

Wokingham Borough Council
Places Leisure Supervised Extended Opening

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	Wokingham Library – Carnival Hub – Places Leisure Supervised Opening
SERVICE/TEAM:	Community & Partnerships
NAME OF ASSESSOR(s):	
DATE OF ASSESSMENT:	29 Jul 24
DATE FOR REVIEW:	Within 2 weeks of commencement
APPROVED BY:	Signature: _____ Date: _____ Name: _____

SUMMARY (* delete as appropriate)
Risk level without additional controls: MEDIUM
Additional control measures required: YES
Risk level with additional controls: LOW

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What's already being done to control risks?	What additional controls are needed?	By who?	By when?	Date completed
Risk of injury or illness or risk to overall wellbeing	Residents using the library during Place Leisure supervised hours	Documented frequent patrols by Places leisure Staff Places leisure staff contactable on Leisure Centre Reception during operating hours Reduced service offered – IT facilities not available, meeting rooms not available		Places Leisure	On starting	
Risk of aggression between library users	Residents using the library during Places Leisure supervised opening – emotional stress from conflict	Documented frequent patrols by Places leisure Staff Places leisure staff contactable on Leisure Centre Reception during operating hours Reduced service offered – IT facilities not available, meeting rooms not available		Places Leisure	On starting	

Library staff taking cash to and from till whilst public are in the library area	Library staff who are cash handling	Till drawer to be left open/unlocked outside of staffed hours Staff to work in pairs taking float to and from till In morning staff to wait until there are sufficient staff on duty before commencing putting float in till		C&P Area Lead	On starting	
Staff entering the library are entering a less controlled environment where there could be unknown risks	Library staff arriving on site	On arriving on site senior member of staff report to Places Leisure reception to collect frequent inspection sheet and receive verbal handover from Places Leisure staff, Do a joint walkthrough if needed.		C&P Area Lead & Places Leisure	On starting	
Additional workload backlog from places leisure supervised hours causing stress/anxiety for staff	Library staff working during staffed hours	Additional casual staff to be booked as required to manage workloads		C&P Area Lead	On starting	

REVIEWS AND REVISIONS					
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Manager	Date of next review
10/12/24		Yes	Edited control under 'Staff entering the library'		2/1/25
23/12/24		Yes	Additional controls have all been implemented – these have been moved to existing controls column		01/02/25

Wokingham Library – Places Leisure Supervised Library Offer inspection regime record

Date

[illegible]