

Newcastle University - Risk Assessment

Project title	School visits to Newcastle University Library & Campus		
Description of work activity	School visits to the Philip Robinson Library, the Marjorie Robinson Library Rooms and other campus teaching spaces for all activities run by the Libray Education Outreach Team		
Unit name	University Library	Location	Philip Robinson Library and Marjorie Robinson Library Rooms. (all public areas of library buildings, with most activities taking place in Room 152, Committee Room, Room 161/Hope Cluster, Room 160/Tees Cluster, Academic Skills Room)
Assessor	Gillian Johnston	Approver (Manager / Responsible person)	J. Taylor-Roe, Director of Academic Services and University Librarian
Date of assessment	20/12/2021	Review Date (2 years)	20/12/2023

	Hazards	Risks (Who might be harmed & how?)	Controls
1.	Fire	Staff and members of the public (school children, school staff and parent helpers) could suffer serious or fatal injuries from burns or smoke inhalation.	<ul style="list-style-type: none"> • All University buildings have a fire risk assessment. Buildings are provided with adequate means of escape, firefighting equipment and fire detection. • All rooms used for school visits (Room 152, Committee Room, Hope, Barn and Tees clusters in PRL and Academic Skills Room in MRLR) are located next to fire evacuation routes, which are clearly labelled. • The Session Leader will be aware of evacuation procedures from any room/building used for an activity. • The session leader will give workshop participants guidance about what action to take in the event of fire. • The accompanying teacher(s) will have a register of students which will be used to check all participants have left the building in the event of a fire alarm activation.

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			<ul style="list-style-type: none"> • All school visits are noted in the reception diary for reference by evacuation coordinator in case of emergency. • A briefing will be provided at the beginning of the event which will include telling participants what to do and where to go in the event of a fire alarm activation. • Participants will be told not use the lifts in the event of a fire alarm activation. • Participants asked to notify any disability in advance so that a personal emergency evacuation plan (PEEP) can be created for them.
2.	Slips, Trips and Falls	Staff or members of the public (school children, school staff and parent helpers) could be injured if they trip over objects, trip on stairs or slip on spillages.	<ul style="list-style-type: none"> • The library and rooms in which the workshop takes place will be tidy, in good repair and free of obstructions. Rooms will be checked for their appropriateness to the target audience and also potential issues of accessibility e.g. wheelchair access, fire escapes/ existence of induction loops. • Adequate space will be provided for participants to spread out to complete exercises. Session Leaders are responsible for checking room capacity and must ensure that capacity is not exceeded. • No trailing cables or obstructions in walkways. Any cable will be secured to the floor using adhesive tape or cable protectors where possible. • Participants will be reminded to store coats and bags appropriately to keep walkways clear. • Good lighting is provided at the venue. • Steps and changes in level are highlighted. • Pupils will be supervised during tour of library (1 adult: 15 pupils for over 16s and 1 adult: 10 pupils for under 16s) and possibility of slips/falls on stair wells pointed out. • Under 16s will be supervised at 1:10 ratio at all times during their visit. • Any spillages will be cleaned up promptly. • Cleaning staff always use up to date Health and Safety signage throughout the building to warn of potential hazards. • Session leaders aware of location of first aid kits and how to contact first aiders.

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3.	Vehicles	Staff or members of the public (school children, school staff and parent helpers) could be injured if they are struck by bicycles or vehicles.	<ul style="list-style-type: none"> • Participants will be advised to use public transport to get to and from the campus. If travelling by coach, coach drop off point outside the Great North Museum will be used. If travelling by school mini bus, teacher must make arrangements for parking on campus in advance of visit. • The campus is designed to segregate pedestrians from vehicles as far as possible. • Pupils will be accompanied by adults (1 adult: 15 pupils for over 16s and 1 adult: 10 pupils for under 16s) when walking to and from the library across campus. • Estates Support Service work with staff and students to promote responsible cycling. • Pedestrian Crossings will be used when crossing roads.
4.	Activities undertaken and materials used in outreach sessions	Staff or members of the public (school children, school staff and parent helpers) could have pre-existing medical conditions (such as asthma, eczema and dermatitis) exacerbated by walking round the library/ campus and by materials used in the session e.g. dust from the handling collection.	<ul style="list-style-type: none"> • Standard activities are low risk and do not involve physical exertion or dangerous materials. • Participants will have minimal exposure to dust and irritants from old books and documents. • Any different/higher risk activities will have their own, separate risk assessment. • Session leader will give verbal warning about nature of handling collection and risk of dust and of trapping fingers, sharp edges etc. • First aiders are available at the venue and all security staff are first aid trained. • Session Leaders are either first aid trained or know how to contact a first aider. • Teachers remain responsible for their students at all times and must keep a register of participant names which includes details of any medical conditions/ special needs/ food allergies and emergency contact number of parent/guardian. • The city centre location means emergency services are usually readily available.
5.	Burns and scalds	Staff or members of the public (school children, school staff and parent helpers) could suffer burns from spillages of hot drinks from	<ul style="list-style-type: none"> • Cups of hot drinks from Café are not over filled. Lids and insulated sleeves are provided for plastics cups. • Water boilers are operating correctly and maintained by Eat@ staff. • Participants are instructed not to take drinks into computing clusters. • Hot water warning signs or thermostatic mixing valves provided to washbasins.

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		café, from hot water in toilet washbasins and from radiators or other heating equipment.	<ul style="list-style-type: none"> Radiators are main form of heating. No use of gas powered or heating equipment with naked flames.
6.	Vulnerable groups (children and young people) in public buildings and spaces	School children could suffer physical, emotional or sexual harm from people they come into contact with during their visit including staff, students and members of the public	<ul style="list-style-type: none"> The University will comply with the University's Safeguarding Policy: Safeguarding Policy.pdf (sharepoint.com) Participants under 18 remain the responsibility of their teacher at all times and a teacher is required to remain in the Library for the duration of their visit. Students age 16 or over will be allowed to move around the Library building unaccompanied to locate resources but will be provided with plans of the building. Participants aged under 16 will be accompanied by their teacher or other responsible adult at all times. Event organisers will liaise with teachers or other responsible adults in advance of events to ensure safeguarding is considered. Where appropriate, staff working with children will have enhanced DBS checks. Staff have been told to avoid 1:1 contact with participants. If a situation arises where a participant needs to be taken away from the group, staff must ensure there is another adult present. The main Reception will be identified as a lost and found area/ meeting point in case students and staff become separated. Reception staff will be informed of any visit and offer support/directions/advice when requested.
7.	Covid-19	Staff or members of the public (school children, school staff and parent helpers) could contract or spread Covid-19 by visiting a busy public space.	<ul style="list-style-type: none"> Wearing of face masks indoors is heavily encouraged by email communication to attendees prior to the event and in the event programme. Staff will encourage attendees to use masks indoors while on campus. Masks will be available to attendees that do not have their own.

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			<ul style="list-style-type: none"> • Hand sanitizer stations will be available in key locations, wall mounted sanitizers will be fully stocked before the event in all buildings used. • Staff have been informed that they must open windows and doors in event space where possible to increase ventilation. • Estates have assured us that rooms with mechanical ventilation systems are adequately ventilated. • Regular cleaning of main touchpoints inside venues by the estates team.

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
	[Insert Name]	Click or tap to enter a date.	Click or tap to enter a date.

Emergency procedures

The event organisers are Newcastle University Education Outreach Team. They can be contacted on 0191 208 2929

Newcastle University Security can be contacted on 0191 208 6817 or security.control@ncl.ac.uk All Security team members are first aid trained and have the ability to summon additional security personnel or direct access to emergency service.

Signature of Responsible Person (Double click on the signature box below)

 Recoverable Signature

X Jillian L Taylor-Roe

Signed by: njltr