

# RISK ASSESSMENT

<b>Title</b>	Library Tuition or Hubs and Centres	<b>Organisation</b>	New Way Tuition
<b>In the event of an incident/accident/safeguarding concern, refer to the contingency plan. Reviews are ongoing/ control measures will be reviewed/updated after incidents or cause for concern.</b>			
<b>Type of venue</b>	Library	<b>Supervisory ratio (staff: pupils)</b>	1:1
<b>Age group/range</b>	11-18	<b>Valid from (for next 12 months)</b>	
<b>Risk assessment by</b>	Tracy Jordan	<b>Date assessment completed</b>	
<b>Assessment checked and approved by</b>		<b>Date of assessment check and approval</b>	

Other specific risk assessment(s) followed			
Individual risk assessment(s)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Lone worker risk assessment	<input type="checkbox"/>		<input type="checkbox"/>

Issue(s)/Hazard(s)	Risk(s)	Person(s) at risk	L* (1-5)	S* (1-5)	Risk Rating	Control measures
General safety (moving around the library)	Slips, trips, falls, causing bruises and fractures.	Staff Pupils Visitors	2	3	6	A. Ensure that a qualified first aider is on duty during the visit.  B. All staff should work to the library health and safety procedure.
Medical conditions and special needs	Risk of serious ill health	Staff Pupils Visitors	2	3	6	A. Teachers/tutors always remain responsible for their students and must keep a register of pupil names available. This register must include any medical conditions/special needs, food allergies, and emergency contact details of parent/guardian.  B. First aider always on site.
Safeguarding when moving around the library	Neglect or abuse leading to injury, mental or physical ill health	Staff Pupils	2	3	6	A. DBS enhanced checking to be carried out for lead staff and student helpers who have substantial unsupervised access to under 18s.

Issue(s)/Hazard(s)	Risk(s)	Person(s) at risk	L* (1-5)	S* (1-5)	Risk Rating	Control measures
(participants aged under 18)						<p>B. Academic, teaching and other professional contacts are responsible for ensuring that any staff working with pupils or student helpers have DBS checks.</p> <p>C. 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.</p> <p>D. Care should be taken when using lifts and lift occupancy is stated inside all lifts.</p> <p>E. Cleaning staff always use up to date Health and Safety signage throughout the building to warn of potential hazards.</p>
Emergency evacuation due to fire, gas leak, etc	Risk of injuries during evacuation	Staff Pupils Visitors	2	4	<b>8</b>	<p>A. Teacher/tutor to be aware of evacuation procedures from any room/building used for an activity.</p> <p>B. Fire exits are clearly labelled throughout the building.</p> <p>Pupils given guidance by the teacher / tutor about evacuation procedures in the event of a fire or other emergency.</p> <p>D. Teacher/tutor reads the PEEP for any pupil whom they are working with.</p>
Group size.	Larger groups increase safeguarding risks and risks of injury during evacuation	Pupils	2	2	<b>4</b>	<p>A. Appropriate staff to pupil ratios should be observed (a maximum of 1:3 will be always adhered to).</p> <p>B. A staffed helpdesk at the reception will also be pointed out to students on entry in case of emergencies.</p>

Issue(s)/Hazard(s)	Risk(s)	Person(s) at risk	L* (1-5)	S* (1-5)	Risk Rating	Control measures
Rooms	Risk of injury to persons with reduced mobility during access/egress. Room location and characteristics may also affect risk of injury during emergencies	Staff Pupils	2	3	6	<p>A. Rooms should be checked for their appropriateness to the target audience and assessed for potential issues of accessibility e.g., wheelchair access, fire escapes, existence of induction loops.</p> <p>B. Open windows to ensure proper ventilation if weather permits. Temperature in rooms to always be kept at minimum 16°C.</p> <p>C. No windows for rooms above ground level allowed to open wider than 100mm. Special tool required to increase clearance.</p>
Special collections	Respiratory issues arising from dust and other irritants generated by old books and documents. Objects in collection may also cause injury/hinderance during emergency evacuations	Staff Pupils Visitors				<p>A. 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.</p> <p>B. 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.</p>

## 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 online at [www.newwaytuition.co.uk](http://www.newwaytuition.co.uk). A thorough Risk Assessment of the range of activities in which pupils will engage has taken place and Library/venue 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			Parent/Carer 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"			"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"		
Staff Member name	Signature	Date (dd/mm/yyyy)	Parent	Signature	Date (dd/mm/yyyy)

Pupils(s) at Risk and Details					
Name	DoB (dd/mm/yyyy)	Name of Parent/Carer	Phone No. of Parent/Carer	Known medical conditions	Medication & dosage

## Risk Ratings: How they are calculated

Likelihood		Severity	
Very likely	5	Fatality	5
Likely	4	Major injury/illness with permanent damage	4
Neutral likelihood	3	Injury/illness, some days in hospital	3
Unlikely	2	Minor injury/illness, no days in hospital	2
Very unlikely	1	No injury/illness	1

	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Colour coding	Interpretation
Blue	Table labels
Green	Low risk (1 – 7); some control measures may be required
Orange	Moderate risk (8 – 15); control measures required to reduce risk
Red	High risk (16 – 25); immediate control measures required to reduce risk