

RISK ASSESSMENT for Educational Visits to St John's College Library

Hazard/Task	Who is affected	Risk level	Control measures/Action required	Comments
<p>Installation of exhibition materials</p> <p>(Risk of tripping, falling, and back strain)</p>	Library staff	Low	<ul style="list-style-type: none"> • Staff are trained in manual handling and use of kick-steps. • Additional members of staff are on hand to assist with lifting heavy items and moving exhibition cases. 	
<p>Free-standing exhibition boards</p> <p>(Risk of boards falling over/ collapsing)</p>	Library staff Visitors	Low	<ul style="list-style-type: none"> • Ensure the boards are securely constructed with appropriate fixings in place. • Position boards close to walls and in locations that minimise the chance of people walking around them. 	<ul style="list-style-type: none"> • Remind children to look where they are going and not to touch the exhibition boards.
<p>Fire risk</p>	Library Staff Visitors	Low	<ul style="list-style-type: none"> • Keep escape routes and exit doors clear at all times. • Ensure rubbish is collected regularly by staff/volunteers and disposed of correctly. • If a fire is discovered: • Make sure the Fire Service and College Porters have been called. • Attack the fire if possible with the appliances available but without taking personal risks (in teams of two if possible). • Leave the building by the nearest available exit and await instruction from the College Porters. 	<ul style="list-style-type: none"> • All staff briefed in evacuation procedure. • In case of fire, the Assembly Point is Chapel Cloisters.
<p>Evacuation</p>	Library staff Visitors	Low	<ul style="list-style-type: none"> • Put the departmental emergency response plan into action. • Ensure all staff and volunteers are aware of evacuation procedures. 	

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<i>Overcrowding of venues</i>	Library staff Visitors	Low	<ul style="list-style-type: none"> • Monitor arrival of visitors such that overcrowding does not take place. Staff to know fire limits and check visitor numbers to keep within them. • Monitor number of people in exhibition rooms and activity spaces at all times. 	<ul style="list-style-type: none"> • Library staff will ensure rooms do not exceed capacities. • Group leaders please give visitor numbers in advance when booking pre-booked visits.
<i>Slips, falls and doors</i> (Risk of slipping and tripping on cobbles, flagstones, gravel, ramps, wet surfaces, uneven steps and floor surfaces, and furniture. Risk of falling on staircases Risk from heavy doors closing)	Library staff Visitors	Medium	<ul style="list-style-type: none"> • Staff are aware of permanent hazards and inform visiting groups on arrival. • Ensure lights are on in dark areas of Old Library. • Remind visitors using the spiral staircase to walk on the rail side and use the handrail at all times. • Limit the number of people on the staircase at any one time. • Remind children and other visitors to keep to the paths and look where they are going at all times. • Ensure that access points are kept clear of furniture and debris. • Ensure personal belongings are stored away correctly. • College staff (Porters) are first aid trained and onsite at all times. • Hold doors open for children or wedge them if necessary. 	<ul style="list-style-type: none"> • Keep a record of any major injury. • Pre-warn booked school groups to wear sensible shoes. • Be aware that the Upper Library is a 17th century building and has no disabled access. • Be aware that the doors in the entrances of both the Working Library and Upper Library are heavy.
<i>Illness/Injury</i>	Library staff Visitors	Low	<ul style="list-style-type: none"> • College staff (Porters) are first aid trained and onsite at all times. • If injury or illness is severe, call emergency services. • Instruct visiting children to look where they are going and walk carefully through the College and Library grounds and buildings. 	<ul style="list-style-type: none"> • Keep a record of any major illness or injury. • Remind children to look where they are going and walk carefully, especially in the Periodicals area of the Working Library and in darker areas of the Old Library.

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<i>River and bridges</i>	Library staff Visitors	Low	<ul style="list-style-type: none"> Instruct visiting children to keep back from the river banks when walking through the College site. Instruct children to keep hold of personal belongings at all times and not to lean over or climb on railings, bridges and barriers. 	
<i>Toilets</i>	Library Staff Visitors	Low	<ul style="list-style-type: none"> Ensure everyone is aware of the location of toilets to avoid queues and that signs to toilets are available and clearly displayed Students, staff and exhibitors to advise attendees Cleaning staff /site staff to check toilets regularly during the day for cleanliness/ tidiness 	
<i>Damage to College grounds</i>	College staff Visitors	Low	<ul style="list-style-type: none"> Signs in place advising visitors to keep off the grass. Visiting school groups are briefed on rules around College, including keeping off the grass and out of other rooms. 	
<i>Damage to Library collections</i> (Risks from touching and handling)	Library staff Visitors	Low	<ul style="list-style-type: none"> Place artefacts in locked cases where possible. Use signage to inform visitors whether they may or may not touch exhibits. Ensure staff are on hand to advise or demonstrate handling and use of items from the collection. 	
<i>Disturbance to Library and College environment</i>	Library staff Members of College Visitors	Low	<ul style="list-style-type: none"> Restrict visitor access to specific areas of the College and Library using signage and by keeping other doors locked. Notify Library users and College staff in advance of any events and visits that may cause potential disruption. Ask visiting groups to respect the working environment of the College by remaining quiet at all times. 	<ul style="list-style-type: none"> Explain to visiting children and groups that the Library is a working environment, used by Fellows, staff and students 24 hours a day. Remind groups to keep noise levels down, especially during Full Term so as not to disturb students, Fellows and staff. Remind children to remain quiet in the Chapel at all times.

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<p>Safety and welfare of the children and vulnerable adults in accordance with the Protection of Children Act 1999.</p> <p><i>(A vulnerable adult is defined (under the Protection of Vulnerable Adults Regulations 2002) as a person aged 18 or over who has one or more of the following conditions (a) a learning or physical disability; or (b) a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or (c) a reduction in physical or mental capacity)</i></p> <ul style="list-style-type: none"> • Children and vulnerable adults who may be more vulnerable than others: • Children or vulnerable adults with allergies. • Children or vulnerable adults on medication. • Children or vulnerable adults who have any disabilities (physical or mental). • Children or vulnerable adults who have behavioural or learning difficulties. 	Visitors Library staff Volunteers	Low	<ul style="list-style-type: none"> • The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999. Through implementation of the policy, the University seeks to protect children (including young people under the age of 18 years) and vulnerable adults and to keep them safe from harm when in contact with University staff and volunteers (whether acting in a paid or unpaid capacity). • Physical contact with children and vulnerable adults should be avoided. • Do not take a child or vulnerable adult to the toilet. • Do not spend time alone with a child or vulnerable adult on his/her own. If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that you can be clearly observed by others. • Do not engage in a personal relationship with a child or vulnerable adult. • Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted. • Good practice includes valuing and respecting children and vulnerable adults as individuals, and the adult modelling of appropriate conduct - which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism. • Ensure visitors are aware and adhere to the policy that children under 18 to be accompanied by an adult/carer at all times. 	<ul style="list-style-type: none"> • Library staff who work with children, vulnerable adults and the public are all CRB checked. • Teachers or other group leaders should remain with the group at all times during visits.

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<i>Accusations of abuse or complaints relating to children and vulnerable adults</i>	Visitors Library staff Volunteers	Low	<ul style="list-style-type: none"> • If a child or vulnerable adult accuses a member of staff/volunteer, report this immediately to the Porters in the first instance. • If you are the recipient of any complaint or accusation from a child or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of what is being said. • If a child or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, do not attempt to investigate this yourself. • Remember that those who abuse children and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place. • If you have any suspicions or concerns regarding possible child abuse, or if there is anything, with which you feel uncomfortable, you should raise these with the teacher or group leader in the first instance. 	

Checked by Ryan Cronin, Librarian's Assistant and Rebecca Watts, Butler Project Associate

Last Updated: 10 October 2011 by Ryan Cronin.