

APPENDIX 4

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?
<p>Newbridge library</p> <p>Customer Services</p>	<p>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.</p> <p>Proposed Approach: Access by a limited number of appointments per day only.</p> <p>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</p> <p>Proposed Approach: Access by appointment only will enable accurate records of staff, contact details of customers and time and date in the building.</p>	<p>Reasonable Measure Reducing the time that people come into face to-face contact.</p> <p>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</p> <p>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.</p> <p>Proposed Approach: No possible – lone working issues</p> <p>Reasonable Measure Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.</p> <p>Proposed Approach: Not possible</p>	<p>Reasonable Measure Using anti-microbial surfaces.</p> <p>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</p> <p>Reasonable Measure Reduce shared surfaces, where this cannot be avoided altogether.</p> <p>Proposed Approach: As above</p> <p>Reasonable Measure Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p>Proposed Approach: As above</p> <p>Reasonable Measure Regular handwashing and sanitising, including providing facilities and signage to encourage</p>	<p>Reasonable Measure Frequently cleaning surfaces that are touched a lot</p> <p>Proposed Approach: New process required and agreement for staff to do this, new furniture if cloth furniture in place.</p> <p>Reasonable Measure Increasing training on quality and effectiveness of cleaning</p> <p>Proposed Approach: New processes required or cleaning staff dedicated to the area</p> <p>Reasonable Measure Providing hand sanitiser</p> <p>Proposed Approach: In place at setting</p> <p>Reasonable Measure Avoiding sharing of equipment such as 'hotdesking'</p> <p>Proposed Approach: Not possible at this site lone working issues</p>	<p>Reasonable Measure Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection</p> <p>Proposed Approach: All available for use</p>	<p>No – payments cash office only on site, no customer service advice centre.</p> <p>Suggest –</p> <p>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.</p>

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	<p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach:</i> <i>Pontlottyn Customer Services does not provide sufficient space for social distancing and access and movement controls to be in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach:</i> <i>Only use staff in setting with two vaccines in place</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using ‘click and collect’ technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach:</i> <i>Yes move all services on line and stop payment collections unless it’s part of a service request ie: buying a permit</i></p> <p><u>Reasonable Measure</u> 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)</p> <p><i>Proposed Approach:</i> <i>Partitions and screens will need to be procured and installed at Site. Cleaning and</i></p>	<p>regular handwashing and sanitising</p> <p><i>Proposed Approach:</i> <i>In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach:</i> <i>Limited opportunities – keep door open. Customer services is currently away from a ventilated space</i></p> <p><u>Reasonable Measure</u> 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.</p> <p><i>Proposed Approach:</i> <i>Setting does not allow for this.</i></p>	<p><u>Reasonable Measure</u> Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p><i>Proposed Approach:</i> <i>Not possible at this site</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach:</i> <i>not possible lone working issues at site.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach:</i> <i>Setting does not allow for this.</i></p>		
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		<p><i>disinfecting to be carried between appointments</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach:</i> <i>In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach:</i> <i>Underway</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>Partitions will need to be introduced</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p>	<p><u>Reasonable Measure</u> The use of face coverings and or face shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach:</i> <i>Use of face coverings in indoor spaces to be requested</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach:</i> <i>This would require a new process and an associated HR policy would be required</i></p>		

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			<p>Proposed Approach: <i>Appointments only combined with queuing system</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p>Proposed Approach: <i>Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p>Proposed Approach: <i>Will remain under review</i></p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p> <p>Proposed Approach: <i>Appointments only will assist</i></p>			

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<p>Caerphilly Customer Services</p>	<p>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.</p> <p>Proposed Approach: <i>Access by a limited number of appointments per day only.</i></p> <p>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</p> <p>Proposed Approach: <i>Access by appointment only will enable accurate records of staff, contact details of customers and time and date in the building.</i></p>	<p>Reasonable Measure Reducing the time that people come into face to-face contact.</p> <p>Proposed Approach: <i>Yes appointments only – no payments unless part of a service request such as buying a permit</i></p> <p>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.</p> <p>Proposed Approach: <i>Yes appointments only</i></p> <p>Reasonable Measure Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.</p> <p>Proposed Approach: <i>Not possible</i></p>	<p>Reasonable Measure Using anti-microbial surfaces.</p> <p>Proposed Approach: <i>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</i></p> <p>Reasonable Measure Reduce shared surfaces, where this cannot be avoided altogether.</p> <p>Proposed Approach: <i>As above</i></p> <p>Reasonable Measure Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p>Proposed Approach: <i>As above</i></p> <p>Reasonable Measure Regular handwashing and sanitising, including providing facilities and</p>	<p>Reasonable Measure Frequently cleaning surfaces that are touched a lot</p> <p>Proposed Approach: <i>New process required and agreement for staff to do this, new furniture if cloth furniture in place.</i></p> <p>Reasonable Measure Increasing training on quality and effectiveness of cleaning</p> <p>Proposed Approach: <i>New processes required or cleaning staff dedicated to the area</i></p> <p>Reasonable Measure Providing hand sanitiser</p> <p>Proposed Approach: <i>In place at setting</i></p> <p>Reasonable Measure Avoiding sharing of equipment such as ‘hot desking’</p> <p>Proposed Approach: <i>Manageable if appointment only</i></p>	<p>Reasonable Measure Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection</p> <p>Proposed Approach: <i>All available for use</i></p>	<p>Yes under stated Elimination Controls</p> <p>Suggest –</p> <p>Open Caerphilly Customer services on appointment only basis no payments in April 2022. The reason for the delay is so that Customer services staff continue to support TTP via secondment until March 2022. New working procedures to be agreed with Library services. Screen and appropriate PPE to be procured and installed.</p>

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			signage to encourage			
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	<p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach:</i> <i>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.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach:</i> <i>Only use staff in setting with two vaccines in place</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach:</i> <i>Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit</i></p> <p><u>Reasonable Measure</u> 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)</p> <p><i>Proposed Approach:</i> <i>Partitions and screens will need to be procured and installed at Caerphilly Library customer services. . Cleaning and</i></p>	<p>regular handwashing and sanitising</p> <p><i>Proposed Approach:</i> <i>In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach:</i> <i>Limited opportunities – keep door open. Customer services is currently away from a ventilated space</i></p> <p><u>Reasonable Measure</u> 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.</p> <p><i>Proposed Approach:</i> <i>Setting allows for this. One way system can be established, appointments would control numbers . a process would need to be agreed with Library services</i></p>	<p><u>Reasonable Measure</u> Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p><i>Proposed Approach:</i> <i>Staff numbers can be reduced through introduction of appointments only and agreed working practices with Libraries</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach:</i> <i>Officer Hours only but staff numbers can be reduced through introduction of appointments only.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach:</i> <i>Partitions to be procured and installed Queuing and one way systems can be introduced. In consultation with Library services</i></p>		
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		<p><i>disinfecting to be carried between appointments</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach:</i> <i>In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach:</i> <i>Underway</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>Partitions will need to be introduced and agreed with Library staff.</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p>	<p><u>Reasonable Measure</u> The use of face coverings and or face shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach:</i> <i>Use of face coverings in indoor spaces to be requested</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach:</i> <i>This would require a new process and an associated HR policy would be required</i></p>		

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			<p>Proposed Approach: <i>Appointments only combined with queuing system</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p>Proposed Approach: <i>Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p>Proposed Approach: <i>Will remain under review</i></p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p> <p>Proposed Approach: <i>Appointments only will assist</i></p>			

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**APPENDIX 4
Assessment Summary**

Venue Caerphilly Library Open Yes

Yes

Service(s) Yes - 1st April 2022

Control

Elimination

Customer First –
Appointments only

Signed:

E. Lucas

Signed:

Date:

07/09 / 21

Date:

/ /

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<p>Pontlottyn Customer Services</p>	<p>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.</p> <p>Proposed Approach: Access by a limited number of appointments per day only. However would create lone working issues</p> <p>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</p> <p>Proposed Approach: Access by appointment only will enable accurate records of staff, contact details of customers and</p>	<p>Reasonable Measure Reducing the time that people come into face to-face contact.</p> <p>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</p> <p>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.</p> <p>Proposed Approach: Not possible – lone working issues</p> <p>Reasonable Measure Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.</p>	<p>Reasonable Measure Using anti-microbial surfaces.</p> <p>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</p> <p>Reasonable Measure Reduce shared surfaces, where this cannot be avoided altogether.</p> <p>Proposed Approach: As above</p> <p>Reasonable Measure Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p>Proposed Approach: As above</p> <p>Reasonable Measure Regular handwashing and sanitising, including providing facilities and</p>	<p>Reasonable Measure Frequently cleaning surfaces that are touched a lot</p> <p>Proposed Approach: New process required and agreement for staff to do this, new furniture if cloth furniture in place.</p> <p>Reasonable Measure Increasing training on quality and effectiveness of cleaning</p> <p>Proposed Approach: New processes required or cleaning staff dedicated to the area</p> <p>Reasonable Measure Providing hand sanitiser</p> <p>Proposed Approach: In place at setting</p> <p>Reasonable Measure Avoiding sharing of equipment such as ‘hot desking’</p> <p>Proposed Approach: Not possible at this site lone working issues</p>	<p>Reasonable Measure Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection</p> <p>Proposed Approach: All available for use</p>	<p>No - due to lone working issues at site and unable to maintain social distancing</p> <p>Suggest –</p> <p>Pontlottyn site to remain closed to the public until April 2022 when a full review will be undertaken. This will allow staff to remain supporting TTP</p>

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	<p><i>time and date in the building.</i></p>	<p>Proposed Approach: <i>Not possible</i></p>	<p>signage to encourage</p>			
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<p>Venue & Service</p>	<p>Elimination - Physically remove the hazard</p>	<p>Substitution - replace the hazard</p>	<p>Engineering controls - isolate people from the hazard</p>	<p>Administrative controls - change the way people work</p>	<p>PPE - protect the worker with Personal Protective Equipment</p>	<p>Recommend to open? and conditions?</p>
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	<p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach:</i> <i>Pontllynn Customer services does not provide sufficient space for social distancing and access and movement controls to be in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach:</i> <i>Only use staff in setting with two vaccines in place</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach:</i> <i>Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit</i></p> <p><u>Reasonable Measure</u> 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)</p> <p><i>Proposed Approach:</i> <i>Partitions and screens will need to be procured and installed at Site. Cleaning and</i></p>	<p>regular handwashing and sanitising</p> <p><i>Proposed Approach:</i> <i>In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach:</i> <i>Limited opportunities – keep door open. Customer services is currently away from a ventilated space</i></p> <p><u>Reasonable Measure</u> 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.</p> <p><i>Proposed Approach:</i> <i>Setting does not allow for this.</i></p>	<p><u>Reasonable Measure</u> Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p><i>Proposed Approach:</i> <i>Not possible at this site</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach:</i> <i>not possible lone working issues at site.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach:</i> <i>Setting does not allow for this.</i></p>		
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		<p><i>disinfecting to be carried between appointments</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach:</i> <i>In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach:</i> <i>Underway</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>Partitions will need to be introduced</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p>	<p><u>Reasonable Measure</u> The use of face coverings and or face shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach:</i> <i>Use of face coverings in indoor spaces to be requested</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach:</i> <i>This would require a new process and an associated HR policy would be required</i></p>		

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			<p>Proposed Approach: <i>Appointments only combined with queuing system</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p>Proposed Approach: <i>Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p>Proposed Approach: <i>Will remain under review</i></p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p> <p>Proposed Approach: <i>Appointments only will assist</i></p>			

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Assessment Summary**

Venue	Pontlottyn Customer Services	Yes	Yes
Service(s)	No		

Head of Service (Title): Elizabeth Lucas Director

Signed: *E. Lucas* Signed:

Date: 07/09 / 21 Date: / /

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<p>Risca</p> <p>Customer Services</p>	<p><u>Reasonable Measure</u> 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.</p> <p><i>Proposed Approach:</i> <i>Access by a limited number of appointments per day only.</i></p> <p><u>Reasonable Measure</u> 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</p> <p><i>Proposed Approach:</i> <i>Access by appointment only will enable accurate records of staff, contact details of customers and time and date in the building.</i></p>	<p><u>Reasonable Measure</u> Reducing the time that people come into face to-face contact.</p> <p><i>Proposed Approach:</i> <i>Yes appointments only – no payments unless part of a service request such as buying a permit</i></p> <p><u>Reasonable Measure</u> 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.</p> <p><i>Proposed Approach:</i> <i>Yes appointments only</i></p> <p><u>Reasonable Measure</u> Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.</p> <p><i>Proposed Approach:</i> <i>Not possible</i></p>	<p><u>Reasonable Measure</u> Using anti-microbial surfaces.</p> <p><i>Proposed Approach:</i> <i>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</i></p> <p><u>Reasonable Measure</u> Reduce shared surfaces, where this cannot be avoided altogether.</p> <p><i>Proposed Approach:</i> <i>As above</i></p> <p><u>Reasonable Measure</u> Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p><i>Proposed Approach:</i> <i>As above</i></p> <p><u>Reasonable Measure</u> Regular handwashing and sanitising, including providing facilities and</p>	<p><u>Reasonable Measure</u> Frequently cleaning surfaces that are touched a lot</p> <p><i>Proposed Approach:</i> <i>New process required and agreement for staff to do this, new furniture if cloth furniture in place.</i></p> <p><u>Reasonable Measure</u> Increasing training on quality and effectiveness of cleaning</p> <p><i>Proposed Approach:</i> <i>New processes required or cleaning staff dedicated to the area</i></p> <p><u>Reasonable Measure</u> Providing hand sanitiser</p> <p><i>Proposed Approach:</i> <i>In place at setting</i></p> <p><u>Reasonable Measure</u> Avoiding sharing of equipment such as ‘hot desking’</p> <p><i>Proposed Approach:</i> <i>Manageable if appointment only</i></p>	<p><u>Reasonable Measure</u> Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection</p> <p><i>Proposed Approach:</i> <i>All available for use</i></p>	<p>Yes under stated Elimination Controls</p> <p>Suggest –</p> <p>Open Risca Customer services on appointment only basis no payments in April 2022. The reason for the delay is so that Customer services staff continue to support TTP via secondment until March 2022. New working procedures to be agreed with Library services. Screen and appropriate PPE to be procured and installed.</p>

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			signage to encourage			
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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?
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APPENDIX 4

<p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach:</i> <i>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.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach:</i> <i>Only use staff in setting with two vaccines in place</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach:</i> <i>Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit</i></p> <p><u>Reasonable Measure</u> 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)</p> <p><i>Proposed Approach:</i> <i>Partitions and screens will need to be procured and installed at Risca Library customer services. . Cleaning and</i></p>	<p>regular handwashing and sanitising</p> <p><i>Proposed Approach:</i> <i>In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach:</i> <i>Limited opportunities – keep door open. Customer services is currently away from a ventilated space</i></p> <p><u>Reasonable Measure</u> 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.</p> <p><i>Proposed Approach:</i> <i>Setting allows for this. One way system can be established, appointments would control numbers . a process would need to be agreed with Library service</i></p>	<p><u>Reasonable Measure</u> Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p><i>Proposed Approach:</i> <i>Staff numbers can be reduced through introduction of appointments only and agreed working practices with Libraries</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach:</i> <i>Officer Hours only but staff numbers can be reduced through introduction of appointments only.</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach:</i> <i>Partitions to be procured and installed Queuing and one way systems can be introduced. In consultation with Library services</i></p>		
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APPENDIX 4

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?
		<p><i>disinfecting to be carried between appointments</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach:</i> <i>In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach:</i> <i>Underway</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>Partitions will need to be introduced and agreed with Library staff.</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p>	<p><u>Reasonable Measure</u> The use of face coverings and or face shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach:</i> <i>Use of face coverings in indoor spaces to be requested</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach:</i> <i>This would require a new process and an associated HR policy would be required</i></p>		

APPENDIX 4

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?
			<p>Proposed Approach: <i>Appointments only combined with queuing system</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p>Proposed Approach: <i>Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p>Proposed Approach: <i>Will remain under review</i></p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p> <p>Proposed Approach: <i>Appointments only will assist</i></p>			

APPENDIX 4

**APPENDIX 4
Assessment Summary**

Venue Risca Library Open Yes

Yes

Service(s) Yes - 1st April 2022

Control

Elimination

Customer First –
Appointments only

Head of Service (Title):

Elizabeth Lucas

Director

Signed:

E. Lucas

Signed:

Date:

07/09 / 21

Date:

/ /

APPENDIX 4

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?
<p>Blackwood Library</p> <p>Customer Services</p>	<p>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. Would need to limit to one customer services staff due to library numbers and social distancing requirements</p> <p>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</p> <p>Proposed Approach: Access by appointment only will enable accurate records of staff, contact</p>	<p>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</p> <p>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.</p> <p>Proposed Approach: Not possible –</p> <p>Reasonable Measure Moving to working outdoors to reduce how much the virus can spread through surface contamination and aerosol transmission.</p> <p>Proposed Approach: Not possible</p>	<p>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</p> <p>Reasonable Measure Reduce shared surfaces, where this cannot be avoided altogether. Proposed Approach: As above</p> <p>Reasonable Measure Using no-touch (contactless) technologies. Providing additional hand wash stations – Proposed Approach: As above</p> <p>Reasonable Measure Regular handwashing and sanitising, including providing facilities and</p>	<p>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.</p> <p>Reasonable Measure Increasing training on quality and effectiveness of cleaning Proposed Approach: New processes required or cleaning staff dedicated to the area</p> <p>Reasonable Measure Providing hand sanitiser Proposed Approach: In place at setting</p> <p>Reasonable Measure Avoiding sharing of equipment such as 'hot desking' Proposed Approach: Not possible at this site lone working issues</p>	<p>Reasonable Measure Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection Proposed Approach: All available for use</p>	<p>No – limited opportunities for social distancing provision</p> <p>Suggest – Blackwood customer services to remain closed to the public until April 2022 when full review will be undertaken. This will allow staff to remain supporting TTP and review of social distancing rules.</p>

APPENDIX 4

	<i>details of customers and time and date in the building.</i>		signage to encourage			
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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?
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APPENDIX 4

	<p><u>Reasonable Measure</u> Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p><i>Proposed Approach:</i> <i>Blackwood Customer services does not provide sufficient space for social distancing and access and movement controls to be in place.</i></p> <p><u>Reasonable Measure</u> Staff takes both vaccine doses as soon as recommended.</p> <p><i>Proposed Approach:</i> <i>Only use staff in setting with two vaccines in place</i></p>	<p><u>Reasonable Measure</u> Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.</p> <p><i>Proposed Approach:</i> <i>Yes move all services on line and stop payment collections unless it's part of a service request ie: buying a permit</i></p> <p><u>Reasonable Measure</u> 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)</p> <p><i>Proposed Approach:</i> <i>Partitions and screens will need to be procured and installed at Site. Cleaning and</i></p>	<p>regular handwashing and sanitising</p> <p><i>Proposed Approach:</i> <i>In place</i></p> <p><u>Reasonable Measure</u> Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p><i>Proposed Approach:</i> <i>Limited opportunities – keep door open. Customer services is currently away from a ventilated space</i></p> <p><u>Reasonable Measure</u> 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.</p> <p><i>Proposed Approach:</i> <i>Setting does not allow for this.</i></p>	<p><u>Reasonable Measure</u> Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p><i>Proposed Approach:</i> <i>appointments only</i></p> <p><u>Reasonable Measure</u> Staggering shifts</p> <p><i>Proposed Approach:</i> <i>appointments only</i></p> <p><u>Reasonable Measure</u> Ensuring people are maintaining physical distance between them,</p> <p><i>Proposed Approach:</i> <i>Setting does not allow for this.</i></p>		
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APPENDIX 4

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?
		<p><i>disinfecting to be carried between appointments</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach:</i> <i>In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach:</i> <i>Underway</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>Partitions will need to be introduced</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p>	<p><u>Reasonable Measure</u> The use of face coverings and or face shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach:</i> <i>Use of face coverings in indoor spaces to be requested</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach:</i> <i>This would require a new process and an associated HR policy would be required</i></p>		

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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?
			<p>Proposed Approach: <i>Appointments only combined with queuing system</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p>Proposed Approach: <i>Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience</i></p> <p>Reasonable Measure: Remove unnecessary restrictions when it is safe, in order to promote adherence to necessary ones</p> <p>Proposed Approach: <i>Will remain under review</i></p> <p>Reasonable Measure: Workforce planning and teams to maintain operational capacity</p> <p>Proposed Approach: <i>Appointments only will assist</i></p>			

APPENDIX 4

**APPENDIX 4
Assessment Summary**

Venue	Open	Yes	Yes
Blackwood Library			
No review - 1st April 2022			
Customer First –			

Head of Service (Title): Elizabeth Lucas Director

Signed: *E. Lucas*

Date: 07/09 / 21

APPENDIX 4

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?
<p>Bargoed Library</p> <p>Customer Services</p>	<p>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.</p> <p>Proposed Approach: Access by a limited number of appointments per day only. Would need to limit to one customer services staff due to library numbers and social distancing requirements</p> <p>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</p> <p>Proposed Approach: Access by appointment</p>	<p>Reasonable Measure Reducing the time that people come into face to face contact.</p> <p>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</p> <p>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.</p> <p>Proposed Approach: Appointments only approach however limited opportunities due to lack of space within the Library area for Customer Services</p> <p>Reasonable Measure Moving to working outdoors to reduce how much the virus can spread through surface</p>	<p>Reasonable Measure Using anti-microbial surfaces.</p> <p>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</p> <p>Reasonable Measure Reduce shared surfaces, where this cannot be avoided altogether.</p> <p>Proposed Approach: As above</p> <p>Reasonable Measure Using no-touch (contactless) technologies. Providing additional hand wash stations –</p> <p>Proposed Approach: As above</p> <p>Reasonable Measure Regular handwashing and sanitising, including providing facilities and</p>	<p>Reasonable Measure Frequently cleaning surfaces that are touched a lot</p> <p>Proposed Approach: New process required and agreement for staff to do this, new furniture if cloth furniture in place.</p> <p>Reasonable Measure Increasing training on quality and effectiveness of cleaning</p> <p>Proposed Approach: New processes required or cleaning staff dedicated to the area</p> <p>Reasonable Measure Providing hand sanitiser</p> <p>Proposed Approach: In place at setting</p> <p>Reasonable Measure Avoiding sharing of equipment such as ‘hot desking’</p> <p>Proposed Approach: Not possible at this site</p>	<p>Reasonable Measure Fluid resistant surgical face masks (where indicated by guidance) Gloves and aprons Eye protection</p> <p>Proposed Approach: All available for use</p>	<p>No – lack of social distancing provision</p> <p>Suggest –</p> <p>Bargoed 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 review of social distancing rules.</p>

APPENDIX 4

	<p><i>only will enable accurate records of staff, contact details of customers and time and date in the building.</i></p>	<p>contamination and aerosol transmission. Proposed Approach: <i>Not possible</i></p>	<p>signage to encourage</p>	<p>lone working issues</p>		
	<p>Reasonable Measure Close high risk environments in your work setting as much as possible, such as areas where social distancing cannot be maintained.</p> <p>Proposed Approach: Bargued Customer services does not provide sufficient space for social distancing and access and movement controls to be in place.</p> <p>Reasonable Measure Staff takes both vaccine doses as soon as recommended.</p> <p>Proposed Approach: <i>Only use staff in setting with two vaccines in place</i></p>	<p>Reasonable Measure Using other technologies to replace face-to-face interactions, for example using 'click and collect' technologies, remote working, phone/video consultations.</p> <p>Proposed Approach: <i>Yes move all services on line and stop payment collections unless its part of a service request ie: buying a permit</i></p> <p>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)</p> <p>Proposed Approach: <i>Partitions and screens will need to be procured and installed at Site. Cleaning and</i></p>	<p>regular handwashing and sanitising</p> <p>Proposed Approach: <i>In place</i></p> <p>Reasonable Measure Increasing fresh-air ventilation in poorly ventilated spaces –</p> <p>Proposed Approach: <i>Limited opportunities – keep door open. Customer services is currently away from a ventilated space</i></p> <p>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.</p> <p>Proposed Approach: <i>Setting does not allow for this.</i></p>	<p>Reasonable Measure Reducing how many people are working in a particular location by, for example, encouraging home working where possible</p> <p>Proposed Approach: appointments only</p> <p>Reasonable Measure Staggering shifts</p> <p>Proposed Approach: <i>appointments only</i></p> <p>Reasonable Measure Ensuring people are maintaining physical distance between them,</p> <p>Proposed Approach: <i>Setting does not allow for this.</i></p>		

APPENDIX 4

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?
		<p><i>disinfecting to be carried between appointments</i></p>	<p><u>Reasonable Measure</u> Provide clear signage (eg signs, floor tape or paint) for physical distancing, queuing systems, one way systems etc.</p> <p><i>Proposed Approach:</i> <i>In place at Setting</i></p> <p><u>Reasonable Measure</u> Encourage vaccination take up of your workforce</p> <p><i>Proposed Approach:</i> <i>Underway</i></p> <p><u>Reasonable Measure</u> Physical distancing of staff and customers / children</p> <p><i>Proposed Approach:</i> <i>Partitions will need to be introduced</i></p> <p><u>Reasonable Measure</u> Limit time spent and/or numbers in rooms before ventilation</p>	<p><u>Reasonable Measure</u> The use of face coverings and or face shields in indoors areas for workers and members of the public – all above</p> <p><i>Proposed Approach:</i> <i>Use of face coverings in indoor spaces to be requested</i></p> <p><u>Reasonable Measure</u> Covid-passport/Covid certificate or PCR testing, encourage LFD at home</p> <p><i>Proposed Approach:</i> <i>This would require a new process and an associated HR policy would be required</i></p>		

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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?
			<p>Proposed Approach: <i>Appointments only combined with queuing system</i></p> <p>Reasonable Measure: Effective comms and feedback on safety improvements</p> <p>Proposed Approach: <i>Strong, consistent signage together with offering Customers opportunity to provide verbal feedback on experience</i></p>			

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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

Bargoed Library Open Yes

Yes

Service(s)

No review - 1st April

Customer First –

Head of Service (Title):

Elizabeth Lucas

Director

APPENDIX 4

Signed:

E. Lucas

Date:

07/09 / 21

Signed:

Date:

/ /
