

<b>Title of Risk Assessment:</b> Library Family Study Room – 02LC02	
<b>Risk Assessment Reference:</b>	<b>Description of area or activity being assessed:</b> The library has made provision for a specially equipped room to support students with children, to enable them to study in a safe space alongside their children. The room has been equipped with educational toys/books and play equipment to support children up to the age of 12 years. The room will be run as a pre-registered bookable space, designed for one family use at a time. The room is equipped with a DSE workstation with appropriate IT equipment to support the adult with their study. The room is located on the 2 <sup>nd</sup> floor of the Library/Learning Centre and is accessible by passenger lift and internal staircase.
<b>Date of Assessment:</b> September 2024	
<b>Assessor's Name:</b> Paul Daniell	

<b>The area / activity has been assessed and relevant control measures have been implemented.</b>	<b>The Assessor has taken into account all the significant risks.</b>	<b>Those identified within this risk assessment are responsible for ensuring that the area / activity can take place safely.</b>
<b>Assessor's Approval</b>	<b>Name:</b> Paul Daniell	<b>Signature / Date:</b> 13 <sup>th</sup> September 2024
<b>Line Manager Approval</b>	<b>Name:</b>	<b>Signature / Date:</b>
<b>Health and Safety Approval (High Risk Only)</b>	<b>Name:</b>	<b>Signature / Date:</b>
<b>Review Date</b>	<b>Suggested annual review – September 2025</b>	

<b>Version Number</b>	<b>Date of Review</b>	<b>Reviewer</b>	<b>Brief Description of Changes</b>
001	January 2024	Paul Daniell	Risk assessment issued as first draft to support the planning of the facility.
002	September 2024	Paul Daniell	Risk assessment reviewed and updated prior to the new facility being opened to students.

RISK ASSESSMENT						
Significant Hazard	Potential for Harm	Existing Control Measures	Likelihood	Severity	Residual Risk (H,M,L)	Further Action (Y/N)
<b>Slips, trips, and falls</b>	Students and their children may be injured if they trip over objects and fall or slip on spillages.	<ul style="list-style-type: none"> <li>Housekeeping standards maintained throughout with routine cleaning of the area.</li> <li>Cupboards provided for storage of items / consumables / learning resources / toys etc.</li> <li>Cupboard and desk corners have been fitted with child protecting corner covers.</li> <li>No training leads – cables managed in the area to reduce risk.</li> <li>Area is well lit with windows providing natural light and artificial lighting in the ceiling grid - including emergency lighting units and illuminated exit signs.</li> <li>Floor surfaces are carpeted and in good condition. Electrical floor box covers have been secured closed/tamper proof. Additional cushioned play matts have been provided, these are vinyl covered and easily wipeable.</li> <li>Area has double glazed windows which are fixed/non-opening.</li> </ul>	<b>Possible</b>	<b>Slight</b>	<b>Low</b>	<b>N</b>
<b>Electrical safety</b>	Student and their children could suffer electrical shock or burns from using faulty electrical equipment or misusing electrical circuits. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> <li>Portable electrical appliances provided in the area are (PAT) tested by electrically competent persons.</li> <li>Socket outlets protected by RCD safety device.</li> <li>Electrical circuits subject to 5 yearly statutory inspection by competent electrician.</li> <li>Electrical floor boxes are to be secured shut (tamper proof) to prevent young person's interfering with them.</li> <li>Electrical sockets have been blanked off with plug in safety covers throughout the room where sockets are not in use.</li> </ul>	<b>Possible</b>	<b>Moderate</b>	<b>Low</b>	<b>N</b>

		<ul style="list-style-type: none"> <li>Students must only use CE marked/approved socket adaptors to power their personal electrical appliances.</li> </ul>				
<b>Fire</b>	If trapped by fire students and their children could suffer fatal injuries from smoke inhalation or burns	<ul style="list-style-type: none"> <li>Integrated fire alarm systems with smoke detector units fitted throughout the area/building.</li> <li>Fire extinguishers inspected and maintained.</li> <li>Designated fire escape routes clearly marked and maintained.</li> <li>University smoking policy prohibits smoking/vaping inside all buildings.</li> <li>All waste material removed from the area (daily) and stored away from the building.</li> <li>All library staff trained in evacuation procedures with a planned fire drill undertaken annually.</li> <li>Fire risk assessment completed for the area by the University Fire Safety Officer.</li> <li>Fire instructions for the family study space form part of the induction/registration process which has to be completed before the area can be used. Instructions are also provided in the room for reference.</li> </ul>	<b>Possible</b>	<b>Moderate</b>	<b>Low</b>	<b>N</b>
<b>Falling objects</b>	Students and their children may be struck by falling objects stored above head height.	<ul style="list-style-type: none"> <li>Storage height strictly limited with no high-level shelving or items stored on cupboard tops.</li> <li>Wall hanging items must be suitable secured and fitted by a competent person. Vinyl printed art work has been stuck to the walls as part of the decoration of the space.</li> <li>Any heavy items to be stored below waist height.</li> </ul>	<b>Likely</b>	<b>Slight</b>	<b>Low</b>	<b>N</b>
<b>Display Screen Equipment</b>	Students may suffer discomfort, pain, or medium-term health issues due to overuse of computer equipment or upper limb disorders due to poor posture resulting from poor workstation set up.	<ul style="list-style-type: none"> <li>DSE equipment provided is of an appropriate standard throughout the library allowing a good range of workstation adjustability to meet individual needs.</li> <li>Window blinds provided to control ambient light levels and reduce screen glare – control cords are tethered to avoid risk of entanglement.</li> <li>Artificial lighting is adequately diffused and switched from within the room.</li> </ul>	<b>Possible</b>	<b>Moderate</b>	<b>Low</b>	<b>N</b>

		<ul style="list-style-type: none"> <li>The space is heated and cooled / ventilated via a floor plenum system – temperatures are monitored and controlled remotely by the Building Management System (BMS).</li> </ul>				
<b>Lone working</b>	Students or their children could suffer injury or ill health while using the area and may not be immediately discovered due to the position of the room.	<ul style="list-style-type: none"> <li>The library security team routinely patrols all areas of the library, outside of the core working hours.</li> <li>The family area has access control on the main door – access will be controlled via the library room booking system.</li> <li>A specific lone working risk assessment may be required in circumstances where any potential risks are increased, for example expectant mothers, persons with mobility issues or specific medical conditions.</li> </ul>	<b>Possible</b>	<b>Moderate</b>	<b>Low</b>	<b>N</b>
<b>Welfare facilities</b>	Students or their children could suffer ill health effects without adequate provision of welfare facilities.	<ul style="list-style-type: none"> <li>Unisex toilets on the 2<sup>nd</sup> floor of the library building have been equipped with nappy changing facilities.</li> <li>Parents are responsible for adequate supervision of children using the welfare facilities as these are shared with other users of the library building.</li> <li>Thermostatic mixing taps fitted to hand basins in the 2<sup>nd</sup> floor toilet facilities to avoid potential scolding risk to young persons.</li> </ul>	<b>Likely</b>	<b>Slight</b>	<b>Low</b>	<b>N</b>
<b>Medical Emergency / First Aid</b>	Students or their children may become ill or suffer injury requiring reasonable access to first aid and onward medical care.	<ul style="list-style-type: none"> <li>Instructions are provided within the space on how to summon first aid assistance via the University Emergency Number x 3333 or via Library reception staff.</li> <li>A basic first aid kit has been provided within the room – any use should be reported so the kit can be maintained.</li> <li>Campus safety staff (available 24/7hrs) are appropriately trained in First Aid, with basic pediatric skills. Both male and female Campus Safety officers are available to attend medical emergencies.</li> <li>Campus Safety officers have access to a vehicle and can provide transport to RSCH A&amp;E for cases deemed suitable for transportation.</li> <li>Campus Safety Officers liaise with any Emergency Services attending campus.</li> </ul>	<b>Likely</b>	<b>Slight</b>	<b>Low</b>	<b>N</b>

<p><b>Young Children</b></p>	<p>Young persons are likely to put themselves and others at risk due to their lack of risk perception / immaturity.</p>	<ul style="list-style-type: none"> <li>• Children must always remain the responsibility of the parent and therefore must not be left unsupervised in the family area or any other parts of the library building.</li> <li>• A suitable adult to child ratio needs to be maintained at all times to ensure adequate supervision of young children.</li> <li>• Terms and conditions for the use of this space include specific requirements for Safeguarding of young persons.</li> </ul>	<p><b>Possible</b></p>	<p><b>Moderate</b></p>	<p><b>Low</b></p>	<p><b>Y</b></p>
<p><b>Toys / Educational Equipment</b></p>	<p>Young persons may be put at risk from toys or play equipment provided in the space</p>	<ul style="list-style-type: none"> <li>• Careful selection of appropriate age-related toys and play equipment for the area.</li> <li>• Toy have been checked for small parts and tested for choking hazard.</li> <li>• Provision of basic cleaning products (anti-bacterial wipes) in the area – no other cleaning products to be stored in the area.</li> </ul>	<p><b>Likely</b></p>	<p><b>Slight</b></p>	<p><b>Low</b></p>	<p><b>N</b></p>
<p><b>Use of the Family Study Room</b></p>	<p>Persons at risk due to being unfamiliar with the health and safety controls within the area.</p>	<ul style="list-style-type: none"> <li>• Users of the family study room are required to register and agree to the terms and conditions for the safe use of the room before being given access to the space. An induction covering essential health and safety information is provided as an integral part of the registration process.</li> <li>• Basic fire safety / medical emergency information is also provided (hard copy) within the room in an information folder.</li> <li>• The key requirements for Safeguarding of young persons is also covered within the registration/induction process, as this is a fundamental to the safe use of the facility.</li> </ul>	<p><b>Possible</b></p>	<p><b>Moderate</b></p>	<p><b>Low</b></p>	<p><b>N</b></p>

**RISK ASSESSMENT ACTION PLAN**

Action to further reduce risk	Person responsible for completing action	Target completion date (Prioritised on risk)		Action closure	
		Date	Priority	Signature	Date
Documented terms and conditions have been established for the Family Study Room and these include a user registration process running alongside a general safety induction to the space.	<b>Library staff are required to ensure this registration process is completed in full prior to allowing the users access to the family study room.</b>	<b>October 2024</b>	<b>Medium</b>		

<b>RISK ASSESSMENT MATRIX</b>				
Use the risk assessment matrix to classify the perceived level of risk and to prioritise the control measures				
LIKELIHOOD	SEVERITY			
	Slight (first aid injury)	Moderate (Medical Treatment)	Severe (Lost Time/ major injury)	Very Severe (Long Term Disability or fatality)
Very Likely (Common Occurrence)	LOW	MEDIUM	HIGH	HIGH
Likely (Easily Foreseeable)	LOW	MEDIUM	MEDIUM	HIGH
Possible (Foreseeable under certain circumstances)	NOT SIGNIFICANT	LOW	MEDIUM	MEDIUM
Unlikely (Unlikely sequence of events/ Unexplained event)	NOT SIGNIFICANT	NOT SIGNIFICANT	LOW	MEDIUM

Risk Level	Risk Response
Not Significant Risk	Continue to monitor activity for any change in risk level.
Low Risk	Activity can take place as control measures are adequate.
Medium Risk	Additional controls may be required to further control the hazard.
High Risk	Activity should not progress without seeking specialist advice and implementing further risk mitigation measures.

## Guidance notes on completing a risk assessment

A clear statement providing detail of the area / activity to be assessed should be recorded on the assessment form. This description will assist the assessor and others in defining the scope and applicability of the assessment.

### **Hazard identification**

It is necessary to identify all the significant hazards associated with the activity / or area being assessed. Trivial hazards, i.e. those associated with day to day living can be discounted at this stage. Using the knowledge and experience of those working in the area along with your own observations of the task / area it should be possible to develop a complete picture of the significant hazards.

### **Consider those at risk from harm**

The risk assessment must give consideration not only to those persons directly involved in the task or activity but also the risks posed to those who may be affected by it e.g. cleaning staff, security, maintenance staff and or visitors.

Some categories of individuals may be considered at greater risk from the activities in which they are involved due to specific vulnerability e.g. pregnant mothers, young person etc. In such cases the risk assessment must reflect the higher level of duty to protect these 'at risk' groups.

### **Assessment of risk**

The risk assessor needs to make a qualitative assessment of the likelihood and level of severity for each of the significant hazards identified. A Risk Matrix has been provided as a tool to help assess the level of residual risk for each significant hazard.

Most significant hazards will already have some level of control measures in place as part of normal working practices, it is important to review these controls in terms of their effectiveness in reducing the risk to as low as reasonably practicable. In circumstances where the level of residual risk is considered unacceptable further controls measures must be specified to further reduce the risk to acceptable levels.

### **Action plan**

Where the risk assessment identifies a requirement for further control measures; a prioritised action plan should be developed. The action plan should clearly identify what action is required to reduce the residual risk to an acceptable level. Each action must be appropriately assigned to a named individual with target dates for completion, prioritised against the residual risk rating. Action closure should be recorded on the risk assessment form.

The closure of an action should prompt a review of the effectiveness of the action taken in further reducing the residual risk.

When establishing control measures the emphasis should be placed on working to remove or control the hazard by physical means, only when these measures are not reasonably practicable should control be achieved by employee instruction and training or personal protective equipment (PPE). The hierarchy of controls provided in the schedule to the Management of Health and Safety at Work Regulations should be used as guidance when assigning additional control measures as part of the risk assessment action plan.

### **Recording & communicating significant findings**

## GENERAL RISK ASSESSMENT

Significant findings from general risk assessments undertaken for activities on the University site should be formally recorded. Records should be kept (either hard copy or electronic) such that the risk assessment is available for persons who may require access to the information. The risk assessment and associated action plan should be effectively communicated to all those affected by its findings.

### **Assessment review**

Risk assessments will require review and in some cases revision, both to meet with the statutory requirements and to ensure the assessment continues to reflect current working practices. A review can be initiated at any time particularly if it is suspected that the assessment is no longer valid, or where there has been a significant change to the area or activity or an accident / incident has occurred.