass emergency door release should be installed at an appropriate height adjacent to the door.

To guide customers using use this route in event of fire during open access hours, the secondary fire evacuation route should be partitioned off from the office and stockroom as detailed in the proposed plan (Drawing No.152). Lighting (including integral emergency lighting) and signage will be required in this new corridor.

The Fire Alarm panel in the entrance lobby may be subject to interference and may need additional protection

Options for secure access to the shared corridor during open access hours will need to be discussed with NHS Property Services

## Library Open Access Risk Assessment Emersons Green

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		Control Measures In Place Already Follow Process Flow Chart (arrow) in para 3.5 (Steps 1-3)
Risk or Activity	Potential hazards	
1.	Access and Egress	Slips, trips, falls, tail gating, non members access
		<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, need to liaise with Property Services on procedure for gritting on closed days</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour
		<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police / Fire Service provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs asap after non-staffed session.</li> </ul>



3.	Electrical equipment	Electric shock; threat to GCC network	<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed.</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection. 2/3 fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours.</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked each week for normal operation.</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Emersons Green Library</b></p> <p>The primary fire evacuation route is through the main entrance. The external auto sliding doors (EGD1) and internal auto sliding doors (EGD2) release and open when the fire alarm is activated.</p> <p>The library has automatic fire detection and manual fire alarm call points.</p>

			<p>There is a fire exit (EGD7) in the Children's area of the library with push-bar door release &amp; appropriate signage. As such, there is no requirement for a secondary fire evacuation route for members of the public through staff areas.</p> <p>Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</p> <p>The fire exit (EGD8) from the staff corridor provides means of escape for staff who may be in the office, staff room, workroom or toilets. The fire exit is appropriately signed and has push-pad release.</p> <p>The Fire Alarm panel and Intruder Alarm panel are both in the staff corridor and should need no additional protection.</p>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.

9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>• Legionella risk assessment in place and kept in log book;</li> <li>• Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>• CCTV records images and video.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> <li>• Tags added to easily removable items.</li> <li>• Deliveries made to staff only areas during unstaffed hours.</li> </ul>

			<ul style="list-style-type: none"> <li>• The hard-wired panic alarm at the reception desk may be subject to interference. Investigate use of portable radio pendant alarms &amp; pendants kept secure during open access hours</li> <li>• The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be handled in the public area whilst open.</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>• The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>• Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>• Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> </ul>

			<ul style="list-style-type: none"><li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li><li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li><li>• CCTV to check library at regular intervals during Open Access hours</li><li>• Police aware of unstaffed hours and has access card.</li><li>• CCTV records images and video.</li><li>• Ability to leave in emergency.</li><li>• Use and self regulation often by groups/interest groups.</li><li>• Direct dial emergency telephone available.</li><li>• Alarm systems monitored and 24 hour keyholding response</li><li>• CCTV to check library at regular intervals during Open Access hours</li></ul>
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**Are any further control measures required to control the risk?**

None

## Library Open Access Risk Assessment Filton

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

	Risk Inventory		
	Risk or Activity	Potential hazards	
1.	Access and Egress	Slips, trips, falls, tail gating, non members access	<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, need to liaise with Property Services on procedure for gritting on closed days</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour	<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to GCC network	<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> </ul>

			<ul style="list-style-type: none"> <li>• . Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection. Fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours. Fire service provided with access card.</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked each working day for normal operation.</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Filton Library</b></p> <p>The primary fire evacuation route is through the main entrance. The external auto sliding door (FD1) releases when the fire alarm is activated.</p> <p>The library has automatic fire detection and manual fire alarm call points.</p> <p>There is a secondary fire evacuation route, appropriately signed, through the staff corridor to a fire exit at the rear of the building. The final exit door (FD3) from the staff corridor has push-pad door release</p>

			<p>Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly (published by the Department for Communities &amp; Local Government), where more than one escape route is provided(45 metres in normal fire-risk areas).</p> <p>Externally, the secondary fire evacuation route to the rear of the library is through a courtyard shared with adjoining premises..</p>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.
9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>• Legionella risk assessment in place and kept in log book;</li> </ul>



			<ul style="list-style-type: none"> <li>Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>Lights switched off incrementally for those customers with hearing impairment.</li> <li>Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>Emergency lighting provided as part of fire precautions, emergency.</li> <li>Direct dial phone provided in the event of an emergency.</li> <li>Good housekeeping and maintenance.</li> <li>Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>Failure to observe this process will result in membership being withdrawn.</li> <li>No tailgating allowed – video and still images taken of every person entering the building.</li> <li>Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>Direct dial telephone available in the event of an emergency or security risk.</li> <li>Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>CCTV records images and video.</li> <li>Access restricted to members only.</li> <li>Stock is tagged and can be tracked.</li> <li>Tags added to easily removable items.</li> <li>Deliveries made to staff only areas during unstaffed hours.</li> <li>The hard-wired panic alarm at the reception desk may be subject to interference –</li> <li>The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul> <p><b>Filton Library</b> The Intruder Alarm panel is currently in the entrance lobby..</p>

			Controls at the reception desk for air conditioning units & blinds may be subject to interference/misuse
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be handled in the public area whilst open.</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>• The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>• Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>• Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> </ul>

			<ul style="list-style-type: none"> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> </ul>
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**Additional work required**

The fire alarm panel in the entrance lobby may be subject to interference and will need protection (*such as enclosing the panel in a lockable cabinet with a glass front*).

Consider replacing the push-pad with a full push bar, together with a 'Push Bar to Open' sign on exit door .

The lock on the internal door (FD2) to the staff corridor should be replaced with a fire-rated lock that releases upon activation of the fire alarm (existing lock is not fire-rated). The captive key box should be replaced with a monitored green break-glass emergency door release installed at an appropriate height adjacent to the door.

Arrangements will need to be made with occupiers of these premises for courtyard gates to remain open during open access hours

The intruder panel will need to be moved to the staff corridor. The panel may need protection from interference as this is a secondary fire evacuation route

## Library Open Access Risk Assessment Hanham Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		
	Risk or Activity	Potential hazards
1.	Access and Egress	Slips, trips, falls, tail gating, non members access
		<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, library need to liaise with Property Services for gritting on closed days</li> <li>•</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour
		<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police Service provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to GCC network
		<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> </ul>

			<ul style="list-style-type: none"> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switching equipment to be installed to protect security of network</li> <li>•</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection, fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours.</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked each week day for normal operation.</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Hanham Library</b></p> <ul style="list-style-type: none"> <li>• The primary evacuation route is through the main entrance. The external bi-fold doors (HD1) and internal bi-fold doors (HD2) release when the fire alarm is activated.</li> <li>• The library has automatic fire detection and manual fire alarm call points.</li> <li>• There is a secondary fire exit (HD3) in the children’s area leading to the car park at the rear of the library. The fire exit is appropriately signed &amp; fitted with a push-bar &amp; ‘Push Bar to Open’ sign. However, there are 8 steps down to the car park which will be difficult to negotiate without assistance by persons in wheelchairs or with mobility impairments.</li> </ul>

			<ul style="list-style-type: none"> <li>• Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas). However, Travel distance will exceed that suggested (18 metres) where there is only a single escape route.</li> <li>• As there is a secondary fire exit (HD3) to the rear of the library, there is no requirement for a fire evacuation route for members of the public through the staff corridor. HD4 is not a fire exit – this door has a maglock &amp; key pad release for staff. The fire exit from the staff corridor (HD5) provides means of escape for staff who may be in the workroom, office, staffroom or toilet. HD5 door lock has keyed access from the outside – the lock is overridden by depression of the handle on the inside.</li> <li>• The Fire Alarm panel in the main entrance lobby is key activated and should need no additional protection.</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.

9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>Legionella risk assessment in place and kept in log book;</li> <li>Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>Lights switched off incrementally for those customers with hearing impairment.</li> <li>Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>Emergency lighting provided as part of fire precautions, emergency.</li> <li>Direct dial phone provided in the event of an emergency.</li> <li>Good housekeeping and maintenance.</li> <li>Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>Failure to observe this process will result in membership being withdrawn.</li> <li>No tailgating allowed – video and still images taken of every person entering the building.</li> <li>Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>Direct dial telephone available in the event of an emergency or security risk.</li> <li>Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>CCTV records images and video.</li> <li>Access restricted to members only.</li> <li>Stock is tagged and can be tracked.</li> <li>Tags added to easily removable items.</li> <li>Deliveries made to staff only areas during unstaffed hours.</li> <li>The hard-wired panic alarm at the reception desk may be subject to interference. Investigate replacing with portable radio pendant alarms &amp; pendants kept secure during open access hours</li> <li></li> </ul>

			<ul style="list-style-type: none"> <li>The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul> <p><b>Hanham Library</b></p> <p>Controls at the reception desk for air conditioning units &amp; blinds may be subject to interference/misuse</p>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>No cash to be counted in the public area whilst open.</li> <li>Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> <li></li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>Direct dial telephone available for use in emergency.</li> <li>Police aware of unstaffed hours and have access card.</li> <li>24 hour keyholding service available.</li> <li>Events log to be checked on next staffed shift.</li> <li>Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>Open Access members are advised of safety procedures during induction process.</li> <li>Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode</li> <li>. Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>Confidential and/or secure items locked away from public areas before Open Access mode.</li> </ul>



			<ul style="list-style-type: none"> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• Regular CCTV monitoring to take place at regular interval during the day</li> <li>•</li> </ul>
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**Additional work / actions required**

Tail-gating may be a potential security issue at libraries during open access hours due to proximity of youth centre experience at Hanham Library in the past. CCTV monitoring should help to address this potential issue.

Replace the external bi-fold doors with a single swing door & to retain the inner bi-fold doors. Both sets of doors to release when the fire alarm is activated.

Investigate options for safe evacuation of people in wheelchairs or with mobility impairments as unable to use steps .

## Library Open Access Risk Assessment Kingswood Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		
	Risk or Activity	Potential hazards
1.	Access and Egress	Slips, trips, falls, tail gating, non members access
		<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, need to liaise with Property Services on procedure for gritting on closed days</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour
		<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police / Fire Service provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs asap after non-staffed session.</li> </ul>

3.	Electrical equipment	Electric shock; threat to GCC network	<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection. fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours. .</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked each week</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Kingswood Library specific</b></p> <ul style="list-style-type: none"> <li>• The primary fire evacuation route is through the main entrance. The external auto sliding doors (KD1) and internal auto sliding doors (KD2) release and open when the fire alarm is activated.</li> <li>• The library has automatic fire detection and manual fire alarm call points.</li> </ul>

			<ul style="list-style-type: none"> <li>• There are two secondary fire exits to the rear of the library leading to a secure car park; one fire exit (KD4) is in the children's area of the library and one in the adult area (KD3). Both fire exits are appropriately signed &amp; fitted with maglocks that release on fire and panic bolts.</li> <li>• Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</li> <li>• As there are fire exits to the rear of the library, there is no requirement for a secondary fire evacuation route for members of the public through staff areas.</li> <li>• KD5 is not a fire exit – this door has a maglock &amp; key pad release for staff. The fire exit (KD6) through the staff corridor provides means of escape for staff who may be in the workroom, staffroom or toilet. The final exit (KD7) is signed as a fire exit and has push bar release (requires 'Push Bar to Open' sign).</li> <li>• The Fire Alarm panel in the main entrance lobby is key operated and should need no additional protection. The Intruder Alarm panel is in the staffroom and should not need additional protection</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>

8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.
9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>• Legionella risk assessment in place and kept in log book;</li> <li>• Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>• CCTV records images and video.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> </ul>

			<ul style="list-style-type: none"> <li>• Tags added to easily removable items.</li> <li>• Deliveries made to staff only areas during unstaffed hours.</li> <li>• The hard-wired panic alarm at the reception desk may be subject to interference –</li> <li>• The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> <li>•</li> </ul>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be handled in the public area whilst open.</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>• The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>• Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>• Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> </ul>

			<ul style="list-style-type: none"> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> </ul>
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#### **Additional work required**

- Both fire exits have steps and will be difficult to use by persons in wheelchairs or with mobility impairments. Car park gates have access control and are kept locked. A pedestrian gate leading to the primary school is also locked outside school hours. People should be able to get away from the premises following fire evacuation. Travel distance may exceed that suggested (18 metres) where there is only a single escape route. Further discussion is needed with SGC Building Control on this issue to address this issue.

## Library Open Access Risk Assessment Patchway Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		
	Risk or Activity	Potential hazards
1.	Access and Egress	Slips, trips, falls, tail gating, non members access
		<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, need to liaise with Property Services on procedure for gritting on closed days</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour
		<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police / Fire Service provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs asap after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to SGC network
		<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> </ul>



			<ul style="list-style-type: none"> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> <li>•</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection, fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours.</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked weekly for normal operation.</li> <li>•</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Patchway Library</b></p> <ul style="list-style-type: none"> <li>• Public access to the library during open access hours, when the Hub is closed, will be through the Rodway Road entrance only (PD1). Need to consider reviewing hours to mitigate this</li> <li>• New automatic sliding doors (PD2) to be installed at the entrance to the library will open when the fire alarm is activated The primary fire evacuation route for the public during open access hours will be through the public corridor to the fire exit on Rodway Road. The final exit door (PD1) will release on activation of the fire alarm.</li> <li>• The library has automatic fire detection and manual fire alarm call points.</li> </ul>

			<ul style="list-style-type: none"> <li>• There is a secondary fire exit (PD3) from the Computer area to the courtyard. This door is fitted with a push-bar &amp; requires a 'Push Bar to Open' sign. The door has a maglock that releases on activation of the fire alarm. The fire evacuation route from the courtyard is through the play area and then into an area from which there appears be no easy pedestrian egress. On route, there are two wooden gates to negotiate (one with swipe card access), which makes this route unsuitable for wheelchair users &amp; persons with impaired mobility..</li> <li>• If a new secondary fire exit from the public area of the library is formed, there should be no requirement for a fire evacuation route for members of the public through staff areas. Fire exits PD7, PD6 and PD4 are for staff in the workroom, staffroom and toilet areas. Fire exit door PD4 is fitted with a maglock that releases on activation of the fire alarm. Entrance to the staffroom (PD4) from the public corridor will be by keypad/swipe card.</li> <li>• Travel distance is within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>

8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.
9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>• Legionella risk assessment in place and kept in log book;</li> <li>• Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>• CCTV records images and video.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> </ul>

			<ul style="list-style-type: none"> <li>• Tags added to easily removable items.</li> <li>• Deliveries made to staff only areas during unstaffed hours.</li> <li>• The hard-wired panic alarm at the reception desk may be subject to interference. Investigate use of portable radio pendant alarms &amp; pendants kept secure during open access hours <ul style="list-style-type: none"> <li>– The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul> </li> </ul> <p><b>Patchway Library</b> The key switch control for the roof blinds behind the reception desk may be subject to interference</p>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be counted in the public area whilst open.</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>• The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>• Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> </ul>

			<ul style="list-style-type: none"> <li>• Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> </ul>
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**Additional work required**

Requirement for the formation of a new secondary fire exit opening to replace the secondary fire exit if library is open when hub is closed

The Fire Alarm panel & Intruder Alarm panel in the main entrance lobby will need additional protection to prevent unauthorised access.

## Library Open Access Risk Assessment Staple Hill Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		
	Risk or Activity	Potential hazards
1.	Access and Egress	Slips, trips, falls, tail gating, non members access
		<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>•</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour
		<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs asap after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to GCC network
		<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> </ul>

			<ul style="list-style-type: none"> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection. fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours.</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked weekly for normal operation.</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Staple Hill Library</b></p> <ul style="list-style-type: none"> <li>• The primary fire evacuation route is through the main entrance. The external auto sliding doors (SHD1) and internal auto sliding doors (SHD2) release and open when the fire alarm is activated.</li> <li>• The library has automatic fire detection and manual fire alarm call points.</li> <li>• There is a secondary fire evacuation route, with appropriate signage, through the staff corridor to a fire exit at the rear of the premises. The final exit door (SHD6) has push bar release and a ‘Push Bar to Open’ sign.</li> <li>• Externally, there are 9 steps leading from the rear fire exit (SHD6) through a shared courtyard. The pedestrian gate in the courtyard is kept permanently unlocked. The</li> </ul>

			<p>secondary fire evacuation route is unsuitable for wheelchair users &amp; persons with impaired mobility due to the steps.</p> <ul style="list-style-type: none"> <li>• Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</li> <li>• The Fire Alarm panel in the entrance lobby</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.
9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>• Legionella risk assessment in place and kept in log book;</li> </ul>



			<ul style="list-style-type: none"> <li>• Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>• CCTV records images and video.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> <li>• Tags added to easily removable items.</li> <li>• Deliveries made to staff only areas during unstaffed hours.</li> <li>• The hard-wired panic alarm at the reception desk may be subject to interference. Investigate use of portable radio pendant alarms &amp; pendants kept secure during open access hours</li> <li>•</li> </ul>

			<ul style="list-style-type: none"> <li>The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul> <p><b>Staple Hill Library</b></p> <ul style="list-style-type: none"> <li>The Intruder Alarm panel is currently in the entrance lobby. I</li> <li>The door to the services cupboard at the rear of the reception desk should be kept locked shut.</li> </ul>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>No cash to be counted in the public area whilst open.</li> <li>Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> <li></li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>Direct dial telephone available for use in emergency.</li> <li>Police aware of unstaffed hours and have access card.</li> <li>24 hour keyholding service available.</li> <li>Events log to be checked on next staffed shift.</li> <li>Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>Open Access members are advised of safety procedures during induction process.</li> <li>Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>Hirers advised of emergency procedures and responsibilities when booking library.</li> </ul>

			<ul style="list-style-type: none"> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> </ul>
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**Additional work required**

The lock on the internal door (SHD5) to the staff corridor should be replaced with a fire-rated lock that releases upon activation of the fire alarm (existing lock is not fire-rated). A monitored green break glass emergency door release should be installed at an appropriate height adjacent to the door

The fire alarm panel in the entrance lobby may be subject to interference and may need additional protection

Move the intruder panel to the staff corridor. The panel will need protection from interference as this is a secondary fire evacuation route.

## Library Open Access Risk Assessment Thornbury Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

		Risk Inventory	
	Risk or Activity	Potential hazards	
1.	Access and Egress	Slips, trips, falls, tail gating, non members access	<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, need to liaise with Property Services on procedure for gritting on closed days</li> </ul>
2.	Accident , Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour	<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police / Fire Service provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to GCC network	<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> </ul>

			<ul style="list-style-type: none"> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> <li>•</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection, fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours. .</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked each week for normal operation.</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Thornbury Library</b></p> <ul style="list-style-type: none"> <li>• The primary fire evacuation route is through the main entrance. The external automatic bi-fold doors (TH1) release when the fire alarm is activated.</li> <li>• The library has automatic fire detection and manual fire alarm call points.</li> <li>• There is a secondary fire evacuation route through the staff-only corridor to a fire exit (THD4). The final exit door (THD4) from the staff corridor currently has a keyed mortice lock.</li> </ul> <p>Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</p>

			<p>The Fire Alarm panel &amp; the Intruder Alarm panel are located in the staff corridor. These may need additional protection.</p> <p>Door THD3 leading from the Children's library to the Librarian's office is not a designated fire exit and this route is not required for fire evacuation. The door has a key pad and break glass emergency door release.</p>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.
9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>• Legionella risk assessment in place and kept in log book;</li> </ul>

			<ul style="list-style-type: none"> <li>• Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines,</li> <li>• CCTV records images and video.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> <li>• Tags added to easily removable items.</li> <li>• Deliveries made to staff only areas during unstaffed hours.</li> <li>• The hard-wired panic alarm at the reception desk may be subject to interference. Investigate use of portable radio pendant alarms &amp; pendants kept secure during open access hours</li> <li>• –</li> </ul>

			<ul style="list-style-type: none"> <li>The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>No cash to be counted in the public area whilst open.</li> <li>Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> <li></li> </ul>
15.	Violence, anti social behaviour	Threat of injury/confrontation; damage to building;	<ul style="list-style-type: none"> <li>Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>Direct dial telephone available for use in emergency.</li> <li>Police aware of unstaffed hours and have access card.</li> <li>24 hour keyholding service available.</li> <li>Events log to be checked on next staffed shift.</li> <li>Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>Open Access members are advised of safety procedures during induction process.</li> <li>Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> </ul>



			<ul style="list-style-type: none"> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> </ul>
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### **Additional work required**

The mortice lock on secondary fire exit door be replaced with a push-bar door release, together with a 'Push Bar to Open' sign.

The lock on the internal door (THD2) to the staff corridor should be replaced with a fire-rated lock that releases upon activation of the fire alarm (existing lock is not fire-rated). A monitored green break glass emergency door release should be installed at an appropriate height adjacent to the door

The staff corridor should be cleared of storage (book crates & boxes) that obstructs the evacuation route to the fire exit (THD4). All doors leading off the staff corridor (work room, staff room, storeroom, cleaners cupboard etc.) should be locked during open access hours. Confidential material should be removed from notice boards.

The emergency door release THD3 is not required and can be removed to prevent unauthorised access during open access hours.

## Library Open Access Risk Assessment Winterbourne Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		
	Risk or Activity	Potential hazards
1.	Access and Egress	Slips, trips, falls, tail gating, non members access
		<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>• Gritting of paths on closed days, need to liaise with Property Services on procedure for gritting on closed days</li> <li>•</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour
		<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police Service provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to GCC network
		<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> </ul>

			<ul style="list-style-type: none"> <li>• Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> <li>•</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection. fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours.</li> <li>• Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked weekly for normal operation.</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Winterbourne Library</b></li> <li>• The primary fire evacuation route is through the main entrance. The external auto swing door (WD1) and the auto swing inner door (WD2) releases when the fire alarm is activated.</li> <li>• The library has automatic fire detection and manual fire alarm call points.</li> <li>• There is a secondary fire evacuation route through the Children’s library to the rear garden. The fire exit (WD3) has push-bar door release and appropriate signage.. The garden gate has push-pad release.</li> </ul>

			<ul style="list-style-type: none"> <li>• There is a secondary fire evacuation route through the staff corridor to a fire exit at the side of the building. The final exit door (WD5) from the staff corridor has push-pad door release</li> <li>• The staff corridor should be cleared of storage that obstructs the evacuation route to the fire exit (WD5). All other doors leading off the staff corridor (to work room, boiler cupboard, staff room etc.) should be locked during open access hours. Security of the high level wall-mounted data cabinet in the corridor &amp; the intruder alarm panel should be checked.</li> <li>• Travel distance is well within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</li> </ul>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.

9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>• As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>• Legionella risk assessment in place and kept in log book;</li> <li>• Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>• Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>• Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>• Lights switched off incrementally for those customers with hearing impairment.</li> <li>• Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>• Emergency lighting provided as part of fire precautions, emergency.</li> <li>• Direct dial phone provided in the event of an emergency.</li> <li>• Good housekeeping and maintenance.</li> <li>• Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>• Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>• Failure to observe this process will result in membership being withdrawn.</li> <li>• No tailgating allowed – video and still images taken of every person entering the building.</li> <li>• Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>• Direct dial telephone available in the event of an emergency or security risk.</li> <li>• Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines</li> <li>• CCTV records images.</li> <li>• Access restricted to members only.</li> <li>• Stock is tagged and can be tracked.</li> <li>• Tags added to easily removable items.</li> <li>• Deliveries made to staff only areas during unstaffed hours.</li> <li>• The hard-wired panic alarm at the reception desk may be subject to interference –</li> </ul>

			<ul style="list-style-type: none"> <li>The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>No cash to be counted in the public area whilst open.</li> <li>Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>Direct dial telephone available for use in emergency.</li> <li>Police aware of unstaffed hours and have access card.</li> <li>24 hour keyholding service available.</li> <li>Events log to be checked on next staffed shift.</li> <li>Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti social behaviour, theft, damage	<ul style="list-style-type: none"> <li>Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>Open Access members are advised of safety procedures during induction process.</li> <li>Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>Police aware of unstaffed hours and has access card.</li> </ul>

			<ul style="list-style-type: none"> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> <li>•</li> </ul>
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### **Additional work required**

Additional directional fire signage will be required to direct customers through the garden to the external gate if this exit is used during unstaffed hours

On secondary fire evacuation Replace the push-pad with a full push bar, together with a 'Push Bar to Open' sign). Other signage on the fire exit door, which may be confusing to customers during fire evacuation, should be removed.

The lock on the internal door (WD4) to the staff corridor should be replaced with a fire-rated lock that releases upon activation of the fire alarm (existing lock is not fire-rated). A monitored green break glass emergency door release should be installed at an appropriate height adjacent to the door.

## Library Open Access Risk Assessment Yate Library

### Appendix 3 - Risk Assessment Checklist Sheet - Use of Library during unstaffed Open Access hours

Risk Inventory		
	Risk or Activity	Potential hazards
1.	Access and Egress	Slips, trips, falls, tail gating, non members access
		<ul style="list-style-type: none"> <li>• Regular inspections by library staff made of all areas to ensure they remain in good condition.</li> <li>• Annual inspections by property services to ensure paved areas remain in good condition.</li> <li>• Security lights for main and staff entrance kept in good working order.</li> <li>• Induction for members of Open Access to be clear that allowing non-members in will result in withdrawal of membership.</li> <li>• All fire exits used during non-staffed hours to be kept clear and tested regularly.</li> <li>• CCTV records video and images.</li> <li>• External doors revert to “fail safe” in the event of an emergency and power failure.</li> <li>• Library accessible for customers with disabilities, direct dial emergency phone available in the event of an emergency. Staff will ensure procedure for gritting is carried out prior to going into Open Access mode.</li> <li>•</li> </ul>
2.	Accident, Incident and Near Miss reporting	Threat, injury, illness, arson, anti social behaviour
		<ul style="list-style-type: none"> <li>• Book available during unstaffed hours for customers to record incidents.</li> <li>• Direct dial telephone available in event of emergency.</li> <li>• Fire &amp; Intruder alarms are monitored and company and police aware of unstaffed hours.</li> <li>• Police provided with access card.</li> <li>• Induction for members of Open Access gives instructions for action in the event of an emergency.</li> <li>• Staff to review logs asap after non-staffed session.</li> </ul>
3.	Electrical equipment	Electric shock; threat to GCC network
		<ul style="list-style-type: none"> <li>• Electrical cupboard locked during non-staffed hours. Electrical cupboard displays warning signs.</li> <li>• Data points “locked down” during non-staffed hours.</li> <li>• Full wiring test taken every 5 years and portable test done yearly.</li> </ul>



			<ul style="list-style-type: none"> <li>• Power points clearly signed for use with portable appliances. Suspect or faulty equipment to be taken out of service and labelled DO NOT USE.</li> <li>• Amount of equipment left accessible during unstaffed hours is limited.</li> <li>• IT switch equipment will protect South Gloucestershire IT network</li> </ul>
4.	Fire	Burns, smoke inhalation. Damage/ harm to people, equipment, premises.	<ul style="list-style-type: none"> <li>• Fire risk assessment completed and reviewed yearly.</li> <li>• Clear signage showing evacuation procedures displayed. I</li> <li>• Induction for members of Open Access includes fire evacuation routes and procedure.</li> <li>• Assembly point clearly identified.</li> <li>• Open Access induction process includes individual assessment of customer who may have physical issues that are likely to impact on their emergency exit from the building.</li> <li>• Fire alarm system, detection. fire exits remain available. Fire alarm monitored and fire service aware of unstaffed hours. Fire extinguishers maintained on a yearly basis and clearly signed.</li> <li>• Fire alarm panel checked weekly for normal operation.</li> <li>• Weekly testing of the system by activating a different break glass point each time and findings recorded. Internal fire doors kept closed.</li> <li>• Main entrance doors linked to fire alarm panel and set to “fail safe” in the event of an alarm activation.</li> <li>• Keyholding company available to respond immediately.</li> <li>• No smoking premises.</li> <li>• Offenders have access rights withdrawn.</li> </ul> <p><b>Yate Library</b></p> <p>The primary evacuation route is through the main entrance. The main entrance sliding doors (YD1) open when the fire alarm is activated.</p> <p>The library has automatic fire detection and manual fire alarm call points.</p> <p>There are currently two secondary evacuation routes available for public use – one through the children’s area to the rear of library and one through the Community Advice lobby at the front of the library.</p>

			<p>The secondary fire exit designated for public use during open access hours is in the children's area and leads to the rear of the premises. The fire exit is appropriately signed and the door has a maglock that releases on activation of the fire alarm.</p> <p>Travel distance is within that suggested in the Fire Safety Risk Assessment Guide for Small &amp; Medium Places of Assembly where more than one escape route is provided (45 metres in normal fire-risk areas).</p> <p>The doors separating the computer area from the Community Advice lobby (YD2) have fob access for staff only and are fitted with a maglock &amp; green emergency door release. (. The final exit doors (YD3) from the Community Advice lobby have a push-pad and release when the fire alarm is activated.</p> <p>There is no requirement for the public to evacuate through the staff-only areas, such as the staff workroom.</p>
5.	First Aid	Injury; illness	<ul style="list-style-type: none"> <li>• Emergency phone available during use</li> <li>• During induction any potential users made aware of issues if they are taken ill.</li> <li>• May especially apply to anyone who may be subject to epileptic fits</li> </ul>
6.	Gas	Explosion; carbon monoxide poisoning	<ul style="list-style-type: none"> <li>• All gas appliances tested annually for safety and maintained by a Gas Safe registered contractor.</li> <li>• Gas meter rooms and boiler rooms kept locked at all times during unstaffed hours.</li> <li>• No smoking within the library.</li> <li>• Gas meter rooms have adequate ventilation at all times.</li> </ul>
7.	Glazing, Doors, flooring	Cuts, splinters, trips, falls	<ul style="list-style-type: none"> <li>• Low level glass is safety glass or treated with safety film. Damaged glass to be replaced as soon as possible.</li> <li>• Floors to be kept clear and loose tiles/carpets repaired immediately.</li> <li>• Areas to be cordoned off if unsafe for customers to enter.</li> <li>• Front automatic doors linked to alarm systems and can be opened in the event of an emergency.</li> <li>• Induction for members of Open Access includes how to report damage during unstaffed hours.</li> </ul>
8.	Hazardous materials or substances	Burns; illness	No hazardous materials or substances will be in the public areas during unstaffed hours.

9.	Legionella	Inhalation of water vapour bacterial infection	<ul style="list-style-type: none"> <li>As the Open Access users will not have access to the toilets this is not a major issue but groups hiring the library will have access</li> <li>Legionella risk assessment in place and kept in log book;</li> <li>Monthly water temperatures monitored by staff. Notices displayed next to taps where water is at a very high temperature.</li> </ul>
10.	Failure of Lighting	Darkness, trips, falls, public trapped	<ul style="list-style-type: none"> <li>Lighting to be checked regularly by staff to ensure adequate light levels.</li> <li>Lighting activated/deactivated by Open Access system. Verbal announcements that lighting is going off allows customers adequate time to leave building prior to lights being turned off.</li> <li>Lights switched off incrementally for those customers with hearing impairment.</li> <li>Lights to customer entrance to be checked on a daily basis and reported immediately if not working.</li> <li>Emergency lighting provided as part of fire precautions, emergency.</li> <li>Direct dial phone provided in the event of an emergency.</li> <li>Good housekeeping and maintenance.</li> <li>Induction session will cover what to do in an emergency. Users are likely to be regulars who know premises.</li> </ul>
11.	Toilets		These will not be available to customers
12.	Security	Risk of theft, injury, anti-social behaviour, damage to building	<ul style="list-style-type: none"> <li>Induction for Open Access members stresses the need to not allow non-members into building.</li> <li>Failure to observe this process will result in membership being withdrawn.</li> <li>No tailgating allowed – video and still images taken of every person entering the building.</li> <li>Keyholding company and Police aware of unstaffed hours and have card access.</li> <li>Direct dial telephone available in the event of an emergency or security risk.</li> <li>Intruder and Fire alarms monitored. Limited amount of cash on site and in self-service machines, machines emptied before staff go off duty.</li> <li>CCTV records images and video.</li> <li>Access restricted to members only.</li> <li>Stock is tagged and can be tracked.</li> <li>Tags added to easily removable items.</li> <li>Deliveries made to staff only areas during unstaffed hours.</li> </ul>

			<ul style="list-style-type: none"> <li>• The hard-wired panic alarm at the reception desk may be subject to interference. Investigate use of portable radio pendant alarms &amp; pendants kept secure during open access hours</li> <li>•</li> <li>• The reception desk telephone &amp; fax machine will need to be removed or immobilised during open access hours.</li> </ul> <p><b>Yate Library</b></p> <p>Tail-gating may be a potential security issue at libraries during open access hours. It is mentioned here in view of juvenile nuisance experienced at Yate Library in the past. CCTV monitoring should help to address this potential issue.</p>
13.	Staff safety	Risk of injury, threat, anti social behaviour	<ul style="list-style-type: none"> <li>• No cash to be counted in the public area whilst open.</li> <li>• Staff only areas to be maintained and secured during Open Access mode.</li> </ul>
14.	Data protection	Risk of data stored within the library being accessed unauthorised people	<ul style="list-style-type: none"> <li>• The counters and staff areas do not have any confidential, personal or other data available in hard copy on display and is locked away in a secure environment</li> <li>• Staff PCs are secure and comply with South Gloucestershire Data Protection and IT security policies</li> <li>•</li> </ul>
15.	Violence, anti social behaviour	Threat of injury/ confrontation; damage to building;	<ul style="list-style-type: none"> <li>• Only members who are signed up to Open Access will be allowed access during unstaffed hours.</li> <li>• Full induction and terms and conditions of use will be signed up to before membership is allowed.</li> <li>• Direct dial telephone available for use in emergency.</li> <li>• Police aware of unstaffed hours and have access card.</li> <li>• 24 hour keyholding service available.</li> <li>• Events log to be checked on next staffed shift.</li> <li>• Book available for customers to advise staff of issues/problems.</li> </ul>
16.	Uncontrolled access (Open Access)	Accident, Injury, assaults, shut in premises, anti	<ul style="list-style-type: none"> <li>• Only known, trusted customers will be signed up as members. Under 16's not allowed without parent/guardian.</li> <li>• Open Access members are advised of safety procedures during induction process.</li> </ul>

		social behaviour, theft, damage	<ul style="list-style-type: none"> <li>• Maps of emergency exit routes displayed prominently. Emergency telephone linked to 999 and South Gloucestershire Council's Emergency centre available when operating in Open Access mode.</li> <li>• Hirers advised of emergency procedures and responsibilities when booking library.</li> <li>• Confidential and/or secure items locked away from public areas before Open Access mode.</li> <li>• Library customers must exit building at the end of a staffed session and must re-enter during Open Access mode.</li> <li>• Fault recording book available so customers can report faulty equipment or issues/problems during the sessions.</li> <li>• Police aware of unstaffed hours and has access card.</li> <li>• CCTV records images and video.</li> <li>• Ability to leave in emergency.</li> <li>• Use and self regulation often by groups/interest groups.</li> <li>• Direct dial emergency telephone available.</li> <li>• Alarm systems monitored and 24 hour keyholding response.</li> <li>• CCTV to check library at regular intervals during Open Access hours</li> </ul>
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**Additional work required**

There is a thumb-turn on the secondary fire exit door which should be removed.

Need to ensure all internal doors release on activation of the fire alarm

The fire alarm panel in the main entrance lobby is not key activated and will require additional protection.

The cupboard behind the reception desk should be locked as it has control switches for windows and the passenger lift as well as keys to equipment and other facilities.

An intruder alarm panel is located on the wall adjacent to the reception desk and will require security protection.