

RISK ASSESSMENT

Library Tuition or Hubs and

Organisation	Staff
Type of Venue	Staff
Location	Staff
Assessor	Staff
Checked and Approval by SLT Member	Staff

Age group/range of participants	Staff
Supervisory ratio of Adults:Pupils	Staff
Valid from (for 12 months)	Staff
Date of Assessment Completed	Staff
Date of Assessment Checked and Approved	Staff

Other specific Risk Assessment(s) followed

Individual Risk Assessment(s)	<input checked="" type="checkbox"/>
Lone Worker Risk Assessment	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

MULTIPLIER							
SEVERITY	Extreme/Catastrophic	5	5	10	15	20	25
	Major	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Minor	2	2	4	6	8	10
	Insignificant	1	1	2	3	4	5
		Multiplier	1	2	3	4	5
		Remote	Unlikely	Possible	Probable	Certain	
LIKELIHOOD							

KEY			
SEVERITY	Severe	20-25	Unacceptable level of risk exposure which requires immediate corrective action to be taken
	Major	12-16	Unacceptable level of risk exposure which requires constant active monitoring, and measures to be put in place to reduce expos
	Moderate	5-10	Acceptable level of risk exposure subject to regular active monitoring measures
	Minor	3-4	Acceptable level of risk exposure subject to regular passive monitoring measures
	Insignificant	1-2	Acceptable level of risk subject to periodic passive monitoring measures

Health Safety

Detail of risk	To whom	Severity	Likelihood	Rate	Control Measures	Further actions
General Safety	Staff, pupils, visitors			0	Event Organiser to ensure that a qualified first aider is on duty during the visit. All staff should work to the library health and safety procedure.	Library/New way tuition
Medical conditions/special needs	Staff, pupils, visitors			0	Teachers / tutors remain responsible for their students at all time and must keep a register of pupil names available. Must include any medical conditions/ special needs, food allergies and emergency contact details of parent/guardian	Library/New way tuition

Fire (or other cause for evacuation)

General	Staff, pupils, visitors			0	Teacher / tutor to be aware of evacuation procedures from any room/building used for an activity. Fire exits are clearly labeled throughout the building. Pupils given guidance by the teacher / tutor about evacuation procedures in the event of a fire	Library/New way tuition
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Safeguarding Staff and Pupils (Applicable if participants are under 18)

General	Staff, pupils			0	DBS enhanced checking to be carried out for lead staff and student helpers who have substantial unsupervised access to under 18s. Academic, teaching and other professional contacts are responsible for ensuring that any staff working with pupils or student helpers have DBS checks.	Library/New way tuition
Moving around the Library	Pupils			0	There must be appropriate supervision of pupils when moving around the library. Pupils should be supervised on stairways and possibilities of slips/falls pointed out. Care should be taken when using lifts and lift occupancy is stated inside all lifts Cleaning staff always use up to date Health and Safety signage throughout the building to warn of potential hazards.	Library/New way tuition

Group Size

Size	Pupils			0	Appropriate staff to pupil ratios should be observed (a minimum of 1:1 will be always adhered to)	Library/ New way tuition
Cohesion	Pupils			0	A staffed helpdesk will also be pointed out to students in case of emergencies.	Library/New way tuition

Rooms

Accessibility	Pupils			0	Rooms should 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.	Library/New way tuition
Cohesion	Pupils, Staff			0	All rooms used for education are located next to fire evacuation routes, which are clearly labelled.	Library/ New way tuition

Special Collections

Dust and other irritants from old books and documents	Pupils, Staff			0	Event Organiser and Session Leader to be aware of possibility of dust and irritants from old books and documents causing aggravation of pre-existing medical conditions.	Library/New way tuition
Evacuation	Pupils, Staff, Visitors			0	Session Leader to be aware that heavy items or sharp edges of the handling collection may mean that pupils/visitors may trap fingers, drop items onto their feet or have cuts/rips to clothing. Session Leader to give verbal warning about nature of handling collection.	Library/New way tuition

Other (To be completed by Session Leaders. Must include additional risks not listed above that relate to a specific session e.g. those involving fieldwork or practical work)**Notes**

1. New Way Tuition has taken all practicable measure to ensure the health and safety of pupils attending. All activities are being carried out in accordance with New Way Tuition Health and Safety Policy. This can be viewed at www.newwaytuition.co.uk A thorough Risk Assessment of the range of activities in which pupils will engage has taken place and Library staff are confident that pupils are not exposed to significant or unreasonable risk. Potential hazards/risk areas are listed above, together with measures taken to counter these.
2. New Way Tuition procedure for the reporting and recording of accidents and incidents. Any recorded accident involving pupils will be reported the local authority school, and to the pupil's parent/carer.

Staff Agreement

"I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly"

Staff Member Name	Signature	Date

Parent/Carer Agreement

"I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree for staff members to adopt the control measures/precautions above and to implement additional measures if circumstances change unexpectedly"

Parent/Carer Name	Signature	Date

Pupil(s) at Risk and Details

Name	DoB	Parent/Carer	Telephone Number

Known Conditions	Medication