General Risk Assessment Record Form

1. **Section/Service/Team:** Gnosall Community Library 2. **Assessor:** Pat Alker

2. **Description of Task/Activity/Area/Premises etc.** Gnosall Community Library is a community managed library run by a team of volunteers. The building is a one storey modular building based within the grounds of the Grosvenor Centre which is run by the parish council. There are car park facilities available for library users. The modular building is linked to the existing Youth Centre, these facilities will be used during the day when the Youth Centre is closed, for events such as baby bounce, and to be used for library users as a quiet space, it will not always be manned by a volunteer during this use. There is a staff toilet for use by volunteers within the Youth Centre. All others library users will be directed to the toilets within the Grosvenor Centre which is generally kept unlocked during the day.

   There are County Council policies available for use in connection with some of the hazards listed in this risk assessment (as indicated). They are available on the County Council's intranet site which is available to all volunteers, it can be accessed from the main SCC intranet site as follows - Health and Safety (tab available on the list on the left hand side of the screen, but out of view, so you need to scroll down) – Policies and Management Arrangements. The Policies are all in alphabetical order.

What are the hazards?	**Who might be harmed and how?**	**What are you already doing?** List the control measures already in place	**What is the risk rating – H, M, L?** See section 5	**What further action, if any, is necessary, if so what action is to be taken by whom and by when?**	**Action Completed** State the date completed and sign.	**What is the risk rating now – H, M, L?** See Section 5
1. Contact with electricity	Volunteers and users of the library, e.g. electric shock, death.	The fixed electrical installation is the responsibility of the Parish Council. This was carried out in January 2026. A representative from SCC Library will carry out an annual check to ensure this is in place.	L			

		Parish Council arranges for a biennial inspection and testing of all portable electrical equipment (items fitted with a plug). This also includes all of the portable equipment located in the Youth Centre.		Next PAT testing will be due January 2027.		
2. Fire	Volunteers and users of the library, e.g. burns, smoke inhalation, death	A full fire risk assessment has been completed for the premises that details the fire hazards and where appropriate, suitable safe control measures to be implemented. This is reviewed on an annual basis. A copy of this will be given to other interested parties on an annual basis (Parish Council and Youth Centre). Copies of fire risk assessments carried out by the Parish Council and the Youth Centre to be obtained on an annual basis.	Refer to separate fire risk assessment.	Fire extinguishers tested annually. Fire extinguisher 14 in library is due to be replaced March 2026. GPC hold copies of all risk assessments carried out and are available at any time		

		All volunteers are responsible for evacuating the premises and take part in a fire drill every 6 months. A set of emergency procedures have been developed for information to volunteers and for training and induction purposes.				
3. Use of hazardous substances	Volunteers and users of the library	Substances which possess a hazard symbol will be identified and a COSHH risk assessment will be undertaken as and when required. Currently there are no substances which are intended to be used or stored in the library by volunteers. The cleaning is arranged by the Parish Council in line with the rest of the buildings on site and they have the responsibility for ensuring COSHH assessments are in place for any cleaning chemicals used.	L	GPC currently holds records of all COSHH data sheets for all and any chemicals used in the cleaning of the Library		

		Substances used by the cleaner are stored in Grosvenor Centre in a secure store. Volunteers are instructed not to bring their own cleaning substances in from home, this includes bleach.				
4. Potential violence/lone working / presence of a malicious person	Volunteers and users of the library	Lone working does not take place. There is always at least two volunteers on duty at any one time. In the event of a malicious person becoming a threat there is nowhere to lock down, there is however an exit door at either end of the building in order to evacuate.	L			
5. Contractors working on site – trips over materials, tools and trailing cables, falls and falling materials, use of hazardous substances, generation of dust, high noise levels, fire risks from hot work etc.	Volunteers and users of the library	The Parish Council will commission any contractors required to carry out work on site and will greet them and supervise them whilst on site. There is no asbestos in the library as it is a new building An asbestos survey was carried out on the Youth Centre building before the work was carried out to link it to the new library. This survey was arranged through Entrust.	Levels of risk will be identified and managed by Parish Council whilst contractors are on site.	The Parish Council has a copy of the asbestos survey for reference for any future works.		

6. Contact with clinical waste – cleaning up bodily fluids such as blood and vomit (used syringes)	Volunteers and users of the library	There are arrangements in place for dealing with such waste. There are body spills packs available for volunteers to use in the event of having to clean up any spillage of bodily fluids. It is not considered there is a need for a sharps box, taking previous history of the site into account.	L	Two body spill packs are in the first aid bag in the library. The Youth Club kitchen also has a spillage kit.		
7. Use of access work equipment (eg stepladders, kick stools, work equipment etc)	Volunteers and users of the library, e.g. falls, broken bones,	There is no access equipment available for volunteers. Volunteers are instructed not to bring access equipment in from home.	L			
8. Lack of First Aid Provision / Accidents	All users of the premises	A first aid assessment has been carried out for the premises and is reviewed on an annual basis. This documents the first aid facilities and the number of appointed persons that should be available at the premises. There is an accident reporting process on site, there is a requirement to report all accidents.	L	**Accidents** A system is in place to ensure all accidents on site are reported back to SCC. SCC report any RIDDOR reports as part of the SLA for H&S advice. Completed Accident forms are kept in a confidential file to comply with data protection.		

		There is one first aid bag in the library and one in Youth Club area. Contents are reviewed regularly to ensure it is fully stocked and items are in date. Information is also made available to volunteers via the SCC H&S Intranet Site with reference to first aid.		First Aid bag is checked quarterly to determine if items need replacing		
9, Bomb threat / suspicious packages	All users of the premises	Information is made available to volunteers via the SCC Intranet Site, Premises Procedures, Bombs and Suspect Packages	L			

10. Injury through manual handling	Volunteers	Generic manual handling risk assessments have been carried out for the Library Service as a whole which volunteers should be working to. They are available on the libraries intranet site as follows – Families and Communities (in the first box on the left hand side of the screen) – Culture and Communities – Health and Safety – Risk Assessments – There are 3 documents	See separate manual handling risk assessments	All volunteers are aware of manual handling risk assessments, and the requirements of them, via the Volunteers bulletin and SCC H&S website.		

		relating to Manual Handling. Information is also made available to volunteers via the SCC H&S Intranet Site with reference to Manual handling				
11. Traffic movement on site	Volunteers and users of the library	Visitors/staff are required to park their cars in a considerate manner and do not cause any obstruction to pedestrians, pushchairs, wheelchairs etc. It is the responsibility of the Parish Council to ensure there is access and egress for emergency vehicles at all times. There is enough access for library transport delivery vans to use the car park. Adequate lighting is in place within the car park, this has been increased for the library facility.	L			
12. Disposal of spent light bulbs and tubes – glass, cuts, fire risk when sodium contacts water, health hazards	Persons responsible for changing light bulbs	Spent tubes are the responsibility of the Parish Council.	L			

in the case of mercury and phosphor release						
13. Any hazards arising from events taking place in the library	Volunteers and users of the library	Majority of events taking place within the library are only making use of existing facilities eg school visits, knit and natter etc and therefore no separate risk assessments other than this one are required. Each event is considered to establish whether it is covered under this risk assessment or whether a separate risk assessment is in fact required. A separate generic risk assessment is available for baby bounce and rhyme as it is recognised that this event can attract additional hazards whereby prams/buggies can create trips hazards, obstructions etc. Available on the Libraries intranet site – Families and Communities (in the first box on the left hand side) – Culture and Communities – Health and Safety – Risk Assessments – Baby Bounce and Rhyme RA	L			

		Where external organisers apply/are invited to use our premises, they are required to complete a separate risk assessment which is supplied to the community group. This must be deemed suitable and sufficient by all parties.				
14. Use of mobility scooters within the library premises	Volunteers and users of the library	Persons using a mobility scooter will access the library from the ramped access. The door into the library is not an automatic one and therefore volunteers will assist disabled persons into the library. There is a bell installed at the start of the ramp so disabled visitors can alert the volunteers to come and assist them. Volunteers would attend to persons in a mobility scooter ensuring there was good access to shelves and counter and there were no obstructions.	L			
15. Snow and Ice, e.g. slips, trips and falls	Volunteers and users of the library, e.g. cuts/grazes, bruises, broken bones	The Parish Council does not grit any of the site. .	L			

16. Hazards arising from kitchen area in the Youth Centre, access to cooker etc.	Volunteers and users of the library	The Youth Centre will not be manned by Volunteers. Arrangements are being made to keep the kitchen door locked at all times.	L			

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
		X				

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

		Potential severity of harm *(this may injury, loss or damage)*		
		Minor Harm 1	**Moderate Harm 2**	**Serious Harm 3**
Likelihood of harm occurring	**Highly unlikely 1**	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority

High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

6. Assessment

Signature of Assessor(s):

Print Name: **Pat Alker**

Date Assessed: **3rd March 2026** **Review Date: 3rd March 2027**

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.