# Activity / Task Risk Assessment Form

| **Business Unit:** Libraries, Research and Learning Resources | **Location(s) of Activity:** Business, Denis Arnold, Djanogly LRC, George Green, Greenfield Medical, Hallward, James Cameron-Gifford, Manuscripts & Special Collections. | **Risk Assessment Ref:** |
|---|---|---|

**Activity Title:** Guided library tours for visiting children

**Activity Outline:**
In-person introduction to library facilities and resources for local secondary schools.
**Groups of 10** will be offered a Library Tour by a CS library member of staff. **Larger groups will need to be divided**. Learning Development (LD) team to support with tours for larger groups. Tours will include:

> 1) Health and safety information, 2) Lending / enquiry desks, computer / catalogue terminals, and self-issue machines, 3) Demonstration of resource searching and discovery systems, 4) Café and individual study areas, 5) Short loan, reference, and main shelves, rolling stacks and kick stools, 6) photocopying, computer rooms, and other IT facilities.

*Activities / order of activities will vary slightly by location.*
Additional, optional activities: Independent research time, Classroom session with an academic member of staff.

**Those at risk / affected parties:**
University of Nottingham (UoN) Staff, Students, Visiting children; School representatives / chaperones.

| **Risk Assessor**<br>Name: Joshua Rodda | Signature: | Date: 12/12/2023 |
|---|---|---|
| **Responsible person / Line Manager**<br>Name: Ruth Curtis | Signature: | Date: |

| **Master Risk Assessment Reference where applicable:**<br>• Campus Visits (with accompanying staff/adults) MRA | **Related procedure references or links:**<br>• University of Nottingham Safeguarding SharePoint site<br>• George Green Library GEEP<br>• Hallward Library GEEP<br>• James Cameron Gifford Library GEEP<br>• King's Meadow Campus GEEP |
|---|---|

**Review Period:**
Every 2 years. Reviewed 12/12/2023

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| What are the hazards? | List the harm associated with the hazard | Risk Evaluation without controls in place<br>Likelihood (1-5) X Consequences (1-5) = Risk Rating* (1-25) | What control measures are, or will be put, in place to control the risk?<br>List all elimination, substitution, engineering and/or administrative controls | Risk Evaluation with controls in place<br>Likelihood (1-5) X Consequences (1-5) = Risk Rating* (1-25) |
|---|---|---|---|---|
| Library buildings | Accessibility issues (wheelchair access, evacuation, induction loops). | Likelihood: 2<br>Consequences: 2<br><br>**RR: 4** | • University of Nottingham (UoN) libraries checked for suitability to target audience.<br>• Learning Development (LD) representative to liaise with Customer Services (CS) Senior Library Advisers (SLA), giving adequate notice of date, time, expected numbers, including children with accessibility requirements.<br>• School chaperone, as the responsible adult, to be fully aware of the library environment to be visited, and to communicate specific requirements in advance.<br>• Library building GEEPs have been made available to staff: https://workspace.nottingham.ac.uk/display/safety/General+Emergency+Evacuation+Plans. | Likelihood: 1<br>Consequences: 1<br><br>**RR: 1** |
| | Exceeding capacity / overcrowding. | Likelihood: 2<br>Consequences: 2<br><br>**RR: 4** | • LD rep to ensure that areas visited within libraries are appropriate to the numbers on the tour.<br>• Visitors to be split into smaller groups if needed, ideally in advance, in collaboration with the school liaison officer / chaperone. | Likelihood: 1<br>Consequences: 2<br><br>**RR: 2** |
| | Falls from George Green Library (GGL) Balconies. | Likelihood: 2<br>Consequences: 4<br><br>**RR: 8** | • All visitors and school chaperones to be made aware of the hazard and behave accordingly.<br>• Limit the time spent on the balconies.<br>• All visitors to be accounted for and supervised at all times. | Likelihood: 1<br>Consequences: 4<br><br>**RR: 4** |
| | Classroom activities: injuries caused by trip hazards, movable furniture or overcrowding. | Likelihood: 3<br>Consequences: 3<br><br>**RR: 9** | • LD rep to ensure that rooms used for presentations are well maintained, appropriate to group size and free from trip hazards, including unsecured electrical cables.<br>• LD rep to ensure that rooms are set up for presentations before the visit, including notifying estates where heavy furniture needs to be moved.<br>• Visitors to be supervised by school chaperone in teaching rooms. | Likelihood: 1<br>Consequences: 2<br><br>**RR: 2** |
| Visiting our campuses | Fire in library buildings: injury, burns, asphyxiation, risk of death. | Likelihood: 1<br>Consequences: 5<br><br>**RR: 5** | • CS SLA to ensure that visitors, staff and students are aware of evacuation procedures and any planned fire alarm tests.<br>• All library building tours to include information about exit routes and the fire alarm sound.<br>• CS SLA will brief LD rep of any planned fire alarm evacuations or tests.<br>• Library building GEEPs have been made available to staff: https://workspace.nottingham.ac.uk/display/safety/General+Eme | Likelihood: 1<br>Consequences: 3<br><br>**RR: 3** |

| | | | | |
|---|---|---|---|---|
| | | | rgency+Evacuation+Plans. | |
| | Major incident affecting a significant section or all of campus. | Likelihood: 1 Consequences: 5

**RR: 5** | • CS rep or LD rep will report any emerging incident to Security, pass on instructions to the school chaperone, and (where possible) help visitors to find safe places.
• Procedure in the campus visit of a major incident:
  o Police advice is 'Run, hide, tell'.
  o Phone University security on 0115 951 8888.
  o If possible, help visitors to find safe places.
  o Warn others of the threat, so they stay away.
• Library building GEEPs have been made available to staff: https://workspace.nottingham.ac.uk/display/safety/General+Emergency+Evacuation+Plans. | Likelihood: 1 Consequences: 3

**RR: 3** |
| | Visitors getting lost / road traffic injuries travelling to or between buildings. | Likelihood: 2 Consequences: 3

**RR: 6** | • Schools will be making their own transport arrangements to the library. UoN is not responsible for school travel arrangements.
• School liaison officer / chaperone will be sent maps and information about the location of visits.
• School chaperone will be responsible for taking registers and headcounts.
• LD rep / CS rep will meet visitors at agreed meeting point.
• LD rep / CS rep will point out staff identity lanyards and welcome desks, and explain process if visitors are lost within library buildings or on campus.
• If a visitor goes missing, tour leaders must:
  o Stop the tour.
  o Check group number with school chaperone.
  o Contact CS / welcome desk. | Likelihood: 1 Consequences: 3

**RR: 3** |
| | Slips, trips, and falls or ill-health suffered during visit to the library. | Likelihood: 2 Consequences: 3

**RR: 6** | • Ensure visitors to the library have adequate access to first aid provision.
• A good level of housekeeping is maintained in library buildings.
• Library staff to be vigilant in ensuring a safe environment, reporting any problems to the SLA on site.
• LD and CS reps are aware of emergency procedures and how to obtain first aid assistance in the library.
• Report all accidents and cases of ill health through the online Incident Reporting system. | Likelihood: 1 Consequences: 2

**RR: 2** |
| Access to library materials | Falls, manual handling of heavy books, or mobile shelving. | Likelihood: 2 Consequences: 3

**RR: 6** | • Any activities involving use of library books or resources as part of the library visit should be assessed before the day.
• Instruction on correct method of use of kick stools should be provided. Access to books on mobile shelving should be supervised and instruction provided.
• Details of school-generated activities must be communicated in advance to UoN libraries and assessed for suitability to:
  o The library environment. | Likelihood: 1 Consequences: 2

**RR: 2** |

| | | | | |
|---|---|---|---|---|
| | | | ○ Visitor age group and ability. | |
| | Adult material. | Likelihood: 2<br>Consequences: 1<br><br>**RR: 2** | • UoN libraries acquires materials to facilitate teaching, learning and research at the University. As such the content of our collections may be of an adult nature.<br>• Any information presented during a school visit will be vetted by a qualified librarian and be appropriate for children. | Likelihood: 1<br>Consequences: 1<br><br>**RR: 1** |
| Interactions and safeguarding | Child protection issues (for visitors under 18). | Likelihood: 2<br>Consequences: 5<br><br>**RR: 10** | • All staff involved in the library tour to be aware of child protection issues.<br>• All staff to avoid unsupervised access to pupils on a 1:1 basis – e.g., avoiding situations where staff are talking to a visiting student alone.<br>• All UoN staff to read and take guidance for their activities from the University Health and Safety Department and the UoN Safeguarding Policy: UoN Safeguarding Policy July 2023.pdf. Staff should implement action as required.<br>• All library staff to be made aware when visitors under the age of 18 are in the building. | Likelihood: 1<br>Consequences: 5<br><br>**RR: 5** |
| | Interactions with students not involved in the visit, or with other unknown adults. | Likelihood: 2<br>Consequences: 5<br><br>**RR: 10** | • Library access is maintained by gates and UoN cards and is enforced by CS staff at welcome desks.<br>• Library representatives involved in the visit will be identified to visitors on arrival.<br>• School chaperone to be reminded of the need to be aware of who students are interacting with.<br>• Supervision throughout visit. Problem interactions will be dealt with by removing the intervening student / adult from the situation (with assistance from Security if necessary), or by removing visitors from the situation. | Likelihood: 1<br>Consequences: 2<br><br>**RR: 2** |
| GDPR | Misuse data / personal information. | Likelihood: 2<br>Consequences: 4<br><br>**RR: 8** | • All personal data will be held by the school. The University of Nottingham will not hold or have access to the personal data of visitors, except for accessibility or medical purposes.<br>• Any information collected for accessibility or medical purposes will not be kept after the visit. | Likelihood: 1<br>Consequences: 1<br><br>**RR: 1** |

## Justification for selection of controls

Summarise justification for selecting control measures that are not to the highest, reasonably practicable standard or compliant with industry standard e.g. use of personal protective equipment rather than engineering means of control:

State N/A if not applicable

N/A

## Additional Requirements (if not recorded elsewhere)

| | |
|---|---|
| **First Aid** | |
| **Waste handling** | |
| **Emergency** | |
| **Training, supervision and competency** | |
| **Other** | |

## Competency Record

| Name of worker | Measure of competency | Assessor comments | Competent to perform activity Y/N? | Signature (Worker) | Signature (Assessor) | Date |
|---|---|---|---|---|---|---|
| | | | | | | |
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## Guidance on completing the form

This form may be used to record the risk assessment for any University activity whether that be lab or workshop-based, an event, on or off-site working, etc. Separate templates exist for Biological work, Laser work and Fieldwork.
Only complete a risk assessment if you have a good understanding of the activity being assessed and you have been instructed in the principles of carrying out a risk assessment (refer to your Business Unit arrangements on risk assessments).

# Activity / Task Risk Assessment Form

- **Responsible Person**

  The manager who is responsible for the activity should approve the risk assessment, this indicates they agree the risk assessment is sufficiently detailed, they agree the control measures are appropriate and will be implemented and they authorise the work to commence. The Responsible Person may be a PI in the academic setting or a local line manager or head of section in non-academic sections of Schools/Faculties and Professional Services.

- **Those at risk / affected parties**

  Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the publics, volunteers and others who could be affected.

- **What are the hazards?**

  The definition of a Hazard is the potential for something to cause harm, e.g. chemicals, radiation, lasers, fire. In the Hazards column, list the hazards which could reasonably be expected to result in significant harm.

- **List the harm associated with the hazard**

  For each hazard, there may be one or more types of harm that could occur. For example, working with cryogenic substances - harm may be asphyxiation, cold burns or fire/explosion and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

- **\* Risk Evaluation – based upon Likelihood X Consequences = Risk Evaluation**

  This evaluation of risk uses a combination of likelihood of the hazard resulting in an incident and the severity of the typical consequences. Each is numbered 1 to 5 based upon the definitions in the table below and then multiplied together to give a final Risk Rating. This is subjective which is why you must have good knowledge of the activity in order to undertake the risk assessment. Hazards that remain high risk once evaluated after control measures are put in place, must not proceed without further consideration.

## Table: Risk Evaluation Definitions

| Likeli-hood | Definition | Con-sequences | Definition | Risk Rating | Actions |
|---|---|---|---|---|---|
| 1 | Hazard is unlikely to occur | 1 | No injury/ill-health | 1-8 Low or Acceptable Risk | Progress actions that are straightforward and cost effective |
| 2 | Hazard will occur occasionally | 2 | Minor injury/ill-health | 9-15 Moderate Risk | Effort required to reduce risk. Moderate resource may be required |

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|---|---|---|---|---|---|
| 3 | Hazard will occur sometimes | 3 | Injury/Ill-health required first aid | 16-25 High/ Substantial/ Intolerable Risk | Work should stop until control measures have been implemented. Considerable resource might be required to achieve this |
| 4 | Hazard will occur regularly | 4 | Injury/Ill-health requiring medical treatment outside the University | | |
| 5 | Hazard will occur frequently | 5 | Severe – Death or major injury/ significant ill health | | |

- **What control measures are, or will be put, in place:**
  List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. They should also take into account the hierarchy of control and favour elimination, substitution, engineering methods over administrative controls. Fundamentally, ensure the risks are reduced so far as is reasonably practicable.

- **Review Period:**
  The University advises that all risk assessments are revised every two years to ensure validity. For activities undergoing change, consider a shorter timeframe for review. For lower risk activities, you may consider a longer timeframe. Comply with your Business Unit arrangements.

- **Justification for selection of controls**
  In brief, the hierarchy of control in terms of robustness is: (1) Elimination (2) Substitution (3) Engineering Control (4) Administrative Control. If not implementing a higher level of control, justify the reasons why a low level is appropriate in the situation.

- **Areas for additional consideration in your risk assessment or associated procedures**
  Consider training and supervision, manual handling, waste disposal, first aid, emergency situations such as spillage, access to medical assistance. It may be more appropriate for these to be covered as part of a safe working procedure or standard operating procedure.