Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
Newbridge library Customer Services	Reasonable Measure Stopping an infectious person being in an environment by e.g. prohibit people from attending if feel unwell, and advise they should get tested and ensuring that all employees follow self-isolation advice if they are a contact of a possible confirmed case.  Proposed Approach: Access by a limited number of appointments per day only. Reasonable Measure Ensuring that accurate records are kept of which employees (and, where applicable, customers / visitors / clients) have been present so that they can be contact traced if necessary  Proposed Approach: Access by appointment only will enable accurate records of staff, contact details of customers and time and date in the building.	Reasonable Measure Reducing the time that people come into face to- face contact.  Proposed Approach: Yes appointments only – no payments unless part of a service request such as buying a permit . however to do this we would create lone working issues Reasonable Measure Changing work patterns so that people work in a fixed group or cohort or arrive at and leave work at staggered times. This limits the number of people that the virus can potentially spread to.  Proposed Approach: No possible – lone working issues Reasonable Measure Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.  Proposed Approach:	Reasonable Measure Using anti-microbial surfaces.  Proposed Approach: Appointments only, no payments taken unless part of a service request ie: buying a permit. Limit staff available,. One member of customer services staff available at a time Reasonable Measure Reduce shared surfaces, where this cannot be avoided altogether.  Proposed Approach: As above  Reasonable Measure Using no-touch (contactless) technologies. Providing additional hand wash stations —  Proposed Approach: As above  Reasonable Measure Regular handwashing and sanitising, including providing facilities and	Reasonable Measure Frequently cleaning surfaces that are touched a lot  Proposed Approach: New process required and agreement for staff to do this, new furniture if cloth furniture in place. Reasonable Measure Increasing training on quality and effectiveness of cleaning  Proposed Approach: New processes required or cleaning staff dedicated to the area  Reasonable Measure Providing hand sanitiser  Proposed Approach: In place at setting  Reasonable Measure Avoiding sharing of equipment such as 'hotdesking'  Proposed Approach: Not possible at this site	Reasonable Measure Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection  Proposed Approach: All available for use	No – payments cash office only on site, no customer service advice centre.  Suggest –  Newbridge customer services to remain closed to the public until April 2022 when a full review will be undertaken. This will allow staff to remain supporting TTP and a cash collection policy to be agreed.
		Not possible	signage to encourage	lone working issues		

#### **Reasonable Measure**

Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.

Proposed Approach: Pontlottyn Customer Services does not provide sufficient space for

social distancing and access and movement controls to be in place.

#### Reasonable Measure

Staff takes both vaccine doses as soon as recommended.

#### Proposed Approach:

Only use staff in setting with two vaccines in place

#### **Reasonable Measure**

Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.

#### Proposed Approach:

Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit

#### **Reasonable Measure**

Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make your workplace COVID secure (hse.gov.uk)

#### Proposed Approach:

Partitions and screens will need to be procured and installed at Site.
Cleaning and

regular handwashing and sanitising

## **Proposed Approach:** In place

#### **Reasonable Measure**

Increasing fresh-air ventilation in poorly ventilated spaces –

#### Proposed Approach:

Limited opportunities – keep door open. Customer services is currently away from a ventilated space

#### Reasonable Measure

Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.

### Proposed Approach:

Setting does not allow for this.

#### Reasonable Measure

Reducing how many people are working in a particular location by, for example, encouraging home working where possible

Proposed Approach: Not possible at this site

#### Reasonable Measure

Staggering shifts

#### Proposed Approach:

not possible lone working issues at site.

#### **Reasonable Measure**

Ensuring people are maintaining physical distance between them,

#### Proposed Approach:

Setting does not allow for this.

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		disinfecting to be carried between appointments	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.	Reasonable Measure The use of face coverings and or face shields in indoors areas for workers and members of the public – all above		
			Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway  Reasonable Measure Physical distancing of staff and customers / children  Proposed Approach: Partitions will need to be introduced  Reasonable Measure Limit time spent and/or numbers in rooms before ventilation	Proposed Approach: Use of face coverings in indoor spaces to be requested  Reasonable Measure Covid-passport/Covid certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Appointments only combined with queuing system			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Appointments only will assist			

#### **Assessment Summary**

Venue	Newbridge Library Open Y	<u>es</u> Yes	
Service(s)	No		
		<del></del>	
Head of Service (Title):	Elizabeth Lucas	Director	
Signed:	E J Tucas	Signed:	
Date:	07/09 / 21	Date:	/ /

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
Caerphilly	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes under
	Stopping an infectious	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	stated
Customer	person being in an	people come into face to-	surfaces.	surfaces that are	face masks (where	Elimination
Services	environment by e.g.	face contact.		touched a lot	indicated by guidance)	Controls
	prohibit people from		Proposed Approach:		Gloves and aprons	
	attending if feel unwell,	Proposed Approach:	Appointments only, no	Proposed Approach:	Eye protection	Suggest -
	and advise they should	Yes appointments only –	payments taken unless	New process required		
	get tested and ensuring	no payments unless part	part of a service request	and agreement for staff	Proposed Approach:	Open
	that all employees follow	of a service request	ie: buying a permit. Limit	to do this, new furniture	All available for use	Caerphilly
	self-isolation advice if	such as buying a permit	staff available. One	if cloth furniture in place.		Customer
	they are a contact of a		member of customer			services on
	possible confirmed case.	Reasonable Measure	services staff available at	Reasonable Measure		appointment
	D	Changing work patterns	a time	Increasing training on		only basis no
	Proposed Approach:	so that people work in a	Decemble Messure	quality and		payments in
	Access by a limited	fixed group or cohort or arrive at and leave work	Reasonable Measure Reduce shared surfaces,	effectiveness of		April 2022. The reason
	number of appointments per day only.	at staggered times. This	where this cannot be	cleaning		
	per day only.	limits the number of	avoided altogether.	Proposed Approach:		for the delay is so that
	Reasonable Measure	people that the virus can	avoided altogether.	New processes required		Customer
	Ensuring that accurate	potentially spread to.	Proposed Approach:	or cleaning staff		services staff
	records are kept of which	poterniany spread to:	As above	dedicated to the area		continue to
	employees (and, where	Proposed Approach:	7.00.0010			support TTP
	applicable, customers /	Yes appointments only	Reasonable Measure	Reasonable Measure		via
	visitors / clients) have		Using no-touch	Providing hand sanitiser		secondment
	been present so that	Reasonable Measure	(contactless)			until March
	they can be contact	Moving to working	technologies. Providing	Proposed Approach:		2022. New
	traced if	outdoors to reduce how	additional hand wash	In place at setting		working
	necessary	much the virus can	stations –			procedures to
		spread through surface		Reasonable Measure		be agreed
	Proposed Approach:	contamination and	Proposed Approach:	Avoiding sharing of		with Library
	Access by appointment	aerosol transmission.	As above	equipment such as 'hot		services.
	only will enable accurate		Bassassella Maria	desking'		Screen and
	records of staff, contact	Proposed Approach:	Reasonable Measure			appropriate
	details of customers and	Not possible	Regular handwashing	Proposed Approach:		PPE to be
	time and date in the		and sanitising, including	Manageable if		procured and
	building.		providing facilities and	appointment only		installed.

API	PENDIX 4			
		signage to encourage		
		oignage to endeanage		
			<u> </u>	<u> </u>

Venue	& Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?

#### **Reasonable Measure**

Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.

Proposed Approach: Caerphilly Library provides sufficient space for

social distancing and access and movement controls to be in place. However review working practices with Library staff. Would need to keep customer services to one member of staff and one appointment at a time to control numbers.

#### Reasonable Measure

Staff takes both vaccine doses as soon as recommended.

Proposed Approach: Only use staff in setting

with two vaccines in place

**Reasonable Measure** 

Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.

Proposed Approach:

Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit

**Reasonable Measure** 

Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make vour workplace COVID secure (hse.gov.uk)

Proposed Approach:

Partitions and screens will need to be procured and installed at Caerphilly Library customer services... Cleaning and

regular handwashing and sanitising

**Proposed Approach:** In place

**Reasonable Measure** 

Increasing fresh-air ventilation in poorly ventilated spaces -

**Proposed Approach:** 

Limited opportunities – keep door open. Customer services is currently away from a ventilated space

**Reasonable Measure** 

Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.

Proposed Approach:

Setting allows for this. One way system can be established. appointments would control numbers . a process would need to be agreed with Library services

Reasonable Measure

Reducing how many people are working in a particular location by, for example, encouraging home working where possible

Proposed Approach:

Staff numbers can be reduced through introduction of appointments only and agreed working practices with Libraries

**Reasonable Measure** 

Staggering shifts

Proposed Approach:

Officer Hours only but staff numbers can be reduced through introduction of appointments only.

**Reasonable Measure** 

Ensuring people are maintaining physical distance between them.

**Proposed Approach:** 

Partitions to be procured and installed Queuing and one way systems can be introduced. In consultation with Library services

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		disinfecting to be carried between appointments	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.	Reasonable Measure The use of face coverings and or face shields in indoors areas for workers and members of the public – all above		
			Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway  Reasonable Measure Physical distancing of staff and customers / children  Proposed Approach: Partitions will need to be introduced and agreed with Library staff.  Reasonable Measure Limit time spent and/or numbers in rooms before ventilation	Proposed Approach: Use of face coverings in indoor spaces to be requested  Reasonable Measure Covid-passport/Covid certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Appointments only combined with queuing system			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Appointments only will assist			

# APPENDIX 4 Assessment Summary

Venue	Caerphilly Library Open Y	<u>es</u> Yes	
Service(s)	Yes - 1st April 2022	—— Control	Elimination
	Customer First –		
	Appointments only		
Signed:	E J Lucas	Signed:	
Date:	07/09 / 21	Date:	/ /

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
Pontlottyn	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	No - due to
	Stopping an infectious	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	Ione working
Customer	person being in an	people come into face to-	surfaces.	surfaces that are	face masks (where	issues at site
Services	environment by e.g.	face contact.		touched a lot	indicated by guidance)	and unable to
	prohibit people from		Proposed Approach:		Gloves and aprons	maintain
	attending if feel unwell,	Proposed Approach:	Appointments only, no	Proposed Approach:	Eye protection	social
	and advise they should get tested and ensuring	Yes appointments only –	payments taken unless	New process required	Bronood Annrooch	distancing
	that all employees follow	no payments unless part of a service request such	part of a service request ie: buying a permit. Limit	and agreement for staff to do this, new furniture	Proposed Approach: All available for use	Suggest -
	self-isolation advice if	as buying a permit.	staff available. One	if cloth furniture in place.	All available for use	Suggest -
	they are a contact of a	however to do this we	member of customer	li ciotii idiriitare iri piace.		Pontlottyn
	possible confirmed case.	would create lone	services staff available at	Reasonable Measure		site to remain
	pecciale committee cace.	working issues	a time	Increasing training on		closed to the
	Proposed Approach:			quality and		public until
	Access by a limited	Reasonable Measure	Reasonable Measure	effectiveness of		April 2022
	number of appointments	Changing work patterns	Reduce shared surfaces,	cleaning		when a full
	per day only. However	so that people work in a	where this cannot be			review will be
	would create lone	fixed group or cohort or	avoided altogether.	Proposed Approach:		undertaken.
	working issues	arrive at and leave work		New processes required		This will allow
	<b>5</b>	at staggered times. This	Proposed Approach:	or cleaning staff		staff to remain
	Reasonable Measure	limits the number of	As above	dedicated to the area		supporting
	Ensuring that accurate	people that the virus can	Daggarahla Maggura	Decemble Messure		TTP
	records are kept of which employees (and, where	potentially spread to.	Reasonable Measure Using no-touch	Reasonable Measure Providing hand sanitiser		
	applicable, customers /	Proposed Approach:	(contactless)	Providing nand sanitise		
	visitors / clients) have	Not possible – lone	technologies. Providing	Proposed Approach:		
	been present so that	working issues	additional hand wash	In place at setting		
	they can be contact	Werning reduce	stations –	m place at county		
	traced if	Reasonable Measure		Reasonable Measure		
	necessary	Moving to working	Proposed Approach:	Avoiding sharing of		
	-	outdoors to reduce how	As above	equipment such as 'hot		
	Proposed Approach:	much the virus can		desking'		
	Access by appointment	spread through surface	Reasonable Measure	3		
	only will enable accurate	contamination and	Regular handwashing	Proposed Approach:		
	records of staff, contact	aerosol transmission.	and sanitising, including	Not possible at this site		
	details of customers and		providing facilities and	lone working issues		

time and date in the building.	Proposed Approach: Not possible	signage to encourage		

Venue &	Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend	l
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and	l
	hazard		hazard	way people work	Protective Equipment	conditions?	l
							l

#### **Reasonable Measure**

Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.

Proposed Approach:
Pontlottyn Customer
services does not
provide sufficient space
for
social distancing and
access and movement
controls to be in place.

#### Reasonable Measure

Staff takes both vaccine doses as soon as recommended.

Proposed Approach:
Only use staff in setting with two vaccines in place

#### Reasonable Measure

Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.

#### Proposed Approach:

Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit

#### **Reasonable Measure**

Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make your workplace COVID secure (hse.gov.uk)

#### Proposed Approach:

Partitions and screens will need to be procured and installed at Site.
Cleaning and

regular handwashing and sanitising

## Proposed Approach: In place

Reasonable Measure
Increasing fresh-air
ventilation in poorly
ventilated spaces –

Proposed Approach: Limited opportunities – keep door open. Customer services is currently away from a ventilated space

#### **Reasonable Measure**

Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.

**Proposed Approach:**Setting does not allow for this.

#### Reasonable Measure

Reducing how many people are working in a particular location by, for example, encouraging home working where possible

Proposed Approach: Not possible at this site

#### Reasonable Measure

Staggering shifts

**Proposed Approach:**not possible lone working

not possible lone working issues at site.

#### **Reasonable Measure**

Ensuring people are maintaining physical distance between them,

#### Proposed Approach:

Setting does not allow for this.

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		disinfecting to be carried between appointments	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.	Reasonable Measure The use of face coverings and or face shields in indoors areas for workers and members of the public – all above		
			Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway  Reasonable Measure Physical distancing of staff and customers / children  Proposed Approach: Partitions will need to be introduced  Reasonable Measure Limit time spent and/or numbers in rooms before ventilation	Proposed Approach: Use of face coverings in indoor spaces to be requested  Reasonable Measure Covid-passport/Covid certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Appointments only combined with queuing system			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Appointments only will assist			

# APPENDIX 4 Assessment Summary

Venue	Pontlottyn Customer Separi	c <b>Yes</b> Yes	
Service(s)	No		
Head of Service (Title):	Elizabeth Lucas	Director	
•		-	
Signed:	EJLucas	Signed:	
•		·	
Date:	07/09 / 21	Date:	/ /

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
Risca	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Yes under
	Stopping an infectious	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	stated
Customer	person being in an	people come into face to-	surfaces.	surfaces that are	face masks (where	Elimination
Services	environment by e.g.	face contact.		touched a lot	indicated by guidance)	Controls
	prohibit people from		Proposed Approach:		Gloves and aprons	
	attending if feel unwell,	Proposed Approach:	Appointments only, no	Proposed Approach:	Eye protection	Suggest -
	and advise they should	Yes appointments only –	payments taken unless	New process required		
	get tested and ensuring	no payments unless part	part of a service request	and agreement for staff	Proposed Approach:	Open Risca
	that all employees follow	of a service request	ie: buying a permit. Limit	to do this, new furniture	All available for use	Customer
	self-isolation advice if	such as buying a permit	staff available. One	if cloth furniture in place.		services on
	they are a contact of a		member of customer			appointment
	possible confirmed case.	Reasonable Measure	services staff available at	Reasonable Measure		only basis no
		Changing work patterns	a time	Increasing training on		payments in
	Proposed Approach:	so that people work in a		quality and		April 2022.
	Access by a limited	fixed group or cohort or	Reasonable Measure	effectiveness of		The reason
	number of appointments	arrive at and leave work	Reduce shared surfaces,	cleaning		for the delay
	per day only.	at staggered times. This	where this cannot be			is so that
	B	limits the number of	avoided altogether.	Proposed Approach:		Customer
	Reasonable Measure	people that the virus can		New processes required		services staff
	Ensuring that accurate	potentially spread to.	Proposed Approach:	or cleaning staff		continue to
	records are kept of which		As above	dedicated to the area		support TTP
	employees (and, where	Proposed Approach:	Barara de la Marara	Danas and La Manasana		via
	applicable, customers /	Yes appointments only	Reasonable Measure	Reasonable Measure		secondment
	visitors / clients) have	Decemble Messure	Using no-touch	Providing hand sanitiser		until March
	been present so that	Reasonable Measure	(contactless)	Dranged Approach:		2022. New
	they can be contact traced if	Moving to working	technologies. Providing additional hand wash	Proposed Approach:		working
	necessary	outdoors to reduce how much the virus can	stations –	In place at setting		procedures to
	l necessary	spread through surface	Stations –	Reasonable Measure		be agreed
	Proposed Approach:	contamination and	Proposed Approach:	Avoiding sharing of		with Library services.
	Access by appointment	aerosol transmission.	As above			Screen and
	only will enable accurate	acrosor transmission.	713 00000	equipment such as 'hot		appropriate
	records of staff, contact	Proposed Approach:	Reasonable Measure	desking'		PPE to be
	details of customers and	Not possible	Regular handwashing			procured and
	time and date in the	1 vot possible	and sanitising, including	Proposed Approach:		installed.
	building.		providing facilities and	Manageable if		otanoa.
			p. c. ramig radiii.	appointment only		

API	PENDIX 4			
		signage to encourage		
		oignage to endeanage		
			<u> </u>	<u> </u>

Venue	& Elimination -	Substitution - replace	Engineering controls -	Administrative	PPE - protect the	Recommend
Service	Physically remove the	the hazard	isolate people from the	controls - change the	worker with Personal	to open? and
	hazard		hazard	way people work	Protective Equipment	conditions?

#### **Reasonable Measure**

Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.

Proposed Approach:
Risca Library provides
sufficient space for
social distancing and
access and movement
controls to be in place.
However review working
practices with Library
staff. Would need to
keep customer services
to one member of staff
and one appointment at
a time to control
numbers.

#### **Reasonable Measure**

Staff takes both vaccine doses as soon as recommended.

#### Proposed Approach:

Only use staff in setting with two vaccines in place

#### **Reasonable Measure**

Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.

#### Proposed Approach:

Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit

#### Reasonable Measure

Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make your workplace COVID secure (hse.gov.uk)

#### Proposed Approach:

Partitions and screens will need to be procured and installed at Risca Library customer services. . Cleaning and

regular handwashing and sanitising

## **Proposed Approach:** In place

# Reasonable Measure Increasing fresh-air ventilation in poorly

ventilated spaces -

Proposed Approach: Limited opportunities – keep door open. Customer services is currently away from a ventilated space

#### **Reasonable Measure**

Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.

#### Proposed Approach:

Setting allows for this.
One way system can be established,
appointments would control numbers . a process would need to be agreed with Library service

#### Reasonable Measure

Reducing how many people are working in a particular location by, for example, encouraging home working where possible

#### Proposed Approach:

Staff numbers can be reduced through introduction of appointments only and agreed working practices with Libraries

#### **Reasonable Measure**

Staggering shifts

#### Proposed Approach:

Officer Hours only but staff numbers can be reduced through introduction of appointments only.

#### **Reasonable Measure**

Ensuring people are maintaining physical distance between them,

#### Proposed Approach:

Partitions to be procured and installed Queuing and one way systems can be introduced. In consultation with Library services

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		disinfecting to be carried between appointments	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.	Reasonable Measure The use of face coverings and or face shields in indoors areas for workers and members of the public – all above		
			Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway  Reasonable Measure Physical distancing of staff and customers / children  Proposed Approach: Partitions will need to be introduced and agreed with Library staff.  Reasonable Measure Limit time spent and/or numbers in rooms before ventilation	Proposed Approach: Use of face coverings in indoor spaces to be requested  Reasonable Measure Covid-passport/Covid certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Appointments only combined with queuing system			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Appointments only will assist			

# APPENDIX 4 Assessment Summary

Venue	Risca Library Oper	n Yes Yes	
Service(s)	Yes - 1st April 2022	Control	Elimination
	Customer First -		
	Appointments only		
Head of Service (Title):	Elizabeth Lucas	Director	
, ,			
Cianad	et Vale	Cimpad	
Signed:	EJZucas	Signed:	
Date:	07/09 / 21	Date:	/ /

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
Blackwood	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	Reasonable Measure	No – limited
Library	Stopping an infectious	Reducing the time that	Using anti-microbial	Frequently cleaning	Fluid resistant surgical	opportunities
	person being in an	people come into face to-	surfaces.	surfaces that are	face masks (where	for social
Customer	environment by e.g.	face contact.		touched a lot	indicated by guidance)	distancing
Services	prohibit people from		Proposed Approach:		Gloves and aprons	provision
	attending if feel unwell,	Proposed Approach:	Appointments only, no	Proposed Approach:	Eye protection	•
	and advise they should	Yes appointments only –	payments taken unless	New process required	, .	Suggest -
	get tested and ensuring	no payments unless part	part of a service request	and agreement for staff	Proposed Approach:	Blackwood
	that all employees follow	of a service request such	ie: buying a permit. Limit	to do this, new furniture	All available for use	customer
	self-isolation advice if	as buying a permit	staff available. One	if cloth furniture in place.		services to
	they are a contact of a	however to do this we	member of customer	-		remain closed
	possible confirmed case.	would create lone	services staff available at	Reasonable Measure		to the public
	Proposed Approach:	working issues	a time	Increasing training on		until April
	Access by a limited			quality and		2022 when full
	number of appointments	Reasonable Measure	Reasonable Measure	effectiveness of		review will be
	per day only. Would	Changing work patterns	Reduce shared	cleaning		undertaken.
	need to limit to one	so that people work in a	surfaces, where this			This will allow
	customer services staff	fixed group or cohort or	cannot be avoided	Proposed Approach:		staff to remain
	due to library numbers	arrive at and leave work	altogether.	New processes required		supporting
	and social distancing	at staggered times. This		or cleaning staff		TTP and
	requirements	limits the number of	Proposed Approach:	dedicated to the area		review of
		people that the virus can	As above			social
	Reasonable Measure	potentially spread to.		Reasonable Measure		distancing
	Ensuring that accurate		Reasonable Measure	Providing hand sanitiser		rules.
	records are kept of	Proposed Approach:	Using no-touch			
	which employees (and,	Not possible –	(contactless)	Proposed Approach:		
	where applicable,	<b>5</b>	technologies. Providing	In place at setting		
	customers / visitors /	Reasonable Measure	additional hand wash			
	clients) have been	Moving to working	stations –	Reasonable Measure		
	present so that they can be contact traced if	outdoors to reduce how	Dyamasad Ammusash	Avoiding sharing of		
		much the virus can	Proposed Approach:	equipment such as 'hot		
	necessary	spread through surface contamination and	As above	desking'		
	Proposed Approach:	aerosol transmission.	Reasonable Measure	Proposed Approach:		
	Access by appointment		Regular handwashing	Not possible at this site		
	only will enable accurate	Proposed Approach:	and sanitising, including	lone working issues		
	records of staff, contact	Not possible	providing facilities and	lone working issues		

details of customers and	sig	nage to encourage		
time and date in the				
building.				

#### **Reasonable Measure**

Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.

Proposed Approach: Blackwood Customer services does not provide sufficient space for social distancing and access and movement controls to be in place.

#### Reasonable Measure

Staff takes both vaccine doses as soon as recommended.

#### Proposed Approach:

Only use staff in setting with two vaccines in place

#### **Reasonable Measure**

Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.

#### Proposed Approach:

Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit

#### **Reasonable Measure**

Installation of partitions at appropriate places (e.g. reception desks or between work stations) to separate staff etc. If used ensure they are cleaned and disinfected in line with cleaning procedures. Cleaning, hygiene and handwashing to make your workplace COVID secure (hse.gov.uk)

#### Proposed Approach:

Partitions and screens will need to be procured and installed at Site.
Cleaning and

regular handwashing and sanitising

## **Proposed Approach:** In place

# Reasonable Measure Increasing fresh-air

Increasing fresh-air ventilation in poorly ventilated spaces –

#### Proposed Approach:

Limited opportunities – keep door open.
Customer services is currently away from a ventilated space

#### Reasonable Measure

Limiting or controlling movement of people, for example one way systems, or limiting number of people accessing confined areas such as lifts, toilet facilities, kitchens or meeting rooms at the same time.

#### Proposed Approach: Setting does not allow for

Setting does not allow for this.

#### Reasonable Measure

Reducing how many people are working in a particular location by, for example, encouraging home working where possible

Proposed Approach: appointments only

#### Reasonable Measure

Staggering shifts

**Proposed Approach:** appointments only

#### Reasonable Measure

Ensuring people are maintaining physical distance between them,

#### **Proposed Approach:**

Setting does not allow for this

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		disinfecting to be carried between appointments	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.	Reasonable Measure The use of face coverings and or face shields in indoors areas for workers and members of the public – all above		
			Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway  Reasonable Measure Physical distancing of staff and customers / children  Proposed Approach: Partitions will need to be introduced  Reasonable Measure Limit time spent and/or numbers in rooms before ventilation	Proposed Approach: Use of face coverings in indoor spaces to be requested  Reasonable Measure Covid-passport/Covid certificate or PCR testing, encourage LFD at home  Proposed Approach: This would require a new process and an associated HR policy would be required		

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Appointments only combined with queuing system			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience			
			Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones			
			Proposed Approach: Will remain under review			
			Reasonable Measure: Workforce planning and teams to maintain operational capacity			
			Proposed Approach: Appointments only will assist			

# APPENDIX 4 Assessment Summary

Venue	Ope Blackwood Library	n Yes Yes	
Service(s)	No review - 1st April 202	2	
	Customer First –		
Head of Service (Title):	Elizabeth Lucas	Director	
Signed:	E J Lucas	Signed:	
Date:	07/09 / 21	Date:	/ /
		24.0.	

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
Bargoed Library Customer Services	Reasonable Measure Stopping an infectious person being in an environment by e.g. prohibit people from	Reasonable Measure Reducing the time that people come into face to- face contact.	Reasonable Measure Using anti-microbial surfaces.  Proposed Approach:	Reasonable Measure Frequently cleaning surfaces that are touched a lot	Reasonable Measure Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons	No – lack of social distancing provision
	attending if feel unwell, and advise they should get tested and ensuring that all employees follow self-isolation advice if they are a contact of a	Proposed Approach: Yes appointments only – no payments unless part of a service request such as buying a permit. however to do this we	Appointments only, no payments taken unless part of a service request ie: buying a permit. Limit staff available, One member of customer	Proposed Approach: New process required and agreement for staff to do this, new furniture if cloth furniture in place.	Proposed Approach: All available for use	Suggest –  Bargoed Customer Services to remain closed
	possible confirmed case.  Proposed Approach: Access by a limited number of appointments per day only. Would	would create lone working issues  Reasonable Measure Changing work patterns so that people work in a	services staff available at a time  Reasonable Measure Reduce shared surfaces, where this cannot be	Reasonable Measure Increasing training on quality and effectiveness of cleaning		to the public until April 2022 when a full review will be undertaken.
	need to limit to one customer services staff due to library numbers and social distancing requirements	fixed group or cohort or arrive at and leave work at staggered times. This limits the number of people that the virus can	avoided altogether.  Proposed Approach: As above	Proposed Approach: New processes required or cleaning staff dedicated to the area		This will allow staff to remain supporting TTP and review of
	Reasonable Measure Ensuring that accurate records are kept of which employees (and, where applicable, customers / wigitars / clients) have	Proposed Approach: Appointments only approach however limited opportunities due to lack	Reasonable Measure Using no-touch (contactless) technologies. Providing additional hand wash stations –	Proposed Approach: In place at setting		social distancing rules.
	visitors / clients) have been present so that they can be contact traced if necessary	of space within the Library area for Customer Services Reasonable Measure Moving to working outdoors to reduce how	Proposed Approach: As above  Reasonable Measure Regular handwashing	Reasonable Measure Avoiding sharing of equipment such as 'hot desking'		
	Proposed Approach: Access by appointment	much the virus can spread through surface	and sanitising, including providing facilities and	Proposed Approach: Not possible at this site		

APPENDIX 4				
only will enable accurate	contamination and	signage to encourage	lone working issues	
records of staff, contact	aerosol transmission.			
details of customers and	Proposed Approach:			
time and date in the	Not possible			
building.				
Reasonable Measure	Reasonable Measure	regular handwashing and	Reasonable Measure	
Close high risk	Using other technologies	sanitising	Reducing how many	
environments in your	to replace face-to-face		people are working in a	
work setting as much as	interactions, for example	Proposed Approach:	particular location by, for	
possible, such as areas	using 'click and collect'	In place	example, encouraging	
where social distancing	technologies, remote		home working where	
cannot be maintained.	working, phone/video	Reasonable Measure	possible	
	consultations.	Increasing fresh-air		
Proposed Approach:	Proposed Approach:	ventilation in poorly	Proposed Approach:	
Bargoed Customer	Yes move all services on	ventilated spaces –	appointments only	
services does not	line and stop payment	·		
provide sufficient space	collections unless its	Proposed Approach:	Reasonable Measure	
for	part of a service	Limited opportunities –	Staggering shifts	
social distancing and	request ie: buying a	keep door open.	55 5	
access and movement	permit	Customer services is	Proposed Approach:	
controls to be in place.	<i>p</i> • · · · · · · ·	currently away from a	appointments only	
•	Reasonable Measure	ventilated space	,,	
Reasonable Measure	Installation of partitions		Reasonable Measure	
Staff takes both vaccine	at appropriate places	Reasonable Measure	Ensuring people are	
doses as soon as	(e.g. reception desks or	Limiting or controlling	maintaining physical	
recommended.	between work stations)	movement of people, for	distance between them,	
	to separate staff etc. If	example one way	,	
Proposed Approach:	used ensure they are	systems, or limiting	Proposed Approach:	
Only use staff in setting	cleaned and disinfected	number of people	Setting does not allow for	
with two vaccines in	in line with cleaning	accessing confined areas	this.	
place	procedures. Cleaning,	such as lifts, toilet		
<b>F</b>	hygiene and	facilities, kitchens or		
	handwashing to make	meeting rooms at the		
	your workplace COVID	same time.		
	secure (hse.gov.uk)			
	Proposed Approach:	Proposed Approach:		
	Partitions and screens	Setting does not allow for		
	will need to be procured	this.		
	and installed at Site.			
	Cleaning and			
	Ciodilling and			1

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
		disinfecting to be carried between appointments	Reasonable Measure Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.	Reasonable Measure The use of face coverings and or face shields in indoors areas for workers and members of the public – all above		
			Proposed Approach: In place at Setting  Reasonable Measure Encourage vaccination take up of your workforce  Proposed Approach: Underway	Proposed Approach: Use of face coverings in indoor spaces to be requested  Reasonable Measure Covid-passport/Covid certificate or PCR testing, encourage LFD at home		
			Reasonable Measure Physical distancing of staff and customers / children  Proposed Approach: Partitions will need to be introduced	Proposed Approach: This would require a new process and an associated HR policy would be required		
			Reasonable Measure Limit time spent and/or numbers in rooms before ventilation			

Venue & Service	Elimination - Physically remove the hazard	Substitution - replace the hazard	Engineering controls - isolate people from the hazard	Administrative controls - change the way people work	PPE - protect the worker with Personal Protective Equipment	Recommend to open? and conditions?
			Proposed Approach: Appointments only combined with queuing system			
			Reasonable Measure: Effective comms and feedback on safety improvements			
			Proposed Approach: Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience			

	Re re sa	easonable Measure: emove unnecessary estrictions when it is afe, in order to promote dherence to necessary nes		
	Pi W	roposed Approach: /ill remain under review		
	W	easonable Measure: forkforce planning and ams to maintain perational capacity		
	A	roposed Approach: opointments only will ssist		
	as	55/51		
Assessment Summary		55/51		
Assessment Summary Venue	Bargoed Library	Open Yes	Yes _	
·	I	Open Yes	Yes	
Venue	Bargoed Library	Open Yes	Yes _	
Venue	Bargoed Library No review - 1st A	Open Yes	Yes -	
Venue	Bargoed Library No review - 1st A	Open Yes	Yes	

ΔΙ	PP	FI	ND	IX	4
$\neg$		_	10		_

Signed:	£ J Lucas	Signed:		
Date:	07/09 / 21	Date:	/	/