**LSE Library Risk Assessment – School Groups / Other accompanied groups of under 18 years**

General Guidelines

Spaces: The following has been prepared by LSE Library staff to assist you in making a risk assessment for your visit. LSE Library spaces are maintained so they are safe for LSE Staff, students, other adult users and visiting researchers. They are not designed for children. Over 18 year olds are the main users of our spaces and resources. However, there should not be a problem for children and young people to use these spaces if accompanied by adults and behaving sensibly.

People: The Education and Outreach Officer and Learning Support Services Manager have DBS enhanced disclosure.

Insurance: LSE Library has public indemnity insurance.

First Aid: We have staff trained in First Aid on site.

Supervision: Teachers and / or accompanying adults are responsible for the health and safety of their group and should remain with pupils / children at all times in the building and in the event of an emergency evacuation. We require the following staff / adult to pupil ratios:

* Reception / Nursery – 1:3 (recommend gallery space only)
* Special schools – 1:4
* Primary schools – 1:6
* Secondary schools KS3 – 1:10, KS4 & KS5: 1:15

Risk Assessment

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| Hazard Identified | Describe why this is a potential hazard? | Who is at risk? | Risk Score | Actions to be taken before the event to avoid the potential hazard from happening? | Actions to be taken at the event? | Who will do this? |
| Slips, trips, housekeeping | Slightly uneven areas between gallery space and on entrance to library. | Children | 2 | The areas are only slightly uneven. Good housekeeping. Any other areas that have a potential hazard are cordoned off or flagged up appropriately with hazard signage. | Regular checks are made by library staff and dealt with by LSE estates maintenance teams. |  LSE Library Duty manager / Enquiries Team / Estates Duty manager |
| Slips, trips, housekeeping | Potential of child being banged into or knocked over by students during busy periods. | Children | 1 | Agree where to meet and keep the group together | Congregate walk in the largest communal areas. | Learning Officer / Manager  |
| Fall of person | Open railings on the central staircase and around the landing area near the staircase. | Children | 6 | Prepare teachers beforehand about the staircase, particularly if under 12 years of age. | Warn pupils and helpers on the day. Ask them to walk in single file on the stairs and holding the handrail. Only use the stairs between the ground floor and lower ground floor (learning room) if the children are under 7. | Learning Officer / Manager  |
| Slips, trips, housekeeping | Possibly slip on the central staircase. | Children | 4 | Prepare teachers beforehand about the staircase, particularly if under 12 years of age. | Warn pupils and helpers on the day. Ask them to walk in single file on the stairs and holding the handrail. Only use the stairs between the ground floor and lower ground floor (learning room) if the children are under 7. | Learning Officer / Manager |
| Fall of objects | Open railings on the central staircase and around the landing area near the staircase. Children could potentially drop objects. | Children | 2 | Ask teachers to make sure all students bring adequate bags / containers and only take coats etc off when in the learning room. | Warn pupils and helpers on the day. Ask them to walk in single file on the stairs and holding the handrail. Only use the stairs between the ground floor and lower ground floor (learning room) if the children are under 7. | Learning Officer / Manager |
| Seating arrangements | A child could fall off a stool or table. | Children | 2 | LSE staff to make sure equipment is in working order and not in a hazardous condition and suitable for use by children. | Make sure children correctly on stools / seats and not rocking or swinging on them or seating on the tables | Education and Outreach Officer / teachers |
| Other - please specify | Lost children | Children | 3 | Adequate adult helpers and checks of children built into visit. | Check all children together at all times. Regular register / checks. | Teachers . Learning and Outreach Officer |
| Electrical equipment & wiring | Electric shock | Children | 1 | All equipment and sockets are regularly tested. Pupils rarely use electrical equipment. | Pupils to listen to and follow clear instructions and guidance if using this equipment. | Education and Outreach Officer / LSE Estates |
| Fire hazards | Fire in the library | Children | 4 | Knowledge of basic fire procedures to be followed. | Instruction to be given at the beginning of the session on where fire exits are and what to do in the event of the alarm. Library fire evacuation procedures | Learning and Outreach Officer / LSE staff |
| Other - please specify | Unsupervised interaction between pupils and Library users in the toilets (used by visitors / LSE Staff & students) | Children | 2 | Ratio of adults to pupils applied. | Helpers to supervise pupils in toilet areas (not inside cubicles). | Teachers |
| Other - please specify | Unsolicited interaction between under 16 and adult | Children | 2 | Enhanced DBS checks in place for learning support staff. Other LSE staff not left alone with children | No pupils / children should be left alone with LSE Staff without adult from the school / group present. | Teachers / LSE Education and Outreach officer |
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Risk Score Information

Risk Severity:

* MINOR: Superficial injuries - cuts, bruises, mild skin irritation, mild aches and pains − requiring first aid only. Minor property damage.
* SERIOUS: More serious injuries or ill-health, requiring time off work or study or a hospital visit, e.g. burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage.
* MAJOR: Broken limbs, amputations, long-term health problems resulting from work, or acute illness requiring medical treatment, loss of consciousness, serious electric shock, loss of sight. Major property damage.
* FATAL: Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers.

Risk Probability:

* VERY UNLIKELY: Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.
* UNLIKELY: Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.
* POSSIBLE: Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.
* LIKELY: Poor or no controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.

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|  | RISK SEVERITY |
| MINOR | SERIOUS | MAJOR | FATAL |
| RISK PROBABILITY | VERY UNLIKELY | 1 | 2 | 3 | 4 |
| UNLIKELY | 2 | 4 | 6 | 8 |
| POSSIBLE | 3 | 6 | 9 | 12 |
| LIKELY | 4 | 8 | 12 | 16 |