

AREA HEALTH AND SAFETY RISK ASSESSMENT FORM (RA1)

School/Service/Department:	Academic & Governance Services Library
Assessment Reference No.	RUL-Activity-017-Children in the Library
Assessment date:	June 2023
Area or activity assessed: <i>Please make sure this adequately describes the area/activity that you are assessing</i>	General use of Library building (excluding Café) by children (accompanied by a responsible/appropriate Library user)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Responsible adults not being aware of the risks in the building leading to accidents/incidents	Children	Copy of this risk assessment made available on dedicated family facility information page on Library website. Crib sheet containing headlines from this risk assessment also available on same page on Library web site and provided to adults at Reception when visiting with children for the first time. Date of receipt of crib sheet by adult noted on their Library borrower record by Library staff.				

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Slips and trips	All users of the building may be injured if they trip over objects or slip on spillages	<p>We carry out general good housekeeping. Cleaning staff carry out work on a shift system (three shifts a day, early morning, lunchtime, early evening) Monday to Friday, and early morning Saturday/Sunday. Between 8:00 and midnight Library staff carry out reactive cleaning as required.</p> <p>All areas are well lit.</p> <p>There are no trailing leads or cables.</p> <p>Staff keep work areas clear of boxes or other items in walkways.</p> <p>Deliveries stored immediately.</p> <p>Lost property is dealt with immediately and stowed in the appropriate cupboard.</p>				
Falling from height	<p>Children – falling from windows (externally)</p> <p>All users – falling down stairs</p> <p>Children – falling down stairwells</p>	<p>Windows are relatively high (approximately 1.2m off the ground) and ledges are deep (approx. 50cm) so are hard to reach. Windows do not open very widely but a very small child might fit through.</p> <p>All stairs have appropriately different coloured edging to aid visual cues to stair height and placement; all bannisters are appropriately distanced apart (i.e. narrowly) or are enclosed to ensure no gaps.</p> <p>Staircase 2 has a canopy to prevent items from falling through the stair well to the Welcome Desk below. The canopy cannot support a person but it might support a child's weight</p>	In all cases: Children should be supervised by their appropriate adult	In all cases: Person bringing a child into the building	In all cases: Each visit	

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		<p>and would break a fall. Banisters are relatively high and difficult to climb over.</p> <p>Top of staircase 2 (5th Floor) landing banisters do have a 'ledge' at low level that could be used as a booster to climbing up and over meaning a risk of falling to the stairs on the floor below.</p> <p>Staircase 3 has a slightly wider well than others (excluding 2) but the banisters are not easily climbable.</p>				
Trapping of hands and fingers	<p>Children – fiddling with change slots or delivery slots on vending machines; trapping hands/fingers in sliding doors to group study pods or general internal doors (some are heavy); fiddling with floor boxes (electrical sockets)</p> <p>All users – potential for catching hand/fingers in windows when closing if not paying attention</p>	<p>Floor boxes – all are 'closed' (ie have a cover that matches the floor covering) so are not immediately obvious as something to play with.</p> <p>Windows are relatively high (approximately 1.2m off the ground) and ledges are deep (approx.. 50cm) so are hard to reach meaning many people do not engage with them.</p>	Children should be supervised by their appropriate adult	Person bringing a child into the building	Each visit	
Getting trapped in the access gates	Children and accompanying adult if both try to go through a	Adult can ask at Reception for them and their child to be let in/out through a gate manually	In all cases users must report to Reception so staff can manually	Library staff	Easter 2022 & occasiona	

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	gate at the same time on the same Campus Card swipe	thereby meaning the gate is operated by staff and not by Campus Card swipe. Gates have sensors to detect a body within them and should not close if they sense a presence.	operate a gate for them to enter/exit.		l ongoing promotions	
Falling materials	All users - from insecure stacking or debris falling from stairs above. Children – pulling books from shelves Children – pulling metal book supports (relatively heavy) Children – pulling exhibition items/pull-up banners onto themselves Children – pulling bins over Children – pulling acoustic panelling onto themselves (if swing/climb on it)	Staff are trained to shelve books appropriately on Library shelves and to tidy when necessary. Canopy has been fitted to catch any falling objects from central stairs to ground floor. Exhibitions are risk assessed and any freestanding items should be sturdy. Pull-up banners are light in nature. The acoustic baffle panels hanging in various places are very light and are unlikely to cause a major injury but could cause bruising.	In all cases for these hazards: Children should be supervised by their appropriate adult Staff could be trained to store unused supports on high shelves only	In all cases: Person bringing a child into the building Library staff	In all cases: Each visit Easter 2024	

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	<p>Children – pulling fire extinguishers onto themselves</p> <p>Children – pulling small freestanding tables onto themselves (accompany some individual comfy seating)</p>	Some extinguishers are strapped to the stands.	All extinguishers could be strapped to the stands.	University Fire Officer	Easter 2024	
Bumps from corners (e.g. if run into)	Children – running into corners of desks/tables, pillars, exhibition cases; glass rooms; shelving		Children should be supervised by their appropriate adult	Person bringing a child into the building	Each visit	
Injury from walking/running into glass walls/doors/gates	Children – may be less aware than adults where glass walls, doors and gates are	Walls and doors have manifestations on them to aid visual recognition but some may be higher than a child's sightline (lowest begin 60cm above ground level, highest begin 90cm above ground level, some are full height). The glass RFID alarm gates have metal bases which helps delineate them from surroundings.	Children should be supervised by their appropriate adult	Person bringing a child into the building	Each visit	
Injury from climbing on (and falling from) furniture, shelving, trolleys, window ledges	<p>Children - could fall from a reasonable height if climbing on some furniture</p> <p>Children – could fall if climbing on shelving; could tip individual shelves (especially when empty of books) and therefore fall</p>		In all cases: Children should be supervised by their appropriate adult	In all cases: Person bringing a child into the building	In all cases: Each visit	

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	<p>Children – could tip books from a trolley or pull trolley onto themselves</p> <p>Children – falling (internally) from a window ledge if climbed up, ledges are approximately 1.2m off the ground</p>	Trolleys are very stable in general so are not very likely to tip. Same risk of pulling books from a trolley as from a shelf, trolleys are relatively low to the ground.				
Injury from falling off a chair	<p>Children – potential for falling from some chairs (either by leaning backwards or where some have no arms/sides)</p> <p>All users – benches in print hubs can tip up if sat on wrong end (narrow end rather than long width)</p>		Children should be supervised by their appropriate adult	Person bringing a child into the building	Each visit	
Electrical shocks from sockets	All users - study spaces have electrical sockets in or near them, electrical sockets can be found on many walls.	All study furniture is regularly PAT tested. Sockets on study furniture are normally on the desk surface and clear for an adult to see and monitor.				
Contact with cleaning chemicals	Children – finding a cleaning cupboard door unlocked	Cleaners are all trained to ensure doors are locked before leaving the cupboards.	Children should be supervised by their appropriate adult	Person bringing a child into the building	Each visit	
Roof access	All users – finding a door to the roof unlocked and	Maintenance staff are trained to ensure the doors are locked behind them.	Children should be supervised by their appropriate adult	Person bringing a	Each visit	

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	going out onto the roof (risk of falling off roof)			child into the building		
Evacuation of children from the building (fire etc)	Adults and children if they are unable to evacuate the building safely	Visual and audio alarms sound. Appropriate safe exit route signage is displayed throughout the building. All staff are trained in fire evacuation procedures. There are signed refuge areas, an evacuation lift, and an evacuation mattress.	Adults with children in buggies, prams, or wheelchairs should go directly to the nearest refuge area and wait for assistance and/or use the call buttons there. Adults supervising mobile children should follow the pedestrian routes out of the building as normal.	Person bringing a child into the building	Each visit	
Requirement for first aid assistance (due to any injury mentioned above)	All users	The majority of Library opening hours have at least one member of staff trained in first aid available on site. In addition to this University Security are all first aid trained and available 24/7 as backup. Staff are available throughout all opening hours at the Welcome Desk and can contact Security backup at all times.	Training is planned for extra staff to ensure complete coverage.	Library staff in conjunction with University H&S staff	Dependent on next available H&S first aid training course	
Lost child(ren)	Children – becoming lost and then subject to all the risks noted above	Users are advised to report to the Welcome Desk immediately. Staff there, and around the Library, carry radios and can be alerted to begin a sweep of the building. CCTV (viewable by one member of Library staff and University Security staff) can be utilised to see staircases and the Ground Floor.	Children should be supervised by their appropriate adult	Person bringing a child into the building		

Name of Assessor(s):	Jackie Whittam	Number of continuation sheets used: 6
Department:	Library	
Review Date:	June 2024	