

Newcastle University

Risk Assessment

Title of project or activity	School visits to the University Library
Manager / Responsible person	J. Taylor-Roe, Acting Director of Academic Services and University Librarian
School/Service	University Library
Date of assessment	29/09/2017
Locations of work	Philip Robinson Library and Marjorie Robinson Library Rooms

1.1: Brief description of project or activity

School visits to Philip Robinson Library and Marjorie Robinson Library for all school workshops including Sixth Form 'How to Research in a University Library workshop', and Special Collections workshops.

2.1: Details of hazards, risks and implemented controls

Hazard 1	Fire
Risks	<ul style="list-style-type: none"> Staff or participants could suffer serious or fatal injuries from burns or smoke inhalation
Controls	<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) 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. 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.
Hazard 2	Slips, trips and falls
Risks	<ul style="list-style-type: none"> Staff or delegates may be injured if they trip over objects, trip on stairs or slip on spillages.
Controls	<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. 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.

Hazard 3	
Vehicles on campus	
Risks	<ul style="list-style-type: none"> Participants could be struck and injured by bicycles or vehicles on campus. Participants could be struck and suffer serious injuries whilst vehicles are manoeuvring before or after unloading.
Controls	<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.
Hazard 4	
Individual participant health issues	
Risks	<ul style="list-style-type: none"> Risk of injury/ irritation arising from pre-existing medical conditions or allergies Risk of injury/irritation from objects in handling collection
Controls	<ul style="list-style-type: none"> The activities are low risk and do not involve physical exertion. 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. Participants will have minimal exposure to dust and irritants from old books and documents. Session leader will have given verbal warning about nature of handling collection and risk of dust and of trapping fingers, sharp edges etc.
Hazard 5	
Burns and scalds	
Risks	<ul style="list-style-type: none"> Staff and participants could suffer burns from spillages of hot drinks from café. Staff and participants could suffer burns from hot water in toilet washbasins. Staff, exhibitors or delegate could suffer burns from radiators or other heating equipment.
Control Measures	<ul style="list-style-type: none"> Cups 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 cups into computing clusters. Hot water warning signs or thermostatic mixing valves provided to washbasins. Radiators are main form of heating. No use of gas powered or heating equipment with naked flames.
Hazard 6	
Failure to protect children	
Risks	<ul style="list-style-type: none"> Risk of sexual or physical injury to young persons
Control Measures	<ul style="list-style-type: none"> The University will comply with Policy for the Safeguarding of Under 18's and Vulnerable Adults. 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 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 person present.

	<ul style="list-style-type: none"> • 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. • A staffed help desk will also be pointed out in case of emergencies.

2.3: Emergency procedures
<p>The event organisers are Newcastle University Education Outreach Team. They can be contacted on 0191 208 2929</p> <p>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.</p>

3.1: Assessor		
Name	Signature	Date
G. Johnston	<i>G Johnston</i>	29/09/2017
3.2: Manager / Responsible person		
Name	Signature	Date
J. Taylor-Roe	<i>Jill Taylor-Roe</i>	11/10/17